

-02	Reports and statistics	CY	4Y	SR
-20	Communications	CY	4Y	D
-21	Vision	CY	-	P

**2285 COMMUNITY BUILDING INITIATIVE**

-00	Policy	A	IA	FD
-01	General	AP	2Y	SR
-02	Reports and statistics	CY	1Y	D
-20	Service information	CY	4Y	SR
-30	Agreement	AP	2Y	D
		AP	-	P

**2305 PROGRAM DEVELOPMENT & IMPROVEMENTS**

-00	Policy	A	IA	FD
-01	General	AP	2Y	SR
-20	By program	CY	1Y	D
-	Interagency	CY	10Y	SR
-	Family Violence	CY	10Y	SR
-	EC Mapping	CY	10Y	SR
-	Bullying Coalition	CY	10Y	SR

**2400 - 2599  
ENGINEERING & PUBLIC WORKS**

**2400 ENGINEERING & PUBLIC WORKS - GENERAL**

-00	Policy	A	IA	FD
-01	General	AP	4Y	SR
-20	Locates	CY	2Y	D
		CY	2Y	D

**2420 CEMETARY**

-00	Policy	A	IA	FD
-01	General	AP	2Y	SR
-02	Burial permits	CY	1Y	D
-20	Cemetery records (i.e. burial deeds, plot plans, etc.)	AP	-	P

**2450 ENGINEERING PROJECTS**

-00	Policy	A	IA	FD
		AP	2Y	S
		AP	2Y	R
-01	General	CY	1Y	D
-20	By project (contracts, plans, specifications)	AP	10	S
		Y		R

**ENVIRONMENTAL SERVICES**

Policy	A	IA	FD
General	AP	2Y	SR
Air quality	CY	2Y	D
	AP	5Y	SR

Water quality and supply	AP	5Y	SR
Storm water management	AP	5Y	SR
Environmental impact studies	AP	5Y	SR
Underground storage tanks	AP	5Y	SR
Snow dumps	AP	5Y	SR
Water conservation programs	CY	4Y	D
Proposed well sites	AP	5Y	SR
Licenses & permits (not development specific)	AP	10Y	SR

**2490 HIGHWAYS & BRIDGES**

-00 Policy	A	IA	FD
-01 General	AP	4Y	SR
-20 By highway (i.e. Hwy 11A, Hwy 781)	CY	4Y	D

**2520 SOLID WASTE DISPOSAL**

-00 Policy	A	IA	FD
-01 General	AP	4Y	S
-03 Pickup routes, schedules	CY	2Y	R
-04 Curbside bins, waste receptacles	AP	1Y	D
-05 Transfer station and landfills	CY	1Y	D
-07 Hazardous waste	CY	4Y	D
-08 Recycling programs	CY	4Y	S
-09 Composting programs	CY	4Y	R
-10 Dump closure, process/salvage rights	CY	20	D
		Y	S
			R

**2530 TRANSPORTATION - GENERAL**

-00 Policy	A	IA	F
-01 General	AP	4Y	D
-02 Lighting	CY	2Y	S
-03 Snow removal, salting, and sanding	CY	4Y	R
-04 Paving and maintenance	CY	4Y	D
-05 Storm sewers, catch basins	CY	4Y	D
-06 Improvements	CY	4Y	D

**2550 TRANSPORTATION - TRAFFIC CONTROL**

-00 Policy	A	IA	F
-01 General	AP	4Y	D
-02 Signage	CY	2Y	S
-03 Signals and lights	CY	4Y	R
		4Y	D
			D

-04	Intersections	CY	4Y	D
-06	Traffic line marking	CY	4Y	D
-07	Road closures	AP	5Y	S
-09	Railway crossings	AP	7Y	R

<b>2580 UTILITIES - SANITARY SEWER</b>				
		A	IA	F
-00	Policy	AP	4Y	D
-01	General	CY	2Y	R
-03	Collection systems and lift stations	CY	4Y	D
-05	Treatment system	CY	4Y	D
-06	Sewer backups (by year)	CY	4Y	D

<b>2585 UTILITIES - STORM</b>				
		A	IA	F
-00	Policy	AP	2Y	D
-01	General	AP	2Y	S
-02	Collection systems and lift stations	CY	1Y	R
-03	Storm detention ponds	CY	4Y	D
-04	Overland drainage systems	CY	4Y	D

<b>2590 UTILITIES - WATER</b>				
		A	IA	F
-00	Policy	AP	4Y	D
-01	General	AP	4Y	S
-02	Reservoirs and pumping stations	CY	2Y	R
-03	Treatment, testing, and sampling	CY	4Y	D
-04	Hydrant maintenance	CY	4Y	D
-05	Meters	CY	4Y	D
-06	Private wells	CY	4Y	D
-07	Wells and supply lines	AP	5Y	D
		CY	4Y	D

**2600 - 2799  
PLANNING & DEVELOPMENT**

<b>2600 PLANNING &amp; DEVELOPMENT - GENERAL</b>				
		A	IA	F
-00	Policy	AP	2Y	D
-01	General	AP	2Y	S
-02	Complaints and inquiries	CY	4Y	R
-03	Parkland Community Planning Services (PCPS)	CY	4Y	D
		CY	4Y	D



2620 BUILDING CONTROLS		A	IA	F
-00	Policy	AP	2Y	S R
-01	General	CY	2Y	D D
-02	Safety Codes Council	AP	4Y	D D
-03	Building Permits	AP	-	P P
-04	Reports and statistics	AP	-	P P
-20	Inspection files – residential (building permits)	AP	15 Y	D D
-20	Inspection files - major projects	AP	-	P P
-	Clean up deposits	FY	6Y	D D

