LOWER TRENT
CONSERVATION

Information Management Classification Structure & Retention Policy

Approved: May 9, 2019   RES: G74/19
Effective: May 9, 2019

THE LOWER TRENT CONSERVATION INFORMATION MANAGEMENT CLASSIFICATION STRUCTURE AND RETENTION SCHEDULE IS A POLICY TO MANAGE INFORMATION DECLARED TO BE RECORDS WHETHER CREATED OR RECEIVED BY LOWER TRENT CONSERVATION. THIS POLICY PROVIDES THE FRAMEWORK TO IDENTIFY, ORGANIZE, RETAIN AND DISPOSE OF RECORDS WHETHER THEY ARE IN PAPER OR ELECTRONIC FORMAT.

OVERVIEW

The classification structure and retention schedule is a valuable tool to manage the records and information created or received by Lower Trent Conservation and as such, it is an important strategic business resource. The systematic application of managing information through a classification structure allows for the control of information assets throughout its lifecycle – from cradle to grave. By consistently identifying information, regardless of where it is held, the structure removes barriers to access (assuming appropriate permissions) while also protecting privacy and allows information to be available in a timely fashion to those who need it. This access is essential for supporting decision-making and sharing the knowledge developed through collaboration efforts. Such a system also supports accountability and good governance, protects personal and confidential information, captures and preserves the corporate memory and the history of Lower Trent Conservation while improving organization efficiencies and mitigating risk.

Lower Trent Conservation's Classification and Retention Schedule is the official policy for the management of records at the Authority. It provides staff with the authority to manage records in accordance with relevant policies, legislation and regulations. Lower Trent Conservation has adopted the International Organization of Standards (ISO 15489) standard of a functionally based classification structure to provide a hierarchical framework for the organization and description of records. The structure is based on the content of the document and applies to all records, regardless of whether they are in paper, digital, image, audio or video format. Each classification category is accompanied by a retention timeframe that reflects applicable legislation and business need. The main reasons for a functional approach are as follows:

- Eliminates duplication of records because all records related to a specific function are grouped together rather than split up among programs;
- Provides integrity and thus reliability when searching for information within the central repository because all "like" things are filed together rather than "classified" under different programs;
- Business functions are independent of organizational structure. Changes in organizational structure do not affect the classification scheme. It doesn't have to be "re-invented";
- Program names are forever changing, but functions remain constant; and
- Reduces silos of information.

The functional areas of Lower Trent Conservation are as follows:

Administration & Governance	**Education, Outreach & Stewardship**	**Planning & Regulations**
Asset Management & Maintenance	**Financial Management**	**Source Protection – Regional**
Bay of Quinte Remedial Action Plan	**Flood Forecasting & Low Water**	**Watershed Monitoring**
Communications	**Human Resource Management**	**Watershed Planning**
Conservation Lands	**Information & Technology Management**	

Retention & Disposition Legend: **A** = Archival; **AS =** Archival Selection; **CY** = Current Year; **FY** = Fiscal Year; **D =** Destroy; **S/O** = Superseded or Obsolete; **T/E** = Termination/Event - closed/completed;
PIB = Personal information Bank under MFIPPA; **P** = Permanent

<u>DEFINITIONS</u>

AUTHORITY

"Authority" or "Lower Trent Conservation (LTC)" means Lower Trent Region Conservation Authority.

A RECORD

The International Organization for Standardization (ISO) defines a record as "*recorded information in whatever physical format created, collected or received in the initiation, conduct or completion of an activity which has content, context and structure, is authoritative and reliable and provides evidence of decision-making*". Records can include books, papers, maps, electronic documents, digital, video, voice recordings, web pages, etc.

TRANSITORY RECORD

Is a record that is useful for only a short time, communicates information that is temporary and has minor importance. When its use is over it should be deleted or destroyed. A transitory record can be destroyed at any time before the retention period of the original document as the official or original document is held by the originator/primary area of accountability and subject to the approved retention period. Transitory records include personal messages, general notices and announcements, copies of documents and emails, reference materials created and belonging outside of LTC that are kept only for convenience, drafts and working documents to prepare final official records.

- *Convenience copies are, by definition, not considered records as they are usually duplicates of the official record. They could also be a FYI (for your information) copy. However, recent legal actions have drawn attention to the use of convenience copies for purposes of evidence or discovery. Incidents have occurred where primary documents have been destroyed as per established retention schedule but convenience copies still existed in the organization. These copies have been deemed to be official and subject to discovery or legal proceedings. Given these legal implications it is important for LTC, if required, to classify convenience copies and ensure they are tracked and destroyed or disposed of no later than the retention period of the original document.*

TABLE HEADINGS

Record Series

Record series are defined as a group of related records that have the same form and function are filed as a unit and are maintained together for retention scheduling purposes. Record series are destroyed as a unit when the retention period is up unless there is a litigation or audit hold on the record series. The record series are grouped into broad organizational functions, then by the activities that take place within each function. Activities are created based on the roles and responsibilities of staff who partake within that activity. Within each activity are the records that are created through that activity – it is the evidence of a business action – these are the record series where retention is applied. The types of documentation found in each record series are described in what is referred to as a scope note, found below the title of the activity.

Filing Methodology

The filing methodology outlines the filing system that should be used for that particular record series whether it is by date, subject, address, person's name, project number, etc. This provides consistency when searching for documents as the documents will follow the same pattern within the record series.

Accountability

This classification scheme identifies the Office of Accountability – the business unit or program who is accountable for ensuring that the official record is managed throughout its lifecycle. This is the business area that has primary interest or ownership of the records. They are considered to be the official holder of the original records. When accountability refers to the "originator" it applies if the individual received the document from an external source or has an independent relationship from others within a record series. This person becomes accountable for retention and disposition.

Retention

    Total Retention – specifies the total length of time records must be kept. An event such as the termination of an agreement or project close may be used to indicate when the retention calculation begins. Retention periods are reviewed by Corporate Services and approved by the LTC Board.

Disposition

The column labelled "**Disposition**" refers to how the records are disposed of at the end of their lifecycle. Once the records have reached the end of their total retention period they may be totally destroyed/deleted, or all or part of the record series may be designated as archival which means the entire record series is kept for future generations. Records identified in the classification structure and retention schedule can only be destroyed/disposed of in accordance with LTC's records destruction procedures and in

conjunction with approval from Managers and the CAO. All destroyed records should be documented by a certificate of destruction as proof of final disposition. The certificate of destruction is a permanent document to prove destruction took place, what records were destroyed and when they were destroyed.

Security Classification

In order to protect the confidentiality, integrity and availability of LTC's data, each record series is assigned a security classification, being public, internal or confidential according to the classification levels defined.

Security Classification Levels

Public: This classification applies to information in the public domain. The information is fit for distribution via public channels such as websites. Disclosure of *Public* information is not expected to adversely impact LTC, its employees, its stakeholders, its business partners, and/or its customers/suppliers.

Internal: This classification applies to general information intended or appropriate for any internal audience, usually employees, or a restricted external audience such as a Stakeholder. Most internal access is unrestricted, but external access is based on a business need-to know basis.

Confidential: This classification applies to the most sensitive business information that is intended for a limited audience. Its unauthorized disclosure could seriously and adversely impact the Authority, its employees, its stakeholders, its business partners, and/or its customers/suppliers. Records which are designated as confidential are accessible only by a defined sub-group of LTC. Access permissions may be given to staff based on their membership to a specific group or individually as LTC management deems appropriate.

LEGEND FOR RETENTION & DISPOSITION TERMS

Code	Term	Definition
A or AS	Archival / Archival Selection	Record series which has been assessed to have historic significance. Archival documents are retained for 10 years at which point they are appraised again for historic importance and possibly archived for another 10 years. Every 10 years they are reviewed for historical significance.
CY	Current Year	Refers to January 1st to December 31st. This means that the record series is kept for the current year the record was declared (created and final) plus the additional years outlined in the retention schedule e.g. CY+2 means that the current year plus 2 additional years will be kept.
FY	Current Fiscal Year	Refers to January 1st to December 31st. NOTE: Authority's fiscal year is the same as the calendar year. However for financial information most times the retention is referred to as fiscal year. This means that the record series is kept for the current fiscal year that the record was declared (created and final) plus the additional years outlined in the retention schedule e.g. FY+6 means that the current fiscal year plus 6 additional years will be kept. Other Program fiscal year may refer to April 1st of one year to March 31st of the following year.
D	Destroy	Requires that upon expiration of the retention period the document is destroyed – shredded, recycled, deleted (expunged).
S/O	Superseded or Obsolete	Refers to the replacement of a document once it has been updated or revised. The new document supersedes the previous version.
T/E	Event Trigger for termination or close of an event or activity	Refers to a record being retained until it has been closed or terminated, typically used for case-based or project records where the retention refers to the case being closed or the transaction being completed. For example, this retention applies to an employee file and is triggered at the point at which the employee leaves the organization. These records are usually maintained until the case or transaction or employee record is closed/terminated plus a pre-defined number of years, e.g. T/E+3 means retained until the case is closed plus 3 more years.
PIB	Personal Information Bank	Refers to records of individuals who are identifiable by home address, phone number, SIN#, birth date, etc. This information is protected under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) legislation.
P	Permanent	Refers to records that are reviewed every 10 years to see if permanent value is still valid. This is a best practice from Library and Archives Canada.

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SUMMARY OF AUTHORITY FUNCTIONS, ACTIVITIES AND RECORD SERIES

FUNCTIONS	ACTIVITIES	RECORD SERIES
ADMINISTRATION & GOVERNANCE	Administrative Management	Annual Reports Business Plans Directories, Contacts & Memberships Forms & Templates – Blank Library – Books, Subscriptions & Reference Materials Meetings & Committees – External *(Corp Representation)* Meetings & Committees – Internal *(Staff, Task Groups, etc.)* Office Administration *(Courier, Postage, Supplies, etc.)*
	Bookings & Reservations	Administration Office Conservation Areas & Facilities
	Governance	Administrative By-Law Board Administration & Orientation Board Agendas, Minutes & Resolutions Board Elections & Members' Information Board Staff Reports Closed Meetings – In Camera Sessions Hearing Board Order In Council Source Protection Authority (SPA)
	Legal & Risk Management	Accident & Incident Occurrence Reporting Agreements, Contracts & Leases Business Continuity – Disaster Preparedness & Recovery Consent Releases & Waivers Insurance Administration Legal Administration Legal Matters
	Occupational Health & Safety	Employee Emergency Contacts Field Visit Reports - Ministry of Labour

FUNCTIONS	ACTIVITIES	RECORD SERIES
		Fire Monitoring & Safety Plans Inspections Presentations References & Resource Materials WHMIS *(Workplace Hazardous Material Information System)* Workplace Hazard Matrices
	Policies, Procedures & Strategic Plans	Development Policies, Procedures, Standards & Guidelines Strategic Plans
	Reports, Studies & Surveys - Corporate	Reports, Studies, & Surveys *(Annual Reports, Conservation Ontario Surveys, etc.)*
ASSET MANAGEMENT & MAINTENANCE	Capital Assets & Works	Asset Register *(Acquisitions, Appraisals, Disposal, Inventory, etc.)* Capital Asset Plan Capital Works - Improvements, Construction & Renovations Structural Engineering Drawings – Buildings, Facilities & Dams
	Operations & Maintenance – Routine	Buildings Equipment Flood & Erosion Structures Vehicles (Fleet)
	Operations & Maintenance – Conservation Areas	Inspections, Schedules & Reports Maintenance & Repairs Routine
BAY OF QUINTE REMEDIAL ACTION PLAN	Administration	Contracts & Grants Development General Meetings – Agendas & Minutes Reports Stage 1 & 2, & Completion Reports Work Plans
	Communications	Marketing Media Newsletters Outreach

FUNCTIONS	ACTIVITIES	RECORD SERIES
		Photos Website
	Data & Monitoring	Biological GIS (Spatial) Non-Point Source Loadings (NPS) Projects – Technical Sewage Treatment Plants – Point Sourced Loadings (STPs) Water Quality Water Quantity
	Phosphorus Management	Strategy Development Studies
	Redesignation	Beneficial Use Impairment (BUI) Reports Redesignation – Analysis of Data
	Resources, Reference Materials & Studies	Legislations & Policies Literature Other Areas of Concern (AOC) Technical Presentations Technical Workshops/Forums
	Stewardship	Projects & Programs Resource Materials
COMMUNICATIONS	Celebrations & Recognition	Celebrations & Recognition *(Corporate related)*
	Graphic Designs	Graphics
	Internet Content Management	Analytics E-News (*i.e. through Constant Contact*) Social Media Website
	Marketing	Advertising Audio Visual *(Photographs, Videos for Corporate use)* Corporate Identity & Branding Promotions *(Displays, Products, etc.)*

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FUNCTIONS	ACTIVITIES	RECORD SERIES
		Publications
	Media Relations	Flood Messages Low Water Messages Media Monitoring (Coverage About Authority) Media Releases
	Public Relations	Commendations from Public Complaints from Public Corporate Participation & Representation
CONSERVATION LANDS	Geocaching	Management of Geocaches
	Habitat Management	Monitoring Projects Reports
	Planning	Property Plans Work Plans
	Tax Incentive Programs	Conservation Lands (CLTIP) Managed Forest (MFTIP)
EDUCATION, OUTREACH & STEWARDSHIP	Community Outreach	Events Presentations & Speaking Engagements Reports & Surveys Source Protection - Local
	Stewardship	Projects & Programs Resource Materials
	Youth Education	Events In Class Programs Reports Resources & Reference Materials
FINANCIAL MANAGEMENT	Accounting Processing	Accounts Payable Accounts Receivable Capital Asset Accounting

