

**BYLAW 799-R-01-21
TOWN OF COALDALE
PROVINCE OF ALBERTA**

**BEING A BYLAW OF THE TOWN OF COALDALE
TO PROVIDE FOR REGULATION OF THE RETENTION AND DISPOSITION
OF TOWN OF COALDALE DOCUMENTS AND RECORDS**

WHEREAS by virtue of the powers conferred upon it by the *Municipal Government Act* the Council of the Town of Coaldale may pass a Bylaw respecting the disposition of documents and records in all media formats of the Municipality of the Town of Coaldale, and,

WHEREAS the Council of the Municipality of the Town of Coaldale, in the Province of Alberta, deems it expedient to pass such a Bylaw;

NOW THEREFORE, THE COUNCIL OF THE TOWN OF COALDALE DULY ASSEMBLED HEREBY ENACTS AS FOLLOWS:

- | | |
|--------------------|---|
| Title | 1. This Bylaw may be cited as the “Records Retention and Disposition Bylaw”. |
| Definitions | 2. In this Bylaw, unless the context otherwise requires: <ul style="list-style-type: none">a) “Committee” means the Records Retention and Disposition Committee which shall be comprised of the Mayor, Chief Administrative Officer, The Information Management Officer, and Legal Representation for the Town. This Committee shall review and approve changes/amendments to Schedule A, the Retention and Disposition Schedule.b) “Council” means the elected officials forming the council of the Town.c) “Destroyed Records” or “D” means records destroyed or to be destroyed without any copy thereof being retained.d) “Disposition” means a range of processes associated with implementing records retention, destruction, or transfer decisions that are documented in the records retention and disposition schedule or other instruments.e) “Information Management Officer” means that person employed by the Town to manage the operational aspects of the Town’s Information Management program. |

- f) “Legal” means the Legal Representation retained by the Town.
- g) “Permanent Records” or “P” means records preserved or to never be destroyed, and maintained within the Town.
- h) “Permanently held in Vital Statistics Services” (or P.V.S.S.) means records released or to be released to Vital Statistics Services and ownership transferred to them.
- i) “Permanently held in Provincial Archives of Alberta” (or P.A.A.) means records released or to be released to the Provincial Archives of Alberta, which includes transfer of ownership.
- j) “Personal Information Bank” has the same meaning as contained in the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25.
- k) “Record” means a record of information in any form and includes books, documents, electronic storage, maps, drawings, photographs, letters, vouchers, and papers and any other information that is written, photographed, recorded or stored in any matter.
- l) “Records Retention Inventory” means a record of the following:
 - i) All records destroyed;
 - ii) All records released to the Vital Statistics Services;
 - iii) All records released to the Provincial Archives of Alberta;
 - iv) The location of all permanent records; and
 - v) All records retained longer than the period provided for in the Bylaw.
- m) “Town” means the Municipal Corporation of the Town of Coaldale in the Province of Alberta or where the context requires a duly authorized official of the Municipal Corporation of the Town of Coaldale or where the context requires the area that is contained in the boundaries of the Town of Coaldale.

- n) "Chief Administrative Officer" means that person appointed by the Town pursuant to the *Municipal Government Act* in the capacity of Chief Administrative Officer.

3. Attached hereto and forming part of this Bylaw is "Schedule A", listing the retention periods and disposition actions for Town records.

4. The Town shall not permit the transfer, retention, storage, or destruction of any record except in accordance with this Bylaw.

5. The Town shall retain records longer than the period provided for in this Bylaw when:

- a) Council deems it appropriate; or
- b) The Town has received notice that there is or may be legal action involving said records, which includes, but is not limited to, a FOIP request involving any records scheduled for destruction.

**Records
Disposition**

6. The Town shall, against those records dispositioned:

- a) Maintain a Records Retention Inventory;
- b) Ensure the proper and complete destruction of destroyed records;
- c) Ensure Records containing potentially confidential information are disposed of in a manner so that the information contained therein is entirely destroyed;
- d) Ensure that an individual's personal information used by the Town to make a decision affecting that individual is retained for at least one (1) year from the date the Town makes the determination; and
- e) Ensure the proper storage and security of all permanent records.

7. The applicable Business Area Manager and the Information Management Officer shall approve the disposition of all records.

8. The destruction of records shall be conducted in the presence of two witnesses to the destruction.

9. The witnesses shall sign a statement attesting to:

- a) The records destroyed; and
- b) The time and place of the destruction.

Such statement shall be preserved permanently by the Information Management Officer on the behalf of the Town.

10. Election material, including nomination papers, records, and voters' lists, shall be destroyed in accordance with the provisions of the *Local Authorities Election Act*.

Records Retention and Disposition Committee

11. The Committee shall:

- a) Meet as frequently as it deems necessary;
- b) Be chaired by the Chief Administrative Officer; and
- c) Work on the basis of consensus, however, where there is disagreement, the decision of the Chief Administrative Officer shall be followed.

