Schedule C Security Classification and Personal Information Indicator

Subject	Record Type	Security Classification	Personal Information Included
Accountants	Working Papers	Internal	No
Accounts	Paid (summary sheet)	Internal	No
	Payable vouchers	Internal	No
	Receivable Duplicate Invoices	Internal	No
Administration	Reports (not part of minutes)	Internal	No
	As Per Legislation	Internal	No
Advertising	General	Internal	No
	As Per Legislation	Internal	No
Agendas	Part of Minutes	Internal	No
Agreements	General	Internal	No
	Development	Internal	No
	Major Legal	Restricted	No
	Minor Legal	Restricted	No
Agricultural Services	Environment Permits/Licenses	Internal	Yes
	Pesticide Application Records	Internal	Yes
	Weed Control Notices	Internal	No
Annexations	Correspondence	Internal	No
	Final Order	Internal	No
Annual Reports		Internal	No
Annual Reports	Local Boards	Internal	No
Applications	Site Plan approval	Internal	Yes
	Subdivision (after final approval)	Internal	No
	Part-time Employees (after end of employment)	Confidential	Yes
Appointments	Other Than Those in Minutes	Internal	No
Assessment	Rolls	Internal	No
	Assessment Review	Internal	No
	Board (ARB) Minutes	Internal	No
	ARB Work File	Internal	No
	Appeals	Internal	No
	ARB Records	Internal	No
	Duplicate roll	Internal	No
	Review Court Records	Internal	No
	Appeal Board File	Internal	No
Assets	Capital Asset Records	Internal	No
	Asset Inventory	Internal	No
	Tangible Capital Assets	Internal	No
	Records of Surplus	Internal	No
	Temporary Files	Internal	No
Bank	Deposit Books	Internal	No
	Deposit Slips	Internal	No
	Memos (Credit/Debit)	Internal	No
	Reconciliations	Internal	No

Schedule B Security Classification and Personal Information Indicator

Subject	Record Type	Security Classification	Personal Information Included
	Statements	Internal	No
Boards	Minutes	Internal	No
	Authority & Structure	Internal	No
	Correspondence	Internal	No
Briefings/Reports	To Council	Public	No
Borrow Pit	Approval Documents	Internal	No
	Water Act Licence (if applicable)	Internal	No
	Environmental Impact Assessments	Internal	No
Budgets	Operating (in minutes)	Internal	No
	Capital (in minutes)	Internal	No
	Working Papers	Internal	No
Bylaws	All	Public	No
Cash	Receipts Journal	Internal	No
	Disbursements Journal	Internal	No
	Duplicate Receipts	Internal	No
Certificates	Of Title	Internal	No
Census	Reports	Internal	No
Cheques	Cancelled (paid)	Internal	No
	Register	Internal	No
	Stubs	Internal	No
Claims	Notice of	Internal	No
	Statements of	Internal	No
Committee	Minutes	Internal	No
Compensation	Records	Internal	No
Computer Cards		Internal	No
Contracts	Files (completion of)	Restricted	No
	Forms	Internal	No
	Major Legal	Restricted	No
	Minor Legal	Restricted	No
Council	Minutes	Public	No
Court Cases		Internal	No
Destroyed Records Index		Internal	No
Disaster Recovery and Emergency Management	Emergency Management Plans (MEPs)	Internal	No
	Disaster Recovery Program (DRP) Applications	Internal	Yes
	Incident Reports and Logs	Internal	No
	Emergency Exercises and Training Records	Internal	Yes
	Mutual Aid Agreements	Internal	No
	Public Communications and Alerts	Public	No
	Damage Assessments and Recovery Reports	Internal	No
Documents	Not Part of Bylaws	Public	No
	Transitory Records	Internal	No
	Routine Correspondence	Internal	No