FUNCTIONS	ACTIVITIES	RECORD SERIES
		General Ledger & Trail Balance
	Auditing	Audit Preparation
		Financial Audited Statements
	Banking	Bank Administration
		Bank Statements & Reconciliations
		Investments
	Budgeting & Reporting	Budgets – Operational & Capital
		Financial Reports
	Charity Registration	Registration
		Returns
	Funding	Administration – Fundraising
		Campaigns & Events *(e.g., Connecting Kids with Nature)*
		Donors, Donations & Recognition *(incl. Gifts in Kind)*
		Grants & Subsidies – Applications/Proposals
		Grants & Subsidies – Approved
		Municipal Apportionments & General Levies
		Reserve Funds
		Special Benefitting Levies
	Payroll Administration	Payroll Processing *(e.g., Payroll Register & Services)*
		Payroll Remittances
		Records of Employment & T4 Statements
	Purchasing/Procurement Management	Procurement Card – VISA
		Proposals, Quotations & Submissions
		Vendors & Service Providers
	Taxes	Harmonized Sales Tax (HST)
		Property Taxes
FLOOD FORECASTING & LOW WATER	Flood Contingency Plan	Contacts
		Plans
	Flood Forecasting	Climate Data
		Flood Data
		River Watch

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FUNCTIONS	ACTIVITIES	RECORD SERIES
	Low Water Response	Data & Reporting
HUMAN RESOURCE MANAGEMENT	Attendance & Timesheets	Attendance Reporting *(Vacation, Sick, Overtime)*
		Timesheets
	Compensation & Benefits	Benefits Administration
		Compensation
		Pension – OMERS *(Ontario Municipal Employees Retirement System)*
	Employee Management	Employee Files *(Employment, Performance, etc.)*
		Work Plans/Cycles – Positions
	Labour & Employee Relations	Human Rights Complaints & Investigations
		HR Personnel Matters
	Organization Design	Organization Development
		Organizational Chart
	Recruitment & Selection	Job Descriptions
		Job Postings
		Resumes
		Recruitment Selection
	Training & Development	Employee Orientation
		Training & Skills Development *(Internal & External)*
	Volunteers	Volunteers Database
		Volunteers Management
INFORMATION & TECHNOLOGY MANAGEMENT	Geomatics Information System (GIS) *(i.e. spatial data management)*	Databases (W Drive)
		Imagery (X Drive)
		Projects (W drive)
		Reference Spatial Data (W drive)
	Network Management	Backup & Security
		Firmware
		Phone & Electronic Communications
		Server
	Records Information Management	Classification & Records Retention Schedule
		Records Destruction Certificates

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FUNCTIONS	ACTIVITIES	RECORD SERIES
	Software	Applications
		Development
PLANNING & REGULATIONS	Engineer Reviews	References
		Review Tracking
	Guidance & Reference Materials	CA Policy Positions
		Consultant Lists
		Master Drainage Plans
		Municipal Planning
		Provincial Natural Hazard Guides
	Plan Input	Comprehensive Zoning Bylaws
		Environmental Assessments
		Legislative & Policy Reviews
		Official Plans
		Secondary Plans
	Plan Reviews	Applications
	Property Inquiries	General Development
		Legal Inquiries
	S28 Regulations	Complaints
		Enforcement (*Violations*)
		Generic Regulations
		Permits & Hearings
	S29 Regulations	Complaints& Violations *(Dogs off leash, vandalism, etc.)*
		Permits *(Hunting, Trapping, etc.)*
	Source Protection Risk Management	Risk Management Office
		RMO Reference & Resource Materials
		RMO Reporting (Annual)
SOURCE PROTECTION - REGIONAL	Agreements & Plans	Amendments
		Explanatory Document
		Ganaraska Assessment Report & Source Protection Plan
		Ontario Transfer Payment Agreement (TPA)
		Policy Implementation Challenges

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FUNCTIONS	ACTIVITIES	RECORD SERIES
		Trent Conservation Coalition (TCC) Regional Agreement
		Trent Assessment Report & Source Protection Plan
		Workplans
	Communications, Education & Outreach	Communications
		Education & Outreach
		Photos
	Data Management	Consultant Data
		External Data
		Trent Conservation Coalition (TCC) GIS Data
	Groups & Forums	Communication Group
		GIS Group
		Leads Group
		Management & Administration Committee
		Municipal Forum
		Technical Group
	Reporting & Tracking	Annual Reporting
		Budget Tracking-Forecasting
		Transfer Payment Agreement (TPA) Reporting
	Source Protection Committee (SPC)	Administration & Orientation
		Meetings Agendas & Minutes
		Meetings – In Camera Sessions
		Membership
		Staff Reports & Presentations
	Technical Information	Ministry Inspection Reports for Drinking Water System (DWS)
		Technical Reviews
		Technical Studies
WATERSHED MONITORING	Administration	Field Sheets
		Meetings
		Scheduling
	Biological	Benthics
		Fish

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FUNCTIONS	ACTIVITIES	RECORD SERIES
	Ground Water	Water Levels Water Quality
	Reports & Reviews	Annual Reports Program Reviews Watershed Report Cards
	Snow Courses	Data
	Surface Water	Base Flow Monitoring Temperature Water Quality
WATERSHED PLANNING	Climate Change	Reference Material Studies, Analysis & Reports
	Natural Hazards	Hazardous Sites Lake Ontario Shoreline Riverine
	Natural Heritage	Reports & Studies Species Information
	Water Quality & Quantity	Resources, Reference Materials & Studies Source Protection – Local
	Watershed Plans & Reports	Guidance & Reference Materials Plans & Reports

RECORD CLASSIFICATION AND RETENTION TABLE

ADMINISTRATION & GOVERNANCE	The function of managing the administrative and governance activities of the organization. Records relating to general office information and the Board Members, as well as policies and procedures, health, safety and security administration.

Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
ADMINISTRATIVE MANAGEMENT					
ANNUAL REPORTS Records relating to the planning, development, final and reporting of annual report for LTC.	By year	Corporate Services	P	Permanent	Public
BUSINESS PLANS Records relating to the planning, development, final and reporting of annual business plans for LTC.	By year	Corporate Services	P	Permanent	Public
DIRECTORIES, CONTACTS & MEMBERSHIPS Records relating to general administrative directories, contacts and membership lists.	By type	Corporate Services	S/O + 1	Destroy	Internal / PIB
FORMS & TEMPLATES – BLANK Templates and forms relating to Authority business. The blank master document provides a standard format for data collection and formatting, or provides a best practice format for document creation. Records may include blank, printable forms and checklists, letterhead, PowerPoint template, electronic templates that standardize data capture and display, excel spreadsheet tools, etc.	By program then type e.g., • *Admin* - *Letterhead* - *Presentation* • *Finance* - *Invoice*	Corporate Services	S/O + 1	Destroy	Public
LIBRARY MATERIALS – BOOKS, SUBSCRIPTIONS & REFERENCE MATERIALS Records relating to the management of external publications such as library material used for reference purposes. Also	By title	Corporate Services	S/O + 1	Destroy	Public

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Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
includes the management of office subscriptions, books, and digital publications purchased by staff or Programs. This includes subscriptions for professional newsletters, printed and electronic journals, business and news periodicals, and book orders. Subscriptions may be used for reference, research, or display purposes. Documents may include completed subscription order forms.					
MEETINGS & COMMITTEES – EXTERNAL Records relating to external corporate meetings and committees that the Authority staff are a member and/or represents LTC. Records relating to commissions, boards, authorities, and related agencies whose functions or collaborative work may impact on, or be involved with the Authority's administration and operations. Subjects may include the exchange of information, routine notifications and inquiries and offers of service. Documents may include meeting agendas, terms of reference, minutes for such committees; best practices among organizations, advocacy and partnerships on impact initiatives for conservation authorities.	Alphabetically by name of organization or committee e.g., • *EOCA – IT/GIS Group* • *GGH CA Collaborative Group* • *GGH HR Group*	Originator	T/E + 4 *T/E = final termination of the committee*	Destroy	Internal
MEETINGS & COMMITTEES – INTERNAL Records relating to program meetings and committees of the Authority staff that are not related to governance issues, outreach events, projects/ special studies or the like. Documents may include meeting agendas, terms of reference, minutes for such committees as LTC staff & team meetings.	By committee / meeting name e.g., • *50th* • *LTC Staff Meetings*	Originator	CY + 4	Archival Selection	Internal
OFFICE ADMINISTRATION Records relating to general office administration functions and subjects not covered elsewhere. This may include daily correspondence, courier services, calendars, travel arrangements, status reports, etc.	By subject e.g., • *Courier* • *Office Supplies*	Corporate Services	CY + 1	Destroy	Internal

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Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
BOOKINGS & RESERVATIONS					
ADMINISTRATION OFFICE Records relating to short-term use of the Administration Office. Documents include correspondence, requests for use, terms of arrangement, agreements. Examples may include short term use for municipal elections and one-time Boardroom use from external community members.	By year, then name of organization	Corporate Services	CY + 6	Destroy	Public
CONSERVATION AREAS & FACILITIES Records relating to short-term use of conservation areas and associated facilities from external community organizations. Documents include correspondence, requests for use, arrangement terms, contract agreements, and proof of liability insurance naming LTC as additional insured. Examples may include short term use and/or activities; such as, cross-country meets, weekend camp/overnight stays, wedding ceremonies, etc.	By Year, then location or facility name	Conservation Lands	CY + 6	Destroy	Public
GOVERNANCE					
ADMINISTRATIVE BY-LAW Records relating to the development, updates and final version of the Administrative By-Law.	By Resolution Date	Corporate Services	S/O + 4	Archival	Public
BOARD ADMINISTRATION & ORIENTATION Records relating to the general administration, correspondence, per diems, orientation packages, handbook, and plans for new Board members, and orientation meetings with the Chair and/or Vice Chair.	By topic e.g., • *Handbook* • *Mtgs ~ Chair* • *Per Diems*	Corporate Services	CY + 8	Destroy	Internal
BOARD AGENDAS, MINUTES & RESOLUTIONS Records relating to the Authority's regular board meeting agendas, agenda packages, minutes, presentations, and resolutions recorded.	By year then board meeting date	Corporate Services	P	Permanent	Public

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Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
BOARD ELECTIONS & MEMBERS' INFORMATION Records relating to the elections process, appointments of Board members, and member information.	By year, then alphabetically by municipality	Corporate Services	P	Permanent	Confidential / PIB
BOARD STAFF REPORTS Records relating to final reports from staff to the regular Board meetings for agenda packages, presentations, handouts. Final staff reports to the Board are kept permanent as part of Agenda packages and Minutes.	By year then board meeting date	Originator	CY + 4	Destroy	Internal
CLOSED MEETINGS – IN CAMERA SESSIONS Records relating to Board in camera sessions or closed meetings as per the exception to the Conservation Authority Act, Section 15(3). Records include agendas, minutes, staff reports and presentations held within the in-camera session.	By year then board meeting date	Corporate Services	P	Permanent	Confidential / PIB
HEARING BOARD Records relating to the Authority's Hearing Board meeting processes, agendas, agenda packages, reports, minutes, and resolutions recorded.	By year then board meeting date	Corporate Services	P	Permanent	Public
ORDER IN COUNCIL Records relating to the reference to the Province's proclamation of the Conservation Authority. Records include watershed enlargement or changes in jurisdiction.	By effective Date	Corporate Services	P	Permanent	Public
SOURCE PROTECTION AUTHORITY (SPA) MEETINGS Records relating to the Source Protection Authority meetings. Records include agendas, minutes, staff reports and presentations held within the meeting.	By year, then meeting date	Corporate Services	P	Permanent	Public
LEGAL & RISK MANAGEMENT					
ACCIDENT & INCIDENT OCCURRENCE REPORTING Records relating to the reporting of accidents or incidents that have occurred on LTC properties, including buildings and	By type, then year, then location/event	Conservation Lands & Corporate	T/E + 15 *T/E = file closed*	Archival Selection	Confidential / PIB

Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
structures; as well as LTC vehicles and that may involve members of the public or staff. Accident reporting and investigating events such as vandalism, arson, vehicle accidents and personal injuries that have occurred.	e.g., • *Personal Injury - 2019* → *Proctor*	Services	*upon resolution or matter of incident - unless a minor, then until 18 years of age*		
AGREEMENTS, CONTRACTS & LEASES All agreements relating to the negotiation, formation and use of official agreements, contracts, leases, and memorandum of understandings; which may be between LTC and external organizations (government bodies, suppliers, consultants, etc.) Records may include drafts and final agreements, memoranda of understanding and supporting correspondence. Record series includes software licenses, facility and equipment leases.	By program topic, then by service/vendor provider or organization name	Corporate Services	T/E + 15 *T/E= completion or termination of contract*	Archival Selection	Internal – *subject to Confidential / PIB*
BUSINESS CONTINUITY – DISASTER PREPAREDNESS & RECOVERY PLANNING Records relating to the development and implementation of comprehensive disaster preparedness' plan, which documents the backup and recovery procedures for all LTC records and required facilities and operations in the event of a disaster. Also includes information relating to the actions taken in the event of actual systems disasters such as, status reports, the disaster contingency plan, phone lists of key persons to contact in the event of a disaster, lists of vital records and all supporting correspondence.	By topic	Corporate Services	S/O + 4	Destroy	Internal – *subject to Confidential / PIB*
CONSENT RELEASES & WAIVERS Documents include insurance waivers, liability waivers, hold harmless agreements, subscription consents (Anti-spam), parental consent and consent release forms.	By topic	Corporate Services	T/E + 4 *T/E = event or contract ended / file closed unless a minor*	Destroy	Internal

