

| Program, Service or Activity         | What Regional Department is the record located in?                | What is the legal authority for the Region to maintain the information?   | What information is maintained in the record?   | What is the information used for?   | Who has access to the information?  | Who would be in the information bank?  | How long will the information be kept for?   |
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| Access Halton                        | Strategic Transformation Group, Communications & Customer Service | Regional Municipality of Halton Act, R.S.O. 1990, C. R.11, as amended; Ontario Works Act, 1997, S.O. 1997, c.25, Sched. A; Health Protection & Promotion Act, R.S.O. 1990, c. H.7, as amended | Reason for inquiry, postal code, gender<br>As required: Name, address, telephone number, date of birth social insurance number, health card number, Ontario Works member ID, housing applicant ID, source of income, financial assets, dependents | To provide service based on customer need   | Access Halton staff, contracted answering service provider  | Halton Region residents who have contacted Access Halton   | Resolution of inquiry plus 1 year, then destroy for general inquiries and complaints.<br><br>Information related to other services provided by the Region are maintained in accordance with program-specific retention requirements. |
| Emergency Plans                      | Office of the CAO, Policy Integration & Communications            | Emergency Plans Act, R.S.O. 1990 ; Regional Municipality of Halton By-law No. 20-99   | Names, agency/organization names, contact numbers (telephone, pager and/or cellular), facility addresses  | Emergency contact or notification   | Region of Halton, municipal and other agency/organization representatives having roles and responsibilities within the Region's Emergency Plans | Key individuals of specific agencies/ organizations that have roles and responsibilities within the Region's Emergency Plans | Until Superseded - the retention is ongoing. Information is updated annually or as needed  |
| Heritage Partner Contact Information | Legislative and Planning Services, Heritage Services              | Regional Municipality of Halton By-law No. 20-99  | Name, address, telephone number, email  | Newsletter mailout, ongoing contact for advisory services   | Heritage Services Staff   | Individuals and organizations who are part of the Halton heritage network  | 5 years, then shred (subject to archival selection)  |
| Accession Register                   | Legislative and Planning Services, Heritage Services              | Regional Municipality of Halton By-law No. 20-99  | Name, address, telephone number, email, list of artifacts donated   | Maintained for validation of legal title of Region  | Heritage Services Staff   | Individuals who donate artifacts to Halton Region  | Until superseded plus 3 years, then shred  |
| Donation Files                       | Legislative and Planning Services, Heritage Services              | Regional Municipality of Halton By-law No. 20-99  | Name, address, telephone number, email, list of artifacts donated   | Maintained for validation of legal title of Region, as well as for inventory control  | Heritage Services Staff   | Individuals who donate artifacts to Halton Region  | For as long as the Region holds the historic collection plus 1 year, then shred (subject to archival selection)  |
| Deaccession Files                    | Legislative and Planning Services, Heritage Services              | Regional Municipality of Halton By-law No. 20-99  | Name, address, telephone number, email, list of artifacts donated   | Maintained for validation of legal title of Region  | Heritage Services Staff   | Individuals who donate artifacts to Halton Region  | Until superseded plus 3 years, then shred  |
| <b>Human Resources Division</b>      |   |   |   |   |   |  |  |
| Occupational Injuries/Illnesses      | Office of the CAO, Human Resource Services                        | Workplace Safety & Insurance Act, S.O. 1997, c. 16; Occupational Health & Safety Act, R.S.O. 1990, c. O.1, as amended; Ontario Human Rights Code  | Name, address, phone number, employee number, age, wages and benefits information, SIN, details of injury or accident, correspondence to and from WSIB, records of past injuries  | Process claims made under the Workplace Safety & Insurance Act 1997, assess accommodation for permanent impairments under Human Rights Code           | Employee Health, Safety and Wellness team, WSIB, Ministry of Labour staff, Legal Services staff   | Employees of Halton Region submitting accident claims or reports   | Resolution of claim plus 25 years, then shred  |
| Medical Surveillance                 | Office of the CAO, Human Resource Services                        | Occupational Health & Safety Act, R.S.O. 1990, c. O.1, as amended   | Name, address, phone number, employee number, medical test results  | Maintain records of employees testing of exposure to designated substances and other safety related issues  | Employee Health, Safety and Wellness team   | Employees of Halton Region who may be exposed to designated substances as per the Occupational Health and Safety Act         | Until employee ceases working for the Region plus 40 years, then shred   |
| Short Term Disability                | Office of the CAO, Human Resource Services                        | Municipal Act, 2001, S.O. 2001, c. 25; Ontario Human Rights Code  | Name, address, phone number, employee number, physician notes or reports, nature of condition, prognosis for recovery, restrictions   | Adjudicate Short Term Disability claims under self-insured program for non-Record employee's career objectives and participation in relevant training | Employee Health, Safety and Wellness team   | Employees of Halton Region seeking compensation under Short Term Disability  | Resolution of claim plus 7 years, then shred   |
| Career Planning/Training             | Office of the CAO, Human Resource Services                        | Municipal Act, 2001, S.O. 2001, c. 25.  | Name, employee number, hire date, training completed, training assigned   | Record employee's career objectives and participation in relevant training  | Human Resources staff, managers, supervisors  | Employees of the Halton Region   | 2 years after training completed, then shred   |
| Attendance Recording System          | Finance, Financial Services and Payroll                           | Municipal Act, 2001, S.O. 2001, c. 25.  | Name, employee number, record of work attendance, vacation entitlement  | Maintain record of absences, hours worked, statistical reporting  | Human Resources and Payroll staff   | Employees of the Halton Region   | 2 years, then shred (subject to archival selection)  |
| Employment Application Inventory     | Office of the CAO, Human Resource Services                        | Municipal Act, 2001, S.O. 2001, c. 25.  | Name, employee number, letters of application, resumes  | Identify potential candidates for job competitions  | Human Resources staff, supervisors, managers  | Applicants for employment at the Halton Region   | 1 year, then shred   |
| Grievances and Applications          | Office of the CAO, Human Resource Services                        | Labour Relations Act, R.S.O. 1990, c.L.2, as amended  | Name, grievance forms, notices and replies, grievance awards, correspondence regarding the grievance, supporting documentation  | Document and process grievances   | Human Resources staff, supervisors, managers, Legal Services staff  | Halton Region employees launching formal grievances  | Resolution of claim plus 10 years, then shred  |
| Recruitment                          | Office of the CAO, Human Resource Services                        | Municipal Act, 2001, S.O. 2001, c. 25.  | Name, address, telephone/fax number, application form, job ad, screening and evaluation information, appointment of successful candidate  | Document the hiring process, provide statistical data   | Human Resources staff, supervisors, managers  | Applicants for employment with Halton Region   | 1 year, then shred   |
| Pay Equity                           | Office of the CAO, Human Resource Services                        | Municipal Act, 2001, S.O. 2001, c. 25.  | Name, employee number, Job Evaluation Questionnaire   | Maintain records to ensure pay equity   | Human Resources staff, supervisors, managers  | Employees of Halton Region   | Permanent  |
| Payroll Information                  | Finance, Financial Services and Payroll                           | Municipal Act, 2001, S.O. 2001, c. 25.  | Name, address, telephone number, date of birth, gender, garnishment and family support, employee number, SIN, bank account number, TD 1, payroll transactions, employee benefit options, salary   | Record employees' payroll/benefit transactions and employee benefit options, processing payroll transactions  | Human Resources and Payroll staff   | Employees of Halton Region   | End of last taxation year plus 7 years, then shred   |

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| Employee Files                         | Office of the CAO, Human Resources                | Employment Standards Act, 2000, S.O. 2000, c. 41   | Name, employee number, address, work history, payroll transactions, employee benefit options, health records, dependants, reports and claims, appraisal of work performance, individual talent management plan, years of service, pension entitlement, direct deposit form, charitable donations forms, tax forms | Record employee's work history, payroll/benefit transactions, verify health status, authorize leaves of absence, manage employee performance, document pension entitlements. | Human Resources and Payroll staff; Employee upon request  | Employees of Halton Region  | Termination of employment plus 7 years, then shred (subject to archival selection). Pension records maintained for 10 years after death of employee, beneficiary, then shred. |
| Harrasment and Violence Complaints     | Office of the CAO, Human Resources                | Employment Standards Act, 2000, S.O. 2000, c. 41; Occupational Health & Safety Act, R.S.O. 1990, c. O.1, as amended; Ontario Human Rights Code | Employee Name, Number, Complaint, Investigation Notes, Evidence which may include hours of work, pay information, technology usage  | Maintain records to demonstrate investigation occurred and the outcome of the investigation  | Human Resources, Legal Services   | Employees of the Region involved in a harassment and/or violence complaint . Where the investigation substantiates the complaint of harassment or discrimination, the outcome of the investigation, and any disciplinary action, will be copied to the complainant and recorded in the personnel file of the person against whom the complaint was laid.<br><br>Where the investigation results in a finding that the complaint of harassment or discrimination is not proved, all records of the complaint and investigation will be retained in separate, sealed files for a period of seven years, to be used in the event that the complainant pursues the complaint through another forum. | Resolution of complaint plus 3 years, then shred.   |
| <b>Legal Services Division</b>         |   |  |   |  |   |   |   |
| Corporate Opinion Files                | Legislative and Planning Services, Legal Services | Municipal Act, 2001, S.O. 2001, c. 25.   | Name, address, telephone number, medical, financial, education and employment information   | Provide legal advice on matters concerning the Regional Corporation and Regional Council to Regional client groups and Regional Council                                      | Legal Services staff, supervisors, managers requesting legal assistance   | Individuals whose affairs may be the subject of legal advice requested from the Legal Services Division   | 15 years, then shred.<br><br>Formal opinions and briefs are permanent.  |
| Litigation Files                       | Legislative and Planning Services, Legal Services | Municipal Act, 2001, S.O. 2001, c. 25.   | Name, address, telephone number, lawyer's name, medical, financial, education and employment information, pleadings, internal and external correspondence, legal opinions   | Provide legal advice on litigation matters   | Legal Services staff, supervisors, managers requesting legal assistance   | Individuals involved in possible litigation against or with the Region  | Permanent   |
