

Records Management- Laserfiche Project Tracking

	TOMRMS Code	Document Type	Years Added into Laserfiche	Status
A-Administration	A01 Associations and Organizations			
	A02 Staff Committees and Meetings			
	A03 Computer Systems and Architecture			
	A04 Conferences and Seminars			
	A05 Consultants			
	A06 Inventory Control			
	A07 Office Equipment and Furniture			
	A08 Office Services	Electronic Billing Enrollment Forms	2017-2019	In Progress
	A09 Policies and Procedures	Corporate Policies		In Progress
		Council and Committee Policies		In Progress
		Health and Safety Policies		In Progress
		Human Resource Policies		In Progress
		Finance Policies		In Progress
	A10 Records Management			
	A11 Records Disposition	Destruction Notices	2018-2021	In Progress
		Retention Notices	2021	Complete to Date
	A12 Telecommunications Systems			
	A13 Travel and Accommodation			
	A14 Uniforms and Clothing			
	A15 Vendors and Suppliers			
	A16 Intergovernmental Relations	Relations with Morris Turnberry	1998-2018	In Progress
	A17 Information Access and Privacy			
	A18 Security			
	A19 Facilities Construction and Renovations	Blyth Arena and Community Centre Rejuvenation Project	2001-2006	Complete
		North Huron Westcast Community Complex	2002	Complete
	A20 Building and Property Maintenance			
	A21 Facilities Bookings	Facility Booking Files, including Templates, etc.	2010-2022	In Progress
A22 Accessibility of Services				
A23 Information Systems Production Activity and Control				
A24 Access Control and Passwords				
A25 Performance Management/ Quality Assurance				
A26 Building Structure Systems				
A27 Drawings				
C01 By-Laws	North Huron By-Laws	2001-2021	Complete to Date	
	Town of Wingham By-Laws	1874-1911, 1913-1918, 1920-2000	Complete	
	Village of Blyth By-Laws	1952, 1966, 1970-2000	Complete	
	East Wawanosh By-Laws	1948-2000	Complete	
C02 By-Laws - Other Municipalities	Hanover	1947		
	Morris-Turnberry	2004		
	Hullett	1994		
C03 Council Agenda	Brussels	1993		
	Council Agenda	2020	In Progress	
C04 Council Minutes	Council Meeting Minutes	2001-2021	Complete	
	Conflict of Interest Registry	2016-2021	Complete	
	In Camera Council Meeting Minutes	2001-2020	Complete	
	Disclosure Statement for Gifts or Benefits	2019	Complete	
	Town of Wingham Council Minutes	1874-1952, 1970-2000	In Progress	
C05 Council Committee Agenda	Village of Blyth Council Minutes	1877-1905, 1916-1950, 1964-2000	Complete	
	Township of East Wawanosh Council Minutes	1985-2000	Complete	
C06 Council Committee Minutes	Police Board Correspondence	2020	In Progress	
	Blyth and District Community Centre Board Minutes	1988-2007	Complete	
	Blyth Brook Community Greenway Committee Minutes	1995-2000	Complete	
	Blyth Committee of Adjustment Minutes	1992-1995, 1997-2000	Complete	
	Blyth District Fire Area Minutes	1953-2009	In Progress	
	Blyth Memorial Hall Board Minutes	1988-2000	Complete	
	Blyth Planning Advisory Committee Minutes	1995, 1997-1998, 2000	Complete	
	Blyth Public Utilities Commission Minutes	1983-2000	Complete	
	Blyth Recreation Committee Minutes	1973-1986, 1998	Complete	
	Blyth Road Committee Minutes	1995-1998	Complete	
	Blyth Union Cemetery Committee Minutes	1993-2001	Complete	
	Blyth Water Commission Minutes	1970-1982	Complete	
	Blyth-Hullett Landfill Committee Minutes	1986-2004, 2018-2021	Complete to Date	
	Belgrave Community Centre Board Minutes	1973-1974, 1993-2010	Complete	
	East Wawanosh Recreation, Parks and Community Centre Board Minutes	1974-1981, 1983-1997	Complete	
	Airport Committee Minutes	2000-2003, 2006, 2008-2016	Complete	
	Alice Munro Festival of the Short Story Minutes	2017	Complete	
	Blyth Arena Advisory Board Minutes	2006-2015	Complete	
	Blyth BIA Meeting Minutes	2001-2002, 2005-2006, 2008, 2012-2021	Complete to Date	
