

# Administration

Finance

Human Resources (Chief Administrative Officer)

Waste Management

\*=Maximum Copy Retention

\*\*=Subject To Archival Selection

P=Permanent | S=Superseded | E=Event | V=Vital Record | C=Current Year

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Accounts Payable	Finance	Municipal Act, Fuel Tax Act, Harmonized Sales Tax Act	Name/business name, address, telephone number, credit card number/statements, banking information (EFT vendors), social insurance number, remit email address (EFT vendors), expenses or mileage claims and credit checks (where applicable).	Payments, remit pay, to process payments to vendors or employees, reimbursable expenses, and issue T4As.	Relevant Township staff, auditors, regulatory agencies, and financial institutions	Vendors, individuals the Township owes money to, employees, Members of Council, businesses, contractors, agencies	<p>V + Close of fiscal tax year end + 7 years</p> <p>For welfare &amp; child care payments E = provincial government year end + 7 years</p> <p><b>(F01)</b></p>

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Accounts Receivable/ Collections	Finance	Municipal Act, Fuel Tax Act, Harmonized Sales Tax Act	Name/business name, address, telephone number, email address, banking information	Provide information to customers, tax balances, correspondence, process receivable payments	Township staff, Auditors, Regulatory Agencies, and Financial Institutions	Employees, businesses, contractors, agencies and various levels of government entities, public who owe payments to a Township division that has been sent to collection	V + Close of fiscal tax year end + 7 years  <b>(F02)</b>

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Electronic Correspondence and Telecommunication	Department of the Chief Administrative Officer (HR-Live)	Employment Standards Act, Municipal Act	Name, address, medical information, personal details, phone number, email	Correspondence, recruitment, performance reviews, letters of support, congratulations, greetings, honorable achievement awards, welcome letters	Chief administrative officer	Current and former employees	5 years <b>(M11)</b>

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Employee Benefit, Disability, Payroll, and OMERS Coverage Information	Finance	Municipal Act, Income Tax Act, Workplace Safety and Insurance Act, Canada Pension Plan, Unemployment Insurance Act	Employee name, social insurance number, sex, benefit and salary information, correspondence, insurance information, T4, Employee ID, Birthday, address, telephone number, banking information, OMERS information, TD1 and T4 statements, records of employment for employment insurance and statements of income.	Correspondence, Insurance benefits, payroll, disability benefits, record keeping, administer benefit plans, costs and plan design changes.	Department of the Chief Administrative Officer, Actuary	Current and former employees receiving benefits	V+ Termination of Employee + 7 years (employee departure)  <b>(H10)</b>

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Employee Issue and Competition Files	Department of the Chief Administrative Officer (HR-Live)	Employment Standards Act, Labor Relations Act	Includes records regarding the recruitment of staff. Includes job postings, copies of advertisements, records regarding competitions and unsuccessful applications	Recruitment, performance reviews, conflict resolution	Township staff	Current and former employees, relevant 3 <sup>rd</sup> party members	1 year <b>(H11)</b>

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Employee Medical Files	Department of the Chief Administrative Officer (HR-Live)	Employment Standards Act,	Employee name, contact information, employment information, confidential health information. Records associated with employees' medical case records. STD/LTD claims of an employee. This record series may include diagnostic and prognostic information, rehabilitation and disability claims due to job-related accidents or injury as well as personal injury.	Investigation, correspondence	Peoples services, legal counsel, Relevant Township staff	Current and former employees with medical or attendance issues	When STD/LTD claims are resolved + 3 years  <b>(H18)</b>

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Employee Personnel and Termination Files	Department of the Chief Administrative Officer (HR-Live)	Employment Standards Act	Name, address, phone number, email, wage and benefit information	Performance management, compensation, termination, attendance record	Staff of the Chief Administrative Officer	Current and former Township staff	V + Date employee ceased to be employed by employer + 7 years  <b>(H03)</b>



Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Long-Term Disability Files	Finance, CAO	Employment Standards Act, Municipal Act, Human Rights Code	Employee name, phone number, email, earnings information, insurance information, applicable health information	To process short and long-term disability claims, managing WSIB claims, monitoring costs, appeals, facilitating return to work.	Relevant township staff, Insurance Provider, WSIB staff and legal counsel	Current and former employees involved with return to work programs or long-term disability claims	Day issued or earlier as may be specified by Commission + 5 years  <b>(H19)</b>

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
Waste Collection Database and services	Waste management staff, office of the CAO	Municipal Act, Waste Diversion Transition Act	Name, address, phone number	Administer waste collection within the Township including organics	Township staff, operators	Township residents	V + 10 years or cease to apply + 10 years**  Post landfill site closure documentation = closure + 25 years  <b>(E07)</b>

Name of PIB	Location	Authority	Information	Uses	Users	Categories of Information	Retention & Disposal
WSIB Files and Information	Finance, CAO	Municipal Act, Workplace Safety and Insurance Act, Occupational Health and Safety Act,	Name, employee ID, address, email, phone number, applicable health information, injury/illness reports,	Correspondence, follow-up with claims/reports and injuries, Records associated with accidents and incidents reported by staff. This record series may include records involving incidents with the public as well as with residents or tenants.	Relevant Township staff, insurance agencies when applicable	Township staff	Resolution of claim + 3 years  Hazardous exposure claims = longer of 40 years or 20 years after last record made  <b>(H13)</b>