| Agreement Files                        | Legislative and Planning Services, Legal Services | Municipal Act, 2001, S.O. 2001, c. 25.   | Name, address, telephone number, lawyer's name, internal and external correspondence, legal opinions  | Prepare various agreements on behalf of the Region   | Legal Services staff, staff from each Regional department   | Individuals and staff members involved in business with the Region that involves the preparation of agreements  | Termination of agreement plus 15 years, then shred  |
| Real Estate Files                      | Legislative and Planning Services, Legal Services | Municipal Act, 2001, S.O. 2001, c. 25.   | Name, address, telephone number, lawyer's name, purchase price, legal description of land, internal and external correspondence, legal opinions   | Buy, sell or lease real property on behalf of the Region. Also, to prepare land registration documents and conduct real estate property title searches                       | Legal Services staff, Planning & Public Works Department staff, Realty Services staff   | Property owners and staff members involved in the buying or selling of real property on behalf of the Region  | Completion of real estate transaction, plus 40 years then shred. For property leases, termination or expiry of lease plus 7 years, then shred.                                |
| Risk Management Files                  | Legislative and Planning Services, Legal Services | Municipal Act, 2001, S.O. 2001, c. 25.   | Name, address, telephone number, adjusters, insurers, service providers and/or lawyer's name, claim details, police occurrence reports, internal correspondence, Ex Gratia grant applications   | Process insurance claims involving the Region  | Legal Services staff, Halton Regional Police Service staff, various Regional staff members, adjusters, insurers, service providers, lawyers | Individuals involved in insurance matters involving the Region  | Resolution of claim and all appeals plus 15 years, then shred. Claims involving individuals under 18 years of age are kept 21 years, then shred.                              |
| Realty Services Files                  | Legislative and Planning Services, Legal Services | Municipal Act, 2001, S.O. 2001, c. 25.   | Name, address, lawyer's name, legal description of land, agreement of purchase and sale, appraisal, registered plan, correspondence   | Records details of the purchase and sale, expropriation and/or lease of property by the Region   | Realty Services staff, Planning & Public Works staff, Legal Services staff, Social Services staff, Halton Regional Police Service staff     | Property owners who are involved with the purchase or sale of property by the Region; property owners within Halton Region who have had their land expropriated by the Region; landlords of buildings or properties leased by the Region  | Completion of real estate transaction plus 40 years, then shred.<br>Termination or expiry of lease plus 7 years, then shred.  |
| <b>Social &amp; Community Services</b> |   |  |   |  |   |   |   |
| Child Care Client Records              | Social & Community Services, Children's Services  | The Child Care and Early Years Act, 2014 S.O. 2014, c. 11, Sched. 1  | Name, address, telephone number, date of birth, education, next of kin, marital status, health card number, SIN number, dependants, financial information, life insurance   | Determine eligibility for subsidized child care; determine invoice amount and method of payment  | Children's Services Staff, Coordinated Intervention Services (CIS)  | Individuals who are documented for subsidized child care and/or individuals receiving inclusion services; full fee paying clients at RCCCs  | End of fiscal year to which records relate plus 6 years, then shred.  |

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| Child Care Waiting List - Subsidy, RCCC, Ontario Child Care Management System | Social & Community Services, Children's Services          | The Child Care and Early Years Act, 2014 S.O. 2014, c. 11, Sched. 1                       | Child's name, address, date of birth, type of child care available, education, next of kin, marital status, health card number, SIN number, dependants, financial information, life insurance   | Placement of eligible children in child care facilities  | Children's Services Staff, CIS  | Children who require child care services but must wait until spaces and/or funding become available                         | Discharge of the child plus 3 years, then shred   |
| Children and Families Using Regional Child Care Services                      | Social & Community Services, Children's Services          | The Child Care and Early Years Act, 2014 S.O. 2014, c. 11, Sched. 1                       | Name, address, telephone number, date of birth, medical information regarding child   | Enrolment of children at Regional child care centres   | Children's Services Staff, CIS  | Families who use Regional child care services   | Discharge of the child plus 3 years, then shred   |
| Children's Developmental Services and Records                                 | Social & Community Services, Children's Services          | Child, Youth and Family Services Act, 2017  | Name, address, telephone number, date of birth, medical information related to family history, referrals, medical and developmental information of referred children, developmental assessment results, intervention.   | Determine eligibility and service intervention.  | Children's Services Staff   | Families and children using special needs services  | 10 years, then shred for Resource Consultant, Developmental Consultant and Behaviour Consultant; 28 years, then shred for Occupational Therapist  |
| Inclusion Services Waiting List   | Social & Community Services, Children's Services          | The Child Care and Early Years Act, 2014 S.O. 2014, c. 11, Sched. 1                       | Name (parents and children), address, telephone number, date of birth (children), assessment results  | Placement of children in inclusion spaces  | Children's Services Staff, CIS  | Families and children requiring inclusion services  | Until superseded  |
| Private Home Child Care Providers who are on the Halton Child Care Registry   | Social & Community Services, Children's Services          | The Child Care and Early Years Act, 2014 S.O. 2014, c. 11, Sched. 1                       | Name, address, telephone number, confirmation registry process completed, legal agreement, conflict of interest by-laws   | To have a purchase of service agreement to provide subsidized child care   | Children's Services Staff   | Individuals who are providing child care services in their home   | 5 years, then shred   |
| Licensed Day Nurseries Service Providers                                      | Social & Community Services, Children's Services          | The Child Care and Early Years Act, 2014 S.O. 2014, c. 11, Sched. 1                       | Name, address, telephone number, day nursery license, financial statements, child care rates, correspondence, insurance information, agreements, visit reports, vehicle safety certificates, seal, Board of Directors articles of incorporation   | Maintain records of licensed day nursery service providers, agreement fee/wage subsidy, document and monitor quality of service  | Children's Services Staff   | Individuals who are providing child care services in licensed facilities who are in receipt of fee or wage subsidy services | 5 years, then shred   |
| Ontario Works Client Records  | Social & Community Services, Employment & Social Services | Ontario Works Act, 1997, S.O. 1997, c.25, Sched. A  | Name, address, telephone number, date of birth, spouse's date of birth, SIN number for all family members, health card number for all members, employment history, marital status, dependent's name, gender, date of birth, school name and grade, name and relationship of others living in the home, monthly living expenses, income and assets, immigration status and details | Record eligibility, determine rate of social assistance, administer financial assistance payments, evaluate program, record client payments, eligibility reviews and investigations, evaluation of program integrity and accountability and participation in the components of the Ontario Works program | Social Services staff, Ministry of Children, Community & Social Services<br>Social Assistance Branch, Halton Community Legal Clinic (if representing an Ontario Works client)                                 | Individuals and their dependents who apply for Ontario Works  | File closed plus 5 years, then shred. Arrears files that have not been written-off or settled within 5 years of file closure will be kept until arrears have been written-off or settled, then shred. |
| Integrated System Navigator   | Social & Community Services, Children's Services          | Regional Municipality of Halton Act, R.S.O. 1990, C. R.11, as amended                     | All records relating to clients involved with Integrated System Navigator. Includes the original referral to ISN, consent forms, documentation obtained in the course of providing the service, and documented assessments and outcomes.  | To help support families and individuals with individualized navigation support across systems   | Integrated System Navigators  | Individuals who participate in the Integrated Systems Navigator   | 5 years, then shred   |
| Unlicensed Schoolage Recreation Program                                       | Social & Community Services, Children's Services          | The Child Care and Early Years Act, 2014 S.O. 2014, c. 11, Sched. 1                       | Name, address, telephone number, quality assurance (OCA or High Five), applicable policies, staff names, qualifications, ages, rates, correspondence, insurance agreement   | Maintains record of unlicensed fee program as it relates to fee subsidy and purchase of service agreements   | Children's Services Staff   | Unlicensed schoolage operators with purchase of service agreements  | 5 years, then shred   |
| Wage Subsidy (LDN, Special Needs, Resource Centres)                           | Social & Community Services, Employment & Social Services | The Child Care and Early Years Act, 2014 S.O. 2014, c. 11, Sched. 1                       | Name, address, telephone number, number of staff, licensed spaces, financial information regarding wage subsidy   | Determine number of staff and appropriate wage subsidy funding   | Children's Services Staff   | Programs receiving wage subsidy dollars   | End of fiscal year to which records relate plus 6 years, then shred.  |
| Municipally Funded Social Assistance Client Records                           | Social & Community Services, Employment & Social Services | Ontario Works Act, 1997, S.O. 1997, c.25, Sched. A; Municipal Act, 2001, S.O. 2001, c. 25 | Name, address, telephone number, date of birth, SIN number for all family members, health card number for all members, employment history, marital status, immigration status and details,  | Assess eligibility for assistance with items of need, ie. medical travel and transportation, prescription  | Social Services staff, Ministry of Community & Social Services staff  | Individuals and their dependants who apply for one time social assistance   | 5 years, then shred   |
| Subsidized Low Income Transit (SPLIT) Client Records                          | Social & Community Services, Employment & Social Services | Ontario Works Act, 1997, S.O. 1997, c.25, Sched. A; Municipal Act, 2001, S.O. 2001, c. 25 | Name, address, telephone number, date of birth, SIN for client and spouse, if applicable, marital status, income  | Assess eligibility for subsidized transit passes   | Social Services staff, Town of Oakville, City of Burlington, Town of Milton and Town of Halton Hills staff – lower tier municipal staff have no access to clients' SIN, income or marital status information. | Individuals who apply for SPLIT passes.   | 5 years, then shred   |

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| Hostel Services Client Records   | Social & Community Services, Housing Services     | Ontario Works Act, 1997, S.O. 1997, c.25, Sched. A   | Name, address, telephone number, date of birth, SIN number, health card number, marital status, employment history, dependants' and spouse's date of birth and contributions, relationships to and financial contributions of other persons living in the house, monthly living expenses, income and assets, reason for hostel requirements   | Assess eligibility for subsidy in transient, emergency or domicillary hostels, process subsidies and record services  | Social Services staff, Ministry of Community & Social Services staff   | Individuals who apply for subsidy while living in transient, emergency or domicillary hostels                             | 7 years after the file closed, then shred   |
