



SOUTH NATION
CONSERVATION
DE LA NATION SUD

RECORD RETENTION POLICY AND SCHEDULE

September 2025



Revisions

Revision No.	Board Approval Date	Resolution
1		



1. POLICY

South Nation Conservation (“SNC” or the “Authority”) maintains a Record Retention Policy and Schedule to manage records and information created or received by the Authority. It is a strategic business resource to support sound decision-making, corporate accountability, and good governance. The policy protects personal and confidential information while capturing and preserving corporate memory and history. The policy improves efficiencies, strengthens shared knowledge, and mitigates risk.

2. SCOPE

South Nation Conservation manages records and information created or received by the Authority in accordance with all relevant federal and provincial policies, legislation, regulations, and professional standards. Applicable legislation includes: the *Conservation Authorities Act* (CA Act), the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), the *Employment Standards Act* (ESA), the *Occupational Health and Safety Act* (OHSA), and the *Income Tax Act* (ITA),

The Records Retention Policy applies to all records regardless of format or medium of storage. The policy and schedule ensure that official records no longer needed by the organization are discarded at appropriate times.

All records created by South Nation Conservation or in the Authority’s possession are the property of South Nation Conservation and are managed as a corporate resource.

3. RECORDS

Records are any record of information however recorded, whether in printed form, on film, by electronic means or otherwise, and includes: correspondence, a memorandum, a book, a plan, a map, a drawing, a diagram, a pictorial or graphic work, a photograph, a film, a microfilm, a sound recording, a videotape, a machine readable record, any other documentary material, regardless of physical form or characteristics, and any copy thereof.

4. ROLES AND RESPONSIBILITIES

The Secretary-Treasurer or delegate oversees the policy for accountability, retention, and disposition of South Nation Conservation’s official records. Secretary-Treasurer or delegate, develops, and executes appropriate processes and procedures regarding records retention and disposition that must be followed by all SNC staff and Board members. Records may only be destroyed/disposed of according to SNC’s records destruction procedures and with approval from Directors and the Chief Administrative Officer.

Staff must abide by all SNC corporate policies and procedures. Failure to do so may result in disciplinary action up to and including termination.



5. INTERPRETING THE SCHEDULES

Accountability

Identifies the data custodians and stewards. Often, this is the administrators and business unit or program accountable for ensuring the official record series is managed throughout its lifecycle. They have the primary interest or ownership of the records as the official holder of the original records. Senior management of the relevant program is accountable for retention and disposition.

File Naming Convention

A File Naming Convention (FNC) is a framework for naming files in a way that describes what they contain and how they relate to other files. The FNC provides metadata/properties (i.e., date, file type, version, etc.) that support the identification of the appropriate retention period.

Personal Information

Recorded information (factual or subjective) related to an identifiable individual (i.e., by name, home address, phone number, birth date, race, colour, etc.). Records of identifiable individuals are protected under MFIPPA.

Record Series

Groups of related records categorized by similar organizational function. This functional approach aims to:

- Eliminate duplication by gathering records of related functions together, rather than separating them across programs or departments.
- Separate business functions from organizational structure so changes in organizational structure do not impact record series.
- Reduce silos of information.

Retention (Period)

Specifies the total length of time (period) that records must be kept. The retention period begins when a file or set of records is closed. Criteria for closing a file are based on a trigger event.

In the policy, retention is stated in the following terms:

- Current Calendar Year (CCY): ends December 31st
- Current Fiscal Year (CFY): ends December 31st
- Permanent: until SNC no longer exists
- Superseded or obsolete: replaced by a more current record (such as a new policy or procedure), or withdrawn from circulation



Trigger Event

Criteria for closing a file. Sometimes the trigger event (T/E) is the completion of a project or the resolution of an issue when there is no further activity on the file. In other cases, the trigger event is more concrete, such as the termination of an employee or business contract or superseding of a policy. For ongoing files, the end of a calendar or fiscal year may be treated as the trigger event that closes a file pertaining to that year.

Disposition

How records are handled at the end of their lifecycle. The Records Retention Schedule identifies three types of disposition: archive, destroy or permanent.

Archive: A collection of selections of historical records kept to preserve information about, or the function of, an organization. Also, a place where historical records and materials are preserved.

Destroy: Records that must be irretrievably deleted or destroyed, beyond future recognition or recovery, when they reach the end of their retention period. Methods of destruction for physical records include shredding, and separation before disposal. Digital files are destroyed by removing any existing copies, on any interface or storage solution.

Permanent: Disposition classification of records that are kept until SNC no longer exists. All paper/tangible records will be converted into a digital record, which will then be retained in accordance with SNC's Retention Schedule. The original format of the record can be changed (i.e., physical to digital), but the original format of the record will determine the appropriate retention period.

Note that this is to the best of SNC's control – the unintentional destruction of the record that results in data loss or corruption is not in the control of SNC's record retention.