	Blyth Greenway Trail Committee Minutes	2011-2012	Complete	
	CHIP Meeting Minutes	2010, 2013	Complete	
	Committee of Adjustment Committee Minutes	2001-2004, 2008-2009, 2014, 2016-2021	Complete to Date	
	Court of Revisions Minutes	2002-2004, 2020-2021	Complete to Date	
	Cross Border Service Agreement Committee Minutes	2019-2020	Complete	
	East Wawanosh 150th Anniversary Meeting Minutes	2015-2018	Complete	
	Economic Development Committee Minutes	2001-2005, 2014, 2017-2021	Complete to Date	
	Emergency Management Program Committee Minutes	2017, 2019	Complete	
	Energy and Environment Committee Minutes	2008-2012	Complete	
	Friends of Alice Munro Committee Minutes	2014-2015	Complete	
	Health and Safety Committee Minutes	2002-2021	Complete to Date	
	Health, Social and Cultural Committee Minutes	2003-2006	Complete	
	Howson Bridge and Dam Committee Meeting Minutes	2019-2020	Complete	
	Human Resources Committee Minutes	2003-2006, 2009-2010, 2012	Complete	
	International Plowing Match Planning Committee Minutes	2017	Complete	
	Maitland Valley Conservation Authority Board Minutes	2004-2015	Complete	
	Musical Muskrat Festival Minutes	2017	Complete	
	NHWCC Advisory Committee Minutes	2001-2005	Complete	
	North Huron Museum Board/Committee Meeting Minutes	2001-2021	Complete	
	North Huron Transition Board Minutes	1999-2000	Complete	
	Physician Recruitment Committee Meeting Minutes	2006-2016	Complete	
	Planning Advisory Committee Meeting Minutes	2001-2019	Complete	
	Police Services Board Meeting Minutes	2001-2021	In Progress	
	Property Standards Committee Minutes	2002-2003, 2019	Complete	
	Public Works Committee Minutes	2003-2006	Complete	
	Recreation and Facilities Committee Minutes	2003-2006	Complete	
	Strategic Planning Meeting Minutes	2019-2020	Complete	

		Wingham Area Fire Board Minutes	2001-2010	Complete
		Wingham BIA Meeting Minutes	2012-2021	Complete to Date
		Wingham Town Hall Theatre Committee Minutes	2015-2017	Complete
		Huron Bruce Community Complex Committee Minutes	1998-1999	Complete
		Wingham Cemtery Board Minutes	1974	Complete
		Wingham Committee of Adjustment Minutes	1985, 1999-2000	Complete
		Wingham Committee on Fire Insurance Minutes	1930	Complete
		Wingham Finance Committee Minutes	1952, 1983	Complete
		Wingham Fire Committee Minutes	1950	Complete
		Wingham Planning Advisory Committee Minutes	1983-1989, 1999-2000	Complete
		Wingham Police Committee Minutes	1981-1984, 1988-1994, 1998-2000	In Progress
		Wingham Public Utility Commission Minutes	1932-1990	Complete
		Wingham Street Committee Minutes	1952	Complete
		C07 Elections		
		C08 Goals and Objectives		
		C09 Motions and Resolutions	Council Motions	In Progress
		C10 Motions and Resolutions - Other Municipalities		
		C11 Reports to Council	Staff Reports to Council	In Progress
		C12 Appointments to Boards and Committees		
		C13 Accountability, Transparency and Governance		
D-Development and Planning	D01 Demographic Studies			
	D02 Economic Development			
	D03 Environmental Planning			
	D04 Residential Development			
	D05 Condominium Plans			
	D06 Tourism Development			
	D07 Condominium Plans			
	D08 Official Plans			
	D09 Official Plan Amendment Applications			
	D10 Severances			
	D11 Site Plan Control			
	D12 Subdivision Plans			
	D13 Planning Applications			
	D14 Zoning			
	D15 Easements			
	D16 Encroachments			
	D17 Annexation/ Amalgamation			
D18 Community Improvement Projects				
D19 Municipal Addressing				
D20 Reference Plans				
D21 Industrial/ Commercial Development				
D22 Digital Mapping				
D23 Agricultural Development				
D24 Background Reports for Official Plan				
D25 Deeming Process				
D26 Development Charges Study				
D27 Part Lot Control				
E-Environmental Services	E00 Environmental Services			