12. The Committee shall:

- a) Develop policies for the storage, security, or destruction of all Records;
- b) Recommend to Council the records to be released to the Vital Statistics Services or transferred to the Provincial Archives;
- c) Periodically review "Schedule A" of this Bylaw and provide recommendations for the revision of same to Council; and
- d) Keep Council informed as to its activities.

Council Intent

13. It is the intention of the Town that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and that if any provisions of this Bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.

Effective Date

14. This Bylaw shall come into force and effect upon the date of the final reading thereof.

READ a FIRST time this xx day of xx, 2021.

Mayor – Kim Craig

CAO – Kalen Hastings

Motion #

READ a SECOND time this xx day of xx, 2021.

Mayor – Kim Craig

CAO – Kalen Hastings

Motion #

UNANIMOUS CONSENT to hold THIRD and FINAL reading this xx day of xx, 2021.

Mayor – Kim Craig

CAO – Kalen Hastings

Motion #395-2020

READ a THIRD and FINAL time this xx day of xx, 2021.

Mayor – Kim Craig

CAO – Kalen Hastings

Motion #

"SCHEDULE A"

Secondary Code	Primary Class	Secondary Title	Description	Total Retention	Disposition ID	Office of Primary Responsibility	Personal Information Bank (Y/N)
AD01	AD	Administration-General	Refers to information relating to the general administrative functions not identified elsewhere within this primary.	2Y	D	Office of the Chief Administrative Officer	N
AD02	AD	Administrative Committees and Meetings	This refers to information related to establishing a group to act in a specific capacity in order to support the administration of the Town, such as branch meetings, social committees, etc. Includes agendas, background materials, and minutes. Excludes: Operational committees related to the Town's mandate. Town Council meetings – see Governance – Council Joint Worksite Health and Safety Committee meetings – see Safety, Hazards, and Risk – Committee and Meetings	5Y	D	Originator	N
AD03	AD	Association Memberships and Conferences	This refers to information documenting the registration and participation by Town representatives, for professional or business-related purposes, in the functioning of recognized external organizations such as associations, societies, or federations. Includes documentation for any professional licenses. Excludes: Information for payment of association or conference fees – see Finance – Accounts Payable	S/O or CY + 5Y	D	Originator	Y
AD04	AD	External Relations	Refers to general information exchange and correspondence between the Town and other jurisdictions, levels of government, organizations and interest groups. Excludes: If the information impacts a specific Branch or program within the Town, it should be filed with that Branch information.	2Y	D	Office of the Chief Administrative Officer	N
AD05	AD	Forms and Templates	This refers to information related to the creation of blank forms and templates used for Town business. Excludes: Forms, letter templates, etc. that are filled out. These are to be filed against the appropriate activity.	S/O + 2Y	D	Originator	N
AD06	AD	Mail and Courier Services	This refers to information that documents the administration of Town mail and courier services. Includes information on shipping and receiving, and distribution. Excludes: Invoices for mail or courier services provided – see Finance – Accounts Payable	S/O + 2Y	D	Corporate Services	N
AD07	AD	Office Equipment and Supplies	Includes information relating to equipment and supplies required to set up office work spaces. Includes inventories, manuals, lists of suppliers, and stationary. Excludes: Invoices for purchased equipment and supplies – see Finance – Accounts Payable	S/O + 2Y	D	Corporate Services	N
AD08	AD	Space Planning	This refers to information related to office and space planning and moves. Excludes: Invoices for moving related expenses – see Finance – Accounts Payable	10Y	D	Corporate Services	N
AD09	AD	Travel	This refers to information relating to out-of-town travel for Town staff and visitors. Includes but not limited to travel plans, itineraries, airline accommodation, and vehicle rental rates. Excludes: Receipts for expense reimbursements and expense statement forms – see Finance – Accounts Payable	2Y	D	Originator	Y
CE01	CE	Census - General	Refers to information relating to the general census functions not identified elsewhere within this primary.	2Y	D	Office of the Chief Administrative Officer	N