6. PROCEDURES

- a) SNC's official records are organized and stored in a manner that ensures efficient administration of the Authority's operations. Folders, documents, and records are named in a consistent and logical manner according to SNC's record management and FNC policies. This ensures that SNC's records can be located/sourced efficiently and accurately, providing continuity and accuracy in external inquiries and internal business practices.
- b) Records containing confidential information should be labeled and stored to limit access only to those employees or other individuals with authorization to view such records.
- c) Once a trigger event occurs, a file is closed, and the retention period begins. Retention periods are reviewed by Corporate Services and Directors and approved by the SNC Board.



- d) Retention periods and their schedules are reviewed as necessary to meet appropriate standards and align with industry, provincial, and federal guidelines.
- e) The Secretary-Treasurer or designate determines the processes to execute the required disposition of records at the end of a record's retention period. The Secretary-Treasurer or designate execute the disposition of records at the end of the retention period. For archive records and those to be retained permanently, approval is required from Secretary-Treasurer or designate for the official record series. Approval is subject to record type, but all disposition methods are to align with the policies or guidelines established by the information management division.
- f) Destroyed records must be documented. All legal and operational requirements must be met before records are destroyed. If the record has reached its retention timeline, it shall be destroyed, unless a MFIPPA request has been filed or in process of legal action, while still maintaining accordance with FIPPA, MFIPPA and SNC policies or guidelines.
- g) SNC archive records should be reviewed every ten (10) years to determine if they remain relevant and corporately significant. Archive records that are not deemed relevant or corporately significant may be destroyed.



Record Retention Schedule

Record Series	Accountability	Retention Period	Disposition
ADMINISTRATION AND GOVERNANCE			
Governance			
Administrative By-law Including final documents of development, updates, and versions.	Secretary-Treasurer or CAO	Permanent	Permanent
Board Administration and Orientation	Secretary-Treasurer or CAO	CCY + 8 years	Destroy
Board Agendas, Minutes, and Resolutions	Secretary-Treasurer or CAO	Permanent	Permanent
Closed Meetings – In Camera Sessions	Secretary-Treasurer or CAO	Permanent	Permanent
Hearings held by the Authority under the <i>Statutory Powers Procedure Act</i>	Secretary-Treasurer or CAO	Permanent	Permanent
Source Protection Authority Meetings, Minutes and Resolutions	Secretary-Treasurer or CAO	Permanent	Permanent
Orders in Council, Provincial proclamation, jurisdiction enlargements, letters patent.	Secretary-Treasurer or CAO	Permanent	Permanent
Committees Agendas, Minutes, and Resolutions	Secretary-Treasurer or CAO	Permanent	Permanent
Special Levy Programs and Professional Service Agreements			
Special Levy Programs and Services Includes records for programs and services delivered under a Municipal Special Levy	Director responsible for Program and Secretary-Treasurer or CAO	CCY + 10 years	Archive
Professional Service Agreements Includes records related to work completed under agreement with municipalities or other third parties.	Director responsible for Program and Secretary-Treasurer or CAO	CCY + 10 years	Archive
Legal and Risk Management			
Accident and Incident Reporting On SNC properties; in buildings, structures or vehicles; involving staff or public.	Secretary-Treasurer or CAO	15 years after resolution of matter or incident - unless involves a minor, then 15 years after minor turns 18	Destroy
Agreements and Contracts Decisions/final documents for agreements, contracts, service level agreements, licenses between SNC and external organizations.	Secretary-Treasurer or CAO	CCY + 7 years after expiry of agreement/contract	Destroy
Emergency Plans	Secretary-Treasurer or CAO	CCY + 2 years after superseded	Destroy
Consent Releases and Waivers Including insurance and liability waivers, hold harmless agreements, subscription consents, parental and consent release forms.	Secretary-Treasurer or CAO	CCY +15 years	Destroy



Record Series	Accountability	Retention Period	Disposition
Freedom of Information (FOI) & Protection of Privacy Records related to the completion of requests for information submitted under MFIPPA.	FOI Officer and Secretary-Treasurer or CAO	T/E +5 years T/E = Completion of request, closure of file or expiry of appeal period.	Destroy
Insurance Administration	Secretary-Treasurer or CAO	CCY + 15 years	Destroy
Legal Documents - Other Court filings, Provincial Offences Act court documents, evidence, briefs, solicitor-client advice, legal counsel opinion used in litigation and prosecution. May also include tribunal documentation, court enforcement documents, etc. NOTE: Matters related to Ontario Land Tribunal Hearings and CA Act offences may be filed under Planning and Regulations/s28 Regulations/ Permits and Hearings	Secretary-Treasurer or CAO	Permanent	Permanent
MOUs and Agreements – External Organizations	Secretary-Treasurer or CAO	CCY + 7 years after expiration	Destroy
MOUs and Agreements – Municipal (CA Act)	Secretary-Treasurer or CAO	CCY + 15 years after expiration	Archive
Section 29 Infractions CA Lands Records relating to contraventions of O. Reg. 688/21 made under section 29 of the CA Act. Ticket records, collection of fines, notices of trespass, etc.	Managing Director, Property, Conservation Lands, and Community Outreach and Secretary-Treasurer or CAO	Litigation: 15 Years from Settlement, Resolution or Expiry of Appeal Prosecution: 10 Years from Settlement, Resolution or Expiry of Appeal	Archive
Plans, Policies, Procedures			
Corporate Policies Records related to developing corporate policies	Secretary-Treasurer or CAO	10 years after Superseded or Obsolete	Destroy
Corporate / Strategic Plans Documentation related to planning, development and publication of corporate and strategic plans	Secretary-Treasurer or CAO	Permanent	Permanent
Program Reference Material and Resources Background reports, program design, program reviews, reference documents, etc.	Director responsible for Program and Secretary-Treasurer or CAO	5 years after Superseded or Obsolete	Archive