Schedule B Security Classification and Personal Information Indicator

Subject	Record Type	Security Classification	Personal Information Included
	Administrative Records	Internal	No
	Financial Records	Internal	No
	Human Resources Files	Internal	No
	Legal Services Files	Restricted	No
	Event Planning Files	Internal	No
	Agreements Major Legal	Restricted	No
	Agreements Minor Legal	Restricted	No
	Contracts Legal	Restricted	No
	Easements	Internal	No
	Leases (after expiration)	Internal	No
	Notices of Change of land Titles	Internal	No
Elections	Nomination Papers	Internal	No
	Ballot Box Contents	Internal	No
Engineering	Drawings	Internal	No
Employee Benefits	A.H.C., Blue Cross, Dental, etc.	Confidential	Yes
	W.C.B. Claims	Internal	No
Employees	Job applications (hired)	Confidential	Yes
	Job Application (not hired)	Internal	Yes
	Job Descriptions	Internal	No
	Oaths of Office	Internal	No
	Personnel File	Confidential	Yes
Financial Statements	Interim	Internal	No
Fleet	Vehicle Maintenance Logs	Internal	No
	Trip Inspection Reports	Internal	No
	Fleet Inventory Records	Internal	No
	Fuel & Usage Logs	Internal	No
	Vehicle Acquisition & Disposal Records	Internal	No
	Fleet Maintenance Program	Internal	No
	Commercial Vehicle Inspection Certificates	Internal	No
	Driver Assignment Logs	Internal	No
	Fleet Insurance Records	Restricted	No
	Fleet Budget & Planning Files	Internal	No
Health/Safety	Workplace Inspection Reports	Internal	No
	Safety Committee Meeting Minutes	Internal	No
	Incident/Accident Reports	Internal	Yes
	Hazard Assessments	Internal	No
	Confined Space Entry Records	Internal	No
		Internal	No
	Training Records	Internal	Yes
	Emergency Response Plans	Internal	No
	Medical Surveillance Records	Internal	Yes
	Lockout/Tagout Documentation	Internal	No

Schedule B Security Classification and Personal Information Indicator

Subject	Record Type	Security Classification	Personal Information Included
	Air Quality & Environmental Testing	Internal	No
	Working Papers	Internal	No
	final	Internal	No
Franchises		Internal	No
Income Tax	Deductions	Internal	No
	TD1	Internal	No
	T4	Internal	No
	T4 Summaries	Internal	No
Inquiries	From the Public	Public	No
Insurance	Claims	Restricted	No
	Records (after expiration)	Internal	No
	Insurance Policies (General)	Restricted	No
	Certificates of Insurance	Restricted	No
	Risk Management Reports	Internal	No
	Insurance Binders and Quotations	Restricted	No
	Insurance Appraisals	Restricted	No
Land	Appraisals	Internal	No
	Land Exchange Agreements	Internal	No
	Council Resolutions Authorizing Exchange	Public	No
	Supporting Legal Correspondence	Restricted	No
	Land Title Transfer Documents	Internal	No
	Maps and Site Plans (Final)	Internal	No
	Drafts and Working Files	Internal	No
Leases	After Expiration	Internal	No
Legal	Opinions	Restricted	No
	Proceedings	Internal	No
Legislation	Acts (after superseded)	Internal	No
Licenses	Applications	Internal	Yes
	Business (after expired)	Internal	No
	Literature	Internal	No
Local Improvements	General	Internal	No
	Final Orders	Internal	No
	Correspondence	Internal	No
	Petitions	Internal	No
	Financial Records	Internal	No
Maps/GIS	Base (original)	Internal	No
	Contour	Internal	No
	Official Municipal Maps (Approved)	Internal	No
	Planning and Development Maps	Internal	No
	Utility and Infrastructure Maps	Internal	No
	Emergency and Response Maps	Internal	No
	Draft and Working Maps	Internal	No