	E01 Sanitary Sewers			
	E02 Storm Sewer			
	E03 Treatment Plants			
	E04 Trees			
	E05 Air Quality Monitoring			
	E06 Utilities			
	E07 Waste Management	Landfill Post-Closure Reports	2003-2021	In Progress
		Water and Wastewater Master Plan Wingham and Blyth	2020	In Progress
	E08 Water Works	Belgrave Water - Project Outlines, Invoices, Reports	2005-2019	In Progress
		Blyth Well - Reviews, Plan Outlines	2010	In Progress
	E09 Drains			
	E10 Pits and Quarries			
	E11 Nutrient Management			
	E12 Private Sewage Disposal Systems			
	E13 Water Monitoring			
	E14 Water Sampling			
	E15 Chemical Sampling of Water			
	E16 Backflow Prevention and Cross Connection Control			
E17 Energy Management				
E18 Natural Heritage				
E19 Renewable Energy				
	Annual Progress Reporting	2015, 2018-2020	In Progress	
	Source Water Plan Implementation	2010-2021	In Progress	
E20 Source Water Protection	SDWT Verification Surveys	2013-2014	In Progress	
	SDWT Verification Maps	N/A	In Progress	
	Risk Management Services	2014, 2017	In Progress	
	Risk Management Official Certifications	2019	In Progress	
E21 MOE Environmental Compliance Approvals				
E22 Private/ Small Water Systems				
E23 Land Quality Monitoring				
E24 Gasoline Storage and Dispensing				
F01 Accounts Payable				
F02 Accounts Receivable	Water - Office Deposits	2020	In Progress	
	Water - Online Banking Payments	2020	In Progress	
F03 Audits	WSIB Audit	2015	Complete	
	HST Audit	2017	Complete	
F04 Banking	Cemetery Accounts	2014-2021	In Progress	
F05 Budgets and Estimates				
F06 Assets				
F07 Cheques				
F08 Debentures and Bonds				
F09 Employee and Council Expenses				
	Town of Wingham - Financial Statements	1985-1989, 1991-2000	In Progress	
	Town of Wingham - Trust Fund Financial Statements	1985-1989, 1991-2000	In Progress	
	Town of Wingham - P.U.C. - Electric Financial Statements	1986-2000	In Progress	
	Town of Wingham - P.U.C. - Waterworks Financial Statements	1986-2000	In Progress	
	Township of East Wawanosh - Consolidated Financial Reports	2000	In Progress	
	Village of Blyth - Consolidated Financial Reports	1977-1982, 1987-2000	In Progress	
	Village of Blyth - Blyth P.U.C. - Hydro Financial Statements	1993	In Progress	
F10 Financial Statements	Township of North Huron - Financial Statements	2001-2020	Complete	

F-Finance and Accounting		Wingham Area Fire Board - Financial Statements	2001-2009	In Progress
		Blyth District Area Fire Board - Financial Statements	2001-2008,	In Progress
		Township of North Huron - Municipal Act, Section 300 Reporting	2003-2006	In Progress
		Township of North Huron - Belgrave Community Centre Board	2009-2010, 2012, 2015, 2018	In Progress
		Township of North Huron - Blyth BIA Financial Statements	2015-2020	In Progress
		Township of North Huron - Wingham BIA Financial Statements	2015-2020	In Progress
	F11 Grants and Loans	Grants	2005-2021	In Progress
		Grants-in-Lieu	2016-2017	In Progress
	F12 Investments	Cemetery GICs	2015-2021	In Progress
	F13 Journal Vouchers			
	F14 Subsidiary Ledgers, Registers and Journals			
	F15 General Ledgers and Journals	Journal Entries	2001	In Progress
	F16 Payroll			
	F17 Purchase Orders and Requisitions			
	F18 Quotations and Tenders	Tender Applications	2021	In Progress
	F19 Receipts			
	F20 Reserve Funds			
	F21 Revenues			
		Village of Blyth - Tax Collector's Rolls	1989-1991, 1995-2000	In Progress
		Town of Wingham - Tax Collector's Rolls	2000	In Progress
	F22 Tax Rolls and Records	Township of North Huron	2001-2006, 2013-2021	In Progress
		Assessment Review Board (ARB)	2010-2019	In Progress
		Lower Tier Tax Rates	2000-2006, 2017	In Progress
		Tax Sales	2016, 2018	In Progress
	F23 Write-Offs			
	F24 Trust Funds			
	F25 Security Deposits			
F26 Working Papers				