Record Series	Accountability	Retention Period	Disposition
Administrative Management			
Annual Reports	Secretary-Treasurer or CAO	Permanent	Permanent
Annual Business and Work Plans	Secretary-Treasurer or CAO	CCY +7 years Superseded or Obsolete	Destroy
Directories, Contacts and Memberships	Secretary-Treasurer or CAO	CCY + 1 year after Superseded or Obsolete	Destroy
Blank Forms and Templates	Secretary-Treasurer or CAO	1 year after Obsolete	Destroy
Office Administration Final records of general office administrative functions and subjects not covered elsewhere.	Secretary-Treasurer or CAO	CCY + 2 years	Destroy
HUMAN RESOURCES MANAGEMENT			
Attendance and Time Off			
Records related to employee leaves (maternal/parental, sick, bereavement or any other leave covered under the ESA), absenteeism, vacation and other requests for time off. Records may include timesheets, reports and general program information.	Director of Finance and Secretary-Treasurer or CAO	CCY + 7	Destroy
Compensation and Benefits			
Benefits Employee benefit program information	Director of Finance and Secretary-Treasurer or CAO	Superseded or obsolete + 7 years	Destroy
Job Evaluations Job evaluations, job descriptions, compensation reviews, including the program administration guidelines etc.	Director of Finance and Secretary-Treasurer or CAO	Superseded or obsolete + 11 years	Destroy
Compensation and Pension Including records required to support future pension requests and records related to pay equity	Director of Finance and Secretary-Treasurer or CAO	T/E + 50 years T/E = employee departure	Destroy
Employee Management			
Accessibility Management Accessibility plans, reports and audits. Correspondence to and from Provincial Ministries, Inspections and Compliance	Director of Finance and Secretary-Treasurer or CAO	CCY + 15 years	Archive
Disability Management Short term disability applications, medical notes, communication logs, tracking, etc.	Director of Finance and Secretary-Treasurer or CAO	CCY + 25 years	Destroy
Employee Files Records relating to the employment history of all SNC employees. Resume, employee contracts, pension and benefit enrollment; training and	Director of Finance and Secretary-Treasurer or CAO	Permanent	Permanent



Record Series	Accountability	Retention Period	Disposition
development, performance appraisals, commendations, disciplinary letters, terminations, etc.			
Written Agreements to Work Excess Hours Includes Average Overtime Pay or other agreements under the ESA	Director of Finance and Secretary-Treasurer or CAO	T/E + 10 years T/E = last day work performed under the agreement	Destroy
Labour and Employee Relations			
Exit Interviews	Director of Finance and Secretary-Treasurer or CAO	CCY + 7 years after resignation or retirement	Destroy
Human Rights, Violence and Harassment Complaints and Investigations	Secretary-Treasurer or	CCY + 15 years after investigation/case completed	Destroy
Occupational Health and Safety			
Accident and Incident Reports/ Investigations Both internal (staff) and external (public)	Secretary-Treasurer or	CCY + 15 years after investigation/case completed	Destroy
Ergonomic and other Health and Safety Assessments	Secretary-Treasurer and Secretary-Treasurer or CAO	CCY + 10 years	Destroy
Fire Monitoring, Safety Plans, & Other Prevention Programs	Secretary-Treasurer and Secretary-Treasurer or CAO	CCY + 10 years after superseded	Destroy
Training Records	Secretary-Treasurer or CAO	Superseded or obsolete	Destroy
Internal Safety Communications Fact sheets (ticks, heat/cold stress, etc.), safe work procedures, etc.	Secretary-Treasurer or CAO	Superseded or obsolete	Destroy
Joint Health and Safety Committee (JHSC) Documentation	Secretary-Treasurer or CAO	CCY + 7 years	Destroy
Ministry of Labour Records related to reporting, investigations, orders, critical injuries, field visit reports, etc.	Secretary-Treasurer or CAO	CCY + 10 years	Destroy
Safety Data Sheets - WHMIS	Secretary-Treasurer or CAO	CCY + 3 years after superseded	Destroy
Workplace Hazard / Risk Assessments	Secretary-Treasurer or CAO	CCY + 7 years	Destroy
WSIB Reporting Employee WSIB claims, forms, correspondence, statistical reports and supporting documentation, appeals and tribunal information, modified work programs, return to work plans.	Director of Finance and Secretary-Treasurer or CAO	CCY + 50 years after termination of employment	Destroy
Payroll Administration			
Payroll Administration (HR) Regular entry and reconciliation of payroll details and related reports. Attendance, timesheets and payroll	Director of Finance and Secretary-Treasurer or CAO	T/E + 50 years T/E = employee departure	Destroy



