

BYLAW NUMBER 2022-19

BEING A BYLAW OF WHEATLAND COUNTY

**PROVIDING FOR RECORDS AND INFORMATION MANAGEMENT RETENTION AND DISPOSITION IN
WHEATLAND COUNTY**

WHEREAS under the authority of and subject to the provisions section 214(2) of the Municipal Government Act, RSA 2000, c.M-26 as amended (hereinafter referred to as the "MGA (Municipal Government Act)"), Council may pass a bylaw respecting the management of municipal information.

WHEREAS under the authority and subject to the provisions section 214 of the Municipal Government Act, RSA 2000, c.M-26 as amended (hereinafter referred to as the MGA), Council may authorize the destruction of hardcopy records if the originals have been converted and available on a machine-readable system that will enable copies of the originals to be made.

WHEREAS under the authority and subject of the provisions of the Freedom of Information and Protection of Privacy Act, RSA 2000, c.F-25 as amended, (hereinafter referred to as "FOIP"), the municipality is to allow any person a right of access to records in the custody and control of the municipality and is to control the way the municipality may collect, use, and disclose personal information from individuals.

WHEREAS under the authority and subject to the provisions of the Electronic Transactions Act, RSA 2000, c.E-5.5 as amended, the municipality has the authority to create, record, transmit, or store information in digital form or any other intangible form by electronic, magnetic, or optical means, or any other means that have similar capabilities, recordings, transmission, or storage.

WHEREAS under the authority and subject to the provisions of the Electronic Transaction Act RSA 2000, c.E5.5 s 24(1), a payment to or by a public body other than a department, branch, or office of the Government may be made in electronic form in a manner specified by the public body. Under 24(2), a government payment to or by a department, branch, or office may be made in electronic form in a manner specified by the President of the Treasury Board and the Minister of Finance.

WHEREAS under the authority of and subject to the provision of the Electronic Records as Documentary Evidence CAN/CSGB-72-34-2017, s.6 as amended, Council shall establish an information management program setting out policies, programs, procedures, forms, etc. for the scanning and digitizing of physical documents and destruction. Hardcopy documents will be sent off-site for two years after scanning and then shredded as per the disposition process.

WHEREAS the Council desires to authorize the Chief Administrative Officer the necessary authority to release County records to the Alberta Archives or other Archival Centers on either a permanent loan or retention basis; and

NOW THEREFORE, the Council of Wheatland County, in the Province of Alberta, duly assembled, enacts as follows:

Short Title

1. This Bylaw may be cited as the "Records Retention and Disposition Bylaw"

Definitions and Interpretation

2. (1) In this Bylaw:
 - a. **Archival** – Records that have been determined to have sufficient historical or other value to warrant their continued preservation. Also known as permanent records.
 - b. **Administrative Hold Order** – A hold order placed on the scheduled destruction of inactive records for administrative matters (e.g., metadata errors, incorrect ownership, incorrect retention codes, etc.).
 - c. **Certificate of Destruction** – Certification issued by a company that offers record destruction services, attesting to the destruction of inactive records.
 - d. **Confidential** – means any record that contains:
 - a. Personal information about an individual
 - b. Third-party, commercial, financial, scientific, or technical information supplied either explicitly or implicitly in confidence or

- c. Any other sensitive information as described in Section 15-28 of the Freedom of Information Protection of Privacy Act (FOIP)
- e. **Council** – shall mean the Council of the Municipality of Wheatland County in the Province of Alberta.
- f. **Designated employee** – A person designated by the Chief Administrative Officer to conduct actions on behalf of Wheatland County.
- g. **Disposition** – For an inactive record, the last action taken per the records retention schedule, concluding with disposition, transfer, or permanent preservation.
- h. **FOIP** – Freedom of Information Protection of Privacy Act, RSA 2000, c.F-25 as amended.
- i. **Legal Hold Order** – A hold order placed on the scheduled destruction of inactive records due to foreseeable or pending litigation, governmental investigation, or audit.
- j. **Metadata** – The structured information that describes, explains, locates, or otherwise makes it easier to retrieve, use or manage information resources.
- k. **Microfiche** – A flexible, transparent sheet of film bearing several micro-images arranged in a grid pattern with a heading area across the top.
- l. **Municipality** – Wheatland County includes any board, committee, commission, panel, agency, or corporation created or owned by Wheatland County.
- m. **Record** – Any recorded information, regardless of medium or characteristics, made or received and retained by an organization in pursuance of legal obligations or the transaction of business.
 - a. **Active Record** – A readily accessible record related to current, ongoing, or in-process activities and referred to regularly to respond to day-to-day operational requirements.
 - b. **Inactive Record** – A record no longer needed to conduct current business but is preserved until it meets the end of its retention period.
 - c. **Transitory Information (Non-Record)**– A record in any media that has short-term value, is not part of an administrative or operational record series, is not regularly filed in a record information system, and is required only for a limited period for the completion of a routine action or the preparation of records, which include but are not limited to temporary information, duplicate documents, draft documents, publications, advertising material, and blank information media can be destroyed immediately or after meeting its transitory need. Also known as a convenience copy or transitory record.
- n. **Records Management** – means the application of systematic control over records and information from creation to destruction.
- o. **Records Retention Schedule (RRS)** – A comprehensive list of record series, indicating the length of time it is to be maintained for each series.
- p. **Information Asset Owner**- Individual responsible for the records and information under the care and control of a particular department and has signing authority for transferring of records and information between ownership or organization and destruction.
- q. **Retention Period** – The length of time an inactive record must be kept meeting administrative, fiscal, legal, or historical requirements.
- r. **RSA** – Revised Statutes of Alberta.
- s. **Tax Order Hold** - A hold order placed on the scheduled destruction of records due to pending tax matters.

General

- 3.
 - (1) Wheatland County believes that records and information regardless of format are critical, valuable resources and that these resources should be protected, preserved, and safeguarded from unauthorized use.
 - (2) The designated employee will maintain an accurate index of all records including those that have been destroyed or archived.
 - (3) It shall be the responsibility of the-Chief Administrative Officer to provide adequate storage and security for all records regardless of media.
 - (4) If the provisions established in this bylaw are inconsistent with the provisions established in applicable provincial and federal legislation, Wheatland County will adhere to the provisions established in the provincial and federal legislation.

Records Retention and Destruction

4. The Chief Administrative Officer authorizes the designated employee to provide for the systematic control of the creation, use, maintenance, storage, security, retrieval, and disposition of records created by or received by Wheatland County in the conduct of its operations. This will adhere to all provincial and federal statutes or regulations relating to records management.

Records Retention Schedule

5. The designated employee maintains the Records Retention Schedule of Wheatland County (Schedule A). Revisions or amendments to the Records Retention Schedule shall be approved by Council resolution.

Disposition of Transitory, Inactive Records, Bylaws, and Minute Books

6. Where this bylaw provides that records in the custody and control of Wheatland County shall be retained, it shall be the responsibility of the designated employee to ensure that records are preserved in either hardcopy or digital format or both and are retained for the length of time established in the records retention schedule.

Transitory Information (Non-Record)

7. All transitory information shall be disposed of at any time by Wheatland County employees when a transitory record no longer serves any valid purpose.