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Secondary Code	Primary Class	Secondary Title	Description	Total Retention	Disposition ID	Office of Primary Responsibility	Personal Information Bank (Y/N)
CE02	CE	Census Management	Refers to information related to designing, planning for, conducting, and collecting information for a Town census. Note: This information could be designated as historical. Systems: Adobe ColdFusion	3Y	P	Office of the Chief Administrative Officer	Y
CE03	CE	Census Reporting	Refers to information related to reporting on a Town census to different levels of government.	10Y	S/R	Office of the Chief Administrative Officer	N
CO01	CO	Communications-General	Refers to information relating to the general functions of communications not identified elsewhere within this primary.	S/O + 2Y	D	Communications	N
CO02	CO	Advertising	Refers to information that documents the development and production of materials for promoting the Town of Coaldale, its programs or its services through advertising and awareness campaigns, initiatives, and/or materials. Excludes: Information related to payment for advertising services – see Finance – Accounts Payable Job postings – see HR - Recruitment	S/O + 5Y	D	Communications	N
CO03	CO	External Communications	This refers to information that documents external communications between the Town and the public. Includes the planning, development, compilation, production, and distribution of official municipal publications. Also includes speeches, press releases, and social media posts.	S/O + 5Y	D	Communications	N
CO04	CO	Media Management	This refers to information relating to the overall management of the various types of media used by the Town, such as social media, newspaper, television or radio ads. Includes account passwords, documentation for responsibilities, and tracking and managing inquiries from media representatives.	S/O + 2Y	D	Communications	N
CO05	CO	Historical Photos	Refers to photos that document elements of the Town's history and how the Town has evolved over time.	10Y	P	Communications	N
FI01	FI	Finance - General	Refers to information relating to the general finance functions not identified elsewhere within this primary.	FY + 4Y	D	Finance	N
FI02	FI	Accounts Payable	This refers to information that documents the approval, receipt, payment, and tracking of monies owed by the Town for goods or services. Systems: Bellamy Excludes: Packing slips and receipt of materials- see either Administration – Office Equipment and Supplies OR Vehicles and Machinery – Vehicle and Machinery Management	FY + 7Y	D	Finance	Y
FI03	FI	Accounts Receivable	This refers to information that documents the receipt of monies owed to the Town for property and utility tax bills, transfers and adjustments, school tax, business tax, supplemental tax bills, franchise fees, receipts, grants, penalties, land sales, licensing and permit fees, facility rental fees, cemetery fees, offsite levy fees, recreation levies, and fine payments. Also includes tax monthly payment plans. Systems: Bellamy CaseWare	FY + Y	D	Finance	Y
FI04	FI	Banking	This refers to information relating to the administration of banking methods and establishment of bank accounts. Includes but not limited to deposit books, memos, banking slips, statements, cancelled cheques, and reconciliations.	FY + 7Y	D	Finance	Y
FI05	FI	Budgets	This refers to information that documents the preparation of operating and capital budgets, including detailed estimates, summaries, reconciliations, variances, controls, reallocations, collecting, compiling, analyzing data on the organization's financial activities, and forecasting. Systems: Bellamy Questica	FY + 10Y	D	Finance	Y

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Secondary Code	Primary Class	Secondary Title	Description	Total Retention	Disposition ID	Office of Primary Responsibility	Personal Information Bank (Y/N)
FI06	FI	Capital Assets	<p>This refers to information that documents the management of tangible capital assets. This category includes, with their respective dollar threshold amounts, buildings (\$25,000), land (no dollar threshold), land improvements (\$7,500), engineered structures (\$50,000), machinery and equipment (\$7,500), vehicles (\$7,500), and betterments (\$7,500). Works of art and historical treasures, including buildings declared as heritage sites, are not recognized as tangible capital assets in the financial statements, but their existence should be disclosed. Includes continuity schedules, depreciation, and any asset lists and tracking documentation.</p> <p>Systems: Bellamy</p> <p>Excludes: Inventory – see Vehicles and Machinery - Inventories Operating Expenditures – see Finance – Budgets – Operating Budget</p>	T + 7Y (T = Termination or expiry)	D	Finance	N
FI07	FI	Debentures	<p>Refers to information documenting the application for, receipt of, and payment on loans from the Government of Alberta and any other institutions.</p> <p>Excludes: Information on borrowing estimates and repayment schedules – see Finance - Budgets</p>	T + 7Y (T = Life of Loan)	D	Finance	N
FI08	FI	External Audits	<p>This refers to information that documents the formal investigation and evaluation of financial activities and outcomes through an auditing process.</p> <p>Systems: Bellamy Caseware</p>	FY + 5Y	D	Finance	N
FI09	FI	Insurance	<p>This refers to information that documents the assessing, monitoring, renewing, and updating of insurance. Includes information relating to insurance claims.</p> <p>Excludes: Invoices for payment of policies – see Finance – Accounts Payable</p>	T + 10Y (T = Termination or expiry)	D	Finance	Y
FI10	FI	Payroll	<p>This refers to information that documents calculating and paying employee, contractor, and temporary or seasonal wages. Includes health spending account information.</p> <p>Systems: Bellamy</p> <p>Excludes: Compensation information – see Human Resources – Employee – Commencement and Termination</p>	CY + 7Y	D	Finance	Y
FI11	FI	Reporting	<p>This refers to financial reporting relating to general ledger, journal entries, reconciliation reports, Financial Information Returns (FIRs) submitted to the Government of Alberta, and reporting to the Canada Revenue Agency (CRA). Includes financial statements and working papers.</p> <p>Systems: Bellamy CaseWare</p>	FY + 10Y	D	Finance	N