Record Series	Accountability	Retention Period	Disposition
deductions (CPP, EI, income tax, benefits). Records relating to annual summaries of year-end reporting to government such as to CRA, Workers' Compensation, OMERS reports, etc.			
Payroll Bookkeeping (Finance) Includes payroll financial reports (registers and ledgers)	Director of Finance and Secretary-Treasurer or CAO	CCY + 7 years	Destroy
Records of Employment, T4 Statements Records of employment of staff for purpose of Employment Insurance EI benefits, and employer copies of T4/T4A statements of remuneration per calendar year	Director of Finance and Secretary-Treasurer or CAO	CCY + 7 years	Destroy
Recruitment and Selection			
Staffing Competitions Documentation relating to hiring for specific authority positions. Records include job posting/ads and recruitment selection process including resumes under consideration, interview questions and notes, evaluations, etc.	Director of Finance and Secretary-Treasurer or CAO	CCY + 6 years after position staffed	Destroy
Staff Training and Development			
Orientation Program Development, delivery, and check-lists for on-boarding of new staff	Director of Finance and Secretary-Treasurer or CAO	CCY + 2 years after superseded or obsolete	Destroy
Professional Development & Training Records Documentation relating to the development, delivery, and reporting of employee training provided.	Director of Finance and Secretary-Treasurer or CAO	CCY + 2 years after superseded or obsolete	Destroy
Volunteer Management			
Volunteer Records Records relating to volunteers' recruitment, contact information, hours of service, assignments, waivers, training, etc.	Director responsible for Secretary-Treasurer or Program	CCY + 3 years after volunteer's services end. If volunteer left before turning 18, 3 years after turning 18	Destroy
FINANCIAL MANAGEMENT			
Accounts Processing			
Accounts Payable	Director of Finance and Secretary-Treasurer or CAO	CCY + 7 years	Destroy
Accounts Receivable	Director of Finance and Secretary-Treasurer or CAO	CCY + 7 years	Destroy



Record Series	Accountability	Retention Period	Disposition
Capital Asset Accounting Records related to financial accounting for capitalization, disposal, and amortization of fixed assets.	Director of Finance and Secretary-Treasurer or CAO	T/E + 10 years T/E = asset disposition	Archive
General Ledger and Trial Balance	Director of Finance and Secretary-Treasurer or CAO	CCY + 7 years after all administrative actions are completed	Destroy
Auditing			
Auditing Preparation	Director of Finance and Secretary-Treasurer or CAO	CCY + 7 years	Destroy
Financial Audited Statements	Director of Finance and Secretary-Treasurer or CAO	Permanent	Permanent
Bank Administration	Director of Finance and Secretary-Treasurer or CAO	CCY + 7 years	Destroy
Bank Statements and Reconciliations	Director of Finance and Secretary-Treasurer or CAO	CCY + 7 years	Destroy
Investments	Director of Finance and Secretary-Treasurer or CAO	CCY + 7 years from end of the last tax year they relate to	Destroy
Budgets – Operating and Capital	Director of Finance and Secretary-Treasurer or CAO	CCY + 10 years after all administrative actions are completed	Destroy
Financial Reports Internal reports – monthly variance and forecasts. Other reports related to surplus, variance, etc.	Director of Finance and Secretary-Treasurer or CAO	CCY + 7 years	Destroy
Annual Tax Returns	Director of Finance and Secretary-Treasurer or CAO	CCY + 7 years	Destroy
Charity Registration			
Registration for SNC Charitable Status	Director of Finance and Secretary-Treasurer or CAO	Permanent	Permanent
Municipal Apportionment and Special Levies			
Municipal Apportionments and General Levies Allocations for municipal apportionment received from Conservation Ontario via MPAC.	Director of Finance and Secretary-Treasurer or CAO	Permanent	Permanent
Special Benefiting Levies Applications and special benefit levies from municipalities.	Director of Finance and Secretary-Treasurer or CAO	Permanent	Permanent