| Resident Financial and Care Records: Allendale, Post-Inn, Creekway   | Social & Community Services, Services for Seniors | Long Term Care Home Act, 2007, S.O. 2007, c.8  | Name, date of birth, health card number, nationality, birthplace, next of kin, dental information, medical information, receipt for all goods/services purchased by/for resident such as hairdressing, foot care, religion, marital status, highest education, previous occupation, banking information for pre-authorized payments, last will and testament (only collect the page with the executor listed, but sometimes receive the entire document) Includes: All records typically found in a resident chart, such as admission documents, consent forms, physicians' orders, progress notes, history and consultation information, diagnostic records, multidisciplinary information, medical administration records. Includes medical certificate of death and release of body records. Includes discharged and deceased client files from Long-term care, Respite Care and Convalescent Care (CC) (CC closed in 2018). | Maintain a record of charges/payments, maintain a cumulative history of all aspects of resident care, assess resident care requirements                                   | Long-term Care Home staff, Ministry of Health staff, Physicians contracted to the homes, Nurse Practitioners contracted to the homes, OT/PT staff contracted to the homes, Behaviour Supports Ontario Staff contracted to the homes. | Residents of the Long-term Care Home, Respite clients, Previous convalescent clients, both current and discharged.        | Date of last entry plus 10 years, then shred for resident care records<br>For financial information, closure of account plus 7 years, then shred. |
| Client Financial Records: Adult Day Programs (Silver Creek, Milton Place, Friends Landing)   | Social & Community Services, Services for Seniors | Home Care and Community Services Act, 1994, S.O. 1994, c. 26; Local Health System Implementation Act, 2006 (LHSIA) | Banking information for pre-authorized payments.  | Maintain a record of charges/payment.   | Adult Day program Coordinators and business office support   | Clients in the Adult Day both current and discharged  | Closure of account plus 7 years, then shred<br>Voided cheques for pre-authorized payment are shredded upon entry into the electronic system.      |
| Client Care Records: Adult Day Programs (Silver Creek, Milton Place, Friends Landing) and Assisted Living/Supports for Daily Living Programs (Bonnie Place, Martin House-formerly known as Bruce Apartments, Wellington Terrace, John Rhodes Apartments) | Social & Community Services, Services for Seniors | Home Care and Community Services Act, 1994, S.O. 1994, c. 26; Local Health System Implementation Act, 2006 (LHSIA) | Includes: Name, date of birth, health card number, birth country, all records pertaining to the care of the clients of the Assisted Living/Supports for Daily Living and/or Adult Day Programs, including diagnosis, service plans, progress notes, assessments and care records. Includes discharged and deceased client files, paper communications books for communicating between the staff and family members in the program.  | Maintain a cumulative history of all aspects of client care, assess client care requirements  | Community Program Staff, contracted personal support workers with Assisted Living/Supports for Daily Living programs, contracted Behaviour Supports Ontario staff<br>Paper communication books: Client families                      | Clients in the Adult Day and Assisted living/Supports for daily living programs both current and discharged               | Date of last entry plus 10 years, then shred.   |
| Volunteer Records: Allendale, Creekway, Post Inn, Silver Creek, Milton Place, Friends Landing  | Social & Community Services, Services for Seniors | Home Care and Community Services Act, 1994, S.O. 1994, c. 26   | Name, address, telephone number, email address, volunteer application, police check, confirmation/results of TB tests, education confirmations.   | Maintain a file of individuals who provide volunteer services at Allendale, Creek Way, Post Inn, Silver Creek, Friends Landing, and Milton Place.                         | Life Enrichment Supervisors  | Individuals who provide volunteer services at Allendale, Creek Way, Post Inn, Silver Creek, Milton Place, Friends Landing | Termination of volunteer assignment plus 3 years, then shred  |
| Volunteer Contact Information: Allendale, Creekway, Post Inn, Silver Creek, Milton Place, Friends Landing  | Services for Seniors, Social & Community Services | Home Care and Community Services Act, 1994, S.O. 1994, c. 26   | Name, address, telephone number, email address, log of hours volunteered.   | Maintain a list of contact information for individuals who provide volunteer services at Allendale, Creek Way, Post Inn, Silver Creek, Milton Place, and Friends Landing. | Services for Seniors staff   | Individuals who provide volunteer services at Allendale, Creek Way, Post Inn, Silver Creek, Milton Place, Friends Landing | Termination of volunteer assignment plus 3 years, then shred  |

**Public Health**

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| Dental Screening (Client Chart) for Financial Assistance   | Health Department, Healthy Schools and Communities               | Health Protection & Promotion Act, R.S.O.1990, c. H.7, as amended | Name, address, date of birth, telephone number, health card number, school, parent name and contact information, dental provider contact information   | Identifying dental conditions for determination of eligibility for financial assistance, referral to dental providers, ensure treatment is received as per Ministry Protocol  | Oral Health staff, Ministry of Health and Long Term Care - Public Health Branch, CAS for client specific referral, and dental providers  | Children and parental information of children age 0 through the age of 17 who apply to the Oral Health Program for dental financial assistance   | End of the calendar year records were created plus 3 years, then shred |
| Financial Assistance Application for Healthy Smiles Ontario  | Health Department, Healthy Schools and Communities               | Health Protection & Promotion Act, R.S.O.1990, c. H.7, as amended | Name, address, date of birth, telephone number, health card number, school, parent name and contact information, dental provider contact information   | Enrollment of children whose parents qualify for dental declare financial need and who fall below the income eligibility cutoff requirements of the Health Smiles Ontario program   | Oral Health staff, Ministry of Health and Long Term Care - Public Health Branch  | Children and parental information of children age 0 through the age of 17 who apply to the Oral Health Program for dental financial assistance   | End of the calendar year records were created plus 3 years, then shred |
| School Dental Screening Records  | Health Department, Healthy Schools and Communities               | Health Protection & Promotion Act, R.S.O.1990, c. H.7, as amended | lass lists shredded at end of school year Do Not Screen (DNS) requests – child's name, DOB and school/class information are all scanned electronically   | Screening to identify children with dental conditions for referral, follow up and placement on dental financial assistance if required  | Oral health staff and Ministry of Health Public Health and Long Term Care  | Children from JK up to and including Grade 8   | End of the calendar year records were created plus 3 years, then shred |
| Dental Screening for Financial Assistance (Client Records) for Ontario Works Adults  | Health Department, Healthy Schools and Communities               | Ontario Works Act, 1997, S.O. 1997, c.25, Sched. A                | Name, address, telephone number, member number, date of birth, clinical assessment, notes from telephone calls and emails from OW Caseworkers and dental offices   | Identify Ontario Works clients who qualify for dental financial assistance through Ontario Works  | Oral Health staff and Ontario Works staff in Social & Community Services, SAMS (Provincial databank), Dental providers   | Ontario Works adult clients including those on OW and low-income adults those who qualify for one-time funding assistance  | End of the calendar year records were created plus 5 years, then shred |
| Dentail Screening and Financial Assistance (Client Records) for Seniors over 65 and Adults with Special Needs over the age of 18 | Health Department, Healthy Schools and Communities               | Health Protection & Promotion Act, R.S.O.1990, c. H.7, as amended | Name, address, phone number, date of birth, health card number, financial status information, clinical assessment, substitute decision-maker's contact information, notes from telephone calls and emails from dental offices  | Identify dental conditions for referral and determination of eligibility for financial assistance under Dental Care Counts  | Oral Health staff, dental providers  | Seniors over the age of 65 and adults with special needs   | End of the calendar year records were created plus 5 years, then shred |
| Smoking Cessation Clinic   | Health Department, Healthy Environments and Communicable Disease | Health Protection & Promotion Act, R.S.O.1990, c. H.7, as amended | Name, address, telephone number, date of birth, age, family health, medical history, drug and smoking history, blood pressure, treatment plan, health card number, consent forms, disclosure of information forms, physician correspondence, counseling notes  | Document service provided, manage individual cases, evaluation of service and outcomes, Ministry reporting, statistical reporting and project planning  | Health Department staff, Medical Officer of Health, Ministry of Health, clinic, physicians   | Individuals who have used the Stop Smoking Clinic service  | Discharge of client plus 15 years, then shred                          |
| Adverse Events Following Immunization  | Health Department, Healthy Environments and Communicable Disease | Health Protection & Promotion Act, R.S.O.1990, c. H.7, as amended | Name, address, telephone number, doctor's name and phone number, date of birth, gender, relevant medical history, diagnosis, treatment, immunization status, progress reports, hospitalization information, relevant travel history  | To investigate adverse events following immunization  | Healthy Environments and Communicable Disease Staff, Medical Officer of Health, Ministry of Health - Public Health Branch  | All persons within Halton Region with a reported, adverse event following immunization   | Discharge of patient or 18th birthday plus 15 years, then shred        |
| Communicable Disease: Case & Client Records  | Health Department, Healthy Environments and Communicable Disease | Health Protection & Promotion Act, R.S.O.1990, c. H.7, as amended | Name, address, telephone number, doctor's name and phone number, date of birth, gender, relevant medical history, diagnosis, treatment, immunization status, progress reports, hospitalization information, relevant travel history, behavioral risk, names of contacts, risk acquisition factors, risk transmission factors, laboratory findings, place and nature of employment, disposition | To identify and manage cases, carriers and contacts of reportable diseases as required by the Health Protection and Promotion Act. Also, to take appropriate actions to control outbreaks of communicable disease, and to monitor the incidence and patterns of communicable disease. | Healthy Environments and Communicable disease staff, Medical Officer of Health, Ministry of Health, Office of Chief Medical Officer of Health, Public Health, Health Department Epidemiology group | All persons within Halton with a reported, suspected, diagnosed or confirmed case, as well as carriers and contacts of a communicable disease as listed in the Weekly Return of Diseases Designated Reportable under the Health Protection & Promotion Act | Discharge of patient or 18th birthday plus 15 years, then shred        |
| Tuberculosis (TB) Skin Test Records  | Health Department, Healthy Environments and Communicable Disease | Health Protection & Promotion Act, R.S.O.1990, c. H.7, as amended | Name, address, home phone number, work phone number, date of birth, gender, reason for screening, pertinent medical history and investigation, previous BCG administration, consent for administration of TB skin test, record of TB skin test administration and results, referral information  | To screen for previous exposure to tuberculosis: maintain client record of tuberculosis skin testing and results  | Healthy Environments and Communicable Disease staff  | Individuals with known, suspected or confirmed cases of tuberculosis   | Discharge of patient or 18th birthday plus 15 years, then shred        |