Inactive Records

8. (1) Annually, a Notice of Disposition report will be prepared listing inactive records that have met retention.
- (2) A Notice of Destruction report will be presented to Asset Information Owners for review and sign-off.
- (3) The Chief Administrative Officer will be advised that Notice of Disposition reports have been signed by Information Asset Owners and that their signature is required to begin the disposition process
- (4) Records that are responsive to a current, ongoing, or impending FOIP request must be retained for one (1) year after the FOIP request file has been closed.
- (5) Records will be destroyed by a company that offers records destruction services. A certificate of destruction will be created attesting to the destruction of the records.
- (6) Certificate of Destruction and supporting documentation will be maintained permanently by Wheatland County.

Bylaws and Minute Books

9. Council authorizes the Chief Administrative Office with the authority to authorize the destruction of the original bylaws and minutes of council meetings if the originals have been recorded in a digital format or medium that can be reproduced on a system that will enable copies of the original to be made as per section 214(1) of the Municipal Government Act, RSA 2000, c.M-26 as amended.

Archival Records

10. Council authorizes the Chief Administrative Office with the authority to authorize the permanent transfer of records (e.g., minute books, ledgers, photographs, etc. of towns, villages, and hamlets) which are deemed to have archival value to the Alberta Archives or other Archival Centers.

Discretion

11. The Chief Administrative Officer shall have the discretion to retain inactive records longer than the retention period provided for in the records retention schedule when the Chief Administrative Officer has:
1. Been notified that there is or may be litigation or audit involving any said records.
 2. Approved a department request to keep any said records for business purposes; or

3. Approved a department request to keep any said records for historical purposes.

Such decisions to retain records longer than the period provided for herein shall be recorded in the records management system as either an administrative hold order, a tax hold order, or a legal hold order.

Audit

12. The designated employee will ensure that the handling of information will adhere to the Information Management Policy. An audit of records may be undertaken at any time to ensure compliance with the Information Management Policy.

Repeal

13. Bylaws 1996-16 and 2018-23 will be repealed and replaced by 2022-19 upon the third and final reading.

Enactment

14. This bylaw shall come into force and effective on the date of the third and final reading.

READ A FIRST TIME ON FEBRUARY 7, 2023
READ A SECOND TIME ON FEBRUARY 7, 2023
READ A THIRD TIME ON FEBRUARY 7, 2023



REEVE



CHIEF ADMINISTRATIVE OFFICER

CLASSIFICATION OVERVIEW

ADMINISTRATION	
AD01	Activity Tracking
AD02	Association Participation
AD03	Awards & Recognition
AD04	Inquires & Request Response
AD05	Insurance Administration
AD06	Insurance Claims
AD07	Internal Communication
AD08	Meeting & Event Organizing
AD09	Security Access & Control
AD10	Travel Arrangement
FINANCIAL MANAGEMENT	
FM01	Accounts Payment
FM02	Accounts Receiving
FM03	Banking
FM04	Budgeting
FM05	Debt Structuring
FM06	Financial Accounting
FM07	Fixed Asset Accounting
FM08	General Ledger Control
FM09	Investment Administration
FM10	Lending
FM11	Payroll Processing
FM12	Procurement
FM13	Tax Roll
HUMAN RESOURCE MANAGEMENT	
HR01	Benefits Programming
HR02	Compensation Planning
HR03	Employee Administration
HR04	Employee Events & Celebrations
HR05	Pension Administration
HR06	Recruiting
HR07	Staff Scheduling & Tracking
HR08	Training Development & Delivery
HR09	Workers Compensation Coordination
HR10	Workforce Planning

INFORMATION MANAGEMENT	
IM01	Information Systems Development & Implementation
IM02	Information Systems Maintenance & Support
IM03	Mapping
IM04	Records Administration
IM05	Records Disposition
IM06	Reference & Research
IM07	Web Content Management
IM08	Systems & Application Protection
LEGAL COMPLIANCE	
LC01	Bylaw Compliance
LC02	Bylaw Development
LC03	Contract Negotiation & Administration
LC04	Land Interest Administration
LC05	License & Permit Issuance
LC06	Litigation & Dispute Coordination
LC07	Property & Tax Assessment
LC08	Ticketing & Prosecution
LC09	Trademark Administration
MUNICIPAL GOVERNANCE	
MG01	Auditing
MG02	Boards & Committees Governance
MG03	Brand Development
MG04	Census Coordination
MG05	Community Investment
MG06	Corporate Reporting
MG07	Council Election
MG08	Council Governance
MG09	External Communication
MG10	Incorporation
MG11	Intergovernmental Coordination
MG12	Policy & Procedure Development
MG13	Public Funding

OPERATIONS & MAINTENANCE	
OP01	Cemetery Administration
OP02	Facility Maintenance
OP03	Fleet & Equipment Coordination
OP04	Inventory Control
OP05	Metering Quality Assurance
OP06	Road & Sign Maintenance
OP07	Solid Waste & Recycling Removal
OP08	Utilities Maintenance
OP09	Water & Waste Water Control
PLANNING, DEVELOPMENT & ENGINEERING	
PD01	Agricultural & Environmental Support
PD02	Business Development
PD03	Community Programming
PD04	Construction Planning & Engineering
PD05	Infrastructure Management
PD06	Strategic Planning
PD07	Tourism Development
SAFETY & ENVIRONMENTAL ASSURANCE	
SE01	Emergency Response Planning
SE02	Environmental Monitoring
SE03	Environmental Reclamation & Remediation
SE04	Hazardous Material Handling
SE05	Incident Responding & Investigating
SE06	Safety Monitoring
SE07	Safety Programming

**RECORDS CLASSIFICATION & RETENTION SCHEDULE**

ADMINISTRATION: Use this functional category to organize records that are evidence of the day to day management of Wheatland County's administrative activities.

AD - Administration

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
AD01	Activity Tracking Includes records that are evidence of daily departmental activities, including departmental planning, tracking of department activities, reporting and meeting. Records may include: Progress reports, daily logs, activity reports, OH&S statistical reporting and departmental meeting minutes. Also includes general day files / correspondence logs not specific to an activity.	Originating	C+2	
AD02	Association Participation Includes records that are evidence of County employees' participation in professional association societies and other organizations such as outside committees and boards, attendance at conferences, seminars, trade shows and professional development sessions. Records may include: Meeting materials, conference material, newsletters, bulletins, professional licensing requirements, contact information, professional dues and memberships of staff. Excludes: Participation in Council appointed boards and committees - see MG02; Membership Due Payments - see FM01	Originating	C+2	
AD03	Awards and Recognition Includes records that are evidence of recognizing community members for achievements such as milestone birthdays and wedding anniversaries and lending a helping hand to others. Records may include: Volunteer recognitions, congratulatory certificates to citizens, Alberta Order of Excellence awards and council service recognition. Excludes: Staff celebrations and events - see HR04	Originating	C+2	Legal citations applied Privacy

**RECORDS CLASSIFICATION & RETENTION SCHEDULE**

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AD - Administration

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
AD04	Inquires and Request Response Includes records that are evidence of investigating and responding to resident concerns and request such as noise, unsightly premises, garbage and other general inquires. Records may include: complaint records, correspondence, general resident concern letters, inquiries for information, requests to present to Council, correspondence and working papers. Excludes: FOIP Requests - see IM04; Bylaw enforcement - see LC01	Originating	E+5	E = complaint closed Legal citations applied Privacy
AD05	Insurance Administration Includes records that are evidence of administering vehicle insurance, property insurance, general liability insurance and other insurance policies for the Alberta Municipality including researching insurance needs and setting up policies. Records may include: Certificates of insurance, insurance applications, insurance policies and renewals.	Corporate and Financial Services	E+10	E = expiration of insurance policy Legal citations applied
AD06	Insurance Claims Includes records that are evidence of insurance claims administration including filing claims, follow up and communication with insurance providers. Records may include: Insurance claims applications, photos, forms, adjuster reports, repairs, reports, responses from Insurer, claim payout summaries	Corporate and Financial Services	E+10	E = settlement of claim Legal citations applied Privacy



RECORDS CLASSIFICATION & RETENTION SCHEDULE

ADMINISTRATION: Use this functional category to organize records that are evidence of the day to day management of Wheatland County's administrative activities.