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Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
INSURANCE ADMINISTRATION Documentation relating to insuring Authority against risk and fiscal exposure. Records include insurance applications, policies, renewal, certificates and related information.	By topic	Corporate Services	CY + 4	Destroy	Internal – *subject to Confidential / PIB*
LEGAL ADMINISTRATION Documentation relating to the administration of the Authority's legal counsel. Records include engagement, correspondence for representation, retainer terms, renewals, and related information.	By year, then name	Corporate Services	S/O + 4	Destroy	Internal
LEGAL MATTERS Documentation relating to legal matters for or against the Authority. Records include potential and filed claims made against or by the Authority, investigations, correspondence, background documents, photos, etc. leading to matter *NOTE: Matters related to Hearings and Violations are filed under **Planning & Regulations/S28 Regulations/Permits & Hearings***	By matter (type)	Corporate Services	T/E + 15 *T/E = file closed upon resolution unless a minor involved*	Destroy	Confidential / PIB
OCCUPATIONAL HEALTH & SAFETY					
EMPLOYEE EMERGENCY CONTACTS Document forms signed by employees as related to emergency contacts for health and safety situations.	By employee last name	Corporate Services	S/O + 1	Destroy	Confidential / PIB
FIELD VISIT REPORTS – MINISTRY OF LABOUR Documents related to the ministry's field visits for the organization's health and safety program.	By year	Joint Health & Safety Committee	P	Permanent	Internal
FIRE MONITORING & SAFETY PLANS Documentation relating to Authority's responsibility for fire monitoring and safety plans of LTC's facilities.	By topic	Joint Health & Safety Committee	S/O + 1	Destroy	Internal

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Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
INSPECTIONS Records include health and safety inspections issued by the Joint Health & Safety Committee for Lower Trent Conservation facilities.	By location, year, then date e.g., • *Admin Office - 2019*	Joint Health & Safety Committee			Internal
PRESENTATIONS Records include health and safety presentations from staff meetings, forums and workshops attended by staff, or for reference as acquired from other sources.	By type e.g., • *Staff Mtgs*	Joint Health & Safety Committee	S/O + 1	Destroy	Internal
REFERENCES & RESOURCE MATERIALS Documents and reference materials associated with working safely in LTC workplaces. Examples may include reference materials on how to avoid harmful biological organisms, how to treat contact with harmful chemical agents, or other how to documents relative to health and safety.	By topic e.g., • *Bear Wise* • *Ticks*	Joint Health & Safety Committee	S/O + 1	Destroy	Public
WHMIS Includes documents and information associated with the safe use of hazardous products/materials in the workplace. May also include reference to MSDS (Material Safety Data Sheets).	By topic	Joint Health & Safety Committee	S/O + 1	Destroy	Public
WORKPLACE HAZARD MATRICES Documents and information associated with the safe use of hazardous products in LTC workplaces.	By Position	Joint Health & Safety Committee	P	Permanent	Internal
POLICIES, PROCEDURES & STRATEGIC PLANS					
DEVELOPMENT Records relating to the development of corporate and program policy statements, standing operating procedures, guidelines, and manuals; such as, personnel policy, fees, user guides, etc. Records include drafts, versions, research, resource references, collected input, feedback and comments, notes, meeting minutes, etc.	By topic e.g., • *Personnel Policy* • *Fees Policy & Schedule*	Originator	S/O	Destroy	Public

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Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
POLICIES, PROCEDURES, STANDARDS & GUIDELINES Final document of approved official corporate and program policy statements, standing operating procedures, guidelines, and manuals.	By topic e.g., • *Personnel Policy* • *Telephone Users Guide*	Originator	S/O + 4	Destroy	Public
STRATEGIC PLANS Records relating to final strategic plans by programs designed to assess and adjust LTC's direction and determine its visions and future objectives. Development of Strategic Plans includes information on strategy planning sessions and public input. Documents include goals and objectives statements, long and short-term strategic planning reports and all ancillary materials.	By name of strategic plan e.g., • *2018-2028 Strategic Plan* • *Conservation Lands Strategy* • *IM Strategy*	Originator	P	Permanent	Public
REPORTS, STUDIES & SURVEYS – CORPORATE					
REPORTS, STUDIES & SURVEYS Records relating to the development and participation in reports, studies, and surveys issued for or by the Authority for corporate wide. *NOTE: Specific studies and surveys related to program activities are located within functional areas; such as, Stewardship, CA Lands, etc. The LTC Annual Report if filed under* **Administration Management***.*	By name of report/ study/ survey then by year e.g., • *CO Surveys*	Originator	CY + 4	Destroy	Public

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ASSET MANAGEMENT & MAINTENANCE	The function of managing and maintaining the physical assets of LTC relating to the acquisition, discharge, renovation, operation, and maintenance of property and equipment, which it owns or leases and the associated professional standards. This includes buildings, facilities, lands, dams & weirs, vehicles, technology, and any other assets that must be maintained according to legislation and best practices.

Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
CAPITAL ASSETS & WORKS					
ASSET REGISTER These records describe assets such as land, structure and equipment, dams/weirs, computers, equipment, vehicles and any other large physical purchases. They may contain a description of the asset, appraisals and property surveys, purchasing information, asset location, and discharge / disposal documentation of the asset. To also include official property maps & photos. *NOTE: General property/trail maps & photos maybe be filed under specific program areas; such as, Conservation Lands.*	By type of asset e.g., • *Buildings* • *Computers* • *Dams/Weirs* • *Equipment* • *Properties* • *Vehicles*	Corporate Services	T/E + 15 *T/E= discharge of asset*	Archival Selection	Internal
CAPTAL ASSET PLAN Documentation related to the capital asset plan as per required under the asset management program as recommended by the Federation of Municipalities (FCM) followed by the eastern area of conservation authorities and Conservation Ontario.	By topic	Corporate Services	S/O + 10	Archival Selection	Public
CAPITAL WORKS – IMPROVEMENTS, CONSTRUCTION & RENOVATIONS Records relating to construction and renovation of LTC facilities, dams, and weirs, and conservation areas. Documents may include specifications, reports, commentary, guidelines, architectural and engineering drawings, consultant reports, land appraisals, photographs, material and environment testing reports and building phase reports. May also include	By type of asset, then location • *Buildings* • *Dams/Weirs* • *Properties*	Conservation Lands or Development Services & Water Resources	T/E + 15 *T/E= discharge of asset*	Archival Selection	Internal

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Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
copies/shortcuts of contracts, building permits, and insurance damage claims.					
STRUCTURAL ENGINEERING DRAWINGS – BUILDING, FACILITIES & DAMS Records include final master drawings and plans for a LTC facility, building, and dams/weirs. Includes all drawings and plans such as master drawings - mechanical, electrical and structural, floor plans, site plans, aerial plans and plans for additions, etc.	By type, then location	Conservation Lands or Development Services & Water Resources	T/E + 15 T/E = discharge of asset	Archival Selection	Internal
OPERATIONS & MAINTENANCE - ROUTINE					

BUILDINGS
Records relating to the monitoring and scheduling of condition and maintenance of building structures, and internal property systems. Consists also of monitoring and maintaining components forming part of the property systems in accordance with manufacturer's recommendations, industry standards, legislated requirements and best practices. Property systems may include (but not limited to): heating and cooling system (incl. chillers HVAC, compressors, cooling towers, boilers), elevating devices, electrical wiring, plumbing, fire alarm, emergency backup (especially. power generation), janitorial services, etc. Records may include building key legends, inspection reports, inspection logs, preventive maintenance reports, communications associated with **under $5,000 estimates** for repairs, deficiency reports, maintenance operational manuals, technical reports, technical bulletins, building and equipment operating manuals for the maintenance of the equipment, and security administration / alarms for buildings operated by LTC.
 	
NOTE: Greater than $5,000 are to be filed under Finance
	By location, year, then by subject
	e.g.,
	• *Admin Office - 2019*
	    → *Elevators*
	    → *Flooring*
	    → *HVAC*
	    → *Lighting*
		Conservation Lands	T/E + 10
			
			T/E = file closed or work order completed
				Archival Selection	Internal

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Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
EQUIPMENT Records relating to the maintenance and operations for general office equipment, telecommunications, and technology equipment; such as, telephones, facsimiles, cell phones, printers, computers, and monitoring equipment for snow & stream gauges.	By type	Corporate Services	T/E + 5 *T/E = file closed or work order completed*	Destroy	Internal
FLOOD & EROSION STRUCTURES These files document the maintenance of watershed dams and weirs. These files may include of work orders, inspection checklists, cost, hours, repair history, etc. Records include inspection logs, maintenance records, daily material usage reports for dam inspection and maintenance.	By location, then by year	Development Services & Water Resources	P	Permanent	Internal
VEHICLES (FLEET) Master record on each vehicle including the following: complete description including identification and license numbers; title and registration papers; annual beginning and ending odometer readings; total annual fuel, maintenance, labor, and parts costs; and complete maintenance and inspection history (in summary form showing date and nature of inspection, service and repair). Records include backup to the history of vehicle repairs such as fleet master list, CVOR vehicle inspection list and warranty information.	By model & year of vehicle, then year	Conservation Lands	T/E + 5 *T/E = Termination of lease or sale / discharge of vehicle*	Destroy	Internal
OPERATIONS & MAINTENANCE – CONSERVATION AREAS					
INSPECTIONS, SCHEDULES & REPORTS These files document the routine maintenance inspections, schedules and reports of the Authority's conservation areas. Documents may include maintenance schedules, inspection sheets, observances, reports and communications that would be used as a reference for maintenance implementation.	By location, then by year e.g., • *Sager - 2018*	Conservation Lands	T/E + 5 *T/E = file closed or inspection completed*	Archival Selection	Internal

Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification

MAINTENANCE & REPAIRS – ROUTINE
These files document the routine operations and maintenance of Conservation Areas such as trails maintenance, minor bridge maintenance, parking lot gravel fills and snow plowing, grass cutting, hazard tree removal, upkeep of Kiosks, installing and removing of portable toilets, for seasonal and minor repairs or maintenance for CA areas available to public access. These records may include communications related to work planning, work orders, checklists, price lists, estimates (under $5,000), products and materials used, hours, repair history, etc.
	By location, then year, then type
	e.g.,
	• *Seymour*
	  - *2019*
	    → *Bridges*
	    → *Grass*
	    → *Kiosks*
	    → *Parking*
	    → *Signs*
	    → *Trails*
	    → *Trees*
		Conservation Lands	T/E + 10
			
			T/E = file closed or work order completed
				Archival Selection	Internal

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BAY OF QUINTE REMEDIAL ACTION PLAN PROGRAM	The function of managing the Bay of Quinte Remedial Action Plan (BQRAP) is a unique program that under the Great Lakes Water Quality Agreement was funded in order to restore environmental conditions (beneficial uses). Government, First Nations, community and other stakeholders coordinate efforts to restore environmental quality and beneficial uses through a remedial action plan process. LTC provides the administration of the BQRAP Restoration Council for the program.

Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
ADMINISTRATION					
CONTRACTS & GRANTS DEVELOPMENT All agreements, grants & contracts development relating to the proposals, negotiation, formation and funding of the Bay of Quinte Remedial Action Plan projects; which may be between LTC and external organizations (other government bodies, partnerships, suppliers, etc.) or private individuals (consultants). Records may include working documents (drafts, proposals, final agreements, memoranda of understanding and supporting correspondence). *NOTE: Approved and signed BQRAP agreements, contracts & grants are filed under **Administration & Governance / Legal & Risk Management – Agreements, Contracts & Leases**.*	By fiscal year, then contract name	BQRAP	T/E + 4 *T/E = T/E = Termination of BQRAP program*	Destroy	Internal
GENERAL Records unrelated to a specific record classification series and held for pending review. Documents include records to be categorized in a new classification series or a reference for short term use that are deemed convenience, temporary and thus transitory.	By topic	BQRAP	CY +1	Destroy	Internal
MEETINGS – AGENDAS & MINUTES Records relating to program meetings and committees of the BQRAP program that are not related to corporate governance issues, outreach events, projects/ special studies or the like. Documents may include meeting agendas, terms of reference,	By name of meeting, fiscal year, then date held	BQRAP	T/E + 4 *T/E = Termination of BQRAP program*	Destroy	Internal

Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
minutes for such committees attended by BQRAP staff for internal and external; including partnership meetings; such as Quinte Conservation CA.					
REPORTS Records relating to regular funding and program reporting requirements. Documents may include reporting templates, schedules, drafts, progress and final reports.	By fiscal year, funding name	BQRAP	T/E + 4 *T/E = Termination of BQRAP program*	Destroy	Internal
STAGE 1 & 2, & COMPLETION REPORTS Records relating to the International Joint Commission identifying Bay of Quinte as an area of concern and the remedial action plan proposed.	By type	BQRAP	P	Permanent	Public
WORK PLANS Includes records relating to program 5 year work and/or business plans. Documents may include planning, strategies, objectives and goals for the BQRAP program by the BQRAP staff.	By topic	BQRAP	T/E + 4 *T/E = Termination of BQRAP program*	Destroy	Internal
COMMUNICATIONS					
MARKETING Includes advertisements, A/V products and productions, logos, brochures, displays signage, communication strategies for various marketing events/programs. Records may relate to the planning, graphic design, printing and distribution of materials.	By topic	BQRAP	S/O + 4	Archival Selection	Internal
MEDIA Documentation related to press releases, media coverage, and social media. Records include newspaper articles, magazine articles, television and radio sound files/video files, web pages and social media sites.	By topic	BQRAP	S/O + 4	Archival Selection	Internal
NEWSLETTERS Documentation on background information, articles, and graphics.	By fiscal year, then month	BQRAP	S/O + 4	Archival Selection	Internal

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Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
OUTREACH Documentation on the planning and development of consultations, BUIs, events, programs, municipal engagement.	By topic	BQRAP	S/O + 4	Archival Selection	Internal
PHOTOS Includes photos from monitoring, events, etc. and those used for used for promotion.	By topic	BQRAP	T/E + 4 *T/E = Termination of BQRAP program*	Archival Selection	Internal
WEBSITE Documentation relating to the development, capture and coordination of the BQRAP website/internet content. Records may relate to content specifications, upload status checklists, and content developed (including on-line library) for website/internet postings and website snapshots.	By topic e.g., • *Content* • *Library* • *Design*	BQRAP	S/O + 1	Destroy	Internal
DATA & MONITORING					
BIOLOGICAL Data and metadata relating to the data and monitoring of living organisms; such as, "phytoplankton, Zooplankton, Benthos, Fish, Fish Habitat, Macrophytes, Wetland Related (invertebrates, birds, etc.).	By topic, agency, then year	BQRAP	P	Permanent	Public
GIS (SPATIAL) Spatial data and documentation related to BQRAP; such as, monitoring stations, habitat GIS model, digital elevation models, ecological land classifications, etc.	By topic, then year	BQRAP	P	Permanent	Internal
NON-POINT SOURCE LOADINGS (NPS) Includes records related to "Agriculture & Agri-Food" related data; such as, Soil Phosphorous & Nitrogen, Fertilizer and Manure Applications; Best management practices as related to phosphorous reduction, and special monitoring projects and reports.	By topic, agency, then year	BQRAP	P	Permanent	Internal

Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
PROJECTS – TECHNICAL Documentation related to specific data capturing projects within BQRAP; such as, the Stream Power Index (SPI), Natural Heritage Strategy (NHS), Remote Sensing, Long-Term Data Storage, Algae Watch, and Project Quinte to name a few. Records include the database information and statistics captured, created, or analysed for reporting.	By topic	BQRAP	P	Permanent	Internal
SEWAGE TREATEMENT PLANTS – POINT SOURCED LOADINGS (STPS) Includes records of measured monthly nutrients, suspended solids, and biochemical oxygen demand loadings from the sewage treatment plants in the Bay of Quinte Shoreline and Watershed.	By topic	BQRAP	P	Permanent	Internal
WATER QUALITY Includes documentation related to water/sediment chemistry. Data captured from/for various sources; such as, Department of Fisheries & Oceans (DFO), Environment Canada Climate Change (ECCC), Ministry of Environment Conservation & Parks (MECP), Quinte Conservation, and University of Toronto.	By topic, agency, then by year	BQRAP	T/E + 4 *T/E = Termination of BQRAP program*	Archival Selection	Public
WATER QUANTITY Documentation related to the data and monitoring of water quantity, including Meteorological and Hydrologic.	By topic, agency, then by year	BQRAP	T/E + 4 *T/E = Termination of BQRAP program*	Archival Selection	Public
PHOSPHORUS MANAGEMENT					
STRATEGY DEVELOPMENT Includes documents related to the development, consultation, long-term objectives, criteria, and targets. Records may include drafts and final version of the phosphorus management strategy.	By topic	BQRAP	T/E + 4 *T/E = Termination of BQRAP program*	Archival Selection	Internal

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Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
STUDIES Includes various types of studies related to agriculture, sewage, stormwater, hot spots, erosion modelling; such as Stream Power Index for reference or publications for phosphorus management.	By topic	BQRAP	T/E + 4 *T/E = Termination of BQRAP program*	Archival Selection	Internal
REDESIGNATION					
BENEFICIAL USE IMPAIRMENT (BUI) REPORTS Documentation related to the draft and final redesignation reports, including delisting documentation for the identified BUIs.	By BUI number	BQRAP	T/E + 4 *T/E = Termination of BQRAP program*	Archival Selection	Internal
REDESIGNATION – ANALYSIS OF DATA Documentation of data analysis carried out in support for Beneficial Use Impairments (BUIs) – conditions that interferes with the enjoyment of water use.	By topic	BQRAP	T/E + 4 *T/E = Termination of BQRAP program*	Destroy	Internal
RESOURCES, REFERENCE MATERIALS & STUDIES					
LEGISLATIONS & POLICIES Includes documents related to the International Joint Commission (IJC) and other federal or provincial bodies that BQRAP is required to follow and refer to under their delivery of the program.	By name of agency e.g., • *IJC* • *ECCC* • *MECP*	BQRAP	S/O + 1	Destroy	Internal
LITERATURE Includes technical papers, reports, whitepapers as related to the Bay of Quinte Area Studies and References.	By topic e.g., • *Phosphorous Studies* • *Algae Studies*	BQRAP	T/E + 4 *T/E = Termination of BQRAP program*	Archival Selection	Internal
OTHER AREAS OF CONCERN (AOC) Includes documents/reports as related to other AOCs.	By AOC	BQRAP	CY + 2	Destroy	Internal

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Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
TECHNICAL PRESENTATIONS Includes the technical presentations received from conferences and workshops; such as, the International Association for Great Lakes Research (IAGLR) conference.	By name e.g., • *IAGLR* • *River Institute*	BQRAP	T/E + 4 *T/E = Termination of BQRAP program*	Archival Selection	Internal
TECHNICAL WORKSHOPS/FORUMS Documentation includes reports and presentations from BQRAP forums, workshops, and meetings.	By name e.g., • *AJAX* • *Mun Forums*	BQRAP	T/E + 4 *T/E = Termination of BQRAP program*	Archival Selection	Internal
STEWARDSHIP					
PROJECTS & PROGRAMS Records pertaining to specific stewardship projects & programs led by BQRAP or in partnership with other organizations under the BQRAP stewardship. Documents include landowner incentive program applications, site visit notes, maps, planting plans & photos; project management plans, schedules, meeting notes, reports, contacts, correspondence, etc.	By name of project, then by fiscal year e.g., • *Healthy Soils* • *Septic Stewardship*	BQRAP	T/E + 4 *T/E = Termination of BQRAP program*	Archival Selection	Internal
RESOURCE MATERIALS Documents related to stewardship resources conducted by BQRAP or in partnership with other organizations. Records include best management practices, guides, fact sheets, etc.	By name, then by year	BQRAP	CY + 4	Destroy	Internal

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COMMUNICATIONS	The function of managing communications for Lower Trent Conservation. Records relating to the activities of planning, promoting, recognizing and sharing information about LTC and its' services through effective forms of communication, e.g., social media.

Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
CELEBRATIONS & RECOGNITION					
CELEBRATIONS & RECOGNITION Documentation relating to the celebration & recognition held by the Authority for the corporation as a whole, including employee service awards, retirements, corporate anniversaries, including staff & volunteers. Records may include planning, checklists, invitations, lists of attendees, giveaways, photos, speaking notes, presentations, etc.	By type e.g., • *Anniversaries* • *Retirements* • *Volunteers*	Corporate Services	CY + 4	Archival Selection	Internal
GRAPHIC DESIGN					
GRAPHICS Documentation relating to the development, creation, researching, samples, of graphic designs used in communications across the organization. Examples are; designs of logos, social media posts, etc. *NOTE: final graphic image is placed in appropriate program or activity associated, i.e., logos are placed in Marketing / Corporate Identity & Branding; Trail signs placed in Asset Management / Maintenance & Repairs – Conservation Lands*	By topic	Corporate Services	S/O + 1	Archival selection	Internal
INTERNET CONTENT MANAGEMENT					
ANALYTICS Documentation relating to web analytics including the measurement, collection, analysis and reporting of Internet data for the purposes of understanding and optimizing online usage. Analytics may study the habits and behaviour of users, stakeholders, partners and trends.	By topic	Corporate Services	CY + 5	Archival selection	Internal

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Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
E-NEWS Documentation relating to electronic publications of Mainstream News and related editions created and distributed via electronic marketing tools (e.g. Constant Contact, Mail Chimp, etc.)	By topic	Corporate Services	CY + 1	Destroy	Public
SOCIAL MEDIA Documentation relating to the development of creative campaign plans and distribution of social media content, e.g., Facebook, Twitter, YouTube, Instagram, WordPress, etc.	By topic	Corporate Services	S/O + 1	Archival Selection	Public
WEBSITE Documentation relating to the development, capture and coordination of website/internet content (i.e., LTC.on.ca). Records may relate to existing & future content specifications, development and supporting website developer(s).	By topic, then year	Corporate Services	S/O +1	Archival selection	Public
MARKETING					
ADVERTISING Documentation relating to the planning, development and distribution of advertising. Records may include campaign quotes (under $5,000.), insertion orders, broadcast orders, ad creative, media kits, campaign strategies, campaign checklists, etc.	By year	Corporate Services	S/O + 1	Archival Selection	Public
AUDIO VISUAL Records include photographs, videos, and recorded audio for communications associated with public relations, events promotion, branding, etc. for Corporate use.	By subject / topic	Corporate Services	S/O + 4	Archival Selection	Public
CORPORATE IDENTITY & BRANDING Documentation relating to the planning, development and administration of the corporate identity. Records may relate to design elements, logos, word-marks, PowerPoint template design, letterhead design, branding and visual identity guidelines. Includes approved logo masters used to create	By topic	Corporate Services	S/O + 4	Archival Selection	Internal

Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
corporate documents and signs. *NOTE: Final templates & forms are filed under Administration & Governance / Administrative Management - Forms & Templates (Blank)*					
PROMOTIONS Documentation relating to the promotion of the Authority. Includes the planning, development and administration of corporate promotions; such as, displays signs for events, info graphics, kiosk contents, directions (e.g., trails, office), and items used for promotion. Records include the design elements, printing, distribution and assembly of signage for public viewing; such as, directional signage in collaboration with Conservation Ontario signs and local roads/streets; plus product items (e.g., clothing, pens, sticky notes, mugs, etc.).	By topic	Corporate Service	S/O + 4	Archival Selection	Public
PUBLICATIONS Documentation relating to the publications and information packages used by LTC to promote the Authority and its activities. Records include the production and coordination of LTC publications. Records may relate to execution planning, layout, graphic design, printing, distribution, and vendor relations regarding printing, use and distribution of reports, brochures, posters, guides, reports, information packages and the like.	Alphabetical by publication	Corporate Services	S/O + 4 *S/O = when content published*	Archival Selection	Public
MEDIA RELATIONS					
FLOOD MESSAGES Records include water level bulletins, confirmation checklists, flood contacts, flood graphics, etc.	By year, then date	Corporate Services	CY + 15	Destroy	Public
LOW WATER MESSAGES Records include low water bulletins, low water contacts, low water graphics, etc.	By year, then date	Corporate Services	CY + 5	Destroy	Public

Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
MEDIA MONITORING Documentation relating to media coverage, media scans & media monitoring about LTC & related initiatives. Records include newspaper articles, journal articles, television/radio sound bites/video files, web pages, social media sites & the like.	By year, then topic	Corporate Services	CY + 2	Archival Selection	Public

MEDIA RELEASES
Records may include background information such as key message development material & media response, correspondence, media releases, media advisories, media contact list, images/graphs/maps to accompany media releases/advisories.
	By year, then topic
	e.g.,
	• *2019*
	  - *CFW*
	  - *Native Plants*
		Corporate Services	CY + 4	Archival Selection	Public

PUBLIC RELATIONS					
COMMENDATIONS FROM PUBLIC Records include general commendations about LTC & its programs/services.	By program, year, then name	Corporate Services	CY + 4	Archival Selection	Public
COMPLAINTS FROM PUBLIC Records include general complaints, responses to complaints about LTC & its programs/services. *NOTE: Regulation complaints are filed under Planning & Regulations/S29 Regulations*	By program, year, then name of organization or individual	Corporate Services	T/E + 4 *T/E = file is closed & resolved*	Destroy	Internal – *subject to Confidential / PIB*
CORPORATE PARTICIPATION/REPRESENTATION Documentation relating to the participation and/or representation of LTC at external events not usually for the purpose of environmental/conservation themes; rather, are more towards good will and building relationships; such as, local community parades and special business celebrations where LTC's presence promotes a raised public profile, positive branding and strengthens community relationships. Records include correspondence, event notices & invitations, plans, LTC attendees, etc.	By name of topic e.g., • *Big Bike Ride* • *Rotary Club BBQ* • *Santa Clause Parades* • *United Way* • *Welch 100th*	Corporate Services	CY + 4	Archival Selection	Internal

CONSERVATION LANDS	The function of planning, managing and monitoring the Authority's conservation areas, including habitat management projects.

Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
GEOCACHING					
MANAGEMENT OF GEOCACHES Documentation relating to geocaches found in Conservation Authority-owned lands.	By topic e.g., • *Master List* • *Maintenance*	Conservation Lands	S/O + 1	Destroy	Public
HABITAT MANAGEMENT					
MONITORING Documentation relating to the monitoring of restoration and/or naturalization projects on LTC properties. Records include planted stock survival checks, maintenance efforts, photos, general lessons learned.	By location	Conservation Lands	P	Permanent	Internal
PROJECTS Documentation relating to projects of LTC conservation areas' trails & properties. Records include correspondence, meetings, minutes, background studies, research, scope, terms, resources, schedules, and costs associated with a project.	By location, then project name e.g., • *Kings Mill* - *Bat Survey*	Conservation Lands	P	Permanent	Internal
REPORTS Documentation relating to reports. Records include final reports on the outcomes of restoration and/or naturalization projects on LTC properties.	By location	Conservation Lands	P	Permanent	Internal
PLANNING					
PROPERTY PLANS Documentation relating to the development and master	By location	Conservation Lands	P	Permanent	Internal

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Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
planning for conservation areas to provide direction and determine its visions and future objectives. Includes information on strategy planning sessions and public input. Documents include planning reports and all ancillary materials. Includes final property master plans.					
WORK PLANS Documentation relating to the planning of work across conservation lands. Records may include workflow activities, lists, contacts, budget planning, project planning.	By topic	Conservation Lands	S/O + 5	Archival Selection	Internal
TAX INCENTIVE PROGRAMS					
CONSERVATION LANDS (CLTIP) Documentation relating to tax incentives for the Authority's conservation lands. Records include application forms and reporting and claims made by the Authority.	By year	Conservation Lands	T/E + 15 *T/E = Disposal of asset or Program*	Archival Selection	Public
MANAGED FORESTS (MFTIP) Documentation relating to tax incentives for the Authority's conservation forests areas managed. Records include application forms, correspondence, reporting, research, and tracking of the incentive process made by the Authority.	By year	Conservation Lands	T/E + 15 *T/E = Disposal of asset or Program*	Archival Selection	Public

EDUCATION, OUTREACH & STEWARDSHIP	Community outreach and education management provides opportunities to engage the broader community in promoting and educating about the organization's mission and services; while youth education programs focus on the developing and learning for children. The function of managing the necessary activities (Environmental Stewardship) that contribute to the restoration and/or protection of a healthy watershed. Records include environmental assessments, maps, reports, research, resources, studies, and restoration projects of natural areas to maintain ecosystem features and functions through municipal planning, private stewardship and habitat rehabilitation.

Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
COMMUNITY OUTREACH					
EVENTS Documentation relating to the planning and participation in events both lead by external parties or Lower Trent itself.	By event name then year e.g., • *Home Shows – Stirling* → *2018*	Community Outreach & Special Projects	S/O + 4	Destroy	Public
PRESENTATIONS & SPEAKING ENGAGEMENTS Documentation relating to presentations and speeches prepared and/or delivered by staff to external parties at special events, conferences and other public events.	By topic	Originator	CY + 4	Destroy	Public
REPORTS & SURVEYS Documentation relating to reports and surveys for outreach and education programs prepared by or contributed to by staff.	By name of report or survey	Originator	S/O + 4	Archival Selection	Public
SOURCE PROTECTION – LOCAL Documentation relating to material that has been created specifically for the local Source Protection program on behalf of the municipalities as per the education and outreach agreements.	By topic e.g., • *Advertising* • *Fact Sheets* • *Summaries*	Community Outreach & Special Projects	S/O + 1	Destroy	Public

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Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
STEWARDSHIP					
PROJECTS & PROGRAMS Records pertaining to specific stewardship projects & programs led by LTC or in partnership with other like-minded organizations that are not LTC properties/lands. Documents include landowner incentive program applications, site visit notes, maps, planting plans & photos; project management plans, schedules, meeting notes, reports, contacts, correspondence, etc.	By name of project, then by year e.g., • *Healthy Lands Clean Water* • *Native Plants*	Community Outreach & Special Projects	T/E + 4 T/E = end of project /program	Archival Selection	Internal
RESOURCE MATERIALS Documents related to stewardship resources conducted by LTC or in partnership with other organizations. Records include best management practices, guides, fact sheets, etc.	By name, then by year	Community Outreach & Special Projects	CY + 4	Destroy	Internal
YOUTH EDUCATION					
EVENTS Documentation relating to youth education events to connect kids with nature. Records include planning, e.g., meeting agendas & minutes, program logistics, and the delivering of youth education; such as, the Tri-County Children's Water Festival.	By program, then by year e.g., • *Applefest* • *CFW*	Community Outreach & Special Projects	S/O + 5	Archival Selection	Internal
IN CLASS PROGRAMS Documentation relating to in class youth education programs. Records include… such as the presentations, in classroom logistics, school board contact information (i.e. principal, administration and teachers).	By year, then by Program Name e.g., • *2019* *- What is a* *Watershed*	Community Outreach & Special Projects	S/O + 5	Destroy	Internal
REPORTS Documentation relating to the reporting of and feedback received for youth organizations by staff. Records may include statistics, observations and comments that may be used for the youth education program enhancements.	By name of report	Community Outreach & Special Projects	S/O + 5	Archival Selection	Internal

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Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
RESOURCES & REFERENCE MATERIALS Documentation relating to various resources, contacts, materials and supplies that are designed, created, received, or purchased for youth education events and programs. Records include, contacts, correspondence, sources/suppliers, environmental curriculums for school boards, etc.	By name e.g., • *Specialized High Skills Major*	Community Outreach & Special Projects	CY + 4	Destroy	Internal

FINANCIAL MANAGEMENT	The function of managing the financial resources of LTC through the execution of financial transactions and accounting processes including the receipt, control and expenditure of funds and the reporting and auditing of results.

Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
ACCOUNTING PROCESSING					
ACCOUNTS PAYABLE Documentation relating to the processing of payables and payments made by LTC. Records may include vendor-set up forms, AP cheque register, cheque requisitions, purchase order payment approvals and summaries, cheque copies, invoices, credit card statements, travel expense claims and employee expenses.	By fiscal year, then by type	Corporate Services	FY + 6	Destroy	Internal
ACCOUNTS RECEIVABLE Records relating to revenues received by LTC. This includes revenues invoiced for services. May include information on the administration and receipt of refunds. Documents may include receipts, invoices documenting the receipt of payment from customers, accounts receivable and revenue reconciliation statements, and usage fees (e.g., usage/rental fees, permits, wetland assessments, sales, etc.).	By fiscal year, then by type	Corporate Services	FY + 6	Destroy	Internal
CAPITAL ASSET ACCOUNTING Consists of documents related to financial accounting for capitalization, disposal, and amortization of fixed assets. Documents include reference to capital assets register, capital depreciation schedules and capital asset reports necessary for Auditing & Public Sector Accounting purposes.	By fiscal year, then capital asset grouping	Corporate Services	P	Permanent	Public
GENERAL LEDGER & TRIAL BALANCE Documentation of all financial accounts (chart of accounts) and statements summarizing year over year financial transactions.	By fiscal year, then by month	Corporate Services	P	Permanent	Internal

Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
AUDITING					
AUDITING PREPARATION Documentation relating to preparation for the annual audit review. Includes supporting financial detailed reports, e.g., accruals, prepaids, outstanding payables, liabilities – vacation unpaid, etc.	By fiscal year	Corporate Services	FY + 6	Destroy	Internal
FINANCIAL AUDITED STATEMENTS Documentation relating to the final, audited year-end financial statements. Records include notes to the financial statements included in auditor's report.	By fiscal year	Corporate Services	P	Permanent	Public
BANKING					
BANK ADMINISTRATION Documentation relating to banking administration and bank relations. Records may include signing/signature authorizations, letter of credit and credit applications, Bank performance, and research for banking services.	By topic	Corporate Services	S/O + 4	Destroy	Internal
BANK STATEMENTS & RECONCILIATIONS Documentation relating to bank transactions and account reconciliation. Records may include electronic funds/wire transfers, direct deposits, confirmations, stop payments, bank statements and bank reconciliations.	By fiscal year, then by month	Corporate Services	FY + 6	Destroy	Internal
INVESTMENTS Documentation relating to tracking of investments made by LTC. Records include investment reporting, redeemed investments bank receipts, interest income, statement of accounts, investments confirmation and schedule.	By year and institution, by month	Corporate Services	S/O + 6	Destroy	Internal
BUDGETING & REPORTING					
BUDGETS – OPERATING & CAPITAL Records relating to the development, management and administration of the operating and capital budget	By fiscal year, then budget category	Corporate Services	FY + 6	Destroy	Confidential *Note – Final*

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Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
accounts. Includes budget preparation documents (e.g., internal charge back & allocations between programs, staffing costs, project funding, etc.), and expenditure / revenue forecasts. Includes documents pertaining to Section 39 Provincial apportionment of Budget funding.					*Budgets approved by the Board are Public*
FINANCIAL REPORTS Documentation relating to monthly and quarterly reporting of financial position compared to budget submitted to the Board and programs. Includes Section 39 reporting documents.	By type, fiscal year, then period	Corporate Services	FY + 6	Destroy	Public
CHARITY REGISTRATION					
REGISTRATION Records related to the corporation's registration for charitable organization status.	By year	Corporate Services	P	Permanent	Public
RETURNS Records consist of annual returns submitted to Canada Revenue Agency and supporting documents related. *NOTE: Charity receipts from donations are found under Funding/Donors, Donations & Recognition*	By year	Corporate Services	FY + 6	Destroy	Public
FUNDING					
ADMINISTRATION – FUNDRAISING These files contain information related to the administration of LTC's Fundraising Program. Records include, correspondence, financial reporting requirements (e.g. qualifying for official charity receipts).	By topic	Corporate Services	FY + 6	Destroy	Internal
CAMPAIGNS & EVENTS These files contain information related to the campaigns held under the Fundraising Program. Records include LTC's fund development kit and associated documentations (e.g., Case for Support, Legacy Giving, Donor Recognition fact	By campaign name e.g., • *Connecting Kids with Nature*	Corporate Services	FY + 6	Archival Selection	Internal

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Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
sheet, etc.), proposals and presentations, logistics, themes, work plans, correspondence, goals & funding targets.					

DONORS, DONATIONS & RECOGNITION
These files contain information related the donations requested and received by donors for purpose of the Fundraising Program (seeking monetary, in-kind and ecological land gifts). Records include donor prospecting lists, donor recognition plans, registered charity receipts, tracking and donor retention and recognition.
	By year, topic, then source e.g.,
	• *2018*
	  - *Donations*
	  - *Recognition*
		Corporate Services	FY + 6	Archival Selection	Confidential / PIB

GRANTS & SUBSIDIES – APPLICATIONS/PROPOSALS These files contain information related to the applications for grants and subsidies from federal, provincial, municipal, business, private or other sources. These applications are used to support the operation of programs and/or special projects. *NOTE: Once application is approved, it is relocated to Grants & Subsidies - Approved/Received record series.*	By year, then name of grants	Originator	CY + 6	Destroy	Internal
GRANTS & SUBSIDIES – APPROVED These files contain information related to grants and subsidies received and/or approved and signed from federal, provincial, municipal, corporate, private, or other sources. These grants are used to support the operation of programs and/or special projects. They may include documentation that the funds are used in accordance with the terms of the grant (e.g., receipts), as well as financial reporting requirements.	By name of grants	Corporate Services	CY + 6	Archival Selection	Public
MUNICIPAL APPORTIONMENTS & GENERAL LEVIES Documentation relating to the allocation for municipal apportionment received from the Conservation Ontario via Municipal Property Assessment Corporation (MPAC).	By year	Corporate Services	P	Permanent	Public

Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
RESERVE FUNDS This documentation includes administering the reserve fund accounts. Records include the history, purposes, decisions, analysis, strategies, etc. related to reserve accounts.	By reserve fund	Corporate Services	S/O + 6	Archival Selection	Internal
SPECIAL BENEFITING LEVIES Records related to the applications and special benefit levies from municipalities.	By fiscal year, then by municipality	Corporate Services	P	Permanent	Public
PAYROLL ADMINISTRATION					
PAYROLL PROCESSING This refers to the regular entry, posting and reconciliation of employee payroll details and related reports such as payroll audit reports, payroll stub confirmation, Records of payroll transfers, timesheets, income tax deductions (TD1s), Canada Savings Bonds and relevant Statistics Canada reports. This includes the production of an employee record detailing deductions including family support (garnishments), pay and termination of pay at the end of employment. Includes the payroll register.	By year, then subject	Corporate Services	FY + 6	Destroy	Confidential / PIB
PAYROLL REMITTANCES Records relating to the annual summaries of year-end reporting to government (reconciliation for the year) such as to Canada Revenue Agency (CRA), Workers' Compensation, Employee Heath Tax and Ontario Municipal Employees Retirement Savings (OMERS) reports.	By remittance type, then year	Corporate Services	FY + 6	Destroy	Internal
RECORDS OF EMPLOYMENT & T4 STATEMENTS Documents relating to the records of employment (ROE) of staff for purpose of Employment Insurance (EI) benefits, and employer copies of T4/T4A statements of remuneration paid per calendar year.	By type, then year, then employee last name	Corporate Services	P	Permanent	Confidential / PIB