| Travel Health Client Records (This service ended January 2016)   | Health Department, Healthy Environments and Communicable Disease | Health Protection & Promotion Act, R.S.O.1990, c. H.7, as amended | Name, address, home phone number, work phone number, date of birth, gender, Ontario health card number, category of travel, travel itinerary, health history, allergies, immunization history, consent for administration of vaccine, record vaccines administered, record of health recommendations made, record of tuberculosis skin testing and results, nurses notes                       | To assess health risks associated with travel, to provide recommended and required immunization, and to provide travel health advice  | Healthy Environments and Communicable Disease staff  | Individuals requiring travel advice and immunization prior and/or after travel up until January 31, 2016   | Discharge of patient or 18th birthday plus 15 years, then shred        |

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| Communicable Disease: Outbreak Control                                       | Health Department, Healthy Environments and Communicable Disease | Health Protection & Promotion Act, R.S.O.1990, c. H.7, as amended  | Name, address, telephone number, date of birth, medical history, family history, physician's name, physician's orders and recommendations, names of contacts  | Name, address, telephone number, doctor's name and phone number, date of birth, gender, relevant medical history, diagnosis, treatment, immunization status, progress reports, hospitalization information, relevant travel history, behavioral risk, names of contacts, risk acquisition factors, risk transmission factors, laboratory findings, place and nature of employment, disposition | Healthy Environment and Communicable Disease Staff, Medical Officer of Health, Ministry of Health - Public Health Branch | All persons within Halton Region with a reported, suspected, diagnosed or confirmed case, as well as carriers and contacts of a communicable disease as listed in the Weekly Return of Diseases Designated Reportable under the Health Protection & Promotion Act | Discharge of patient or 18th birthday plus 15 years, then shred  |
| Sexually Transmitted Infections Patient Records                              | Health Department, Healthy Environments and Communicable Disease | Health Protection & Promotion Act, R.S.O.1990, c. H.7, as amended  | Name, address, telephone number, email address, laboratory test results, diagnosis and treatment, source of referral, description of contact, date of clinic attendance, physician's name   | Maintain a cumulative health record, document patient contact for appropriate follow up, epidemiological research  | Health Department staff, Medical Officer of Health, Ministry of Health and Long Term Care                                | Individuals with known, suspected or confirmed cases of syphilis, HIV, chlamydia, gonorrhoea  | Discharge of patient or 18th birthday plus 15 years, then shred. |
| Communicable Disease: Rabies Control   | Health Department, Healthy Environments and Communicable Disease | Health Protection & Promotion Act, R.S.O.1990, c. H.7, as amended  | Name, address, degree of contact with suspected rabid animal, physician's name, name, address telephone number of owner of suspect animal   | Compile statistics, investigate and ensure treatment and surveillance of all known, suspected and confirmed cases of rabies  | Health Department staff, Medical Officer of Health, Ministry of Health Public Health Branch                              | Individuals who have been investigated due to animal contact as well as the owner of the suspect animal   | Completion of investigation plus 10 years, then shred            |
| Healthy Environments & Communicable Diseases: Requests for Services          | Health Department, Healthy Environments and Communicable Disease | Health Protection & Promotion Act, R.S.O.1990, c. H.7, as amended  | Name, address, telephone number, nature of concern, pertinent details, record of action, disposition  | Maintain a record of complaint or request, provide advice or counseling, initiate investigation or other necessary action  | Health Department staff, Medical Officer of Health   | Individuals who have requested services   | 1 year, then shred   |
| Drinking Water Systems   | Health Department, Healthy Environments and Communicable Disease | Health Protection & Promotion Act, R.S.O.1990, c. H.7, as amended  | Name, address, telephone number, results of water tests   | Monitor quality of drinking water for consumption, obtain water samples from municipal distribution and communal private systems, and advise on potability of water  | Health Department staff, Medical Officer of Health   | Individuals who request environmental health inspectors to test their water   | 6 years, then shred  |
| Fixed Premise Complaints and Investigations                                  | Health Department, Healthy Environments and Communicable Disease | Health Protection & Promotion Act, R.S.O.1990, c. H.7, as amended; Smoke Free Ontario Act, 2017, S.O. 2017, c.26, Sched. 3, as amended | Name, address, telephone number and/or email address of individuals who have complained about a fixed premise (e.g restaurant, food distributor, personal service setting, etc.), nature of complaint, results of investigations including recommended actions for complainant. Name and address of owners of fixed premises that have been charged and where relevant prosecuted for not complying | Maintain a record of complaint and outcome of investigation, including enforcement and prosecution where relevant  | Health Department staff, Medical Officer of Health   | Individuals who complain about a fixed premise and individuals who have been charged/prosecuted for not complying with Health Department orders   | Completion of investigation plus 10 years, then shred            |
| Health Hazard Complaints and Investigations                                  | Health Department, Healthy Environments and Communicable Disease | Health Protection & Promotion Act, R.S.O.1990, c. H.7, as amended  | Name, address, telephone number, e-mail address of complainants, nature of complaint, results of investigation  | Maintain a record of complaint and outcome of investigation, including enforcement and prosecution where relevant  | Health Department staff, Medical Officer of Health   | Individuals who have complained about a health hazard in the community or at their place of residence and individuals who have been charged/prosecuted for not complying with Health Department orders  | Completion of investigation plus 10 years, then shred            |
| Tobacco Enforcement  | Health Department, Healthy Environments and Communicable Disease | Smoke Free Ontario Act, 2017, S.O. 2017, c.26, Sched. 3, as amended  | Name, phone number and/or e-mail address of individuals that make complaints about violations of the Smoke Free Ontario Act<br>Name and other details relating to individuals who are investigated for violating the Smoke Free Ontario Act including charges and settlement of charges   | Record results of investigation, enforcement, and prosecution where relevant   | Health Department staff, Medical Officer of Health   | Individuals that have complained about those violating the Smoke Free Ontario Act, individuals who have been charged with and where relevant prosecuted for violating the Smoke Free Ontario Act  | Completion of investigation plus 10 years, then shred            |
| Private Sewage Disposal Systems/Permits<br><b>This program ended in 1998</b> | Health Department, Healthy Environments and Communicable Disease | Environmental Protection Act, R.S.O. 1990, c. E.19, as amended   | Name, address, telephone number of owner/installer  | Verify inspection of private sewage system, ensure Ministry of Environment guidelines are followed, maintain official record of inspection, issue permits  | Health Department staff, Medical Officer of Health, Planning & Public Works staff, Legal Services staff                  | Owners/installers of private sewage disposal systems  | 25 years after issuance of use permit, then shred                |

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| Sexual Health Clinic                             | Health Department, Healthy Environments and Communicable Disease | Health Protection & Promotion Act, R.S.O.1990, c. H.7, as amended   | Name, address, telephone number, date of birth, histories of menstrual cycle, pregnancy, birth control, results of lab or pregnancy tests, medical history, physician's reports, counselling notes, consent for administration of medication and/or release of information, method failure, family planning flow sheets  | Document the provision of service, manage individual cases, Ministry reporting, statistical reporting and project planning  | Health Department staff, Medical Officer of Health, Ministry of Health Community Health Branch, clinic physicians   | Individuals who have attended the sexual health clinic  | Discharge of patient or 18th birthday plus 15 years, then shred. |
| School Children Immunization Records             | Health Department, Healthy Schools and Communities               | Health Protection & Promotion Act, R.S.O.1990, c. H.7, as amended; Immunization of School Pupils Act, R.S.O. 1990, c. I.1, as amended | Name, gender, date of birth, name of parent/guardian, address, home and work phone numbers of parent/guardian, email address, sibling relationships, Ontario health card number, name of school, immunization history and exemption history, orders of suspension, consent for administration of vaccination   | Determine immunization status and maintain immunization records of school children in Halton as required by legislation; enforcement as required by legislation.                | Immunization Services and Healthy Environments and Communicable Diseases staff, Medical Officer of Health, Ministry of Health, family physician, Health Department Epidemiology group | All school children in Halton Region including their parental/guardian contact information  | Discharge of patient or 18th birthday plus 15 years, then shred  |
| Child Care Settings Immunization Records         | Health Department, Healthy Schools and Communities               | Health Protection & Promotion Act, R.S.O.1990, c. H.7, as amended; Child Care and Early Years Act, 2014, S.O. 2014, c.11, Sched. 1    | Name, gender, date of birth, Ontario health card number, name of child care setting, name of parent/guardian, address, home and work phone numbers of parent/guardian, email address, sibling relationships, immunization history, exemption history, physician's name and phone number  | Determine immunization status and maintain immunization records of children in licensed child care in Halton as required by legislation; enforcement as required by legislation | Immunization Services and Healthy Environments and Communicable Diseases staff, Medical Officer of Health, Ministry of Health, family physician, Health Department Epidemiology group | All children in licensed child care in Halton Region  | Discharge of patient or 18th birthday plus 15 years, then shred  |
| Community Immunization Records                   | Health Department, Healthy Schools and Communities               | Health Protection & Promotion Act, R.S.O.1990, c. H.7, as amended; Immunization of School Pupils Act, R.S.O. 1990, c. I.1, as amended | Name, gender, date of birth, Ontario health card number, name of facility, address, home phone number, email address, medical problems, allergies, immunization administered, consent for administration of immunization   | Information required for obtaining informed consent for immunization, and for maintaining a record of immunization for vaccines administered by the Health Department           | Immunization Services and Healthy Environments and Communicable Diseases staff, Health Department Epidemiology group, Medical Officer of Health                                       | Residents in Halton who have consented to immunization by Halton Region or who have uploaded their immunization records in Halton Region's on-line immunization database (ICON) | Discharge of patient or 18th birthday plus 15 years, then shred  |