Record Series	Accountability	Retention Period	Disposition
Reserve Funds			
Reserve Funds Administration of reserve funds	Director of Finance and Secretary-Treasurer or CAO	Permanent	Permanent
Funding			
Administration – Fund Raising	Director of Finance and Secretary-Treasurer or CAO	CCY + 7	Destroy
Donors, Donations and Recognition Monetary, in-kind & ecological land gifts	Director of Finance and Secretary-Treasurer or CAO	CCY + 7	Destroy
Grants and Subsidies – Applications/Proposals Applications for grants and subsidies from federal, provincial, municipal, business, private or other sources.	Director of Finance and Secretary-Treasurer or CAO	CCY + 8	Destroy
Grants and Subsidies - Approved Final grants and subsidies received and/or approved from federal, provincial, municipal, corporate, private, or other sources.	Director of Finance and Secretary-Treasurer or CAO	CCY + 9 years after the final receipt of grant & reporting requirements completed	Archive
Purchasing and Procurement Management			
Corporate Credit Cads	Director of Finance and Secretary-Treasurer or CAO	CCY + 7 years	Destroy
Tendered Purchases Records relating to the tendering process, including prequalification, requests for proposals (RFPs), requests for quotes (RFQs), request for information (RFIs), vender responses, proposals, tender submissions, sole source information, vendor evaluation criteria, proof of WSIB, proof of insurance and evaluation of vendor performance. May include records dealing with unsuccessful bids.	Director of Finance and Secretary-Treasurer or CAO	CCY + 7 years	Destroy
Taxes			
Harmonized Sales Tax (HST/GST/PST)	Director of Finance and Secretary-Treasurer or CAO	CCY + 7 years	Destroy
Property Taxes Documentation relating to property taxes and rebates, and tax incentives for Managed Forest (MFTIP) and Conservation Lands (CLTIP).	Director of Finance and Secretary-Treasurer or CAO	Property Tax CCY + 7 years MFTIP/CLTIP CCY + 7 years after plan expiry	Destroy



Record Series	Accountability	Retention Period	Disposition
ASSET MANAGEMENT			
Capital Assets & Works			
Asset Register Includes assets such as land, structures and equipment, computers, equipment, vehicles and any other large physical purchases. May contain description of asset, appraisals, purchasing information, location, etc.	Director of Finance and Secretary-Treasurer or CAO	CCY + 15 years after equipment replaced or asset disposed of	Archive
Capital Asset Plan Records related to capital asset plans.	Director of Finance and Secretary-Treasurer or CAO	CCY + 15 years after superseded or obsolete	Archive
Capital Works – Improvements, Construction and Renovations Records relating to development, construction and renovation of SNC facilities, and conservation areas. Includes specifications, guidelines, final master architectural and structural engineering drawings/plans, land appraisals, etc.	Director of Finance and Secretary-Treasurer or CAO	CCY + 15 years after building/facility disposed of	Archive
Corporate Security - Physical Records relating to the physical security of buildings, facilities, and other areas, including fire alarm systems, use of locks, security personnel, etc.	Managing Director, Property, Conservation Lands, and Community Outreach and Secretary-Treasurer or CAO	CCY + 6 years after system replaced	Destroy
Electronic Monitoring and Surveillance Records Includes video/audio security information, IT data and network back-ups, building access records, web traffic, computer logins, etc.	Secretary-Treasurer or CAO	CCY + 15 years	Destroy
Operations and Maintenance - Routine			
Buildings Records relating to monitoring and scheduling of building structure maintenance and internal property systems; and monitoring and maintaining components of property systems (heating/cooling systems, plumbing, elevating devices, etc.).	Managing Director, Property, Conservation Lands, and Community Outreach and Secretary-Treasurer or CAO	CCY + 7 years after contract completed or warranties expired	Destroy
Equipment & Vehicles Records relating to operation, maintenance and leases of/for general office equipment; vehicles (owned and leased); and other equipment (monitoring, landscaping, etc.)	Managing Director, Property, Conservation Lands, and Community Outreach and Secretary-Treasurer or CAO	CCY + 7 years after equipment replaced or disposed of or lease end	Destroy



Record Series	Accountability	Retention Period	Disposition
Dams, Weirs, Flood and Erosion Control Structures Documenting maintenance of watershed dams and weirs including work orders, inspection checklists, repair history, inspection logs, maintenance records, etc.	Managing Director, Natural Hazards and Infrastructure and Secretary-Treasurer or CAO	Permanent	Permanent
Operations and Maintenance – Conservation Areas			
Inspections, Schedules and Reports Records related to routine maintenance inspections, schedules and reports of SNC conservation areas.	Managing Director, Property, Conservation Lands, and Community Outreach and Secretary-Treasurer or CAO	CCY + 10 years after file closed or inspection completed.	Archive
Maintenance and Repairs - Routine Records related to routine operations and maintenance of conservation areas - trails and minor bridge maintenance, snow plowing, grass cutting, hazard tree removal, etc. Includes communications related to work planning, work orders, price lists, estimates, repair history, etc.	Managing Director, Property, Conservation Lands, and Community Outreach and Secretary-Treasurer or CAO	CCY + 10 years after file closed or work order completed	Archive
INFORMATION TECHNOLOGY			
GIS			
Databases Current active geospatial vector and raster datasets.	Managing Director, Natural Hazards and Infrastructure and Secretary-Treasurer or CAO	Permanent	Permanent
Imagery Includes digital ortho-imagery of SNC jurisdiction, metadata, calibration information, and derivatives, and possibly other remotely sensed data such as satellite images, bathymetry, and LiDAR datasets.	Managing Director, Natural Hazards and Infrastructure and Secretary-Treasurer or CAO	Permanent	Permanent
Internal and External Geo-Applications	Managing Director, Natural Hazards and Infrastructure and Secretary-Treasurer or CAO	T/E + 7 years T/E = application decommissioned	Destroy
Projects GIS projects supporting SNC programs including map documents, analytical datasets, reference materials, etc.	Managing Director, Natural Hazards and Secretary-Treasurer or CAO	CCY + 15	Archive
Reference Spatial Data Legacy geospatial datasets and related attributes.	Managing Director, Natural Hazards and Infrastructure and	CCY + 7 years	Archive