AD - Administration

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
AD07	Internal Communication Includes records that are evidence of measures taken to communicate with County employees such as updating the intranet with general information, distributing hiring and retirements announcements. Also includes notifying employees of Lunch and Learn sessions of topics of interest. Records may include: Copies of newsletters and news releases, intranet content, photos, promotion notifications, announcements, Lunch and Learn notifications and posters.	Originating	C+2	
AD08	Meeting and Event Organizing Includes records that are evidence of the logistical arrangement activities in supporting meeting and organizing Community, Board and Committee and other County events such as scheduling, identifying participant, distribution of invitations, tracking attendance and securing venue and catering selections. Also includes the development of any advertisements for the meeting or event such as design layout, writing, editing, proofing and scripting and printing of any tickets. Records may include: Program calendar, event schedules, brochures, posters, tickets, scripts, venue information, catering menus, participant confirmations, invitations, meeting notices, agendas and meeting minutes, proofs and approvals, radio advertising and photos. Excludes: Contracts and agreements - see LC03	Originating	C+2	



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AD - Administration

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
AD09	Security Access and Control Includes records that are evidence of administering and monitoring access to offices, facilities and properties such as access passes and control of keys. Records may include: Access control systems, badge issuance photos, staff identification data, key control system etc. Excludes: Contracts and agreements - see LC03; Security incident - see SE05	Transportation and Agriculture	C+2	Legal citations applied Privacy Security surveillance recordings overwritten unless incident occurs
AD10	Travel Arrangement Includes records that are evidence of travel coordination activities for council members and employees such as arranging airlines, hotel and car rental for business travel. Records may include: Reservations, travel plans, confirmations and itineraries.	Originating	C+2	



RECORDS CLASSIFICATION & RETENTION SCHEDULE

FINANCIAL MANAGEMENT: Use this functional category to organize records that are evidence of Wheatland County's financial planning, management and bookkeeping activities including accounting, reporting and budgeting.

FM - Financial Management

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
FM01	Accounts Payment Includes records that are evidence of paying and reconciling monies owed by Wheatland County. Also includes coding invoices to correct General Ledger accounts, keying details into accounting system, generating cheques or transferring fund electronically to vendors, paying visa charges, visa applications, filing invoices and payment of contractors, fuel invoices, Records may include: Invoices, cheque requisitions and approvals	Corporate and Financial Services	C+7	Legal citations applied Privacy
FM02	Accounts Receiving Includes records that are evidence of receiving, invoicing, processing and balancing monies owed to Wheatland County by residents, customers for goods sold or services provided/performed such as collection of payment for the rental of facilities, program registration, permit and application fees. Also includes collection of taxes and utilities paid. Records may include: Daily cash receipts, invoices, credit card receipts, account reconciliations, void cheques and automatic withdrawal authorizations forms, tax notices, Tax Instalment Payment Plan (TIPP) forms, gravel tickets, .	Corporate and Financial Services	C+7	Legal citations applied Privacy
FM03	Banking Includes records that are evidence of banking activities such as receipt and deposit of incoming funds, bank account and statement reconciliations. Records may include: Bank reconciliation, bank statements, deposit slips, cancelled cheques.	Corporate and Financial Services	C+7	Legal citations applied



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FM - Financial Management

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
FM04	Budgeting Includes records that are evidence of the preparation and maintenance of operating and capital budgets. Records may include: Operating budget summary, detailed budget reports, actual vs. budget, variance reports, monthly budget reports, annual departmental budgets. Excludes: Approved Operating and Capital Budgets - see MG08	Corporate and Financial Services	C+3	
FM05	Debt Structuring Includes records that are evidence of borrowing, financing and monitoring of loans and conditions of debts owed by Wheatland County. Records may include: Debentures, debt payment schedule, promissory notes, financing and debt summaries, loan documentation and lending guarantees.	Corporate and Financial Services	E+7	E=Debt paid in full Legal citations applied
FM06	Financial Accounting Includes records that are evidence of reviewing and posting activities for corporate transactions into the accounting system such as intercompany transactions, reserve funds, funds held in trust, journal entries and adjustments. Records may include: Journal entries and back-up, corrections and back-up, transactions, analysis, Excludes: Financial Statements - see MG06	Corporate and Financial Services	C+7	Legal citations applied



RECORDS CLASSIFICATION & RETENTION SCHEDULE

FINANCIAL MANAGEMENT: Use this functional category to organize records that are evidence of Wheatland County's financial planning, management and bookkeeping activities including accounting, reporting and budgeting.

FM - Financial Management

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
FM07	Fixed Asset Accounting Records which support the coordination, monitoring and tracking activities of fixed assets and tangible capital assets (e.g. machinery and equipment, roads, buildings, bridges, land, vehicles, office equipment, etc.) from acquisition to disposition. Also includes logging equipment hours to appropriate units and jobs. Records may include: Fixed asset ledgers, tangible capital asset (TCA) ledgers, depreciation schedules, total cost of assets, net book value of assets, original invoices and purchasing documents.	Corporate and Financial Services	E+7	E = disposition of fixed / tangible capital asset Legal citations applied
FM08	General Ledger Control Includes records that are evidence of the compilation, maintenance and control of Wheatland County's general ledger. Records may include: General ledger.	Corporate and Financial Services	P	Legal citations applied
FM09	Investment Administration Records which support the execution and control of general cash investments made by Wheatland County. Records may include: Daily Investment tickets, stock quotations, wire transfers Excludes: Contract and agreement administration- See LC03	Corporate and Financial Services	E+7	E=Investment has been withdrawn or cashed Legal citations applied
FM10	Lending Records which support the execution and control of loans to Wheatland County communities for services and facilities operations such as fire halls, libraries and local water works. Records may include: Terms of the loan, annual reviews, statements and related correspondence. Excludes: Contract and agreement administration- See LC03	Corporate and Financial Services	E+7	E=Borrower has paid loan in full, or loan cancelled Legal citations applied



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FINANCIAL MANAGEMENT: Use this functional category to organize records that are evidence of Wheatland County's financial planning, management and bookkeeping activities including accounting, reporting and budgeting.

FM - Financial Management

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
FM11	Payroll Processing Includes records that are evidence of payment of employees including regular payroll generation, deductions, tax collection and remission, reporting and reconciliation. Also includes summaries of payments to EI (Employment Insurance), WCB (Workers Compensation), LAPP (Local Authorities Pension Plan) and payroll register detailing employee payroll disbursements per pay period. Records may include: Payroll registers, employee computer loan form, automatic RRSP withdrawal form, year end payroll summaries, T4s, COLA, performance increases, council per diems.	Administrative Services	C+7	Legal citations applied Privacy
FM12	Procurement Includes records that are evidence of selection, procurement and purchasing of products, supplies, material and services from external vendors such as identification of potential vendors, preparing and issuing requests (RFP, RFI, RFQ), receiving bids from vendors, tender evaluations and purchase order creation and issuance. Record may include: Requests for proposal (RFP), requests for information (RFI), request for quotation (RFQ), vendor bids, responses, evaluations and purchase orders. Excludes: Contracts and agreements - see LC03; Accounts payment - see FM01	Originating	C+7	Legal citations applied Privacy
FM13	Tax Roll Includes records that are evidence of the annual final listing of taxable properties within Wheatland County and the assessed value with all amendments, appeals and changes incorporated Records may include: Tax roll	Corporate and Financial Services	P	Legal citations applied Privacy



RECORDS CLASSIFICATION & RETENTION SCHEDULE

HUMAN RESOURCE MANAGEMENT: Use this functional category to organize records that are evidence of the planning, management and administration of Wheatland County's staff and supporting programs and services.