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Secondary Code	Primary Class	Secondary Title	Description	Total Retention	Disposition ID	Office of Primary Responsibility	Personal Information Bank (Y/N)
FP01	FP	Facilities, Parks, and Roadways - General	This refers to information relating to the facilities, parks, and roadways function not identified elsewhere within this primary.	S/O + 2Y	D	Operations	N
FP02	FP	Facility Management	<p>This refers to information for the operation and maintenance of each specific asset related to a Town facility, park, and roadway. There will be a specific asset container with a name and/or number and the related information will be subdivided into the activities below:</p> <ul style="list-style-type: none"> Inspections and Equipment Testing Includes structural assessments, inspection and testing of facility equipment, and inspection reports. Licensing and Permits Includes Codes of Practice, Operators' licenses, Pesticide Applicators' certificates, and any other permits or licenses required to operate Town parks and facilities. Maintenance This refers to documentation on maintenance performed. Includes but not limited to work orders, malfunction reports, and preventive maintenance schedules. Reporting Requirements This refers to all documentation related to the reporting required by provincial and federal regulations, standards, and guidelines. 	T + 10Y (T = Life of asset)	D	Operations	N
FP03	FP	Cemetery Management	Refers to information related to burial or interment in the Town cemetery. Includes burial certificates, plot plan, plot opening and closing forms.	S/O + 5Y	P	Operations	Y
FP04	FP	Facility Scheduling	<p>This refers to information for the scheduling of Town facilities for different user groups.</p> <p>Systems: RecDesk</p>	CY + 1Y	D	Community Services	Y
GO01	GO	Governance - General	Refers to information relating to the general governance functions not identified elsewhere within this primary.	S/O + 5Y	D	Office of the Chief Administrative Officer	N
GO02	GO	Agreements	<p>This refers to information that documents agreements between the Town and federal, provincial, municipal, foreign, private and public-sector organizations and individuals.</p> <p>Excludes: Employment Contracts – see Human Resources – Employee</p> <p>Tendering and Procurement – see Infrastructure Management – Infrastructure Project Management</p>	T + 10Y (T = Termination or expiry)	D	Originator	N
GO03	GO	Bylaws	<p>This refers to information relating to the Town's bylaws. Includes working papers, drafts, correspondence, and supporting documentation for proposed new or amended bylaws.</p> <p>Systems: iCompass</p> <p>Excludes: Bylaws from other municipalities – see Information Management and Technology – External Resources</p>	S/O + 12Y	P	Office of the Chief Administrative Officer	N

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Secondary Code	Primary Class	Secondary Title	Description	Total Retention	Disposition ID	Office of Primary Responsibility	Personal Information Bank (Y/N)
			Legal opinions relating to the development of a bylaw – see Governance - Legal				
GO04	GO	Council	This refers to information relating to Town Council business and meetings. Includes special council meetings, annual organization meeting, annual general meeting, and regular council meetings. Note: Information from closed session council meetings is also included here, which may include personal identifying information. Systems: iCompass	S/O + 12Y	P	Office of the Chief Administrative Officer	Y
GO05	GO	Elections	This refers to information related to preparing for, administering, and reporting on elections for Town Council. Excludes: Contents of ballot boxes and voter registers – see Governance – Election Ballots	C E + 6Y	S/R	Office of the Chief Administrative Officer	Y
GO06	GO	Election Ballots	This refers to the contents of election ballot boxes and elector registers.	T + 6 weeks (T = Date of voting)	D	Office of the Chief Administrative Officer	Y
GO07		Legal	Includes legal opinions, legal services documentation, waivers and consent forms, litigation matters and gathering of information as identified through discovery.	T + 10Y (T= legal issue resolved or closed)	D	Office of the Chief Administrative Officer	Y
GO08	GO	Organizational Structure	This refers to information relating to the creation, merger, transition, and reorganization of structures of the Town. Includes staff phone list and directories. Excludes: Information related to signing authorities – see Governance – Signing Authorities	S/O + 5Y	D	Office of the Chief Administrative Officer	Y
GO09	GO	Planning and Reporting	This refers to information that documents the development, review of progress, defense, investigation, and evaluation of the Town's high-level planning and reporting responsibilities such as annual reports, strategic planning, etc. Excludes: Financial Reporting – see Finance – Reporting Regulatory reporting related to water systems – see Facilities, Parks, and Roadways – Asset Management – Reporting Requirements	S/O + 10Y	S/R	Originator	N
GO10	GO	Policy and Procedures	This refers to information that documents the development, approval, and circulation of Town Governance policies, procedures, guidelines, Standard Operating Procedures, Standard Operating Guidelines, Directives, and standards. Includes drafts and supporting documentation. Systems: iCompass Target Solutions	S/O + 10Y	D	Originator	N
GO11	GO	Signing Authorities	This refers to information that documents the assignment of specific decision-making authority and responsibility, either permanently or temporarily, to a particular position, role or specified individual.	S/O + 7Y	D	Office of the Chief Administrative Officer	N
HR01	HR	Human Resources - General	Refers to information relating to the general Human Resources functions not identified elsewhere within this primary.	S/O + 3Y	D	Human Resources	N