| Compromised Vaccinations                         | Health Department, Healthy Schools and Communities               | Health Protection & Promotion Act, R.S.O.1990, c. H.7, as amended; Immunization of School Pupils Act, R.S.O. 1990, c. I.1, as amended | Names, ages, vaccine(s) administered, lot number, number in series of vaccine(s) for individuals immunized with vaccine(s) that were compromised by cold chain failure   | Information required to ensure adequate and appropriate immunization of individuals who may have been given compromised vaccine(s)  | Immunization Services and Healthy Environments and Communicable Diseases staff, Health Department Epidemiology group  | Individuals in Halton who may have been given compromised vaccine(s)  | 5 years, then shred  |
| Vaccine Education Sessions                       | Health Department, Healthy Schools and Communities               | Health Protection & Promotion Act, R.S.O.1990, c. H.7, as amended; Immunization of School Pupils Act, R.S.O. 1990, c. I.1, as amended | Names, date of birth, address, phone number, email address, school attending   | Track parent attendance to Vaccine Education Sessions to facilitate vaccine exemption process   | Immunization Services staff, Medical Officer of Health  | Families who have chosen to participate in vaccine exemption process  | 5 years, then shred  |
| Immunization Program: Online Appointment Booking | Health Department, Healthy Schools and Communities               | Health Protection & Promotion Act, R.S.O.1990, c. H.7, as amended; Immunization of School Pupils Act, R.S.O. 1990, c. I.1, as amended | Name, gender, date of birth, Ontario health card number, name of child care setting, name of parent/guardian, address, home and work phone numbers of parent/guardian, email address, sibling relationships, immunization history, exemption history, physician's name and phone number, vaccine to be received, date and time of immunization, location of clinic | Information required to schedule an immunization appointment with the Health Department   | Immunization Services staff, Access Halton staff  | Individuals who have booked appointments for children to be immunized   | 5 years, then shred  |
| Special Vaccine Orders                           | Health Department, Healthy Schools and Communities               | Health Protection & Promotion Act, R.S.O.1990, c. H.7, as amended; Immunization of School Pupils Act, R.S.O. 1990, c. I.1, as amended | Physician name and phone number, client name, date of birth, address, phone number, immunization history, medical information, Ontario health card number  | Process vaccine orders made by physicians on behalf of clients with special medical needs   | Immunization Services and Healthy Environments and Communicable Diseases staff  | Physicians who have requested vaccines on behalf of a client with special medical needs   | 5 years, then shred  |
| Orders of Suspension                             | Health Department, Healthy Schools and Communities               | Health Protection & Promotion Act, R.S.O.1990, c. H.7, as amended; Immunization of School Pupils Act, R.S.O. 1990, c. I.1, as amended | Name, date of birth, immunization history, name of parent/guardian, address, phone number, email, school information, principals name  | Issue, manage and resolve orders of suspension  | Immunization Services, School Principal   | Students in Halton Region who have been issues an order of suspension   | End of school year plus one year, then shred                     |



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| Health Statistics and Surveillance   | Health Department, Healthy Families | Health Protection & Promotion Act, R.S.O.1990, c. H.7, as amended | Age, sometimes postal codes, and person specific health information  | Analysis of health data for the purpose of assisting health and social service areas provide evidence-based programs  | Health Department Epidemiology group   | Those who have had exposure or outbreak, or those who participated in a Regional program and provided consent for the use of information for research purposes. | 6 years, then shred. Subject to archival selection             |
| Ambulance Call Reports   | Health Department, Healthy Families | Health Protection & Promotion Act, R.S.O.1990, c. H.7, as amended | Patient name, date of birth address, medical information, crew assessment  | Information required to treat patient, statistical reporting  | Ambulance Services staff, hospital staff   | Individuals who are attended by ambulance services  | 5 years, then shred  |
| Operational Incident Reports   | Health Department, Healthy Families | Health Protection & Promotion Act, R.S.O.1990, c. H.7, as amended | Patient name, date of birth, address, medical information, crew assessment   | Information required to document assessment and treatment, statistical reporting  | Ambulance Services staff   | Individuals who are attended to by ambulance services   | 5 years, then shred  |
| Early Years Program: Healthiest Babies Possible (This program ended December 2018) | Health Department, Healthy Families | Health Protection & Promotion Act, R.S.O.1990, c. H.7, as amended | Name, address, telephone number, (work and home), call details, birth date, estimated due date, confirmation details   | Information required to contact and correspond with clients who have requested service. Information also used for program planning purposes.  | Early Years Program staff, Access Halton   | Individuals who have registered for Healthiest Babies Possible prenatal series.   | Discharge of client or 18th birthday plus 10 years, then shred |
| Early Years Program: Breastfeeding Class   | Health Department, Healthy Families | Health Protection & Promotion Act, R.S.O.1990, c. H.7, as amended | Name, address, telephone number, (work and home), call details, birth date, estimated due date, confirmation details   | Information required to contact and correspond with clients who have requested service. Information also used for program planning purposes.  | Early Years Program staff, Access Halton   | Individuals who have registered for the breastfeeding class   | Discharge of client or 18th birthday plus 10 years, then shred |
| Early Years Program: Breastfeeding Connection                                      | Health Department, Healthy Families | Health Protection & Promotion Act, R.S.O.1990, c. H.7, as amended | Name, mailing address, e-mail address, phone number, estimated age, due date, date information received, date sent to coordinator, Volunteer names, mailing address, e-mail, phone number, training needs.   | To provide community support for clients; to keep volunteers updated with quarterly newsletters; to keep a list of future volunteers; to maintain contact support records of clients requesting support; to further develop educational needs | Early Years Program staff  | Individuals who have registered to be a volunteer or to access the support of a volunteer through the Halton Breastfeeding Connection program                   | Discharge of client or 18th birthday plus 10 years, then shred |
| Healthy Babies Healthy Children  | Health Department, Healthy Families | Health Protection & Promotion Act, R.S.O.1990, c. H.7, as amended | Name, address, telephone number, date of birth, medical information of dependants and spouse, consent forms, assessment evaluation and referral advice, dental examination results, therapy progress results, at birth hearing test results, staff notes | To assist families to enhance the well being of children, and to assess eligibility for program and determine referral for service  | Healthy Babies Healthy Children Program staff Health Department Epidemiology group | Families and children who enroll in the Healthy Babies Healthy Children program   | Discharge of client or 18th birthday plus 10 years, then shred |
| Early Years Program: Adjusting to Parenthood (A2P)                                 | Health Department, Healthy Families | Health Protection & Promotion Act, R.S.O.1990, c. H.7, as amended | Parent name, date of birth, child name, child date of birth, phone number, attendance details, date and geographical area of class, health assessment  | Information required to tailor services, identify client needs, make referrals, and assist with future planning of classes  | Early Years Program staff  | Expectant and new mothers who participate in the program.   | Discharge of client or 18th birthday plus 10 years, then shred |
| Early Years Program: Halton Prenatal Nutrition Program                             | Health Department, Healthy Families | Health Protection & Promotion Act, R.S.O.1990, c. H.7, as amended | Parent name, estimated due date, date of birth, child name, child date of birth, phone number, attendance details, date and geographical area of class, health assessments   | Information required to tailor services, identify client needs, make referrals, and assist with future planning of classes  | Early Years Program staff  | HPNP program recipients.  | Discharge of client or 18th birthday plus 10 years, then shred |
| Early Years Program: Neighbourhood Group Contact Information                       | Health Department, Healthy Families | Health Protection & Promotion Act, R.S.O.1990, c. H.7, as amended | Name, address, telephone number, (and names and dates of birth of attending children)  | Contacting clients between groups to communication program change/plan for child care   | Early Years Program staff  | All group participants  | Discharge of client or 18th birthday plus 10 years, then shred |
| Early Years Program: Nobody's Perfect  | Health Department, Healthy Families | Health Protection & Promotion Act, R.S.O.1990, c. H.7, as amended | Name, address, telephone number, assessment of client interests, dates of birth of children  | To support service delivery to registered clients and provide age-appropriate child care.   | Healthy Families Intake Team and Early Years Program staff                         | Registered program participants.  | Discharge of client or 18th birthday plus 10 years, then shred |
| Early Years Program: Triple P  | Health Department, Healthy Families | Health Protection & Promotion Act, R.S.O.1990, c. H.7, as amended | Name, address, telephone number, names and dates of birth of child(ren), session summaries, intake form, assessments   | To support service delivery to registered clients and provide age-appropriate child care.   | Healthy Families Intake Team and Early Years Program staff                         | Registered program recipients.  | Discharge of client or 18th birthday plus 10 years, then shred |
| Early Years Program: Car Seat Safety Workshops                                     | Health Department, Healthy Families | Health Protection & Promotion Act, R.S.O.1990, c. H.7, as amended | Name, address, telephone number, email address, estimated due date   | Information required to contact and correspond with clients who have requested service. Information also used for program planning purposes.  | Early Years Program staff, Access Halton   | Registered program recipients   | Discharge of client or 18th birthday plus 10 years, then shred |



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| Early Years Program: Car Seat Safety Spot Check Clinics                  | Health Department, Healthy Families                        | Health Protection & Promotion Act, R.S.O.1990, c. H.7, as amended | Name, address, telephone number, email address, estimated due date, car seat inspection report   | Information required to identify installation areas requiring attention and documentation of action.                | Early Years Program staff                                    | Recipients of the service   | Discharge of client or 18th birthday plus 10 years, then shred  |
| Healthy Families Information Line Contact Record, Healthy Living Program | Health Department, Healthy Families                        | Health Protection & Promotion Act, R.S.O.1990, c. H.7, as amended | Name, address, telephone number, email address, nursing assessment and intervention notes  | Follow-up with clients accessing Line for information/ advice or resources.   | HFIT staff and Program staff receiving record if applicable. | Individuals accessing the Healthy Families Information Line   | Discharge of client or 18th birthday plus 10 years, then shred  |