HR - Human Resource Management

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
HR01	Benefits Programming Includes records that are evidence of planning, design, implementation and delivery of Wheatland County's employee benefit programs including savings plans, benefit sponsorship, health and dental coverage and pension plans. Records may include: Benefit presentation and brochures, rates, explanatory documents regarding benefits, group insurance, dental plans, employee support groups etc. Excludes: Contracts and agreements with benefit providers - see LC03	Administrative Services	UOS+2	
HR02	Compensation Planning Includes records that are evidence of compensation planning and development activities such as analysis of comparable industry specific job descriptions and salary reviews and reporting on findings. Records may include: Compensation review files, pay grids and scales.	Administrative Services	UOS+2	



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HUMAN RESOURCE MANAGEMENT: Use this functional category to organize records that are evidence of the planning, management and administration of Wheatland County's staff and supporting programs and services.

HR - Human Resource Management

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
HR03	<p>Employee Administration</p> <p>Includes records that are evidence of the on-going administration of Wheatland County's employees such as hiring, new employee orientations, enrolment in pension & benefit programs, performance reviews, disciplinary matters and employee certifications.</p> <p>Records may include: Personal information form, resume, offer letters, new hire form, proof of citizenship, oaths, driver's licence, completed abstract form, work plans and appraisal of job performance, skills, training and education, certifications, commendations, investigations, grievances, discipline, complaints, results of health examinations, occupational health considerations, criminal record checks, personal files, FOIP authorization forms, medical information, WCB incident / accident investigations, employers' progressive injury questionnaire, doctors' notes & correspondence, health assessments, interventions, immunization records, audiograms, blood tests, psychological test/evaluations, counselling reports, authorizations for return to work, modified work assignment requirements, work restriction, special equipment requirements and upon termination, the record of employment.</p>	Administrative Services	E+7*	<p>E=Employee no longer works for County</p> <p>* If employee contributed to defined pension plan such as LAPP, the employee file is transferred to HR05 Pension Administration</p> <p>Privacy</p> <p>Legal citations applied</p>
HR04	<p>Employee Events and Celebrations</p> <p>Includes records that are evidence of the planning and implementation of employee celebrations and events such as retirement parties, annual holiday celebrations, employee extraordinary customer service, job performance recognition and long term service awards</p> <p>Records may include: Notices, event information and photos</p> <p>Excludes: Council member recognition - see AD03</p>	Administrative Services	C+2	<p>Privacy</p> <p>Legal citations applied</p>



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HR - Human Resource Management

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
HR05	Pension Administration Includes records that are evidence of the monitoring and fulfilling of pension obligations to individuals under LAPP. Records may include: Pension status of retired personnel, registration and payment information. Excludes: Pension deductions - see FM11; payments made to plan holders - see FM01	Administrative Services	E+7	E=All pension obligations paid out Privacy Legal citations applied
HR06	Recruiting Includes records that are evidence of recruiting activities for Wheatland County's internal and external job postings, such as request from hiring managers, recruitment advertising, interview, candidate background research and offers. Also includes unsuccessful candidates resumes. Records may include: Recruitment request form, authorization to fill, advertising, job postings, job descriptions, resumes, interview questions and interview notes. Excludes: Successful candidates' details - HR03	Administrative Services	E+2	E=Position has been filled. Successful candidate information transferred to Employee Administration HR03 Privacy Legal citations applied
HR07	Staff Scheduling and Tracking Includes records that are evidence of employee scheduling and timesheet processing and allocating time to specific charge codes. Records may include: Timesheet, approvals.	Administrative Services	C+7	Privacy Legal citations applied



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HR - Human Resource Management

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
HR08	Training Development and Delivery Includes records that are evidence of the design, development, preparing, delivery of training programs for employees, contractors and volunteers. Records may include: Course hand outs, test / exam masters, workshop materials, course evaluations and statistics, online training course information Excludes: Training records which are specific to individuals - see HR03	Administrative Services	UOS+2	
HR09	Workers Compensation Coordination Includes records that are evidence of reporting workers' injuries, submitting employer's reports to Workers' Compensation Board and summarizing WCB claims. Records may include: WCB employers report, WCB annual return and claim summaries Excludes: Employee-specific injury records - see HR03	Administrative Services	C+2	Privacy Legal citations applied
HR10	Workforce Planning Includes records that are evidence of the planning and development activities of the workforce and employment positions at Wheatland County such as succession planning and identifying job requirements and corporate structure. Records may include: Proposals, planning report, job descriptions, organizational charts, organizational surveys, restructuring plans and job market research.	Administrative Services	C+2	Legal citations applied

**RECORDS CLASSIFICATION & RETENTION SCHEDULE**

INFORMATION MANAGEMENT: Use this functional category to organize records that are evidence of the management and protection of Wheatland County's information resources, systems, business records, technical infrastructure and telecommunications.

IM - Information Management

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
IM01	Information System Development and Implementation Includes records that are evidence of planning, design, testing and implementation of Wheatland County's information systems such as identification of business needs, research of software and hardware and development of user documentation. Records may include: Technical documentation, user documentation. Excludes: Software Licences - see LC03	Corporate and Financial Services	E+2	E=System no longer in use
IM02	Information System Maintenance and Support Includes records that are evidence of information system maintenance and support activities including user support such as responding to telephone inquiries and managing information system processes including hardware and software installations, repairs, troubleshooting, web server maintenance, system upgrades, server installation, managing permissions and archiving of material. Records may include: Service request logs, troubleshooting tickets. Excludes: Contracts and agreements - see LC03; Systems Training Manuals - see HR08	Corporate and Financial Services	C+2	
IM03	Mapping Includes records that are evidence of the downloading, capturing, integration, control and delivery of County geographical mapping data for all areas and Departments. Records may include: Ortho-photo, Mapping and Geographic Information Systems (GIS), flood mapping, grader and mower beats map, hamlet map, land map and road map as well as mapping information used to support projects, reports, studies and policy.	Corporate and Financial Services	UOS+2	



RECORDS CLASSIFICATION & RETENTION SCHEDULE

INFORMATION MANAGEMENT: Use this functional category to organize records that are evidence of the management and protection of Wheatland County's information resources, systems, business records, technical infrastructure and telecommunications.