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HR02	HR	Employee	<p>This refers to information that represents individual service history of permanent, temporary, and casual/wage employee, contract and/or volunteer.</p> <ul style="list-style-type: none"> • Commencement and Termination: This refers to information that documents the process of establishing of an individual's employment (including certifications required for hiring) and termination process. <p>Excludes: General learning and development documentation – see Human Resources – Learning and Development</p> <ul style="list-style-type: none"> • Compensation: This refers to individual employee compensation or approving amendments to existing compensation which may result from a new position or new level of work for an individual. Includes acting pay and extension letters. <p>Excludes: Payroll documentation – see Finance – Payroll</p> <ul style="list-style-type: none"> • Discipline: This refers to the identification, investigation, and notification of potential issues, concerns, or complaints so that they can be prevented, improved upon, or resolved as they arise and as an attempt to find a mutual solution. <p>Excludes: Grievances - see Human Resources – Grievances</p> <ul style="list-style-type: none"> • Health and Wellness: This refers to information that documents health and safety assessments as related to individual employees. <p>Excludes: Incident Reporting related to Occupational Health and Safety – see Safety, Hazards, and Risk – Incident Reporting and Investigations</p> <ul style="list-style-type: none"> • Performance Evaluation and Recognition: This refers to information that documents the monitoring, and evaluation and recognition of employee performance. Includes position description. <ul style="list-style-type: none"> • Training and Development Refers to information on an employee's training/ professional development certifications received while employed with the Town. <p>Excludes: Training attendance lists – see Human Resources – Learning and Development</p>	Two years after termination or death of employee- until an employee reaches age 70 OR 10 Years after termination (whichever is greater) OR 10 Years after date of death (if employee deceased while employed)	D	Human Resources	Y
HR03	HR	Grievance	<p>This refers to information relating to the filing of a grievance against the Town and the resulting response. Includes hearings, decisions, and Human Rights Complaints.</p>	CY + 10Y	D	Human Resources	Y

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HR04	HR	Job Description and Evaluation	This refers to information relating to the development of job descriptions for specific positions and the review of job responsibilities, relationships, and requirements to determine the appropriate classification of a position. This activity also includes information that documents the determination of the value of positions within the Town.	T + 3Y (T = Abolishment of Position)	D	Human Resources	N
HR05	HR	Learning and Development	This refers to information that documents employees' participation in activities to develop their knowledge, skills, and abilities. Excludes: Training completion certificates issued to individual employees – see Human Resources – Employee – Training and Development	3Y	D	Human Resources	N
HR06	HR	Recruitment	This refers to information that documents the attraction, review, and selection of individuals to fill vacant positions. Note: Applications not considered for the competition and unsolicited resumes are transitory.	T + 5Y (T = Competition closing)	D	Human Resources	Y
HR07	HR	Work Scheduling and Attendance Tracking	This refers to information relating to the scheduling of employee work hours and shifts. Includes overtime documentation and maternity leave. Systems: Bellamy Excludes: Financial information related to compensation for overtime – see Finance – Payroll	S/O or CY +10Y	D	Human Resources	Y
IM01	IM	Information Management and Technology - General	This refers to information relating to the general functions of Information Management and Technology that are not identified elsewhere within this primary.	S/O + 4Y	D	Office of the Chief Administrative Officer	N
IM02	IM	Freedom of Information and Protection of Privacy	This refers to information relating to general information access requests under the provisions of the Freedom of Information and Protection of Privacy (FOIP) Act, Part 1, requests for access to personal information under the provisions of the FOIP Act, Part 1, and requests for correction of personal information under the provisions of the FOIP Act, Part 2. If access is denied, notification of a review or complaint could be received from the Office of the Information and Privacy Commissioner (OIPC). Also includes abandoned requests and consultation requests from other jurisdictions. Excludes: Proactive disclosure of information – see Information Management and Technology – Proactive Disclosure	T + 5Y (T = Request completion or issuance of Commissioner findings, whichever comes later)	D	Office of the Chief Administrative Officer	Y
IM03	IM	Information Breaches	This refers to information relating to incident assessment, notification, and review. Includes but not limited to incidents of misplaced or lost information and of unauthorized access, collection, and use or disclosure of information. Excludes: Any changes made to systems, practices, or procedures – see Information Management and Technology - Technology Management	E + 5Y (E = Date of incident)	D	Office of the Chief Administrative Officer	Y