Schedule B Security Classification and Personal Information Indicator

Subject	Record Type	Security Classification	Personal Information Included
	Official (Engineering, Planning, Zoning)	Internal	No
	Drafts or Working Copies	Internal	No
	Promotional or Public Use	Public	No
	GIS Data Sets	Internal	No
	Aerial Photos and Satellite Imagery	Internal	No
	Metadata Records	Internal	No
	GIS Project Files (Working)	Internal	No
	Web Mapping Applications	Internal	Yes
	Geospatial Imagery (Orthophotos, LiDAR)	Internal	No
Maintenance Reports	General	Internal	No
	Major Projects	Internal	No
	Maintenance Work Orders	Internal	No
	Preventive Maintenance Schedules	Internal	No
	Safety Related	Internal	No
Minutes	Council	Public	No
	Boards	Internal	No
	Committees	Internal	No
Monthly Reports	Road	Internal	No
Municipal Affairs	Annual Reports	Internal	No
Electronic	Offical Records	Internal	No
Organization	Structure & Records	Internal	No
	Organizational Charts	Internal	No
	Departmental Directories	Internal	No
	Governance Frameworks	Internal	No
Payroll	Garnishees	Internal	No
	Individual Earning Records	Internal	No
	Journal	Internal	No
	Time Cards - Time Sheets (Daily/Weekly), Overtime	Internal	No
	Employment Insurance Records	Restricted	No
	Electronic Records	Internal	No
	Payroll Registeries/Summaries	Internal	No
	T4 Slips/Tax Forms	Internal	No
Permits	Development Permits – Major Legal	Restricted	No
	Development Permits – Minor Legal	Restricted	No
	Development Permits – Site Plan Approval	Internal	No
	Development Permits – Subdivision (after final approval)	Internal	No
Petitions	Petitions – Council-Received	Public	No
	Petitions – Informal or Non-Statutory	Internal	No
	Petition Sufficiency Review Records	Internal	No
	Petition-Related Correspondence	Internal	No
Plans	Policy/Bylaw Related Official	Public	No
	Land Use/Development Official	Internal	No

Subject	Record Type	Security Classification	Personal Information Included
	Environmental/Sustainability Official	Internal	No
	Municipal Development Plan (MDP) Official	Internal	No
	Area Structure Plan (ASP) Official	Internal	No
	Intermunicipal Development Plan (IDP) Official	Internal	No
	Growth Management Plan Official	Internal	No
	Environmental Sustainability Plan Official	Internal	No
	Policy/Bylaw Related Plan Amendment	Public	No
	Land Use/Development Plan Amendment	Internal	No
	Environmental/Sustainability Plan Amendment	Internal	No
	Municipal Development Plan (MDP) Amendment	Internal	No
	Area Structure Plan (ASP) Plan Amendment	Internal	No
	Intermunicipal Development Plan (IDP) Amendment	Internal	No
	Growth Management Plan Amendment	Internal	No
	Environmental Sustainability Plan Amendment	Internal	No
Oil and Gas	Drilling Notification Letters	Internal	No
	Seismic Activity Notifications	Internal	No
	Regulatory Correspondence (AER)	Internal	No
	Emergency Response Plans (related to drilling/seismic)	Internal	No
	Draft Notifications and Internal Memos	Internal	No
	Pipeline Notification Letters	Internal	No
	Oil Well Notification Letters	Internal	No
	Regulatory Correspondence (AER)	Internal	No
	Emergency Response Plans (related to energy infrastructure)	Internal	No
Policy	Active	Internal	No
	Superseded	Internal	No
	Policy Development Records	Internal	No
Progress	Project	Internal	No
	Under Contract (Final Payment)	Restricted	No
Property	Property Files	Internal	No
Prosecution	All	Internal	No
Protective Services	Court Briefs (Final)	Internal	No
	Supporting Evidence Files	Internal	No
	Officer Notes and Reports	Internal	No
	Court Outcome Records	Internal	No
	Draft Briefs and Internal Memos	Internal	No
	Dog Licenses	Internal	Yes
	Poison Control Forms	Internal	No
	Municipal Violation Tickets	Internal	No
	Provincial Violation Tickets	Internal	No
	Animal Control Incident Reports	Internal	No
	Protective Services Logs	Internal	No
	Court Disposition Records	Internal	No