IM - Information Management

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
IM04	Records Administration Includes records that are evidence of administrative activities associated with the organization, control, accessibility and retention of Wheatland County's records such as indexing, classification, vital record identification, requests for records and information and inactive records transfers. Records may include: Master file listings, records requests, request for disposition of inactive records, requests for transfer of inactive records and records inventories. Also includes requests for review of municipal records by members of the public such as correspondence, review and final decisions related to release of information, FOIP requests and reporting and Council Information Requests. Excludes: Records Retention Schedule - see MG08; Records Disposition Certificates - see IM05	Corporate and Financial Services	C+2	Privacy Legal citations applied
IM05	Records Disposition Includes records that are evidence of Certificates confirming records and data destroyed in compliance with the retention schedule Records may include: Records Disposition Certificates, documentation of authorized destruction of hardcopy and electronic data. Excludes: Records Retention Schedule - see MG08	Corporate and Financial Services	P	Legal citations applied
IM06	Reference and Research Includes records that are evidence of researching and referencing of background information Records may include: reports, studies, statistics, catalogues, photos, surveys, samples, templates	Originating	UOS	



RECORDS CLASSIFICATION & RETENTION SCHEDULE

INFORMATION MANAGEMENT: Use this functional category to organize records that are evidence of the management and protection of Wheatland County's information resources, systems, business records, technical infrastructure and telecommunications.

IM - Information Management

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
IM07	Web Content Management Includes records that are evidence of the management of the website layout, content coordination and loading of information to the external website Records may include: design samples, schedules for web posts Excludes: Original source web content - see appropriate subject; identity standards - see MG03 / MG12	Administrative Services	C+2	
IM08	Systems and Application Protection Includes records that are evidence of the back up and protection of applications, databases and email archives for purposes of restoring a system in the event of a malfunction or emergency response. Records may include: Database backups, server and application log files, email archives. Annual dispositions will be executed prior to the annual back up. Please Note: Daily/Weekly/Monthly back ups will be retained for 7 days/52 weeks/12 months respectively. Annual backups will be retained C+1	Corporate and Financial Services	C+1	



RECORDS CLASSIFICATION & RETENTION SCHEDULE

LEGAL COMPLIANCE: Use this functional category to organize records that are evidence of the protection and representation of Wheatland County's legal rights, relationships and responsibilities.

LC - Legal Compliance

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
LC01	Bylaw Compliance Includes records that are evidence of the responding to residents concerns and ensuring that Wheatland County bylaws are being complied with such as unsightly properties, non-moving violations, noise complaints, animal control, snow removal and sidewalk cleaning. Also includes monitoring environmental and business bylaws to ensure compliance. Records may include: Ticket entry, photos, ticket books, pre-enforcement letters, copies of bylaws, supporting documents of bylaw infraction. Excludes: Accounts receiving - see FM02; Traffic ticketing - see LC08	Community and Development Services	E+5	E=Settlement of action Privacy Legal citations applied
LC02	Bylaw Development Includes records that are evidence of the creation, development and amendment of County bylaws such as identifying needs for bylaws, background and history of bylaws and the drafting bylaws. Records may include: Working papers, details of circulations, correspondence, copies of bylaws, supporting material brought in front of Council. Excludes: Bylaws that have been passed by County Council - see MG08	Originating	E+2	E=Bylaw repealed
LC03	Contract Negotiation and Administration Includes records that are evidence of the negotiation, preparation, monitoring and administration of contracts and agreements between the Wheatland County and service suppliers, vendors, contractors, technology supplies and the other Alberta Municipalities. Records may include: Contracts, agreements, service agreements, cost sharing agreements, banking agreements, consulting contracts, building leases, hardware and software agreements, partnership agreements, memorandums of understanding (MOUs) and rental agreements.	Originating	E+10	E=Termination of contract or agreement Privacy Legal citations applied



RECORDS CLASSIFICATION & RETENTION SCHEDULE

LEGAL COMPLIANCE: Use this functional category to organize records that are evidence of the protection and representation of Wheatland County's legal rights, relationships and responsibilities.

LC - Legal Compliance

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
LC04	<p>Land Interest Administration</p> <p>Includes records that are evidence the monitoring and protection of the Wheatland County's interests and rights in land holdings such as land leases and agreements, easements, right of ways and encroachments. Also includes the annexing of lands.</p> <p>Records may include: Development permits, subdivision development agreements, easements, encroachments, right of ways, copies of safety code permits (building, electrical, gas, plumbing, sewage) land titles, heritage site designations, legal files, property liens, caveats, legal plans (including plans of subdivisions, utility right of way plans, overland drainage place, access right of way plans and condo plans), real property reports, sale agreements, title transfers, instruments registered on title, technical reports related to soil, geotechnical, undermining, grading, traffic, pavement plans, emergency response, storm water, sanitary waste as well as stamped accepted drawings, photos, explosive permits including those at application, sketches or plans, maps, water distribution and wastewater collection reports, subsurface assessment, flood plain map, land use and land surface characteristics, conceptual schemes, distribution lists, notifications, responses from interested parties, recommendations, decisions, notice of decisions, endorsements and information related to endorsements, copies of the subdivision and development appeal board decision</p> <p>Excludes - Construction Planning and Monitoring - see PD04 Infrastructure Management - see PD05; County Road & Hwy Maintenance - see OP06</p>	Community and Development Services	P	Privacy Legal citations applied



RECORDS CLASSIFICATION & RETENTION SCHEDULE

LEGAL COMPLIANCE: Use this functional category to organize records that are evidence of the protection and representation of Wheatland County's legal rights, relationships and responsibilities.

LC - Legal Compliance

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
LC05	<p>License and Permit Issuance</p> <p>Includes records that are evidence of receiving, reviewing, processing and issuing permits and licenses for the construction of buildings and subdivisions, inspections and approvals of buildings and the operations of a business within Wheatland County. This includes commercial and residential developments, pre consultation on large development applications and ensuring that applications are within scope of regulatory requirement and County bylaws. Also includes issuing animal licenses.</p> <p>Records may include: Applications, building permit, subdivision permit, electrical permits, gas permits, plumbing permit, occupancy permit, correspondence, working papers, construction drawings, grad slips, plot plans, arch approval, soil bearing, subcontractor list, inspection reports (deficiency list), permit service report, plan examination, business licenses, animal licences, business licenses, permission to work, facility and field rental permits, excavation permits, fire permits, road permits, line assignment, house moves, bridge overload, over dimensional loads, applications approval/denials. Also includes signed Waivers for recreational and social program participation.</p> <p>Excludes: Contracts and agreements pertaining to land - see LC04 Decision made by the Municipal Planning Committee (MPC) - see MG02 Collection of payment or invoicing for application process - see FM02</p>	Originating	E+10	<p>E=Expiration of permit, licence or waiver</p> <p>Privacy</p> <p>Legal citations applied</p>



RECORDS CLASSIFICATION & RETENTION SCHEDULE

LEGAL COMPLIANCE: Use this functional category to organize records that are evidence of the protection and representation of Wheatland County's legal rights, relationships and responsibilities.

LC - Legal Compliance

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
LC06	Litigation and Dispute Coordination Includes records that are evidence of legal opinions and advice formulated and delivered by Wheatland County and external council on claims, disputes and litigation matters. Record may include: Statement of claim, loss reports, claim settlements, photos, judgements, court orders, proceedings, briefs, affidavits, blue prints, litigation binders, foreclosure proceedings, court and insurance claims, liens, matter files, advice, correspondence and working papers.	Administrative Services	E+10	E=Settlement of claim Privacy Legal citations applied
LC07	Property & Tax Assessment Includes records that are evidence of estimating and valuation of property for the County for municipal taxation purposes including inspecting property and verifying information on the summary report. Also includes statistical analysis and modeling of property sales. Records may include: Notices of assessment, school declarations, summary Report, improvement details, sketches, assessor report , property assessment, market land details, improvement details, market evaluations, statistical analysis, copies of land titles, copies of real property reports, copies of occupancy permits, copies of MLS listing information, returned mail of tax notices and copies of plot plans. Excludes: Decisions made by Assessment Review Board (ARB) - MG02; Receiving property tax payments - see FM02; Original land documents - see LC04	Corporate and Financial Services	E+7	E=Assessment complete Privacy Legal citations applied



RECORDS CLASSIFICATION & RETENTION SCHEDULE

LEGAL COMPLIANCE: Use this functional category to organize records that are evidence of the protection and representation of Wheatland County's legal rights, relationships and responsibilities.