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IM04	IM	Proactive Disclosure	This includes information that documents the analysis, consolidation, and selective release of information in advance of a public request. Proactive disclosure is independent of freedom of information and protection of privacy processes. Excludes: Information related to requests for information access – see Information Management and Technology – Information Access and Protection of Privacy.	4Y	D	Office of the Chief Administrative Officer	Y
IM05	IM	External Resources	Refers to information used as reference from other jurisdictions or from private companies.	S/O + 2Y	D	Originator	N
IM06	IM	Retention and Disposition Schedules	Includes information relating to approved retention and disposition schedules, including supporting documentation, amendments, consolidations or cancellations.	S/O	P	Office of the Chief Administrative Officer	N
IM07	IM	Storage and Retrieval	This refers to information that documents information capture, tracking, and maintenance. Includes information indexes and inventories. Excludes: Inventories associated with disposition. – see Information Management and Technology – Transfers and Dispositions.	5Y	P	Office of the Chief Administrative Officer	N
IM08	IM	System Development and Maintenance	This refers to information that documents the design, development, and implementation of new technology, programs, and software applications. This also refers to information relating to the maintenance, monitoring, and tracking of technology assets in operational condition. Excludes: Invoices for any services performed by external parties for system development and maintenance – see Finance – Accounts Payable Contracts with third party service providers – see Governance - Agreements	S/O + 3Y	D	Corporate Services	N
IM09	IM	Taxonomy Development and Maintenance	This refers to information that documents the development, adoption, and maintenance of systems for describing and organizing information. Includes information on developing and maintaining information security classification systems and systems for identifying Personal Information Banks (PIBs). Excludes: Developing or amending retention schedules – see Information Management and Technology – Retention and Disposition Schedules	S/O	P	Office of the Chief Administrative Officer	N
IM10	IM	Technology Management	This refers to information relating to the development or consideration of automated or Information Technology systems not shown elsewhere in this block. Includes any changes made to systems, practices, or procedures. Also includes environmental scans and monitoring software or hardware products developed in/ the private sector or used by other municipalities.	S/O + 3Y	D	Corporate Services	N
IM11	IM	Transfers and Dispositions	Refers to information relating to the transfer and disposition of information. Includes inventory of records attached to disposition memos.	2Y	P	Office of the Chief Administrative Officer	Y
IN01	IN	Infrastructure Management General	This refers to information relating to the infrastructure function not identified elsewhere within this primary.	S/O + 2Y	D	Infrastructure	N

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IN02	IN	Infrastructure Project Management	<p>This refers to information related to the planning, design, and build of each infrastructure item within the Town.</p> <ul style="list-style-type: none"> • Design and Planning Includes documentation from assessments and studies, public engagement, engineering drawings and specifications, correspondence, and reference materials from external organizations to assist with design work. • Regulatory This refers to information documenting provincial level approvals for the build of infrastructure projects. • Procurement and Tendering Includes information related to estimates, Request for Quotes (RFQs), Request for Proposals (RFPs), correspondence, tracking of tendering process, proposals received from contractors, and evaluations. <p>Note: Unsuccessful proposals can be destroyed within 3 years.</p> <ul style="list-style-type: none"> • Construction Includes project management documents, inspections, correspondence, meeting minutes, reports, and warranty information. <p>Excludes: All financial transactions, which can be identified by infrastructure project number and name – see Finance – Accounts Payable</p>	T + 10Y (T = Life of asset)	D	Infrastructure	N
MM01	MM	Municipal Management - General	<p>This refers to information relating to the municipal management function not identified elsewhere within this primary.</p>	S/O + 2Y	D	Originator	N
MM02	MM	Land Management	<p>Includes information related to annexation, subdivision planning, subdivision appeals, development reviews by the Municipal Planning Commission, municipal development agreements, offsite levies and their appeals, and zoning and re-zoning.</p> <p>Note: Oldman River Regional Services Commission (ORRSC) is an external commission providing planning, Geographic Information System (GIS), and subdivision-related services to the Town of Coaldale. All official information the ORRSC creates, collects, or maintains related to Town business is the property of the Town.</p> <p>Systems: Geographic Information System (GIS) owned and managed by the ORRSC.</p> <p>Excludes: Documentation from public engagement such as summaries of feedback and surveys, and raw quantitative and qualitative data – see Infrastructure – Design and Planning</p>	E + 10Y (E = Decision of appeal or review)	P	Planning and Community Development	N
MM03	MM	Licenses and Permits	<p>This refers to information relating to the approval and tracking of various licenses and permits issued for individual properties and businesses (i.e., linked to a single civic address) through an internal staff review by the Town. Includes but not limited to building permits, burn permits, special events permits, business licenses, and pet licenses.</p> <p>Excludes: Development Permits issued through a review process by the Municipal Planning Commission – see Municipal Management – Land Management</p>	CY + 3Y	D	Planning and Community Development	Y
MM04	MM	Property Management	<p>Includes information related to private, commercial, and public properties within the Town. Includes school support declarations, tax certificates, mortgage company information, tax information requests, tax assessments, and compliance letters.</p> <p>Excludes:</p>	C Y+ 7Y	D	<p>Planning and Community Development</p> <p>Finance</p>	Y

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"SCHEDULE A"