Record Series	Accountability	Retention Period	Disposition
	Secretary-Treasurer or CAO		
Network Management			
Backup and Security of SNC electronic information systems.	Secretary-Treasurer or CAO	CCY + 4 years	Destroy
Firmware Drivers and firmware patches for network equipment servers, workstations, printers, etc.	Secretary-Treasurer or CAO	Automated log files kept until overridden User created files = CCY + 2 years	Destroy
Servers and Virtual Machines May contain server maintenance routines, troubleshooting guidance, upgrades, etc.	Secretary-Treasurer or CAO	Automated log files kept until overridden User created files = CCY + 2 years	Destroy
Records Information Management			
Classification and Records Retention Schedule Records relating to the development and implementation of the records classification structure and the retention and disposition schedule initiatives.	Secretary-Treasurer or CAO	CCY + 10 years after record retention schedule is superseded or obsolete	Destroy
Records Destruction Certificates Records documenting the disposal of electronic and hardcopy records.	Secretary-Treasurer or CAO	Permanent	Permanent
MARKETING & COMMUNICATIONS			
Audio Visual Corporate photographs, videos, and recorded audio including consent forms commissioned/ photographed	Managing Director, Property, Conservation Lands, and Community Outreach and Secretary-Treasurer or CAO	CCY + 10 years	Archive
Celebrations and Recognitions Includes event information for employee service and recognition awards, corporate anniversaries, etc.	Secretary-Treasurer and Secretary-Treasurer or CAO	CCY + 10 years	Archive
Creative Services Graphics Products developed using graphic design tools and software e.g., advertisements, brochures, booklets, signage, swag, etc.	Managing Director, Property, Conservation Lands, and Community Outreach and Secretary-Treasurer or CAO	CCY + 4 years after superseded or obsolete	Archive
Corporate Identity and Branding Planning, development, administration (logos, brand guidelines, etc.). Excludes final templates and forms (see Administration & Governance / Forms &	Managing Director, Property, Conservation Lands, and Community Outreach and	CCY + 10 years after superseded or obsolete	Archive



Record Series	Accountability	Retention Period	Disposition
Templates).	Secretary-Treasurer or CAO		
Electronic Newsletters - External	Managing Director, Property, Conservation Lands, and Community Outreach and Secretary-Treasurer or CAO	CCY + 3 years	Destroy
Electronic Newsletter Consents	Managing Director, Property, Conservation Lands, and Community Outreach and Secretary-Treasurer or CAO	T/E + 15 years T/E = withdrawal of consent	Destroy
Internal Crisis Communications Corporate plans and materials for internal audiences related to crisis communications.	Managing Director, Property, Conservation Lands, and Community Outreach and Secretary-Treasurer or CAO	CCY + 10 years	Destroy
Marketing/Social Media and Campaigns Marketing/communications plan development, execution and evaluation including strategies, tactics, orders, etc. Includes social media campaigns and content distribution across platforms (Instagram, etc.)	Managing Director, Property, Conservation Lands, and Community Outreach and Secretary-Treasurer or CAO	CCY + 7 years	Archive
Media Relations and Monitoring Key messages for media response, misinformation management, media releases/advisories, media contact lists, images, etc.	Managing Director, Property, Conservation Lands, and Community Outreach and CAO	CCY + 7 years	Archive
Website Content & Redevelopment	Managing Director, Property, Conservation Lands, and Community Outreach and Secretary-Treasurer or CAO	Superseded or obsolete	Destroy
Web Form Data	Managing Director, Property, Conservation Lands, and Community Outreach and Secretary-Treasurer or CAO	Quarterly within each calendar year	Destroy