LC - Legal Compliance

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
LC08	Ticketing & Prosecution Includes records that are evidence of the investigation and enforcement of provincial laws such as the Traffic Safety Act by Wheatland County Peace Officers. Records may include: Traffic tickets, offense notices, officer notes, video recording and court disclosure documents Excludes: Receiving ticket payment - see FM02	Community and Development Services	E+7	E=Settlement of payment Privacy Legal citations applied
LC09	Trademark Administration Includes records that are evidence of the registration, renewal and maintenance of the Wheatland County trademark. Records may include: Trademark application, certificate, renewal confirmation and related correspondence.	Administrative Services	E+2	E=Expiration of trademarks Legal citations applied



RECORDS CLASSIFICATION & RETENTION SCHEDULE

MUNICIPAL GOVERNANCE: Use this functional category to organize records that are evidence of Wheatland County's leadership and direction as well as the coordination of management and council practices.

MG - Municipal Governance

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
MG01	Auditing Includes records that are evidence of the planning, preparation, execution and reporting of internal and external operational and financial audits such as GST, COR, Assessment, Records Management. Records may include: Copies of audits conducted by external parties, working notes and certificate of recognition.	Originating	E+10	E=Period covered by two most recent complete audits Legal citations applied
MG02	Boards and Committees Governance Includes records that are evidence of the establishment, deliberation and decision making of Wheatland County's council appointed boards and committees such as the Agricultural Service Board, Environmental Stewardship Award, Sub Committee of ASB, Environmental Steering Committee, Wheatland Housing Management Body (Wheatland Foundation), W.F.C.S.S. Committee, Drumheller Solid Waste Man. Assoc., Bow River Basin Council, Red Deer River Watershed Alliance, Disaster Services Committee, Fire Protection Committee, Handi Bus Association, Municipal Planning Committee, South Region ASB Committee, Strathmore Chamber of Commerce, Community Futures Wildrose, Marigold Library Committee, Canadian Badlands Ltd., Drug Task Force (SWAT), Wheatland Regional Corporation, SAEWA (Southern Alberta Energy-from-Waste Assoc.), CRAZ – (Calgary Region Airshed Zone), Wheatland Regional Partnership Committee, Alberta Care, Emergency Management Committee, Village of Hussar - Viability Review Team, Economic Development Board. Also includes internally appointed committees such as the safety committee. Records may include: Agendas, meeting minutes, supporting meeting material such as subdivision application forms and drawings and property assessment appeals.	Administrative Services	P	Legal citations applied Privacy



RECORDS CLASSIFICATION & RETENTION SCHEDULE

MUNICIPAL GOVERNANCE: Use this functional category to organize records that are evidence of Wheatland County's leadership and direction as well as the coordination of management and council practices.

MG - Municipal Governance

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
MG03	Brand Development Includes records that are evidence of activities to standardize, control and protect Wheatland County's identity as represented in the corporate logo. Records may include: Corporate use guide, graphic standards manual, logo summary package, standard design specification and approved graphic. Excludes: Trademarks - see LC09	Administrative Services	UOS + 2	Legal citations applied
MG04	Census Coordination Includes records that are evidence of the coordination, development and delivery of a municipal census to ensure full benefit of grants and available funding and well as the planning and development of County services. Records may include: Final census report, oath of office and working documents.	Administrative Services	C+10	Legal citations applied Privacy
MG05	Community Investment Includes records that are evidence of building community relationships through receiving, reviewing, approving and processing funding requests through grant programs such as the Community Grant Program and the Promotion and Marketing Grant (<u>money paid out to the community</u>). Also includes non-financial participation in Wheatland County community organizations such as Fire Associations and RCMP policing / protective service programs Records may include: Copies of receipts, applications, project themes, letters of approval, letter of commitment, grant applications score card and letter of confirmation.	Originating	E+7	E=Funding / commitment complete Legal citations applied Privacy



RECORDS CLASSIFICATION & RETENTION SCHEDULE

MUNICIPAL GOVERNANCE: Use this functional category to organize records that are evidence of Wheatland County's leadership and direction as well as the coordination of management and council practices.

MG - Municipal Governance

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
MG06	Corporate Reporting Includes records that are evidence of the formal internal and external business performance and financial reporting activities, both detailed and consolidated. Also includes regular and/or incident based reporting and submissions to regulatory bodies as mandated by applicable regulations, codes and standards. Records may include: financial statements and annual reports, regulatory deficiency lists and correspondence with regulatory bodies. Excludes: Financial Statements adopted by Council - see MG08	Corporate and Financial Services	E+10	E=Submission of report Legal citations applied
MG07	Council Election Includes records that are evidence of the elections process for Wheatland County council including reviewing any legislative changes, hiring of the deputy returning officer, nomination of candidates and the counting of ballots. Records may include: Election nomination list, oath of office, candidate report, election results report (unofficial/official), election ballots, appeals, nomination papers and affidavit of witness for destruction of elections materials and voter registers. Also includes oath of the Deputy Returning Officer, Enumerator and Constable, setting of fees for election officers, arrangements for voting stations, rental rates, publishing of first and second election notices, notice of nomination day, notice of election day, dates of advance vote, election materials, statement of results, judicial recounts and council orientation materials.	Administrative Services	E+3	E=Election or by-election results official *ballot boxes and voter registers retained for 6 weeks only (as per Local Authorities Election Act) Legal citations applied

**RECORDS CLASSIFICATION & RETENTION SCHEDULE**

MUNICIPAL GOVERNANCE: Use this functional category to organize records that are evidence of Wheatland County's leadership and direction as well as the coordination of management and council practices.

MG - Municipal Governance

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
MG08	Council Governance Includes records that are evidence of the proceedings, adoptions and resolutions of Wheatland County Council's regular, organizational, public hearing and in-camera meetings and sessions. May also include delegations and review of petitions. Records may include: Agendas, meeting minutes, resolutions, cover sheets and back-up material brought in front of council, bylaws, requests for decision, public open houses and petitions. Excludes: Coordination of meetings and events - see AD08	Administrative Services	P	Legal citations applied Privacy
MG09	External Communication Includes records that are evidence of communication and maintaining relationships with external groups such as community members, media and partners. Also includes the development and use of social media tools such as Facebook and Twitter and the County website Records may include: Newsletters, photos, presentations, video, scripts, planning / building brochures, tear sheets, publications, website content, blogs, social media posts, public open houses, fire bans Excludes: Coordination of meetings and events - see AD08	Administrative Services	C+2	Legal citations applied
MG10	Incorporation Includes records that are evidence of the founding and establishment of Wheatland County, related authorities and corporate entities Records may include: articles of incumbency, certificates of incorporation, certificates of name change and corporate seal Excludes: Trademarks - see LC09	Administrative Services	P	Legal citations applied



RECORDS CLASSIFICATION & RETENTION SCHEDULE

MUNICIPAL GOVERNANCE: Use this functional category to organize records that are evidence of Wheatland County's leadership and direction as well as the coordination of management and council practices.

