

## Schedule B: Retention Code Legend

Retention Category Code	Functional Area	Example Record Types
ADM-01	Administration	Strategic plans, annual reports, correspondence
ADM-02	Administrative Support	Office procedures, forms, templates
FIN-01	Finance – General	Invoices, receipts, reconciliations
FIN-02	Finance – Budgeting	Budget working papers, capital plans
FIN-03	Finance – Taxation	Tax rolls, assessment notices, mill rate calculations
FIN-04	Finance – Payroll	Time sheets, T4s, payroll registers
HR-01	Human Resources – Personnel	Personnel files, job applications, oaths of office
HR-02	Human Resources – Benefits	WCB claims, benefit enrollments
HR-03	Human Resources – Training	Training records, safety certifications
LEG-01	Legislative – Governance	Council minutes, bylaws, resolutions
LEG-02	Legislative – Legal	Contracts, agreements, legal opinions
LEG-03	Legislative – Proceedings	Court cases, claims, litigation files
DEV-01	Development – Planning	Municipal development plans, ASPs, IDPs
DEV-02	Development – Permits	Development permits, subdivision approvals
OPS-01	Operations – Facility Maintenance	Facility Maintenance inspections, reports, records
OPS-02	Operations – Fleet	Fleet Maintenance Records
OPS-03	Operations – Transportation	Haul cards, bridge inspections, gravel program records, road maintenance, signage, culverts
OPS-04	Operations – Utilities	Water/sewer records, utility billing, infrastructure plans, water testing, effluent reports, meter readings
OPS-05	Operations – Emergency	Emergency response plans, incident logs
ENG-01	Engineering	Drawings, as-builts, geotechnical reports
MAP-01	Mapping & GIS	GIS datasets, aerial imagery, official maps
ZON-01	Zoning	Zoning bylaws, enforcement records
AGR-01	Agricultural Services	Weed notices, pesticide applications
ECO-01	Economic Development	Business licenses, promotional materials

<b>Retention Category Code</b>	<b>Functional Area</b>	<b>Example Record Types</b>
ELEC-01	Elections	Nomination papers, ballots, results
COU-01	Council	Council agendas, briefing notes
VEN-01	Vendor Management	Vendor files, contracts, quotations
WST-01	Waste Management	Landfill records, environmental approvals
PET-01	Petitions	Formal and informal petitions, sufficiency reviews
SUR-01	Surveys	Registered plans, field notes, certifications
LAN-01	Land Management	Appraisals, land exchanges, title transfers
INS-01	Insurance	Policies, claims, risk assessments
POL-01	Policy	Active and superseded policies, development records
REP-01	Reports	Field reports, accident statistics, monthly summaries