Record Series	Accountability	Retention Period	Disposition
Web and Social Media Analytics	Managing Director, Property, Conservation Lands, and Community Outreach and Secretary-Treasurer or CAO	CCY + 7 years	Archive
NATURAL HAZARDS AND EARLY WARNING SYSTEMS			
Flood Contingency and Dam Emergency Preparedness Plans	Managing Director, Natural Hazards and Infrastructure and Secretary-Treasurer or CAO	Permanent	Permanent
Climate and Streamflow Data	Managing Director, Natural Hazards and Infrastructure and Secretary-Treasurer or CAO	Permanent	Permanent
Dam Safety Reviews	Managing Director, Natural Hazards and Infrastructure and Secretary-Treasurer or CAO	Permanent	Permanent
Flood Event Records	Managing Director, Natural Hazards and Infrastructure and Secretary-Treasurer or CAO	Permanent	Permanent
Low Water Records	Managing Director, Natural Hazards and Infrastructure and Secretary-Treasurer or CAO	Permanent	Permanent
Flood Contact Lists	Managing Director, Natural Hazards and Infrastructure and Secretary-Treasurer or CAO	CCY + 15 years	Destroy
Natural Hazards Regulation Mapping	Managing Director, Natural Hazards and Infrastructure and Secretary-Treasurer or CAO	Permanent	Permanent



Record Series	Accountability	Retention Period	Disposition
Flood Operations Manual	Managing Director, Natural Hazards and Infrastructure and Secretary-Treasurer or CAO	CCY +15 years after superseded or obsolete	Archive
DEVELOPMENT REVIEW – PLANNING & REGULATIONS			
Guidance and Reference Materials			
Conservation Ontario Templates and Guidance Documents	Managing Director, Approvals and Secretary-Treasurer or CAO	CCY + 10 years	Destroy
Provincial Natural Hazard Guides Records relating to provincial technical documents providing guidance and standards for hazard identification.	Managing Director, Approvals and Secretary-Treasurer or CAO	Superseded or Obsolete + 20 years	Archive
Plan Input			
Comprehensive Zoning Bylaws Records relating to municipal assistance in Comprehensive Zoning By-Law updates, including Zoning maps.	Managing Director, Approvals and Secretary-Treasurer or CAO	Permanent	Permanent
Municipal Planning/Official Plans Documented records of SNC input to municipalities including Official Plans, Secondary Plans, Comprehensive Zoning By-Laws and other approved policy documents, including comments to the Ministry of Municipal Affairs & Housing.	Managing Director, Approvals and Secretary-Treasurer or CAO	Permanent	Permanent
Studies - SNC Input Records relating to SNC input on municipal studies.	Managing Director, Approvals and Secretary-Treasurer or CAO	CCY + 20 years	Destroy
Aggregates Records relating to SNC input on Aggregate/Resource mining developments.	Managing Director, Approvals and Secretary-Treasurer or CAO	Permanent	Permanent
Plan Review			
Applications Records relating to Planning Act applications circulated to SNC.	Managing Director, Approvals and Secretary-Treasurer or CAO	Permanent	Permanent
Environmental Assessments Records relating to studies of environmental issues and impacts as part of assessments within SNC's jurisdiction.	Managing Director, Approvals and Secretary-Treasurer or CAO	CCY + 20 years	Destroy
Master Drainage Plans Records relating to municipal	Managing Director, Approvals and	CCY + 20 years	Destroy



Record Series	Accountability	Retention Period	Disposition
documents referenced during technical reviews for planning applications.	Secretary-Treasurer or CAO		
Administration and Enforcement of Parts VI and VII of the CA Act			
Permits issued under Part VI of the CA Act Records relating to applications, permits, conditions, technical reviews, issuance, etc.	Managing Director, Approvals and Secretary-Treasurer or CAO	Permanent	Permanent
Enforcement Records relating to inspections, investigations, offences, and prosecutions	Managing Director, Approvals and Secretary-Treasurer or CAO	Permanent	Permanent
Reported Concerns Documented reports regarding potential contraventions of the CA Act.	Managing Director, Approvals and Secretary-Treasurer or CAO	CCY + 7 years	Destroy
Property Inquiries			
Data Requests Records detailing the requested data and what SNC provided.	Managing Director, Approvals and Secretary-Treasurer or CAO	CCY + 5 years	Destroy
Property Inquiry Service	Managing Director, Approvals and Secretary-Treasurer or CAO	CCY + 5 years	Destroy
Pre-consultations Records relating to pre-application consultations related to CA Act permit applications and Planning Act applications.	Managing Director, Approvals and Secretary-Treasurer or CAO	CCY + 15 years	Destroy
SOURCE WATER PROTECTION			
Reports Assessment Reports, Source Protection Plan, Explanatory Document, Amendments of the Regulation, Annual Progress Reports and Forms	Managing Director, Approvals and Secretary-Treasurer or CAO	Permanent	Permanent
Background Technical Studies and Models Foundational technical studies, models and updates for groundwater studies, water budgets, etc.	Managing Director, Approvals and Secretary-Treasurer or CAO	Permanent	Permanent
Municipal Documents and Risk Management Notices/Plans/Correspondence; Ministry Inspection Reports	Managing Director, Approvals and Secretary-Treasurer or CAO	Superseded or obsolete + 15 years	Destroy
Notices, Orders, Letters under Part IV of the Clean Water Act	Managing Director, Approvals and Secretary-Treasurer or CAO	Permanent	Permanent
Ontario Transfer of Payment Agreement Including budgeting and progress	Managing Director, Approvals and	Permanent	Permanent