MG - Municipal Governance

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
MG11	Intergovernmental Coordination Includes records that are evidence of the monitoring, review and coordination activities with other municipalities, school boards/districts, Alberta Health Services as well as other provincial and federal government bodies. Records may include: program documentation, correspondence, inquiries, grant information, Federal electoral boundaries, AER, AUC, Excludes: Grant applications - see MG13	Originating	UOS+2	Legal citations applied
MG12	Policy and Procedure Development Includes records that are evidence of the development, maintenance, review and updating of internal policies, procedures and departmental processes. Records may include: process flow charts, policy and procedure masters desk top procedures, work instructions and supporting documentation. Also includes engineering design guidelines and standards Excludes: Policies and Bylaws passed by Council - see MG08	Originating	UOS+2	Legal citations applied
MG13	Public Funding Includes records that are evidence of researching and applying to provincial, federal and private organization for funding/donations. Also includes reporting to organization on the financials of how the monies are/were spent and the collection of funds that are donated to Wheatland County (<u>money and grants coming into the County</u>) Records may include: Application forms, guidelines, final reporting forms, presentations, letters (informing of grants), copies of accounting statement, qualifications, approval letters and donations. Also includes funds received from estate inheritances and endowments. Excludes: Funding request from ratepayers through community grants - see MG05	Corporate and Financial Services	E+7	E = final grant report submitted and/or funding complete and/or end of tangible assets funded by grant Legal citations applied



RECORDS CLASSIFICATION & RETENTION SCHEDULE

OPERATIONS: Use this functional category to organize records that are evidence of the ongoing operations and maintenance of Wheatland County's infrastructure and facilities.

OP - Operations

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
OP01	Cemetery Administration Includes records that are evidence of the control and maintenance of cemetery records of burial, cremations and internments. Records may include: Burial permits, cemetery register, burial plots and ownership records. Excludes: Cemetery property maintenance and improvements - see OP02	Community and Development Services	P	Legal citations applied Privacy
OP02	Facility Maintenance Includes records that are evidence of the routine maintenance of Wheatland County's building, facilities and properties such as cemeteries, parks, community centres, campgrounds, pools, arenas, seed cleaning plants and office buildings. Includes exterior and interior maintenance to buildings, landscaping, grounds keeping and grass cutting Records may include: Pool water test log sheets, lab reports, project plans, maintenance logs, ice thickness reports. Also includes records of art work on loan to the County. Excludes: Site safety inspections - see SE06; Bridge Maintenance - see PD05; Gravel Pits - see PD05; structural repairs - see PD05	Transportation and Agriculture	C+7	Legal citations applied

**RECORDS CLASSIFICATION & RETENTION SCHEDULE**

OPERATIONS: Use this functional category to organize records that are evidence of the ongoing operations and maintenance of Wheatland County's infrastructure and facilities.

OP - Operations

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
OP03	<p>Fleet & Equipment Coordination</p> <p>Includes records that are evidence of activities related to the administration, maintenance, licensing, inspection and disposition of fleet vehicles and County equipment such as public works equipment, mobile equipment, protective equipment, computer and office equipment. Also includes regular and scheduled maintenance and vendor / supplier support contacts.</p> <p>Records may include: Equipment check list, maintenance check list, commercial vehicle inspections, repair request form, work orders, pre and post check lists, bill of sale, serial numbers, installation instructions and technical specification manuals for the operation of the equipment.</p> <p>Excludes: Procurement - see FM12</p>	Transportation and Agriculture	E+7	<p>E=Life of equipment / vehicles</p> <p>Legal citations applied</p>
OP04	<p>Inventory Control</p> <p>Includes records that are evidence of the tracking and control of Wheatland County's assets and inventory such as road maintenance supplies, gravel, salt, sand, fuel, culverts, fencing, chemicals, pesticides etc.</p> <p>Records may include: Inventory listings, material transfer ledgers, gravel tickets, stock issue transfers</p>	Originating	C+7	Legal citations applied
OP05	<p>Metering Quality Assurance</p> <p>Includes records that are evidence of the inspection, repair, verification and calibration of water meters owned by Wheatland County.</p> <p>Records may include: Meter service work orders, proving records, serial number and tag tracking</p>	Transportation and Agriculture	E+7	<p>E=meter taken out of service</p> <p>Legal citations applied</p>

**RECORDS CLASSIFICATION & RETENTION SCHEDULE**

OPERATIONS: Use this functional category to organize records that are evidence of the ongoing operations and maintenance of Wheatland County's infrastructure and facilities.

OP - Operations

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
OP06	Road and Sign Maintenance Includes records that are evidence of maintenance and routine inspecting of roads and signs such as plowing and sanding of roads, snow removal, dust and weed control, cleaning, patching, painting of road markings and ditch and drainage control. Also includes the installations, maintenance and inspecting of traffic signs, signals and the concrete program for sidewalks and curbs. Records may include: Copies of specification books, inspections, work orders, service requests, daily log books, roadside spray logs, work plans, land damage repair records. Excludes: Bridge Maintenance - see PD05	Transportation and Agriculture	C+7	Legal citations applied
OP07	Solid Waste and Recycling Removal Includes records that are evidence of the routine operation and administration of Wheatland County's waste collection and recycling program such as regular collection of waste, bio-solid waste by-products, distribution of garbage bins and the transportation of waste and recyclables to different facilities. Records may include: Landfill tickets, monthly reports, work orders.	Transportation and Agriculture	E+25	E=Life of facility Legal citations applied
OP08	Utilities Maintenance Includes records that are evidence of routine operations, inspection, monitoring and preventative maintenance on Wheatland County's utility infrastructure such as resident water reconnect and disconnects, regular sewer flushing and utilities location. Records may include: work site location map, work order, service connection inspection records, project summary report and copies of occupancy inspections.	Transportation and Agriculture	C+7	Legal citations applied



RECORDS CLASSIFICATION & RETENTION SCHEDULE

OPERATIONS: Use this functional category to organize records that are evidence of the ongoing operations and maintenance of Wheatland County's infrastructure and facilities.

OP - Operations

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
OP09	<p>Water and Waste Water Control</p> <p>Includes records that are evidence of monitoring, maintaining and repairing water and waste water management systems such as ensuring water quality meets requirements through testing and sampling, conducting routine and emergency maintenance on the water plant, monitoring waste waters and monitoring volumes of water and waste water.</p> <p>Records may include: Flow record, daily reading report, daily pumps and generator report, daily water sample reports, maintenance log books, water licenses and approvals, water level monitoring, lab reports, tests analysis, evaluations, monitoring results, company or industry informant source characterization, pre-release testing</p>	Transportation and Agriculture	E+25	<p>E=Life of facility</p> <p>Legal citations applied</p>



RECORDS CLASSIFICATION & RETENTION SCHEDULE

PLANNING, DEVELOPMENT & ENGINEERING: Use this functional category to organize records that are evidence of developing Wheatland County's strategic direction, infrastructure planning and construction and the promotion of the County through business and tourism development.