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Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
PURCHASING/PROCUREMENT MANAGEMENT					
PROCUREMENT CARD MANAGEMENT – VISA Records include P-Card administrative documentation to set-up the p-card program, card holder applications, and changes to card status and limits. *NOTE: VISA monthly tracking of transactions report are filed under Financial A/P records.*	By topic, then fiscal year	Corporate Services	S/O + 1	Destroy	Confidential / PIB
PROPOSALS , QUOTATIONS & SUBMISSIONS Documentation relating to the procurement of goods and services. Records may include call for submission (RFP, RFQ, RFI, tenders, pre-qualifications, quotations, vendor submissions, proposals, bids, research body backgrounders, resumes of individuals), evaluation and evaluation summary, Q&A's, decision and decision communication including acknowledgement letters and notification to unsuccessful and successful bidders. *NOTE: Final signed official contract is filed under **Administration & Governance/Legal & Risk Management/ Agreements, Contracts & Leases***	By RFP / RFQ number	Originator	FY + 6	Archival Selection	Internal
VENDORS & SERVICE PROVIDERS Documentation and general administrative information regarding suppliers, vendor and service providers used to identify potential sources of goods and services. Records may include product catalogues, pricing lists and summary of services offered.	Alphabetical by vendor name	Originator	S/O + 4	Destroy	Internal
TAXES					
HARMONIZED SALES TAX (HST) Documentation relating to HST (GST/PST) rebates and reports. Records include correspondence, claims submitted,	By fiscal year	Corporate Services	FY + 6	Destroy	Internal

Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
annual reconciliations and CRA reviews.					
PROPERTY TAXES Documentation relating to the property taxes, rebates for property taxes and tax incentives for Managed Forest (MFTIP) and Conservation Lands (CLTIP). Records include reconciliations and tracking of property taxes paid by the Authority or rebated back to the Authority.	By type, then fiscal year	Corporate Services	P	Permanent	Internal

FLOOD FORECASTING & LOW WATER	The function of managing documentation and information related to Water Resources, specifically dealing with high and low water conditions for riverine and lake systems throughout the LTC watershed. Activities relating to Flood Forecasting and Warning, and Low Water Response are documented here.

Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
FLOOD CONTINGENCY PLAN					
CONTACTS Documentation relating to the contact information of LTC and Municipal staff. Contacts are updated annually and include municipal staff members directly involved with Emergency Services.	By year	Development Services & Water Resources	CY + 1	Destroy	Internal
PLANS Documentation relating to the flood contingency plan, includes other references to flood planning.	By topic	Development Services & Water Resources	S/O	Destroy	Public
FLOOD FORECASTING					
CLIMATE DATA Documentation relating to the storage of climate data received by CFB Trenton and other sources.	By year	Development Services & Water Resources	P	Permanent	Internal
FLOOD DATA Documentation relating to the daily planning cycles, stream gauge data and historic information that assists LTC staff to provide prompt warnings to municipal partners and the general public.	By topic	Development Services & Water Resources	P	Permanent	Internal
RIVER WATCH Documentation relating to the LTC River Watch program, which documents local flooding throughout the watershed during Flood Watch and Warning events on the Trent River. Records include flood photos.	By year	Development Services & Water Resources	P	Permanent	Internal

Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
LOW WATER RESPONSE					
DATA & REPORTING Documentation relating to the monitoring and reporting of low water or drought conditions across the Lower Trent watershed.	By year	Development Services & Water Resources	P	Permanent	Public

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HUMAN RESOURCES MANAGEMENT	The function of managing Authority employees and volunteers, and their relationship with the organization. Activities included defining the organization through organization charts and job descriptions, recruitment, compensation and benefits administration, employee training.

Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
ATTENDANCE & TIMESHEETS					
ATTENDANCE REPORTING Documentation relating to the requests approved/denied and other requests for time off; including leaves of absence, statutory leaves, etc.	By type of request for time off, employee identification number (ID)	Corporate Services	CY + 6	Destroy	Confidential
TIMESHEETS Documentation relating to identifying hours worked and time taken by staff. Records include timesheets.	By year, then employee identification number (ID)	Corporate Services	CY + 6	Destroy	Confidential
COMPENSATION & BENEFITS					
BENEFITS ADMINISTRATION Includes records relating to employee benefits and deductions, group insurance, medical and dental plans administration.	By topic	Corporate Services	P	Permanent	Confidential / PIB
COMPENSATION Consists of management of remuneration models for Authority employees. Includes annual salary plans, salary administrative guidelines and the management compensation plan. Records may include meetings, job evaluation results and appeals.	By subject e.g., • *Pay Equity* • *Salary Levels* • *Salary Review*	Corporate Services	S/O + 5	Archival Selection	Confidential / PIB
PENSION – OMERS Records related to the pension program. Documents consists of enrollment, changes, Annual 119 Reporting, Election buy-back option offers or any related the Ontario Municipal Employees' Retirement System (OMERS) administration.	By topic	Corporate Services	P	Permanent	Confidential / PIB

Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
EMPLOYEE MANAGEMENT					

EMPLOYEE FILES
Documentation relating to an employee's work history and status throughout their employment with LTC. Includes full time employees as well as those hired for a fixed term contract such as a summer position or funded program contracts. Records may include resumes, copies of training certifications, staff photo, hiring evaluation/notes, employee performance, offer letter/letter of employment, hiring contract, secondment contracts, appointment notices, benefits selection, approval of personal information use, emergency contact, education attended, salary change notification, health related documentation - records relating to medical status, medical conditions, injury reports, and recovery. This includes situations concerning the sustainment of physical injuries and the development of medical conditions causing disability or impairment for work and non-work related cases, including WSIB & LTD claims. May include information relating to return to work and accommodations and medical supporting correspondence. Records may also include disciplinary actions under performance management, resignation/termination notices and copies of pension records.
 	
NOTE: Employee recognitions are filed under Communications/ Celebrations & Recognition
	By employee identification number (ID) & Last Name, then by topic
	
	e.g.,
	• *096-SMITH*
	  - Contract
	  - Health
	  - Performance Appraisals
	  - Training
		Corporate Services	P	Permanent	Confidential / PIB

WORK PLANS/CYCLES – POSITIONS Records include the work plans of individual positions for the purposes of business continuity and understanding the activities performed under positions' job duties. Each record includes an outline and description of duties held by the position and the activities to be completed throughout the year or work cycle.	By Position	Corporate Services	S/O + 4	Destroy	Internal

Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
LABOUR & EMPLOYEE RELATIONS					
HUMAN RIGHTS COMPLAINTS & INVESTIGATIONS Records relating to receiving, investigating and resolving complaints from staff concerning discrimination or harassment. Documents may include statements of complaints or completed complaints forms, investigation reports and recommendations, witness interview notes and supporting documentation and correspondence regarding the exploration and resolution of the complaints and consultations.	By type of issue, then date	Corporate Services	T/E + 4 T/E = when investigation completed and complaint resolved and/or closed	Destroy	Confidential / PIB
HR PERSONNEL MATTERS Documentation relating to human resource matters requiring legal consultation, development of policies and procedures affecting personnel, and negotiations sensitive to employee relations.	By type of issue, then date	Corporate Services	T/E + 4 T/E = when HR matter is closed	Destroy	Confidential / PIB
ORGANIZATION DESIGN					
ORGANIZATION DEVELOPMENT Documentation identifying development of the organizational structure of LTC including staff positions/titles, and positions/staff reporting relationships. Records include background development of re-organization documentation.	By year	Corporate Services	S/O + 4	Archival Selection	Confidential
ORGANIZATIONAL CHART Documentation identifying the organizational structure of LTC including staff positions/titles, employee names and hierarchy of reporting relationships and of authority and responsibility. Records include organization charts.	By year	Corporate Services	S/O + 4	Archival Selection	Public
RECRUITMENT & SELECTION					
JOB DESCRIPTIONS Documentation identifying the positions within LTC and detailing job specifications, duties and responsibilities and performance expectation levels.	By position title	Corporate Services	S/O + 4	Destroy	Public

Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
JOB POSTINGS Documentation relating to hiring for specific Authority positions. Records include job posting/ads.	By year	Corporate Services	CY + 4	Destroy	Public
RESUMES Records include resumes received whether solicited or not. Resumes screened and successful for selection are transferred to Recruitment Selection record series.	By position	Corporate Services	CY + 1	Destroy	Confidential / PIB
RECRUITMENT SELECTION Documentation relating to the recruitment selection process for specific Authority positions. Records include resumes under consideration, interview guides and questions, interview notes, candidate evaluation, reference checking notes and regret letters. *NOTE: Successful candidates' resumes and information moves to **Employee Management - Employee File**, once offer of employment is accepted, confirmed and signed.*	Alphabetical by position title, then by candidate last name	Corporate Services	CY + 1	Destroy	Confidential / PIB
TRAINING & DEVELOPMENT					
EMPLOYEE ORIENTATION Documentation relating to the development and delivery of the employee orientation program and the on-boarding of new employees. Records include orientation checklists and on-boarding documents.	By topic	Corporate Services	S/O	Destroy	Internal
TRAINING & SKILLS DEVELOPMENT Documentation relating to the development, delivery, and reporting of employee training provided and taken. Records include, program and ongoing employee training presentation materials, transfer of knowledge sessions and instructional material both internal and external courses, seminars, workshops, conferences, etc.	By type of training, then year	Corporate Services	S/O	Destroy	Internal

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Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
VOLUNTEERS					
VOLUNTEERS DATABASE Documentation relating to volunteers' hours of service and nature of assignment(s) with LTC. Records may include tracking assignments & time given.	By volunteer's last name	Corporate Services	S/O	Destroy	Confidential / PIB

VOLUNTEERS MANAGEMENT
 Documentation relating to volunteers with LTC. Records may include recruitment, registrations/resumes, orientation protocols, training, assignments, evaluation/notes, and termination of volunteer services. Signed documents for confidentiality, waivers, personal information use, training, and emergency contact info may also be included.
 	
 *NOTE: Volunteer recognitions are filed under **Communications/ Celebrations & Recognition***
	By volunteer's last name & first initial, then topic
	
	 e.g.,
	 • *SMITH_B*
	   - Application
	   - Evaluations
	   - Training
		Corporate Services	T/E + 4
			
			 T/E = when volunteer's services no longer required or available
				Destroy	Confidential / PIB

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INFORMATION & TECHNOLOGY MANAGEMENT	The function of applying and managing information and technology to support the business needs of the organization by means of capturing, storing, retrieving, transferring, communicating and disseminating information through automated systems. Includes planning, developing, acquiring, modifying and evaluating applications and databases; communication systems and the technical aspects of the internet and websites. Also includes the management of the lifecycle of information through records management services.

Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
GEOMATICS INFORMATION SYSTEMS (GIS) – ON W & X DRIVES					
DATABASES (W) Contains current active geospatial vector and raster datasets stored as file geodatabases with feature class sub-types. Cartographic products created with this data should be stored with relevant file or project exported as JPG or PDF for historic reference (i.e. GIS data will continuously be overwritten).	By name of database	Corporate Services	S/O + 2 *i.e. feature classes will be overwritten with best available*	Destroy	Internal
IMAGERY (X) Includes digital ortho-imagery of LTC jurisdiction stored as geotiffs, mosaic datasets, & compressed graphics. Additionally includes metadata, calibration information, and derivatives (i.e. point clouds & digital elevation models). May also contain other remotely sensed data such as satellite images, bathymetry, and LiDAR datasets.	By acquisition project e.g., • *DRAPE2008* • *SCOOP2018*	Corporate Services	P	Permanent	Public (fee associated)
PROJECTS (W) Documents related to GIS projects to support programs across LTC. Records may include map documents, analytical datasets, reference materials, model outputs, scripts, and workflows.	By project name *e.g.,* • *Algae Remote Sensing* • *Lake Ontario Shoreline 2016* • *Watershed Wall Map*	Corporate Services	CY + 6	Archival Selection	Internal

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Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
REFERENCE SPATIAL DATA (W) Contains legacy geospatial datasets and related attributes primarily as shapefiles. Many of these data are associated with historic GIS projects which may have future value e.g. municipal contracts for OP mapping and zoning bylaw, natural heritage system, historic land-use classification, cadastral and political boundaries.	By Activity	Corporate Services	CY + 6	Archival Selection	Internal
NETWORK MANAGEMENT					
BACKUP & SECURITY Records relating to the security and backup of the authority's electronic information systems. Documents may include backup logs, server monitoring reports, user authorization lists, passwords for online services, threat assessments and reports e.g. Symantec intrusion reports; email spam reports. Backup is administered on the VEEAM server and stored on Network Attached Storage array (NAS) & duplicated to removable media; Antivirus is administered on the Symantec Cloud Console.	By topic	Corporate Services	S/O + 1	Archival Selection	Confidential
FIRMWARE Drivers and firmware patches for network equipment such as servers, workstations, storage arrays, printers, scanners, modems, and routers.	By device name	Corporate Services	S/O + 1	Destroy	Internal
PHONE & ELECTRONIC COMMUNICATIONS Records relating to the installation, maintenance, operation and use of telecommunications equipment and systems. Includes information on telephone, cable, fibre optics, electronic mail, voice mail, fax, pager, cell phone, internet, and emergency systems and processes. Documents include requests for installation or maintenance, change requests and service call requests to service providers.	By topic	Corporate Services	T/E + 5 *T/E = end of project or new update*	Destroy	Internal

Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
SERVER Documentation and procedures related to servers and virtual machines. This may contain server maintenance routines, troubleshooting guidance, upgrades, logins, server configuration, and routing.	By topic	Corporate Services	SO + 1	Archival Selection	Confidential
RECORDS INFORMATION MANAGEMENT					
CLASSIFICATION & RECORDS RETENTION SCHEDULE Records relating to the development and implementation of the records classification structure and the retention and disposition schedule initiatives. Includes information relating to all issues that may affect the development and approval of the Authority's records classification structure and retention schedule, which officially govern for how long information is kept and whether it is destroyed. Documents may include records retention schedules of other CAs, federal and provincial legislation, legal opinions and all supporting correspondence.	By topic	Corporate Services	S/O + 4	Destroy	Public
RECORDS DESTRUCTION CERTIFICATES Records relating to records destruction certificates, which authorize the destruction of LTC's records in accordance with formally-approved records retention schedule. Includes destruction of media such as paper, microform and electronic records. Documents include records destruction certificates, applications for records destruction, destruction notices, and records destruction statistics and reports.	By year, then program name	Corporate Services	P	Permanent	Public
SOFTWARE					
APPLICATIONS Records may include installation files, documentation, and user-guides for proprietary or open-source software used on workstations & servers. This may also include license keys/ serial numbers, software patches, and scripts.	By vendor name e.g., • *Adobe* • *ESRI* • *Microsoft*	Corporate Services	S/O + 1	Archival Selection *Legacy software may*	Internal

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Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
	• *Symantec*			*need to be retained for compatibility*	
DEVELOPMENT Designing and developing IT systems to enable the Authority to achieve its strategic goals and objectives. Includes records relating to the design, documentation, and implementation of custom database and software solutions, including intranet. This may include database design and form development, task automation workflows, software development kits (SDK), application programming interface (API) references, code examples, and user feedback.	By platform e.g., • *ArcGIS* • *SharePoint* • *Windows* • *WISKI*	Corporate Services	T/E + 2 T/E = process is no longer used	Archival Selection	Internal

ADDITIONAL NOTES:

- *Output cartographic products (JPGs, PDFs, etc.) generated from GIS repositories must be stored with associated programs/projects e.g. watershed planning, conservation lands assets, communications, etc.*

PLANNING & REGULATIONS	The function of managing and regulating development activities across the LTC watershed. Activities include providing municipalities with formal comments under the *Planning Act* (e.g., major development applications, severances, minor variances, official plan amendments, zoning by-law amendments, etc.) on a range of environmental issues; reviewing stormwater management plans for local municipalities; technical advice to residents and developers for building and land use proposals; reviewing and providing input into official plans, comprehensive zoning by-laws and other municipal planning documents. Administering Ontario Regulation 163/06 including issuing permits, preparing for hearings, handling development inquiries, pre-application consultation, responding to complaints and enforcement activities.

Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
ENGINEER REVIEWS					
REFERENCES Documentation relating to various technical resources for engineering.	By type	Development Services & Water Resources	S/O	Destroy	Public
REVIEW TRACKING Records include LTC staff documentation of engineering reviews.	By year	Development Services & Water Resources	P	Permanent	Internal
GUIDANCE & REFERENCE MATERIALS					
CA POLICY POSITIONS Records relating to opinions from Conservation Authority staff across Ontario regarding challenging regulation matters. Refers to application of current regulation.	By topic	Development Services & Water Resources	S/O	Destroy	Internal
CONSULTANT LISTS Documents include lists of local consultants for different technical studies or designs.	By discipline	Development Services & Water Resources	S/O	Destroy	Public
MASTER DRAINAGE PLANS Records relating municipal documents that are referenced during technical review for planning applications.	By municipality	Development Services & Water Resources	S/O	Destroy	Public

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Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
MUNICIPAL PLANNING Documented records that include municipal Official Plans, Comprehensive Zoning By-Laws and other approved policy documents.	By municipality	Development Services & Water Resources	S/O	Destroy	Public
PROVINCIAL NATURAL HAZARD GUIDES Records relating to provincial technical documents providing guidance and standards for hazard identification.	By type	Development Services & Water Resources	S/O	Destroy	Public
PLAN INPUT					
COMPREHENSIVE ZONING BYLAWS Records relating to the assistance to municipalities in the Comprehensive Zoning By-Law updates. May include Zoning maps.	By municipality	Development Services & Water Resources	S/O	Destroy	Public
ENVIRONMENTAL ASSESSMENTS Includes material relating to environmental assessments within LTC watershed boundaries. Records relating to studies of environmental issues and impacts. These assessments are required by legislation and are responsible for determining the state of the current environment and the impacts that development activities might have on it. Includes information relating to soil, tree preservation and mitigation, geotechnical, infrastructure expansion, water, air, and other environmental issues.	By location	Development Services & Water Resources	P	Permanent	Public
LEGISLATIVE & POLICY REVIEWS Records relating to input on provincial policy plans (e.g., Provincial Policy Statement, Growth Plan, Oak Ridges Moraine conservation Plan) and certain municipal policies (e.g., Site Alteration By-laws, entrance setback requirements).	By province or by municipality	Development Services & Water Resources	S/O	Destroy	Public
OFFICIAL PLANS Documents relating to LTC providing input to municipalities on Official Plans during the typical 5-year review period. Included	By municipality	Development Services & Water	S/O	Destroy	Public

Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
are comments to the Ministry of Municipal Affairs & Housing (MMAH).		Resources			
SECONDARY PLANS Documents relating to LTC providing input on Secondary Plans, which are in addition to Official Plans for municipalities. Secondary Plans apply to identified regions/areas within a municipality and do not apply to the entire municipality.	By municipality	Development Services & Water Resources	S/O	Destroy	Public
PLAN REVIEWS					
APPLICATIONS Requests for formal municipal planning act approvals across the watershed. Records included documentation received/prepared and associated with processing the application including; related plans, reports and studies, drawings, written notes, background information general correspondence, formal correspondence to municipalities, developers, etc.	By municipality, then type	Development Services & Water Resources	P	Permanent	Confidential / PIB
PROPERTY INQUIRIES					
GENERAL DEVELOPMENT Includes requests for information regarding property for sale, proposed developments and/or site alteration activities, and pre-application consultations to assist in determining requirements for a complete application (permitting). May include Planning-related inquiries.	By file number e.g., • *GD-16-003*	Development Services & Water Resources	P	Permanent	Internal
LEGAL INQUIRIES Documentation related to requests for legal or real-estate inquiries that involve property transfers.	By file number e.g., • *LR-18-078*	Development Services & Water Resources	P	Permanent	Internal
S28 REGULATIONS					
COMPLAINTS Includes documentation of complaints received with respect to	By file number e.g.,	Development Services &	P	Permanent	Confidential / PIB

Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
potential contravention of Section 28 regulations.	• *CT-19-001*	Water Resources			
ENFORCEMENT Includes records relating to violations and investigations. Documents include photos, correspondence, notices, legal case materials, legal decisions, etc.	By file number e.g., • *ENF-18-007*	Development Services & Water Resources	P	Permanent	Confidential / PIB
GENERIC REGULATION Documentation related to the development of individual Conservation Authority Regulations under Section 28.	By topic	Development Services & Water Resources	S/O + 1	Destroy	Public
PERMITS & HEARINGS Documentation related to matters pertaining to permit applications, permits denied and appealed by the applicants and subsequent Hearings and Mining & Lands Tribunal appeals. Records include correspondence, maps, site visit information, photos, drawings, technical reports, etc.	By permit number e.g., • *RP-18-102*	Development Services & Water Resources	P	Permanent	Confidential / PIB
S29 REGULATIONS					
COMPLAINTS & VIOLATIONS Documentation relating to complaints, the enforcement and violations under Section 29 of the Conservation Authorities Act.	By type, then location e.g., • *Dogs* - *Proctor Park*	Conservation Lands	P	Permanent	Confidential / PIB
PERMITS Documentation relating to the applications and issuing of permits for activities conducted on conservation lands such as hunting and trapping.	By type, year, then applicant's last name • *Hunting* • *2018* → *Smith*	Conservation Lands	CY + 5	Destroy	Confidential / PIB

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Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
SOURCE PROTECTION RISK MANAGEMENT					
RISK MANAGEMENT OFFICE Documentation relating to matters pertaining to Part IV obligations, such as Section 59 Notices, Section 58 Risk Management Plans (RMP) and amendments, as well as compliance inspections and Prescribed Instruments. Records included Risk Management Plans, Clearance Notices, correspondence, maps, site visits notes, exemption letters etc. pertaining to individual properties within vulnerable areas for each drinking water system.	By Drinking Water Systems e.g., • *Campbellford* • *Warkworth*	Community Outreach & Special Projects	P	Permanent	Internal (may be subject to PIB)
RMO REFERENCE & RESOURCE MATERIALS Documentation relating to resources that can be used for the creation of Best Management Practices within a Risk Management Plan, and reference material for site visits related to agriculture such as biosecurity or industrial property such as fuel storage codes etc.	By topic	Community Outreach & Special Projects	S/O + 1	Destroy	Internal
RMO REPORTING (ANNUAL) Documentation relating to the Annual Report provided to the Source protection Region per Clean Water Act.	By year	Community Outreach & Special Projects	P	Permanent	Internal

SOURCE PROTECTION - REGIONAL	The Drinking Water Source Protection (DWSP) Program is a requirement of the *Clean Water Act* and is a locally driven program that is administered by Source Protection Authorities (Conservation Authorities) for the purposes of protecting sources of municipal drinking water systems. The Kawartha-Haliburton, Otonabee-Peterborough, Lower Trent, Ganaraska and Crowe Valley Source Protection Authorities have come together under a Regional Agreement to form the Source Protection Region. Lower Trent Source Protection Authority is the lead authority under this agreement.

Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
AGREEMENTS & PLANS					
AMENDMENTS This record series contains notices from municipal drinking water systems and amendments to source protection plans. Notices are received from municipalities as per section 48 of Regulation 287 under the CWA. Municipalities are triggered to provide these notices to SPA when they have sent an application to the ministry for a new or expanding drinking water system. Amendments to the source protection plans occur under two sections of the Clean Water Act, s.34, s.35 and section 51 of Regulations 287. Amendments may also be triggered by sections 36 of the Clean Water Act when reviewing the plans. There is a legislative procedure to follow when updating the source protection plans. *NOTE: when referring to plans this also includes the assessment report.*	By type	DWSP	FY + 15	Archival Selection	Internal
EXPLANATORY DOCUMENT This is a document that is required under the clean water act that documents all changes to the plans and assessment reports and explains why these changes were made.	By date	DWSP	FY + 15	Archival Selection	Public
GANARASKA ASSESSMENT REPORT & SOURCE PROTECTION PLAN These are documents that are required to be produced as per	By type, then date	DWSP	FY + 15	Archival Selection	Public

Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
the Clean Water Act and associated regulations. The assessment report contains scientific and technical information identifying threats to sources of municipal drinking water. The Source Protection Plan contains polices that address these threats. The assessment report and plan are for the Ganaraska Source Protection Area.					
ONTARIO TRANSFER PAYMENT AGREEMENT (TPA) This is the funding agreement between Trent Conservation Coalition SPR and the provincial government to administrator the Drinking Water Source Protection program. *NOTE: Approved and signed DWSP agreements, contracts & grants are filed under **Administration & Governance / Legal & Risk Management – Agreements, Contracts & Leases.***	By Fiscal year	DWSP	FY + 15	Archival Selection	Public
POLICY IMPLEMENTATION CHALLENGES These documents are related to challenges identified by implementing bodies in implementing the policies in the Trent Source Protection Plan and the Ganaraska Source Protection Plan.	By policy type	DWSP	FY + 15	Archival Selection	Internal
TRENT CONSERVATION COALITION (TCC) REGIONAL AGREEMENT This is an agreement between the Ganaraska SPA, Kawartha-Haliburton SPA, Otonabee-Peterborough SPA, Crowe Valley SPA and Lower Trent SPA, known as the Trent Conservation Coalition Source Protection Region, and the lead SPA, Lower Trent SPA for administering the DWSP program on behalf of the 5 SPA's.	By year	DWSP	T/E + 4 *T/E = Termination of the program*	Archival Selection	Public
TRENT ASSESSMENT REPORT & SOURCE PROTECTION PLAN These are documents that are required to be produced as per the Clean Water Act and associated regulations. The assessment report contains scientific and technical information	By type, then date	DWSP	FY + 15	Archival Selection	Public

Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
identifying threats to sources of municipal drinking water. The Source Protection Plan contains polices that address these threats. The assessment report and plan cover the following areas: Lower Trent SPA, Otonabee-Peterborough SPA, Crowe Valley SPA and Kawartha-Haliburton SPA.					
WORKPLANS Workplans are a result of ministry Director's Orders under section 36 of the Clean Water Act. These Orders direct source protection authorities to review the assessment report and plans and may include specific action to be taken. These Orders will result in a 'workplan' created by the source protection authorities that describes the work to be done as a result of the review of the assessment reports and plans. These workplans are submitted to the Ministry for review (not approval).	By year	DWSP	FY + 15	Archival Selection	Internal
COMMUNICATIONS, EDUCATION & OUTREACH					
COMMUNICATIONS Documentation relating to communications received and/or distributed on source water protection as well as suggested communication to the provincial when required. Includes Conservation Ontario information.	By type	DWSP	FY + 2	Destroy	Internal
EDUCATION & OUTREACH Documentation relating to DWSP program education and outreach to municipalities, landowners, public etc. such as brochures, presentations, banners etc.	By type	DWSP	S/O + 2	Archival Selection	Internal
PHOTOS Images/photos of events, SPC, SPR & SPA staff and photos used in education and outreach materials.	By topic	DWSP	FY + 2	Archival Selection	Internal
DATA MANAGEMENT					
CONSULTANT DATA Includes raw data and metadata related to consultant data	By consultant, then year	DWSP	FY + 15	Archival Selection	Internal

Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
deliveries corresponding to technical studies. This may also include data provided to consultants to assist in model development.					
EXTERNAL DATA Data from provincial ministries, federal agencies, municipalities and private sector used to support assessment report production.	By type	DWSP	S/O + 5	Archival Selection	Internal
TRENT CONSERVATION COALITION GIS DATA (TCCGISDATA) Standardized data owned by, or licensed to, TCC SPR used for the production of Assessment Report maps and Source Protection Plan maps. Includes Assessment Report Database (ARDB), Water Quantity Geodatabase, derivatives, and base data.	By type	DWSP	S/O + 5	Archival Selection	Internal
GROUPS & FORUMS					
COMMUNICATION GROUP Communications staff from each CA in the TCC SPR as well as staff from the TCC SPR formed this group to discussion communications of programs that are delivered by each area.	By date	DWSP	FY + 1	Destroy	Internal
GIS GROUP Documents relating to the materials distributed to GIS leads at the 5 source protection authorities to coordinate and standardize data management in the Trent source protection region.	By date	DWSP	FY + 1	Destroy	Internal
LEADS GROUP Each SPA in the TCC SPR have staff who lead the source protection program on behalf of the SPA. This forum allows all leads and TCCSPR staff to come together and discuss the workplan and any other work to be done under the DWSP program.	By date	DWSP	FY + 5	Destroy	Internal

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Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
MANAGEMENT & ADMINISTRATION COMMITTEE This committee is for CAO's of each Source Protection Authority as well as the Source Protection Program Coordinator. The Chair of the Lower Trent Conservation Authority Chairs this meeting. This is an opportunity for CAO's to discuss the source protection program and also to develop and review the Regional Agreement.	By date	DWSP	FY + 5	Destroy	Internal
MUNICIPAL FORUM Each SPA in the TCC SPR have staff who lead the source protection program on behalf of the SPA. This forum allows all leads and TCCSPR staff to come together and discuss the workplan and any other work to be done under the DWSP program.	By date	DWSP	S/O + 4	Destroy	Internal
TECHNICAL GROUP Documentation relating to meetings of technical staff from the 5 CAs addressing technical issues related to Assessment Reports.	By date	DWSP	S/O + 4	Archival Selection	Internal
REPORTING & TRACKING					
ANNUAL REPORTING Reporting on the progress of activities under the Source Protection Programs. This is a requirement of the Clean Water Act and associated regulations and is submitted the Ministry by May 1 of every year.	By year	DWSP	P	Permanent	Public
BUDGET TRACKING-FORECASTING Three times per year, TCC SPR must provide financial reports as per the Ontario Transfer Payment Agreement. All money spent and expected to be spent must be tracked.	By year	DWSP	FY + 15	Destroy	Internal
TRANSFER PAYMENT AGREEMENT (TPA) REPORTING Report three times per year to Ministry using a template provided by the Ministry.	By year	DWSP	P	Permanent	Internal

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Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
SOURCE PROTECTION COMMITTEE (SPC)					
ADMINISTRATION & ORIENTATION Documentation relating to the SPC administration, members orientation/training, and decisions on information brought forward to the SPC on items such as; policy implementation challenges, s.34 amendments to SPP, grading of the Annual Report, etc. Records may also include the Members' Handbook.	By topic	DWSP	FY + 15	Archival Selection	Internal
MEETINGS AGENDAS & MINUTES Documentation relating to agendas & minutes for SPC meetings.	By year	DWSP	P	Permanent	Public
MEETINGS – IN CAMERA SESSIONS All documents related to records held in camera sessions to the SPC members on required decisions to be made by SPC or information to be conveyed to SPC.	By topic	DWSP	P	Permanent	Confidential
MEMBERSHIP Includes documentation relating to the membership of SPC, term expiries, renewal, profiles, appointments, correspondence, etc.	By topic	DWSP	S/O + 2	Archival Selection	Confidential / PIB
STAFF REPORTS & PRESENTATIONS Documentation relating to information reports and presentations to SPC members on required decisions to be made by SPC or information to be conveyed to SPC.	By topic	DWSP	P	Permanent	Public
TECHNICAL INFORMATION					
MINISTRY INSPECTION REPORTS FOR DRINKING WATER SYSTEM (DWS) The Ministry provides copies of municipal drinking water system inspection reports, highlighting non-compliance issues.	By system	DWSP	FY + 15	Archival Selection	Public
TECHNICAL REVIEWS Documentation relating to technical rules, technical bulletins	By source	DWSP	FY + 15	Archival Selection	Public

Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
and guidance modules by the Ministry and information about issues for specific municipal drinking water systems.					
TECHNICAL STUDIES Technical studies for municipal drinking water systems amendments.	By system	DWSP	FY + 15	Archival Selection	Internal

WATERSHED MONITORING	The function of managing activities related to the collection, storage, analysis and reporting of data related to the watershed health and directly related to our Strategic plan's environmental goals.

Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
ADMINISTRATION					
FIELD SHEETS Documentation relating to the forms and sheets used in the various monitoring programs.	By Program	Development Services & Water Resources	S/O	Destroy	Internal
MEETINGS Documentation relating to external program meetings related to the various mentoring programs.	By Program	Development Services & Water Resources	CY + 5	Destroy	Internal
SCHEDULING Documentation relating to the scheduling of the monitoring programs, specifically the summer schedules created by the Assistant Water Resources Technicians.	By Program	Development Services & Water Resources	CY + 1	Destroy	Internal
BIOLOGICAL					
BENTHICS Documentation relating to the raw and analyzed data of the benthic invertebrate monitoring program. This section will include the storage of data for the current and historic benthic monitoring stations.	By year	Development Services & Water Resources	P	Permanent	Internal
FISH Documentation relating to any fish monitoring data conducted by our office. This section will include the storage of data for the any current and/or historic fish monitoring stations.	By year	Development Services & Water Resources	P	Permanent	Internal

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Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
GROUND WATER					
WATER LEVELS Documentation relating to the water level data acquired through the Provincial Groundwater Monitoring Network. This section will include all of the raw and corrected data for the PGMN wells within our Watershed.	By year	Development Services & Water Resources	P	Permanent	Internal
WATER QUALITY Documentation relating to the water quality data acquired through the Provincial Groundwater Monitoring Network. This section will include all of the raw and analyzed data for the PGMN program. All station data both historic and current will be found here.	By year	Development Services & Water Resources	p	Permanent	Internal
REPORTS & REVIEWS					
ANNUAL REPORTS Documentation relating to the Annual reports created by the Water Resources Specialist. The Annual reports will present the yearly data acquired through the monitoring programs. This will include both internal and external reports.	By year	Development Services & Water Resources	P	Permanent	Internal
PROGRAM REVIEWS Documentation relating to program reviews of aquatic monitoring programs.	By year	Development Services & Water Resources	P	Permanent	Internal
WATERSHED REPORT CARDS Documentation relating to the creation of the Watershed Report cards. This will include information for future and historic report cards.	By year	Development Services & Water Resources	P	Permanent	Public
SNOW COURSES					
DATA Documentation relating to the storage of data collected through the Snow Survey program. This includes raw data	By year	Development Services & Water	P	Permanent	Internal

Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
collected by LTC and data submitted to the MNRF.		Resources			
SURFACE WATER					
BASE FLOW MONITORING Documentation relating to flow data collected during the summer months. This section will include the raw and analyzed data for this monitoring program. All station data both historic and current will be found here.	By year	Development Services & Water Resources	P	Permanent	Internal
TEMPERATURE Documentation relating to temperature data collected during the summer months. This section will include the raw and analyzed data for this monitoring program. All station data both historic and current will be found here.	By year	Development Services & Water Resources	P	Permanent	Internal
WATER QUALITY Documentation relating to the water quality data acquired through the Provincial Water Quality Monitoring Network and LTC surface water monitoring program. This section will include all of the raw and analyzed data for the PWQMN and LTC stations within our watershed. All station data both historic and current will be found here.	By year	Development Services & Water Resources	P	Permanent	Internal

WATERSHED PLANNING	The Watershed Planning function comprises an approach to protecting water quality and quantity that focuses on the whole watershed. Information about the state of the Lower Trent watershed, and local natural heritage, natural hazard, and water quality and quantity information; including local water source protection, along with various reference documents are included in this section. Watershed Plans are developed by using this information.

Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
CLIMATE CHANGE					
REFERENCE MATERIAL Documentation relating to information from sources pertaining to climate change on a provincial scale.	By source e.g. • *WEAO*	Development Services & Water Resources	S/O	Destroy	Public
STUDIES, ANALYSIS & REPORTS Documentation relating to information from internal LTC studies and analysis on the local Trent watershed.	By project	Originator	P	Permanent	Internal
NATURAL HAZARDS					
HAZARDOUS SITES Documentation related to unstable soils (sensitive marine clays [leda], organic soils) or unstable bedrock (karst topography) within the watershed. May include maps, reports, GPS coordinates, photos, etc.	By hazard e.g., • *Karst* • *Peat*	Development Services & Water Resources	P	Permanent	Public
LAKE ONTARIO SHORELINE Documentation relating to shoreline hazards including erosion hazards, dynamic beach hazards, and flooding hazards along the Lake Ontario shoreline. The Bay of Quinte shoreline is part of Lake Ontario. Documentation related to the flooding and erosion hazards on the Bay are included here (no dynamic beach hazard for the Bay). Records include shoreline management reports, technical memos, erosion monitoring stations, etc.	By topic, e.g., • *Erosion Monitoring* • *Reports*	Development Services & Water Resources	P	Permanent	Internal

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Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
RIVERINE Documentation related to Official floodplain maps (Mylar), final reports and references *NOTE: These maps have been digitized over time and used in the GIS mapping. The official floodplain maps are found in the mobus unit. Most have been digitized but hard copies were the original record. Output from modelling can be found in the archive room.*	By river/creek e.g., • *Butler Creek* • *Cold Creek* • *Trent River*	Development Services & Water Resources	P	Permanent	Public
NATURAL HERITAGE					
REPORTS & STUDIES Documentation related to mapping products & reports of the wetlands, areas of natural and scientific interest (ANSIs), significant natural areas (SNAs), and fish habitat within the watershed. May also include documentation related to significant woodlands and natural heritage system(s) within the watershed, and local ELC mapping project(s).	By topic, e.g., • *Area of Natural Scientific Interest (ANSI)* • *Ecological Land Classification (ELC)* • *Wetlands*	Community Outreach & Special Projects	S/O	Archival Selection	Public
SPECIES INFORMATION Documentation relating to tracking species at risk and/or other species in the local Trent watershed. Includes staff observations, information from other regulatory agencies and government bodies, sightings reported by the public and location information.	By source, e.g., • *DFO* • *MNR*	Community Outreach & Special Projects	P	Permanent	Public
WATER QUALITY & QUANTITY					
RESOURCES, REFERENCE MATERIALS & STUDIES Documentation relating to vulnerable surface and groundwater, sensitive surface water features, and sensitive groundwater features in the watershed, as well as records	By topic e.g., • *Permits to take water*	Originator	S/O	Destroy	Public

Retention & Disposition Legend: **A** = Archival; **AS =** Archival Selection; **CY** = Current Year; **FY** = Fiscal Year; **D =** Destroy; **S/O** = Superseded or Obsolete; **T/E** = Termination/Event - closed/completed;
PIB = Personal information Bank under MFIPPA; **P** = Permanent

Record Series	Filing Methodology	Accountability	Total Retention	Disposition	Security Classification
relating to human use of water resources (i.e., Permits to take water). May include information and guidance on how to identify water resource system(s).					
SOURCE PROTECTION – LOCAL Documentation relating to LTC responsibilities as a partner conservation authority in the Trent Conservation Coalition including work on TCC behalf, annual reporting, municipal work group meetings.	By topic, e.g., • *Business Plans* • *Municipal Meetings* • *Reports*	Community Outreach & Special Projects	FY + 15	Archival Selection	Internal
WATERSHED PLANS & REPORTS					
GUIDANCE & REFERENCE MATERIALS Documentation related to how to develop watershed plans. Such as "Watershed Planning in Ontario" draft guide prepared by the Province to help with implementation of the four provincial land use plans (specific to the LTC watershed" the Growth Plan and the Oak Ridges Moraine Conservation Plan).	By topic e.g., • *Integrated Watershed Management (IWM)*	Development Services & Water Resources & Community Outreach & Special Projects	S/O + 1	Archival Selection	Public
PLANS & REPORTS Documentation related to the development, reference background materials and final reports. *NOTE: Watershed Report Cards are filed under Watershed Monitoring*	By report name e.g., • *Conservation* • *Groundwater* • *Oak Lake* • *Trent Severn Waterway*	Development Services & Water Resources & Community Outreach & Special Projects	P	Archival Selection	Internal