Record Series	Accountability	Retention Period	Disposition
reports	Secretary-Treasurer or CAO		
Provincial Documents, Technical Bulletins and Rule Guides/Updates	Managing Director, Approvals and Secretary-Treasurer or CAO	Superseded or obsolete + 15 years	Destroy
Source Protection Committee and Management Committee	Managing Director, Approvals and Secretary-Treasurer or CAO	Permanent	Permanent
SEPTIC PROGRAM – BUILDING CODE PART 8			
Building Code Permits Records relating to permits, inspections, compliance certificates, etc.	Managing Director, Approvals and Secretary-Treasurer or CAO	Permanent	Permanent
Enforcement Records relating to investigations, orders, offences, and prosecutions	Managing Director, Approvals and Secretary-Treasurer or CAO	Permanent	Permanent
Septic Records Search Service	Managing Director, Approvals and Secretary-Treasurer or CAO	CCY + 5 Years	Destroy
Reported Concerns Documented reports regarding potential contraventions of the Building Code	Managing Director, Approvals and Secretary-Treasurer or CAO	CCY + 7 years	Destroy
CONSERVATION AREAS			
Access and Use Permits for Conservation Lands Applications and permits for activities and facility rentals on conservation lands.	Managing Director, Property, Conservation Lands, and Community Outreach and Secretary-Treasurer or CAO	CCY + 5 years after permit expires	Destroy
CONSERVATION LANDS			
Conservation Lands Management Documentation related to management of conservation lands.	Managing Director, Property, Conservation Lands, and Community Outreach and Secretary-Treasurer or CAO	Permanent	Permanent
Easements and Agreements Documentation related to SNC or external encumbrances and agreements, including easements.	Managing Director, Property, Conservation Lands, and Community Outreach and Secretary-Treasurer or CAO	Permanent	Permanent



Record Series	Accountability	Retention Period	Disposition
Land Acquisition and Disposition Documentation related to the purchase and sale of land including correspondence, consultant procurement and deliverables, legal records, etc.	Managing Director, Property, Conservation Lands, and Community Outreach and Secretary-Treasurer or CAO	Permanent	Permanent
MONITORING & INVENTORY			
Data Includes aquatic and terrestrial ecology monitoring and inventory; surface water quality and quantity; Ecological Land Classification mapping	Director responsible for Program and Secretary-Treasurer or CAO	Permanent	Permanent
Field Sheets Digital documentation related to the forms and data sheets used in all inventories and monitoring programs.	Director responsible for Program and Secretary-Treasurer or CAO	Superseded or Obsolete	Destroy
Monitoring Program Scheduling	Director responsible for Program and Secretary-Treasurer or CAO	CCY + 3 years	Destroy
Reporting Documentation relating to technical and non-technical reporting of inventory and monitoring data. This includes, but is not limited to, watershed report cards, characterization reports, etc.	Director responsible for Program and Secretary-Treasurer or CAO	Permanent	Permanent
RESTORATION, STEWARDSHIP, AND EDUCATION			
Landowner Contacts NOTE: may contain personal information.	Director responsible for Program and Secretary-Treasurer or CAO	CCY + 5 years after Superseded or Obsolete	Destroy
Private Landowner Restoration and Stewardship Projects - Completed Includes permits, project documentation, decision correspondence, site assessment, and other reports; concept and planting plans, mapping; project monitoring, photos/videos, site photos pre, during, post; other performance monitoring-related data, any related reporting to external funding sources.	Director responsible for Program and Secretary-Treasurer or CAO	CCY + 15 years	Archive
Private Landowner Restoration and Stewardship Projects – Proposed Projects Includes permits, project documentation, decision correspondence, site assessment and other reports; concept and planting plans, mapping; monitoring project	Director responsible for Program and Secretary-Treasurer or CAO	CCY + 15 years	Destroy



Record Series	Accountability	Retention Period	Disposition
photos/videos (excluding images of people), site photos; data; etc., for projects proposed or incomplete projects.			
Cost-Share Grant Programs – Complete and Paid Including, applications (including forms, site visit documents, and photos), correspondence with applicants, project rating criteria, documents submitted by applicant as required by Program, grant payment documentation, etc.	Director responsible for Program and Secretary-Treasurer or CAO	CCY + 15 years	Archive
Cost-Share Grant Programs – Incomplete or Denied Projects Including, applications (including forms, site visit documents, and photos), correspondence with applicants, project rating criteria, etc.	Director responsible for Program and Secretary-Treasurer or CAO	CCY + 15 years for incomplete, deferred, or denied projects	Destroy