PD - Planning, Development and Engineering

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
PD01	Agricultural & Environmental Support Includes records that are evidence of the development, coordination and delivery of agricultural and environmental programs designed to increase awareness and to support and assist Wheatland County's rural and urban communities. Records may include: Clubfoot surveys, public and private land weed and pest inspections, environmental educational information, recycling guidelines, Environmental Farm Plan Program, integrated pest management documentation and farm equipment rental information. Excludes: Seed cleaning plant operations: see OP02; roadside spot spraying and mowing - see OP06	Transportation and Agriculture	C+7	
PD02	Business Development Includes records that are evidence of Wheatland County's collaboration with current and potential business owners in developing the economy of the County such as meeting with business owners to review their business plans, referrals to services provides and the distribution of demographic and marketing information. Records may include: strategic plans, copies of business plans and resource material.	Administrative Services	UOS+2	
PD03	Community Programming Includes records that are evidence of the development, coordination, implementation and delivery of recreational, social and cultural programs and providing referrals for financial, educational, career and support services. Records may include: registration lists, program descriptions and program guide. Excludes: Payment for program registration - see FM02; Participant Waivers - see LC05	Community and Development Services	C+7	Legal citations applied Privacy



RECORDS CLASSIFICATION & RETENTION SCHEDULE

PLANNING, DEVELOPMENT & ENGINEERING: Use this functional category to organize records that are evidence of developing Wheatland County's strategic direction, infrastructure planning and construction and the promotion of the County through business and tourism development.

PD - Planning, Development and Engineering

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
PD04	Construction Planning and Engineering Includes records that are evidence of planning, design, monitoring and construction of infrastructure and other projects such as review of pre-design submission, inspection of construction for compliance with the drawings and specifications, communication with contractors regarding deficiencies, and facilitation of Construction Completion Certification (CCC) and Final Acceptance Certificates (FAC). Records may include: Notifications of Construction Completion Certificates (CCC), Final Acceptance Certificate (FAC), pre-design submissions, deficiencies list, engineering drawings, copies of request for qualifications, copies of proposals and copies of design standards Excludes: Master engineering design guidelines and standards - see MG12; Land / Property Files - see LC04; County facilities - see PD05	Transportation and Agriculture	E+1	E=Construction complete, project close out then transfer records to permanent facility file or property file Legal citations applied
PD05	Infrastructure Management Includes records that are evidence of the management, planning for sustainability, maintenance, rehabilitation, and replacement of Wheatland County's infrastructure and facilities through capital projects such as urban design plans, waste water and treatment plant upgrades, road and utility upgrades, bridges and gravel pit development. Also includes the monitoring of third party shallow utility services providers of their maintenance and upgrades activities and railway crossings. Records may include: As-built drawings, GIS system, upgrade plans, work permissions, third party utility drawings, gravel pit management plans, bridge files. Excludes: Private landowner development - see LC04	Transportation and Agriculture	E+5	E=Life of facility Legal citations applied



RECORDS CLASSIFICATION & RETENTION SCHEDULE

PLANNING, DEVELOPMENT & ENGINEERING: Use this functional category to organize records that are evidence of developing Wheatland County's strategic direction, infrastructure planning and construction and the promotion of the County through business and tourism development.

PD - Planning, Development and Engineering

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
PD06	Strategic Planning Includes records that are evidence of Wheatland County's strategic planning and the process of defining its strategy or direction and making decision on how to pursue the strategy. Records may include: Strategic plans, business plans, master plans (transportation, recreation, etc), Alberta Municipality Plan, Area Structure Plan and Quality Management Plan including financial planning, analysis of financial issues, revenue analysis, regional studies, fare evasion studies, tax (GST/FST) planning / analysis and related correspondence, benchmarking, internal and external performance measures	Administrative Services	UOS+5	Legal citations applied
PD07	Tourism Development Includes records that are evidence of efforts made to promote and encourage tourism within Wheatland County such as operating the Visitor Information Centre, partnering with surrounding municipalities on initiatives and the development of marketing tools. Also includes tracking of visitor and inquires received. Records may include: Tourism map, brochures, project files, resource brochures, Visitor Information Center applications and certifications.	Community and Development Services	C+7	



RECORDS CLASSIFICATION & RETENTION SCHEDULE

SAFETY & ENVIRONMENTAL ASSURANCE: Use this functional category to organize records that are evidence of Wheatland County's commitment to limit the impact of operations on the environment, people and the County.

SE - Safety and Environmental Assurance

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
SE01	Emergency Response Planning Includes records that are evidence of planning, documentation, maintenance and distribution activities aimed at minimizing potentially serious harm to the safety, health or welfare of people or widespread property damage in the event of an emergency within Wheatland County. Records may include: Emergency and Disaster Plans, Continuity Plans, local state of emergency records, planning, disaster centre planning and liaison	Originating	UOS+5	Legal citations applied Privacy
SE02	Environmental Monitoring Includes records that are evidence of on-going environmental monitoring to ensure environmental sustainability and the protection of areas and resources. Records may include: Environmental site assessments, erosion and sediment reports, algae treatment records, flood mapping and monitoring, river system analysis, flood plain management, river forecasting, flood protection studies and flood damage reduction program. Excludes: Environmental reclamation and remediation records - see SE03	Transportation and Agriculture	UOS+5	Legal citations applied
SE03	Environmental Reclamation and Remediation Includes records that are evidence of planning and implementation of measures undertaken to return lands back to their natural state. Records may include: Reclamation activity reports, environmental reports, reclamation certificates, reclamation maps. Excludes: Environmental Site Assessment - see SE02	Transportation and Agriculture	E+25	E=Reclamation / remediation certificate issued Legal citations applied



RECORDS CLASSIFICATION & RETENTION SCHEDULE

SAFETY & ENVIRONMENTAL ASSURANCE: Use this functional category to organize records that are evidence of Wheatland County's commitment to limit the impact of operations on the environment, people and the County.

SE - Safety and Environmental Assurance

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
SE04	Hazardous Material Handling Includes records that are evidence of handling receiving and disposing of potentially dangerous goods. Records may include: Hazardous Material Information System (HMIS), Material Safety Data Sheets (MSDS), Hazco Bin Guideline, herbicide and strychnine application forms, tracking lists of who used the material and how much was used etc.	Transportation and Agriculture	C+5	Legal citations applied
SE05	Incident Responding and Investigating Includes records that are evidence of responding to and investigating emergency calls and events such as fire and medical emergencies for both public and employee related incidents. Records may include: Field reports, Patient Care Report (PCR), photos, sketches, witness statements, 911 response call logs, fire investigation reports, specific emergency event management records, command post mobilization and set up of disaster centre operations . Excludes: Employee WCB Claims - see HR03	Community and Development Services	E+10	E=Incident closed Legal citations applied Privacy
SE06	Safety Monitoring Includes records that are evidence of proactive monitoring, inspection and assessment activities related to safety such as pre-job safety meetings, site inspections and assessing safety hazards. Records may include: Safety job hazards assessments, prep-job safety meetings, stop orders planning, audits and inspections.	Administrative Services	C+5	Legal citations applied



RECORDS CLASSIFICATION & RETENTION SCHEDULE

SAFETY & ENVIRONMENTAL ASSURANCE: Use this functional category to organize records that are evidence of Wheatland County's commitment to limit the impact of operations on the environment, people and the County.

SE - Safety and Environmental Assurance

Class Code	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
SE07	<p>Safety Programming</p> <p>Includes records that are evidence of planning, development and implementation of program and initiatives to ensure the safety of Wheatland County's employees and contractors such as maintaining safety manuals, conducting safety orientations and providing oversight and guidance on safety issues that can impact County's employees and operations.</p> <p>Records may include: Health & Safety (H&S) Manual, Safe Work Practices (SWP), Fire Department recommendations, statistical reports, orientation packages, work boot allowance program (PPE), H&S memorandum, H&S directives, all Health & Safety Day planning, documentation and schedules</p> <p>Excludes: Safety inspections - see SE06; Individual's training records - see HR03</p>	Administrative Services	UOS+2	