Secondary Code	Primary Class	Secondary Title	Description	Total Retention	Disposition ID	Office of Primary Responsibility	Personal Information Bank (Y/N)
			Financial information related to property tax bills, payments, or arrears – see Finance – Accounts Receivable				
MM05	MM	Utilities	Includes information related to meter readings, connects/disconnects, meter contracts, meter replacements, and line locates. Systems: Sensus Excludes: Financial information related to utility bills, payments, or arrears – see Finance – Accounts Receivable	C Y + 7Y	D	Operations	Y
PS01	PS	Programs and Services - General	Refers to information relating to the general Programs and Services functions not identified elsewhere within this primary.	S/O + 5Y	D	Originator	N
PS02	PS	Audits – Automated Traffic Enforcement	Includes information relating to audits carried out by the Public Security Division of the Department of Justice and Solicitor General on Automated Traffic Enforcement (ATE).	10Y	D	Emergency Services	Y
PS03	PS	Audits – Fire Inspections and Investigations	Includes information related to fire inspection and investigation audits conducted by the Safety Codes Council.	10Y	D	Fire Department	Y
PS04	PS	Business Attraction and Development	This refers to information that documents engagement with the Town's business community and with prospective businesses. Includes documentation related to representing and championing the business community. Excludes: Permits and licenses issued to Town businesses – see Municipal Management – Licenses and Permits	5Y	D	Economic Development	N
PS05	PS	Bylaw Infractions, Remedial Orders, and Ticketing	This refers to information relating to the bylaw enforcement that is maintained within the Town and Automated Traffic Enforcement (ATE). Includes information about ticketing, arrests, reports, seized property/objects and any exhibits for court, and subpoenas. Also includes information in officers' notebooks. Systems: Report Exec Bellamy Kustom Signals Inc. Eye Witness Data Vault WatchGuard	3Y if no public complaint; 5Y in case of public complaint	D	Enforcement	Y
PS06	PS	Committees, Working Groups, Taskforces, and Associations	This refers to information related to the various committees, working groups, taskforces and associations related to program and service offering by the Town. Documentation includes meeting minutes, agendas, and supporting documentation. Excludes: Documentation collected, received, or created for the Municipal Planning Commission – see Municipal Management – Land Management	5Y	S/R	Originator	N
PS07	PS	Community Events and Programs	This refers to information related to the planning, organizing, and assessing of municipal events and programs. Excludes: Vendor invoices – see Finance – Accounts Payable Consent forms and waivers – see Governance – Legal Documentation for hiring temporary events staff – see Human Resources – Recruitment Information related to public hearings or engagement sessions for municipal land developments – see Infrastructure – Design and Planning	5Y	D	Community Services	Y

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PS08	PS	Equipment Tracking and Inspection	Includes tracking of firefighting, medical, and enforcement equipment. Also includes inspections, and documentation for bunker gear and uniform sizing, radar gun, and body armour. Note: Fire apparatus is shared with Lethbridge County. Coaldale crews also respond to accidents occurring on provincial roads. Systems: City Reporter Excludes: Financial Information such as bills of sale, invoices for parts and repairs – see Finance – Accounts Payable Insurance Information – see Finance - Insurance	T + 7Y (T = Life of asset)	D	Emergency Services	N
PS09	PS	Fire Inspections	This refers to information that documents monthly fire inspections for Town businesses and inspections under the Home Safety Program. Includes inspection forms and resulting reports. Systems: City Reporter	S/O + 5Y	D	Fire Department	Y
PS10	PS	Fire Investigations and Reports	Includes fire investigation forms and reports. Also includes photos, notes, and statements. Systems: City Reporter	E + 10Y (E = Date of incident)	D	Fire Department	Y
PS11	PS	Fire Prevention Education	This refers to information that documents educating members of the public about fire prevention measures. Excludes: Documentation related to the Home Safety Program – see Emergency Services – Fire Inspections	S/O + 5Y	D	Fire Department	N
PS12	PS	Grants-Establishment	This refers to information related to establishing municipal grants offered to businesses, non-profit organizations, and residents in the Town. Also includes documentation for soliciting grant funding and donations from other level of government and private sector organizations. Excludes: Financial information documenting issuing of grant monies to the Town from government and private sector organizations – see Finance – Accounts Receivable	T + 7Y (T = Life of grant)	D	Economic Development	Y
PS13	PS	Grants-Allocation	This refers to information related to the process of awarding Town grants to applicants. Includes advertising, applications, and reporting. Excludes: Financial information documenting issuing of monies to successful applicants – see Finance-Accounts Payable	T + 7Y (T = Life of grant)	D	Originator	Y
PS14	PS	Grants – Unsuccessful Applicants	This refers to applications that were unsuccessful in the grant award process. Includes appeals.	T + 2Y (T = Next grant cycle)	D	Originator	Y
PS15	PS	Incident Response	This refers to information that documents responding to fire or medical incidents. Includes information in the hard copy Incident Book and Covid-19 Book. Systems: FDMLive Target Solutions	E + 10Y (E = Date of incident)	D	Fire Department	Y
PS16	PS	Training	This refers to information related to volunteer and staff training. Systems: Target Solutions Google Drive	E + 2Y (E = Termination or death of employee)	D	Emergency Services	N