| Healthy Families Digital Communication (Facebook, Twitter, Email)        | Health Department, Healthy Families                        | Health Protection & Promotion Act, R.S.O.1990, c. H.7, as amended | Direct Messages – Profile name on Facebook/Twitter, nursing assessment and intervention notes.<br>Emails - Name, email address, nursing assessment and intervention notes.                     | Follow up with followers regarding specific requests for information.   | HFIT staff   | All users who comment or request personal information using digital communication.                                  | 10 years, then shred  |
| Healthy Living Consultations (inclusive of Nutrition Consultations)      | Health Department, Healthy Families                        | Health Protection & Promotion Act, R.S.O.1990, c. H.7, as amended | Name, address, record of advice provided by consultant   | Follow-up with clients accessing information/ advice or resources   | Healthy Living Program staff                                 | Individuals in Halton, community organization staff, workplace staff etc.   | Discharge of client or 18th birthday plus 10 years, then shred  |
| School and Cluster Profile   | Health Department, Healthy Families                        | Health Protection & Promotion Act, R.S.O.1990, c. H.7, as amended | School name, principal, mailing address, email address, telephone number, general school demographics, school needs.   | Negotiate Public Health Nurse service delivery & role with school initiatives to address health of school community | School Years Program staff                                   | School principals, school councils, School Support Staff  | Discharge of client or 18th birthday plus 10 years, then shred  |
| Healthy Schools Consultation Record                                      | Health Department, Healthy Families                        | Health Protection & Promotion Act, R.S.O.1990, c. H.7, as amended | Contact name, telephone number, email address, service request and/or consultation info, proposed action/intervention  | Follow up with service requests, consultations, and referrals. Record Keeping of actions.                           | School Years Program Staff                                   | School principals, teachers, service agency workers, parents, school councils                                       | Discharge of client or 18th birthday plus 10 years, then shred  |
| Individual Consultation: School Years Program Public Health Nurse        | Health Department, Healthy Families                        | Health Protection & Promotion Act, R.S.O.1990, c. H.7, as amended | Name, address, telephone number, email address, nursing assessment and intervention notes  | Follow-up with clients for information/ advice or resources.  | School Years Program Staff and HFIT staff if applicable.     | Individual client seeking consultation from a School Years Program Public Health Nurse that is of a personal nature | Discharge of client or 18th birthday plus 10 years, then shred  |
| Mental Health Lisason Mental Health Records (This program ended in 2016) | Health Department, Healthy Families                        | Mental Health Act, R.S.O. 1990, c. M.7, as amended                | Name, address, date of birth, telephone number, health card number, mental status, examination history and assessment, treatment plan, clinical records, correspondence to and from physicians | Document service provided, manage individual cases  | Mental Health Liaison Team members                           | Individuals who have used the services of the North Halton Mental Health Clinic                                     | Discharge of client or 18th birthday plus 15 years, then shred  |
| Student Placement (Unpaid)   | Health Department  | Municipal Act, 2001, S.O. 2001, c. 25.                            | Name, address, phone number, school attending, start and end date of placement   | To manage and facilitate student placements with the Health Department  | Health Department staff                                      | Individuals who have participated in a student placement with Halton Region Health Department                       | Termination of assignment plus 3 years, then shred  |
| Medication Incident  | Health Department  | Health Protection & Promotion Act, R.S.O.1990, c. H.7, as amended | Name, date of birth, date, time, location of incident, details of incident, relevant medical history, hospitalization information  | To investigate medication incidents   | Health Department staff                                      | Individuals within Halton Region who have a reported medication incident  | Date of incident or 18th birthday plus 15 years, then shred   |
| <b>Asset Management</b>  |  |   |  |   |  |   |   |
| Access Cards   | Strategic Transformation Group, Energy, Fleet & Facilities | Municipal Act, 2001, S.O. 2001, c. 25.                            | Name, card number, department  | Control access to Regional buildings  | Asset Management staff                                       | Employees of the Region and contractors hired by the Region   | 5 years, then shred   |
| Facilities Booking   | Strategic Transformation Group, Energy, Fleet & Facilities | Municipal Act, 2001, S.O. 2001, c. 25.                            | Name, telephone number, company, name of individual booking facility   | Required for booking Regional facilities such as meeting rooms and the auditorium                                   | Asset Management staff                                       | Individuals who book Regional facilities  | 1 year, then shred  |
| Shared Facility Fitness Centre   | Strategic Transformation Group, Energy, Fleet & Facilities | Municipal Act, 2001, S.O. 2001, c. 25.                            | Name, address, person to notify in case of emergency, medical information, fitness test results  | Required for membership at the Region's fitness facility  | Asset Management staff                                       | Individuals who apply for membership at the Region's fitness facility   | 1 year, then shred  |
| <b>Budgets &amp; Fiscal Policy, Financial &amp; Purchasing Services</b>  |  |   |  |   |  |   |   |
| Landfill Tickets   | Finance, Financial & Purchasing Services                   | Municipal Act, 2001, S.O. 2001, c. 25.                            | Name, address, customer number, licence plate number, vehicle type, origin of waste, date load taken to landfill site, weight of load  | Issue invoices for landfill services  | Accounts Receivable staff, data entry landfill operators     | Individuals who bring materials to the landfill site for disposal   | 7 years, then shred   |
| Tenders, Quotes, Proposals   | Finance, Financial & Purchasing Services                   | Municipal Act, 2001, S.O. 2001, c. 25.                            | Name, address, telephone number, financial information, proprietary information, resumes, bids   | To allow the awarding of tenders for Regional projects  | Regional staff   | Individuals and contractors who submit tenders for Regional projects  | 1 year from date of award for unsuccessful bids, then shred and 7 years from expiry of contract for successful bids, then shred (subject to archival selection) |
| Personal Computer Loans (Dormant)  | Finance, Financial & Purchasing Services                   | Municipal Act, 2001, S.O. 2001, c. 25.                            | Name, address, telephone number, financial information, bank account numbers, credit information   | Obtain payment of loans to Regional employees for the purchase of personal computers through payroll deduction      | Payroll staff  | Employees who apply for loans to purchase personal computers  | 7 years, then shred   |

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| Child Care Invoicing                                   | Finance, Financial & Purchasing Services                | Municipal Act, 2001, S.O. 2001, c. 25.   | Name, address, telephone number, financial information, bank account numbers, credit information                       | Issue invoices for child care   | Accounts Receivable staff, Child Care staff                             | Individuals who utilize child care centre   | 7 years, then shred services                |
| Sundry Invoicing                                       | Finance, Financial & Purchasing Services                | Municipal Act, 2001, S.O. 2001, c. 25.   | Name, address, telephone number, financial information, bank account numbers, credit information                       | Issue invoices for the Region's services  | Accounts Receivable staff   | Individuals and contractors who utilize the Region's services   | 7 years, then shred                         |
| Credit Reference                                       | Finance, Financial & Purchasing Services                | Municipal Act, 2001, S.O. 2001, c. 25.   | Name, address, telephone number, financial information, bank account numbers, credit information                       | To verify customer/vendor credit history  | Accounts Receivable staff   | Individuals and contractors who conduct business transactions with the Region   | 7 years, then shred                         |
| Expense Claims   | Finance, Financial & Purchasing Services                | Municipal Act, 2001, S.O. 2001, c. 25.   | Name, financial information  | Issue expsene claim payment   | Accounts Receivable staff   | Employees and Regional Councillors who submit expense claims  | 7 years, then shred                         |
| Customer Payments (including pre-authorized payments)  | Finance, Financial & Purchasing Services                | Municipal Act, 2001, S.O. 2001, c. 25.   | Name, address, telephone number, financial information, bank account numbers, credit information                       | Payment received for the Region's services  | Accounts Receivable staff   | Individuals and contractors who conduct business transactions with the Region   | 7 years, then shred                         |
| Vendor Payments  | Finance, Financial & Purchasing Services                | Municipal Act, 2001, S.O. 2001, c. 25.   | Name, address, telephone number, financial information, bank account numbers   | Payment made for goods and services received by Region  | Accounts Receivable staff   | Individuals and contractors who conduct business transactions with the Region   | 7 years, then shred                         |
| Visa P-Card  | Finance, Financial & Purchasing Services                | Municipal Act, 2001, S.O. 2001, c. 25.   | Employee name, Vendor Name, and address, corporate credit card number  | Payment made for goods and services received by Region  | Finance staff   | Individuals and contractors who conduct business transactions with the Region   | 7 years, then shred                         |
| Cancelled and NSF Cheques                              | Finance, Financial & Purchasing Services                | Municipal Act, 2001, S.O. 2001, c. 25.   | Cheque and stub, name and address  | Payment made for goods and services received by Region Or payments received for Region's services.  | Accounts Payable and Accounts Receivable staff                          | Individuals and contractors who conduct business transactions with the Region   | 7 years, then shred                         |
| Noise Attenuation Wall Requests                        | Finance, Capital & Development Financing                | Municipal Act, 2001, S.O. 2001, c. 25.   | Property owners name, address, telephone number, email address, assessment number, tax roll information                | To place payments on the individual property tax roll   | Development Finance staff, Public Works staff                           | Property owners who have applied for and received a noise attenuation wall (within a specific benefiting area)  | 7 years after payments complete, then shred |
| Service Extension Requests                             | Finance, Capital & Development Financing                | Municipal Act, 2001, S.O. 2001, c. 25.   | Property owners name, address, telephone number, email address, assessment number, tax roll information                | To place payments on the individual property tax roll   | Development Finance staff, Public Works staff                           | Property owners who have applied for and received a water and/or wastewater service extension constructed by the Region (within a specific benefiting area) | 7 years after payments complete, then shred |
| <b>Economic Development</b>                            |   |  |  |   |   |   |   |