2640 BUSINESS LICENSING		A	IA	FD
-00	Policy	AP	2Y	SR
-01	General	CY	4Y	D D
-20	Inquiries	CY+1	4Y	D D
-30	Licenses	CY+1	4Y	D D
-40	Inspections	CY+1	4Y	D D
-50	Violations	CY+1	4Y	D D
-60	Renewals	CY+1	4Y	D D

2680 DEVELOPMENT		A	IA	FD
-00	Policy	AP	2Y	SR
-01	General	CY	4Y	D D
-04	Denied residential development	AP	3Y	D D
-05	Out-of-Town development	AP	5Y	D D
-06	Development applications withdrawn	AP	3Y	D D
-20	Development and subdivision appeals	AP	20Y	D D
-30	Commercial development	AP	20Y	D D
-40	Industrial development	AP	20Y	D D
-50	Institutional development	AP	20Y	D D
-60	Multi-residential development	AP	20Y	D D
-70	Multi-lot development (residential)	AP	-	D D
-	Development agreements (cross reference to development file)	AP	-	P P
-	Major project plans	AP	-	P P

2700 FUTURE PLANNING		A	IA	FD
-00	Policy	AP	2Y	SR
-01	General	CY	1Y	D D
-20	Future planning & studies	AP	-	P P

2760 SIGNS		A	IA	FD
-00	Policy	AP	2Y	SR
-01	General	CY	1Y	D D
-02	Sign permits (by year)	AP	3Y	D D
-03	Industrial signage	AP	3Y	D D

2770 SUBDIVISIONS & CONSOLIDATIONS			
-00	Policy	A	IA FD
-01	General	AP 2Y	SR
-20	Consolidations	CY 2Y	D
-30	Subdivision applications	AP -	P
-	Subdivision plans	AP -	P

2800 - 2899  
RECREATION

2800 RECREATION - GENERAL			
-00	Policy	A	IA FD
-01	General	AP 2Y	D
		CY+1 2Y	D
		Y	

2820 SPECIAL EVENTS			
-00	Policy	A	IA FD
-01	General	AP 2Y	D
		CY+1 1Y	D
		Y	
-20	By event	CY+1 3Y	SR
		Y	

2840 FACILITY OPERATIONS - GENERAL			
-00	Policy	A	IA FD
-01	General	AP 2Y	SR
		CY 2Y	D

2850 FACILITY OPERATIONS - ADVERTISING			
-00	Policy	A	IA FD
-01	General	AP 2Y	SR
-20	Advertising contracts	CY 2Y	D
		AP 5Y	D

2860 FACILITY OPERATIONS - BOOKINGS			
-00	Policy	A	IA FD
-01	General	AP 2Y	SR
-20	Rental contracts	CY 2Y	D
		AP 5Y	D

2920 GRANTS & SUBSIDY			
-00	Policy	A	IA FD
-01	General	AP 2Y	SR
-20	Grant applications	CY+1Y 1Y	D
		FY+1Y 5Y	D

2930 PROGRAMS - GENERAL			
-00	Policy	A	IA FD
		AP	2Y SR
-01	General	CY+1Y	3Y D
-20	Development (materials & supplies)	AP	5Y SR
-30	Registration	CY	1Y D

2950 PROGRAMS - AQUATIC CENTER			
-00	Policy	A	IA FD
		AP	2Y SR
-01	General	CY+1Y	3Y D
-20	Development (materials & supplies)	AP	5Y SR
-30	Registration	CY	1Y D

2990 USER FEES			
-00	Policy	A	IA FD
		AP	2Y SR
-01	General	CY+1Y	3Y D

3000 - 3199  
TAX & ASSESSMENT

3000 TAX & ASSESSMENT - GENERAL			
-00	Policy	A	IA FD
		AP	4Y SR
-01	General	CY	2Y D

3020 ASSESSMENT			
-00	Policy	A	IA FD
		AP	4Y SR
-01	General	CY	2Y D
-02	BRZ assessment	AP	- P
-03	Linear property assessment	AP	- P
-04	Equalized assessment	AP	- P
-05	Assessment appeals	CY	6Y D
-06	Tax assessment audit	FY	6Y D
-07	Tax assessment roll	AP	- P
-08	Taxation (by year)	AP	- P
-20	Supplementary tax assessment	AP	- P

3080 MUNICIPAL ADDRESSING			
-00	Policy	A	IA FD
		AP	2Y SR
-01	General	CY	- D
PL	Legal plans (by plan number)	AP	- P
#			
-	Town maps	AP	- P
-	Aerial photos	AP	- P



3100 PROPERTY RECORD (1996 TO PRESENT)			
	A	IA	FD
-00 Policy	AP	4Y	SR
-01 General	CY	2Y	D
TR Property records	AP	-	P
#			
- Tax roll	AP	-	P
- Tax notices	AP	-	P
-04 Land Titles	AP	-	P

3130 TAX ACCOUNTING			
	A	IA	FD
-00 Policy	AP	2Y	SR
-01 General	CY	2Y	D
-02 Mortgage company payments	FY	6Y	D
-03 Mortgage adjustments (by year) (remove)	FY	10Y	D
-05 Requisitions	FY	6Y	D
-06 Transfers to the tax roll	FY	6Y	D
-07 Tax accounts	FY	10Y	D
-19 NSF Checks	CY	6Y	D
-20 Tax preauthorization (by year)	FY	6Y	SR
-21 Tax cancellation	AP	-	P
-25 Taxation Adjustments (by year)	FY	-	P

3140 TAX RECOVERY			
	A	IA	FD
-00 Policy	AP	2Y	SR
-01 General	CY	2Y	D
-02 Tax recovery notification	AP	-	P
-03 Mobile home seizures	AP	-	P
-04 Tax sales	AP	-	P