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PS17	PS	Workforce Management	Includes scheduling and recruitment of volunteer firefighters. Systems: Target Solutions Excludes: Payroll or payment of honoraria information – see Finance – Payroll	10Y	D	Fire Department	Y
SH01	SH	Safety, Hazards, and Risk - General	This refers to information relating to the general safety, hazards, and risk function not identified elsewhere within this primary. Includes Occupational Health and Safety (OHS) manual, documentation for OHS roles and responsibilities.	S/O + 3Y	D	Health and Safety	N
SH02	SH	Audits	Includes information related to maintenance audits and external Certificate of Recognition (COR) audits. Systems: Bistrainer	E + 3Y (E = Completion of audit)	D	Health and Safety	N
SH03	SH	Committees and Meetings	This refers to documentation for Health and Safety meetings for all Town staff and for the Joint Worksite Health and Safety Committee. Includes agendas, meeting minutes, and supporting documents.	C + 5Y	D	Health and Safety	N
SH04	SH	Contractor Management	Refers to managing health and safety information related to contractors performing work for the Town. Systems: Bistrainer	T + 3Y (T = Termination or expiry of contract)	D	Health and Safety	Y
SH05	SH	Hazard Elimination and Control	This refers to information about removing or controlling workplace hazards. Includes Safe Work Procedures and Material Data Safety Sheets (MSDS). Note: The previous version of these documents must be retained with the most current.	S/O + 3Y	D	Health and Safety	N
SH06	SH	Hazard Identification and Assessment	Includes but not limited to Formal and Field Level Hazard Assessments, toolbox meetings, safe work permits and checklists, and Workplace Hazardous Material Information System (WHMIS). Note: The previous version of these documents must be retained with the most current. Systems: Bistrainer	S/O + 3Y	D	Health and Safety	N
SH07	SH	Incident Reporting and Investigations	Includes documentation related to the investigation and reporting of incidents or near misses. Also includes information on Workers' Compensation Board (WCB) claims. Systems: Bistrainer	E + 2Y if no active claim. If there is an active claim, T + 5Y (T = claim closure)	D	Health and Safety	Y
SH08	SH	Inspections	This refers to information relating to worksite area inspections. Systems: Bistrainer Excludes: Town vehicles inspections, inspections falling under the Commercial Vehicle Inspection Program, inspections for medium duty equipment and machinery, and engineer-performed inspections for machinery and equipment. This information is filed against the specific vehicle or piece of equipment – see Vehicles and Machinery - Inspections	E + 10Y (E = Date of inspection)	D	Health and Safety	N
SH09	SH	Pandemic Screening	Refers to information collected to screen staff, contractors, and visitors to Town facilities for pandemic-related illness/symptoms. Information collected may be used for contact tracing, if required.	E + 1 month (E = Date filled out)	D	Originator	Y

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SH10	SH	Training	Includes information related to safety orientation, training, and certifications. Also includes attendance tracking. Systems: Bistrainer Note: Copies of each employee's certifications required for them to do their job must also be filed against the employee file – see Human Resources - Employee	S/O + 4Y	D	Health and Safety	Y
VM01	VM	Vehicles and Machinery - General	This refers to information relating to the general vehicles and machinery functions not identified elsewhere within this primary. Includes product and service information from vendors such as catalogues, price lists, etc.	S/O + 2Y	D	Fleet Services	N
VM02	VM	Vehicles and Machinery Management	This refers to information on the operation, inspection, maintenance, and licensing of each Town vehicle and machinery asset. There will be a specific asset container with a vehicle or machinery name and number and the related information will be subdivided into the activities below: <ul style="list-style-type: none"> • Damage/Loss: Includes information on loss, theft, and damage to Town vehicles and equipment. Excludes: Invoices for repairs or parts – see Finance – Accounts Payable • Inspections: Includes information related to inspections on Town vehicles and equipment. Excludes: Invoices for inspections performed by third parties – see Finance – Accounts Payable Pre- and Post-trip inspections – see Vehicles and Machinery – Pre- and Post-trip Inspections • Licensing and Registration: Includes information on registration, licensing, and permits required for the operation of Town vehicles and equipment. Excludes: personal operating licenses for drivers and operators – see Human Resources – Employee • Maintenance and Repairs: Includes information on maintenance and repair of Town vehicles and machinery and service call reports. Also includes information related to after-market equipment and parts. Excludes: Service agreements – see Governance – Agreements – Vehicle Purchase Agreements Invoices for services performed or purchased parts and supplies – see Finance – Accounts Payable • Operation: Includes operating standards, manuals, warranties, and guarantees. 	T + 7Y (T = Life of asset)	D	Fleet Services	N

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VM03	VM	Disposal and Surplus	Includes information related to the disposal or write-off of obsolete or surplus fixed assets, including trade-ins. Excludes: Financial information related to write-offs, etc. – see Finance	T + 7Y (T = Life of asset)	D	Fleet Services	N
VM04	VM	Inventories	This refers to information related to the storage, distribution, and tracking of Town vehicles and equipment. Includes fixed assets inventories.	S/O + 7Y	D	Fleet Services	N
VM05	VM	Pre- and Post-trip Inspections	Refers to information related to pre- and post-trip inspections conducted for Town vehicles and machinery.	E + 6 months (E = Date of inspection)	D	Fleet Services	N

AD: Administration	IM: Information Management and Technology
CE: Census	IN: Infrastructure Management
CO: Communications	MM: Municipal Management
FI: Finance	PS: Programs and Services
FP: Facilities, Parks, and Roadways	SH: Safety, Hazards, and Risk
GO: Governance	VM: Vehicles and Machinery
HR: Human Resources	

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