| Economic Development Newsletter Subscriptions          | Legislative and Planning Services, Economic Development | Municipal Act, 2001, S.O. 2001, c. 25.   | Email address  | To distribute Economic Development newsletters  | Economic Development staff  | Individuals who have signed up for the Invest Halton, Small Business Centre and/or Global Business Centre email updates                                     | Until superseded                            |
| Invest Halton Inquiries                                | Legislative and Planning Services, Economic Development | Municipal Act, 2001, S.O. 2001, c. 25.   | Name, email address, phone number, address   | To service investment leads, performance tracking   | Economic Development staff  | Individuals who have contacted Invest Halton  | 10 years, then shred                        |
| Small Business Centre Inquiries                        | Legislative and Planning Services, Economic Development | Municipal Act, 2001, S.O. 2001, c. 25.   | Name, email address, phone number, address   | To service any inquiries  | Economic Development staff  | Individuals who have contacted the Small Business Centre  | 10 years, then shred                        |
| Starter Company Plus Program                           | Legislative and Planning Services, Economic Development | Municipal Act, 2001, S.O. 2001, c. 25.   | Name, email address, phone number  | Process grant applications, grant or deny applications  | Economic Development staff  | Individuals who have applied for a Starter Company Plus grant   | 10 years, then shred                        |
| Futurpreneur Canada                                    | Legislative and Planning Services, Economic Development | Municipal Act, 2001, S.O. 2001, c. 25.   | Name, email address, phone number  | Process grant applications, grant or deny applications  | Economic Development staff  | Individuals who have applied for a Furturpreneur grant  | 10 years, then shred                        |
| Summer Company Program                                 | Legislative and Planning Services, Economic Development | Municipal Act, 2001, S.O. 2001, c. 25.   | Name, email address, phone number  | Process grant applications, grant or deny applications  | Economic Development staff  | Individuals who have applied for a Summer Company program grant   | 10 years, then shred                        |
| Global Business Centre                                 | Legislative and Planning Services, Economic Development | Municipal Act, 2001, S.O. 2001, c. 25.   | Name, email address, phone number  | To service any inquiries  | Economic Development staff  | Individuals who receive consultation services   | 10 years, then shred                        |
| Small Business Centre Lending Library                  | Legislative and Planning Services, Economic Development | Municipal Act, 2001, S.O. 2001, c. 25.   | Name, address, phone number, email address   | To manage resources in the Lending Library  | Economic Development staff  | Individuals who have used the Small Business Centre Lending Library   | 5 years, then shred                         |
| <b>Regional Clerk's Office</b>                         |   |  |  |   |   |   |   |
| Freedom of Information Requests, PHIPA Access Requests | Legislative and Planning Services, Clerks Office        | Municipal Freedom of Information & Protection of Privacy Act, R.S.O. 1990, c. M.56, as amended; Personal Health Information Protection Act, 2004, S.O. 2004, c.3, Sched. A, as amended | Name, address, telephone/fax number, description of information requested, correspondence, copies of records requested | Information required to respond to FOI and PHIPA access requests. Also used for statistical record keeping, maintain a record of all requests | Staff affected by request, Freedom of Information & Privacy Coordinator | Individuals submitting requests under the Municipal Freedom of Information & Protection of Privacy Act  | 2 years, then shred                         |

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| Privacy Complaints  | Legislative and Planning Services, Clerks Office | Municipal Freedom of Information & Protection of Privacy Act, R.S.O. 1990, c. M.56, as amended; Personal Health Information Protection Act, 2004, S.O. 2004, c.3, Sched. A, as amended | Name, address, telephone number, details of complaint, correspondence related to complaint, resolution of complaint | To investigate and resolve privacy complaints   | Staff affected by complaint, Freedom of Information & Privacy Coordinator | Individuals who have submitted a privacy complaint   | 2 years, then shred   |
| Council and Committee Services Contact List               | Legislative and Planning Services, Clerks Office | Municipal Act, 2001, S.O. 2001, c. 25.   | Name, address, telephone number, email address  | To mail information to Councillors and to mail agendas  | Clerk's Office staff  | Councillors, individuals who have requested agendas by mail  | Until superseded  |
| Election Records  | Legislative and Planning Services, Clerks Office | Municipal Elections Act, S.O. 1996   | Name, address, age, phone number, email address, endorsement list, amount of money contributed to campaign          | To facilitate municipal elections   | Clerk's Office staff  | Individuals who want to run for Regional Chair, individuals who have endorsed nomination applications, and individuals who have contributed to election campaigns  | Nomination and endorsement records kept for 120 days after election results delcared, then shred. Financial contributions kept until the date the next council is elected, then shred |
| Advisory and Compliance Audit Committees                  | Legislative and Planning Services, Clerks Office | Municipal Act, 2001, S.O. 2001, c. 25.   | Name, address, telephone number, resumes, application forms, interview notes  | To select members of Regional Advisory Committees or the Compliance Audit Committee                                 | Clerk's Office staff, departmental staff liaison                          | Individuals who submit applications to become members of a Regional Advisory Committee or the Compliance Audit Committee   | Successful applicants kept until end of term of council, then shred. Unsuccessful applications kept for 1 year, then shred  |
| Accountability Complaints                                 | Legislative and Planning Services, Clerks Office | Municipal Act, 2001, S.O. 2001, c. 25.   | Name, address, telephone number, nature of complaint, complaint correspondence, resolution report                   | To facilitate accountability investigations   | Clerk's Office staff, staff from affected department                      | Individuals who submit complaints to the Regional Ombudsman, Provincial Ombudsman or Integrity Commissioner or individuals who request review by the Compliance Aduit Committee  | 2 years after the complaint is resolved or closed, then shred   |
| <b>Public Works</b>                                       |  |  |   |   |   |  |   |
| Drinking Water Test Results - Water Customer Service      | Public Works                                     | Health Protection & Promotion Act, R.S.O.1990, c. H.7, as amended  | Name, address, telephone number, complaint form, results of lab test  | Monitor quality of drinking water and correct quality if required   | Public Works staff, Health Department staff                               | Individual home owners and/or tenants who request that their water be tested   | Termination of monitoring plus 6 years, then shred (subject to archival selection)  |
| Community Lead Testing Program - Water Test Results       | Public Works                                     | Safe Drinking Water Act, 2002, O.Reg 170/03  | Name, address, telephone number, complaint form, results of lab test  | Monitor quality of drinking water and correct quality if required   | Public Works staff, Health Department staff                               | Individual home owners and/or tenants who volunteer to participate in private plumbing lead sampling program   | Termination of monitoring plus 6 years, then shred (subject to archival selection)  |
| Backflow Prevention and Cross-Connection Control Program  | Public Works                                     | Halton Region Cross Connection Control By-Law #61-11   | Name, address, telephone number, information of device installation and testing                                     | Assess compliance with Cross Connection Control By-Law #61-11   | Public Works staff  | Individual property owners of "Live Work" units, management company contact on behalf of multi-residential and ICI owners  | 5 years, then shred   |
| Spills Reports & Wastewater System/Storm Sewer Complaints | Public Works                                     | Halton Region By-Law #2-03 and #184-95   | Name, address, telephone number, complaint log  | Monitor discharges to Regional sewage works and respond to complaints from public related to environmental concerns | Public Works staff  | Individuals who report or may be involved with a spill or complaint  | 6 years, then shred   |
| Service Permits   | Public Works                                     | Municipal Act, 2001, S.O. 2001, c. 25.   | Name, address of property, mailing address, frontage fee calculations, project financing                            | Ensure sewer and water services are installed correctly, issue invoices for service                                 | Public Works staff  | Individuals who have applied for a sewer or water connection   | Expiry of permit plus 2 years, then shred   |
| Sludge Management Files                                   | Public Works                                     | Municipal Act, 2001, S.O. 2001, c. 25.   | Name, address of Acreage, volume of sludge applied to land  | Monitor and assess sludge management program  | Public Works staff  | Farm owners who have applied to have sludge spread on their fields   | 10 years, then shred (subject to archival selection)  |
| Waste Management Files                                    | Public Works                                     | Municipal Act, 2001, S.O. 2001, c. 25.   | Name, mailing address, email address, phone number  | Provide and improve waste management services   | Public Works staff  | Individuals who have submitted missed collection reports, requested garbage tags or yard waste labels, requested metal and/or appliance collection, ordered a waste management guide and collection calendar, submitted a community event waste diversion request form, and multi-residential property owners including property managers, superintendents and condominium board representatives | 10 years, then shred (subject to archival selection)  |
| Engineering and Construction                              | Public Works                                     | Municipal Act, 2001, S.O. 2001, c. 25.   | Name, address, email address, phone number  | Track attendance at PICs, update individuals on project status, respond to inquiries/complaints, Regional reporting | Public Works staff  | Individuals who have provided contact information at a PIC, submitted a complaint  | Completion of capital project plus 6 years, then shred  |
| Building a Better Halton Mailing List                     | Public Works                                     | Municipal Act, 2001, S.O. 2001, c. 25.   | Email address, postal code, municipality  | Provide email updates about Regional improvements within community  | Public Works staff  | Individuals who have subscribed to the Building a Better Halton Mailing list.  | Until superseded  |

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| Efficient Toilet Rebate Program   | Public Works                                       | Municipal Act, 2001, S.O. 2001, c. 25.         | Name, installation address and/or mailing address, phone number, hydro billing account number or Halton corporation condo number   | Administration of the toilet rebate program, statistical reporting                                       | Public Works staff   | Individuals who have applied for a rebate through the Efficient Toilet Rebate Program  | End of program plus one year, then shred  |
| Water and Wastewater Flooding/Back-Up   | Public Works                                       | Municipal Act, 2001, S.O. 2001, c. 25.         | Name, address and/or mailing address, phone number   | Provide assistance during wastewater back-ups, statistical reporting                                     | Public Works staff   | Individuals who have reported a sewer back-up and/or applied for a Ex-gratia Grant for Public Sewer Backups                                | 5 years, then shred   |