Schedule B Security Classification and Personal Information Indicator

Subject	Record Type	Security Classification	Personal Information Included
	Enforcement Policies & Procedures	Internal	No
Publications	Local Reports	Public	No
Purchase	Land	Internal	No
Receipts	Books	Internal	No
	Reception & Special Events (Non-Historic)	Internal	No
Reports	Accident	Internal	Yes
	Accident Statistics	Internal	Yes
	Field	Internal	No
Requisitions	Copies	Internal	No
	Duplicate	Internal	No
Reports	Paid	Internal	No
Resolutions	Minutes	Internal	No
Subdivision	After Final Approval	Internal	No
Street	Sign Inventory Register	Internal	No
Surveys	Registered Survey Plans	Internal	No
	Field Notes and Evidence Reports	Internal	No
	Surveyor's Reports and Certifications	Internal	No
	Draft Survey Plans and Working Files	Internal	No
	GIS-Integrated Survey Data	Internal	No
Tax & Assessment Rolls	Alberta Gazette	Internal	No
	Assessment & Tax Notices	Internal	No
	Assessment Review Board Working Files	Internal	No
	Assessment Review Board Minutes	Internal	No
	Assessment Summary Sheets (after expiration)	Internal	No
	Arrears	Internal	No
	Collection/Sheriff Correspondence (after completion)	Internal	No
	Declaration of Other Interests (after removal)	Internal	No
	Foundation Requisitions & Working Papers	Internal	No
	Local Improvements Records	Internal	No
	Mill rate Calculations & Working Papers	Internal	No
	Municipal Government Board Correspondence/Decisions	Internal	No
	Oilwell Drilling Notices	Internal	No
	Rolls	Internal	No
	Recovery Records	Internal	No
	Returned Mail	Internal	No
	Final Billing	Internal	No
	Municipal Credits	Internal	No
	Rolls (Duplicate)	Internal	No
	Sale Deeds	Internal	No
	School Support Letters	Internal	No
	School Requisitions & Working Papers	Internal	No
	Tax Roll Trial Balance	Internal	No

Schedule B Security Classification and Personal Information Indicator

Subject	Record Type	Security Classification	Personal Information Included
	Tax Certificates	Internal	No
	Tax Notification/Discharge Letters (after discharge)	Internal	No
	Tax Payment Agreements	Internal	No
	Tax Recovery Records	Internal	No
	Caveats	Internal	No
	Writs	Internal	No
Termination	Termination – Employees	Confidential	Yes
Tenders	Files	Internal	No
	Successful	Internal	No
	Purchase Quotations	Internal	No
	Unsuccessful	Internal	No
Traffic	Streets	Internal	No
	Training and Development Files	Internal	Yes
Trail	Monthly	Internal	No
	Year End	Internal	No
Transportation	Integrity Documentation	Internal	No
	Equipment Records	Internal	No
	Funding Documentation	Internal	No
	Grant Records	Internal	No
	Truck Gravel Program Records	Internal	No
	Haul Cards	Internal	No
	Bridge Design and Engineering Plans	Internal	No
	Inspection and Maintenance Reports	Internal	No
	Bridge Construction Contracts	Restricted	No
	Environmental and Geotechnical Assessments	Internal	No
	Bridge Asset Inventory Records	Internal	No
	Drafts and Internal Memos	Internal	No
Utilities	Powerline Extensions	Internal	No
	Utility Infrastructure Plans	Internal	No
	Water Quality Monitoring Records	Internal	No
	Sewer Maintenance Logs	Internal	No
	Infrastructure Asset Records	Internal	No
	Water Treatment Facility Records	Internal	No
	Utility Agreements	Internal	No
	Infrastructure Project Files	Internal	No
	Water/Sewer Complaint Records	Internal	Yes
	Utility Billing Records	Internal	No
	Emergency Response Plans	Internal	No
Vendor	Acknowledgments	Internal	No
	Contracts	Restricted	No
	Vendors/Suppliers – Files	Internal	No
	Duplicate	Internal	No

Schedule B Security Classification and Personal Information Indicator

Subject	Record Type	Security Classification	Personal Information Included
Water/Sewer	Annual Water Testing Summaries & Reports	Internal	No
	As-Builts	Internal	No
	Effluent Analysis Reports	Internal	No
	Levy & Month End Reports	Internal	No
	License to Operate	Internal	Yes
	Meter Characteristics	Internal	No
	Meter Readings	Internal	No
	Notices of Connection/Disconnection	Internal	No
	Studies and Design Reports	Internal	No
	Utility Accounts	Internal	No
	Utility Bills	Internal	No
	Water Test Results	Internal	No
Waste Management	Studies & Reports	Internal	No
	Environmental Approvals	Internal	No
	Landfill Design	Internal	No
	Operation Records	Internal	No
	Monitoring Well Reports	Internal	No
	Reclamations	Internal	No
Weed Control Report	Until Updated	Internal	No
Zoning	Bylaws	Public	No
	Bylaw Enforcement	Public	No