

Routine Disclosure Plan for Common Clerk's Office

Subject Heading	Method of Obtaining Record	Retention Schedule
A		
Access to Information Requests	RTI Required	10 years, then transfer to PNB Archives
Advertising – Public Hearings	Routine Request	Municipal Plan Advertising - Keep until Bylaw is repealed + 10 years, then transfer to PNB Archives for Selective Retention Zoning Bylaw Advertising: Keep until Bylaw is repealed + 10 years, then transfer to PNB Archives for Selective Retention
Agencies, Boards, Commissions - Appointments	Record is Already Public	10 years, then transfer to PNB Archives
Agendas – Committee of the Whole – Closed Meetings See Council	Confidential	13 years, then transfer to PNB Archives
Agendas – Council, Committee of the Whole Open – Open Meetings See Council	Record is Already Public	13 years, then transfer to PNB Archives
Agreements (includes Contracts) <i>Note: Active Period = until expired and end of period specified in the Limitations of Actions Act, if required</i>	RTI Required	Active period + 6 years

Assessment Tax Roll	Routine Request	Keep 1 year, then transfer to Finance
B		
By-Laws	Record is Already Public	Permanent either as current or obsolete. In addition transfer obsolete copy after 6 years to PNB Archives
C		
Contracts (see Agreements)	RTI Required	Active period + 6 years
Council – Disclosures of Conflict of Interest <i>*see also Staff – Disclosures of Interest</i>	Routine Request	13 years then transfer to PNB Archives
Council – Personal Information, includes photos and biographies	Record is Already Public	Keep 1 year after term of Council ends then transfer to PNB Archives
Council – Salary (By-Law)	Record is Already Public	City Business Rule Permanent, both current and obsolete. After 6 years transfer copy of Obsolete to PNB Archives
Council Meeting – Minutes/Agendas/Reports – Open Meetings	Record is Already Public	City keeps a permanent e-record in Laserfiche and

		transfers both the paper record and e-record to PNB Archives after 13 years
Council Meetings – Minutes/Agendas/Reports – Closed Meetings	Confidential	13 years, then transfer to PNB Archives
Council Orientation Documents / Elections	Routine Request	6 years
Council Resolutions – Closed Meetings	Confidential	13 years
Council Resolutions – Open Meetings	Routine Request	Permanent
D		
Deeds See Land Sale	RTI Required	
E		
Easements, Encroachments, Rights of Way Consists of records relating to the management of easements, encroachments and rights of way. Includes requests for and granting of easements and rights of way for the installation of utilities, walkways, storm drainage pipes and access to municipal property / building, and the notices, agreements, approvals, rejections and applications to encroach on awnings, signs, and structures.	RTI Required	SO + 2 years
F		
Freemen of the City Registry	Routine Request	Permanent and Historical

H		
I		
J		
K		
L		
Land Sale/Options/Exchange/Transfers / Deeds *Active Period (AP) = as long as the municipality owns the land	RTI Required	Active Period (AP) + 10 years
Leases	RTI Required	Active period (AP)+ 6 years
M		
Minutes – Internal and External committees, task forces, panels, Standing Committees / Committees of Council See Committees	Confidential for Closed Routine Request for Open	6 years then transfer to PNB Archives
Minutes – Committee of the Whole Closed – Closed Meetings See Council	Confidential	13 years
Minutes – Council, Committee of the Whole Open – Open Meetings See Council	Record is Already Public	13 years Transfer to PNB Archives
N		
O		
P		
Pension Board – Agendas/Minutes See Agencies, Board, Commissions	Confidential	10 years then Transfer to PNB Archives
Policies and Procedures	Routine Request	City Business Rule keep Current and Obsolete. Transfer obsolete to PNB Archives after 6

		years
Proclamations	Record is Already Public	2 years
Plans Programs and Projects -PALS Governance Grade 3 Program	Routine Request	10 years then Transfer to PNB Archives
Public Hearings – Minutes/Reports/Notices See Council	Record is Already Public	13 years
Q		
R		
Records Destruction/Transfers	Routine Request	Permanent Office Business Rule
Remuneration – Council See Bylaws	Record is Already Public	Permanent either as current or obsolete. In addition transfer obsolete copy after 6 years to PNB
Reports to Council – Closed Meetings See Council	Confidential	13 years, then transfer to PNB Archives
Reports to Council – Open Meetings See Council	Record is Already Public	13 years, then transfer to PNB Archives
Resolution Letters – Open Meetings See Council	Routine Request	13 years, then transfer to PNB Archives
Resolution Letters – Closed Meetings See Council	Confidential	13 years, then transfer to PNB Archives
Right to Information and Protection of Privacy Requests See	RTI Required	After 10 years

Access to Right to Information		Transfer to PNB Archives
S		
Special Meeting Notice See Council	Routine Request	13 years, then transfer to PNB Archives
Staff – Disclosures of Conflict of Interest *Active Period (AP) = until matter concluded or resolved. Only human rights and discrimination files must be sent for selection to PNB Archives	Routine Request	*Transfer to PNB Archives 6 years after AP Resolved
Staff Reports – Closed Meetings See Council	Confidential	13 years, then transfer to PNB Archives
Staff Reports – Open Meetings See Council	Record is Already Public	13 years, then transfer to PNB Archives
T		
U		
V		
W		
X, Y, Z		