| Waterworks By-Law Enforcement   | Public Works                                       | Municipal Act, 2001, S.O. 2001, c. 25.         | Name, address, phone number  | To assess and ensure compliance with the Waterworks by-law   | Public Works staff   | Individuals who have been found non-compliant with the waterworks by-law   | 6 years, then shred   |
| Enhanced Basement Flooding Prevention Subsidy Program   | Public Works                                       | Municipal Act, 2001, S.O. 2001, c. 25.         | Name, address and/or mailing address, phone number   | Administration of the program, statistical reporting   | Public Works staff   | Individuals who have reported a sewer back-up and/or applied for an Ex-gratia Grant for Public Sewer Backups                               | 7 years, then shred   |
| Water Customer Service  | Public Works                                       | Municipal Act, 2001, S.O. 2001, c. 25.         | Name, address and/or mailing address, phone number   | Provide assistance for water related customer issues (i.e. pressure complaints, discoloured water, etc.) | Public Works staff   | Individuals who have enquired or requested assistance for drinking water system related concerns.  | 5 years, then shred   |
| Waste Water Customer Service  | Public Works                                       | Municipal Act, 2001, S.O. 2001, c. 25.         | Name, address and/or mailing address, phone number   | Provide assistance for water related customer issues (i.e. odour issues, etc.)                           | Public Works staff   | Individuals who have enquired or requested assistance for wastewater system related concerns.  | 5 years, then shred   |
| Meters Customer Service   | Public Works                                       | Municipal Act, 2001, S.O. 2001, c. 25.         | Name, address and/or mailing address, phone number   | Provide assistance for water related customer issues (i.e. noisy meters, leaking meters, etc.)           | Public Works staff   | Individuals who have enquired or requested assistance for water meter related concerns.  | 7 years, then shred   |
| Red Light Camera Program  | Public Works                                       | Municipal Act, 2001, S.O. 2001, c. 25.         | Name, address, license plate   | Administration of the red light camera program, statistical reporting                                    | Provincial Offences Officers, Road Operations Staff  | Individuals involved in red light infractions through the red light camera enforcement program   | Completion of POA process plus 2 years, then destroy  |
| Collision Reports   | Public Works                                       | Municipal Act, 2001, S.O. 2001, c. 25.         | Name, address, license plate, vehicle ownership information collision report   | Invoicing for costs to repair damages  | Road Operations Staff  | Individuals involved in a motor vehicle collision which resulted in damage to Regional property  | 7 years, then shred   |
| <b>Planning</b>   |  |  |  |  |  |  |   |
| Condominium Applications  | Legislative & Planning Services, Planning Services | Planning Act, R.S.O. 1990, c. P.13, as amended | Name, address, telephone number, email address, legal description of land that will be used for condominiums, correspondence, name, address, telephone number, email address of interested parties (ie. objectors) | Allows staff to make decisions regarding condominium applications  | Planning & Public Works staff. Applications are circulated to area municipalities, conservation authorities and other agencies as required (Bell, Union Gas, TransCanada Pipeline) | Property owners who submit applications to construct condominiums. Also, property owners and interested individuals                        | Final decision plus 15 years, then shred.<br>For plans requiring approval, applications destroyed 3 years after the final decision.<br>For plans requiring comment only, all records can be destroyed 3 years after final decision. |
| Subdivision Applications  | Legislative & Planning Services, Planning Services | Planning Act, R.S.O. 1990, c. P.13, as amended | Name, address, telephone number, email address, legal description of land, correspondence, name, address, telephone number, email address of objectors or individuals with comments or interest in the proposal    | Process subdivision applications, grant or deny applications   | Planning & Public Works staff. Applications are circulated to area municipalities, conservation authorities and other agencies as required (Bell, Union Gas, TransCanada Pipeline) | Property owners who submit applications to develop subdivisions. Also, individuals who may object to the proposal or have other interests  | Permanent<br>For plans requiring comment only, records destroyed 10 years after final registration of final phase.  |
| Private Regional Official Plan Amendment Applications, Local Official Plan Amendment Applications | Legislative & Planning Services, Planning Services | Planning Act, R.S.O. 1990, c. P.13, as amended | Name, address, telephone number, email address, legal description of land, correspondence, name, address, telephone number, email address of objectors or individuals with comments or interest in the proposal    | Process amendment applications, grant or deny applications.  | Planning & Public Works staff. Applications are circulated to area municipalities, conservation authorities and other agencies as required (Bell, Union Gas, TransCanada Pipeline) | Property Owners who submit amendment applications. Also, individuals who may object to the proposal or have other interests                | Final decision plus 15 years, then shred.   |
| Consents/Severances, Minor Variances, Park Lot Control  | Legislative & Planning Services, Planning Services | Planning Act, R.S.O. 1990, c. P.13, as amended | Name, address, telephone number, email address, legal description of land, correspondence, name, address, telephone number, email address of objectors or individuals with comments or interest in the proposal    | Process amendment applications, grant or deny applications.  | Planning & Public Works staff. Applications are circulated to area municipalities, conservation authorities and other agencies as required (Bell, Union Gas, TransCanada Pipeline) | Property Owners who submit applications to sever parcels of land. Also, individuals who may object to the proposal or have other interests | For consents/severances, final decision plus 3 years, then shred. For Park Lot Control, final decision plus 1 year, then shred  |
| Site Plan Applications  | Legislative & Planning Services, Planning Services | Planning Act, R.S.O. 1990, c. P.13, as amended | Name, address, telephone number, email address, legal description of land that will be used, correspondence, name, address, telephone number, email address of interested parties (ie. objectors)                  | Process amendment applications, grant or deny applications.  | Planning & Public Works staff. Applications are circulated to area municipalities, conservation authorities and other agencies as required (Bell, Union Gas, TransCanada Pipeline) | Individuals who submit site plans for approval. Also, individuals who may object to the proposal or have other interests                   | Final decision plus 3 years, then shred   |

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| Zoning Amendments   | Legislative & Planning Services, Planning Services | Planning Act, R.S.O. 1990, c. P.13, as amended  | Name, address, telephone number, email address, legal description of land that is under consideration, correspondence, name, address, telephone number of interested parties (ie. objectors)                          | Process zoning amendment applications, grant or deny applications                    | Planning & PublicWorks staff. Applications are circulated to area municipalities, conservation authorities and other agencies as required (Bell, Union Gas, TransCanada Pipeline) | Property owners who submit zoning by-law amendment applications. Also, individuals who may object to the proposal or have other interests            | Final decision plus 3 years, then shred.  |
| Easements   | Legislative & Planning Services, Planning Services | Planning Act, R.S.O. 1990, c. P.13, as amended  | Name, address, telephone number, email address, legal description of land that is under consideration, correspondence, name, address, telephone number of interested parties (ie. objectors)                          | Process easement applications, grant or deny applications                            | Planning & PublicWorks staff. Applications are circulated to area municipalities, conservation authorities and other agencies as required (Bell, Union Gas, TransCanada Pipeline) | Individuals who hold encroachment permits  | Permanent.<br><br>Temporary easements retained 6 years after termination of right, then shred (subject to archival selection)                   |
| Encroachments   | Legislative & Planning Services, Planning Services | Planning Act, R.S.O. 1990, c. P.13, as amended  | Name, address, telephone number, email address, legal description of land that is encroaching on Regional lands, correspondence, name, address, telephone number, email address of interested parties (ie. objectors) | Process encroachment applications, grant or deny applications                        | Planning & PublicWorks staff. Applications are circulated to area municipalities, conservation authorities and other agencies as required (Bell, Union Gas, TransCanada Pipeline) | Individuals who hold encroachment permits  | Termination of right plus 6 years, then shred (subject to archival selection)   |
| Niagara Escarpment Commission Development Permits                     | Legislative & Planning Services, Planning Services | Planning Act, R.S.O. 1990, c. P.13, as amended  | Name, address, telephone number, email address, legal description of land that is under consideration, correspondence, name, address, telephone number, email address of interested parties (ie. objectors)           | Process development permit applications, grant or deny applications                  | Planning & PublicWorks staff. Applications are circulated to area municipalities, conservation authorities and other agencies as required (Bell, Union Gas, TransCanada Pipeline) | Individuals who submit development permits for approval. Also, individuals who may object to the proposal or have other interests                    | Issuance of development permit plus 10 years, then shred  |
| Parkway Belt West Plan Amendments, Minister's Zoning Order Amendments | Legislative & Planning Services, Planning Services | Planning Act, R.S.O. 1990, c. P.13, as amended  | Name, address, telephone number, email address, legal description of land that is under consideration, correspondence, name, address, telephone number, email address of interested parties (ie. objectors)           | Process amendment applications, grant or deny applications                           | Planning & PublicWorks staff. Applications are circulated to area municipalities, conservation authorities and other agencies as required (Bell, Union Gas, TransCanada Pipeline) | Individuals who submit amendments for approval. Also, individuals who may object to the proposal or have other interests                             | Final decision plus 4 years, then shred   |
| Regional Forestry By-Laws   | Legislative & Planning Services, Planning Services | Municipal Act, 2001, S.O. 2001, c. 25.; Regional Municipality of Halton By-law 121-05; Regional Municipality of Halton By-law 31-10 | Name, address, telephone number of property owner, legal description of land, name, address, telephone number of interested parties/witnesses   | Investigation and enforcement of Regional by-laws, grant or deny permit applications | Legislative and Planning Services staff   | Property owners who submit applications for permits. Property owners and interested parties/witnessed involved in a by-law enforcement investigation | End of plan or designated year plus 3 years (subject to archival selection). For by-law investigations, 10 years after closure of investigation |
| Woodlands Stewardship Program   | Legislative & Planning Services, Planning Services | Planning Act, R.S.O. 1990, c. P.13, as amended ; Halton Regional Official Plan (2009)   | Name, address, telephone number of property owner, legal description of land  | Administer the Woodlands Stewardship Program   | Legislative and Planning Services staff   | Property owners who have applied for funding under the Woodlands Stewardship Program   | 10 years, then shred (subject to archival selection)  |