F27 Regulatory Reporting - Financial	Municipal Performance Measurement Program (MPMP) Annual Repayment Limit (ARL)	2001-2013 2001-2021	In Progress Complete	
H-Human Resources	H01 Attendance and Scheduling			
	H02 Benefits			
	H03 Employee Records			
	H04 Health and Safety	Incident Report Property/Equipment Incident	2020	In Progress
	H05 Human Resource Planning			
	H06 Job Descriptions			
	H07 Labour Relations			
	H08 Organization			
	H09 Salary Planning			
	H10 Pension Records			
	H11 Recruitment			
	H12 Training and Development			
	H13 Claims			
	H14 Grievances			
	H15 Harassment and Violence			
	H16 Criminal Background Checks			
	H17 Employee Medical Records- Hazardous Materials			
	H18 Employee Medical Records			
	H19 Disability Management			
	H20 Confined Spaces			
J-Justice	J01 Certificates of Offence (Part I)			
	J02 Informations (Part III)/ Accident and Careless Driving			
	J03 Control Lists/ Justice Reports			
	J04 Court Dockets			
	J05 Transcripts and Records of Court Proceedings			
	J06 Enforcement and Suspensions			
	J07 Appeals and Transfers			
	J08 Statistics			
	J09 Disclosure			
	J10 Certificates of Conviction (Part II)			
L-Legal Affairs	L01 Appeals and Hearings			
	L02 Claims Against the Municipality	Claims, Correspondence, Minutes, Notices	2012, 2014 - 2019	In Progress
	L03 Claims by the Municipality			
	L04 Contracts and Agreements under By-Law	Contracts and Agreements	1998, 2004, 2016, 2018	In Progress
	L05 Insurance Appraisals			
	L06 Insurance Policies	Airport Insurance Insurance Files	2013-2020 2009-2022	Complete In Progress
	L07 Land Acquisition and Sale	Land Acquisition and Sale	2020	In Progress
	L08 Opinions and Briefs			
	L09 Precedents			
	L10 Federal Legislation			
	L11 Provincial Legislation	Orders	2001	
	L12 Vital Statistics			
	L13 Prosecutions			
	L14 Contracts and Agreements - Simple	Public Works CAO Recreation and Community Services	2020 2003, 2018 1976, 2001, 2020	In Progress In Progress In Progress
M-Media and Public Relations	M01 Advertising			
	M02 Ceremonies	Ceremonies and Events	2016-2022	In Progress
	M03 Charitable Campaigns/ Fund Raising			
	M04 Complaints, Commendations and Inquiries	Complaints, Commendations and Inquiries Resident Complaint/ Service Requests	2016-2021 2016-2021	Complete In Progress
	M05 News Clippings			
	M06 News Releases	Huron County Releases Huron-Perth Public Health Releases North Huron Releases Other Organizations	2021 2021 2021	In Progress In Progress In Progress
	M07 Publications			
	M08 Speeches and Presentations			
	M09 Visual Identity and Insignia			
	M10 Website and Social Media Content			
	M11 Public Relations and Public Awareness Campaigns			
	M12 Intellectual Property			
P01-P05	P01 By-Law Enforcement			
	P02 Daily Occurrence Logs			
	P03 Emergency Planning			
	P04 Hazardous Materials			
	P05 Incident/ Accident Reports	Occurrence Reports	2016-2019	In Progress

P-Protection and Enforcement Services	P06 Building and Structural Inspections			
	P07 Health Inspections			
	P08 Investigations			
	P09 Licenses			
	P10 Building Permits			
	P11 Permits, Other			
	P12 Warrants			
	P13 Criminal Records			
	P14 Animal Control			
	P15 Community Protection Programs			
	P16 Emergency Services	Police Records	2011-2021	In Progress
	P17 EMS Incident and Impact Reports			
P18 EMS Accident Reports				
P19 EMS Statistics				
P20 Prohibitions, Notices and Orders				
P21 Facilities Routine Water Use, Monitoring and Testing				
R-Recreation and Culture	R01 Heritage Preservation			
	R02 Library Services			
	R03 Museum and Achival Services	Historical Reference Material		In Progress
	R04 Parks Management			
	R06 Recreational Programming			
S-Social and Health Care Services	S01 Children's Day Nursery Services			
	S02 Elderly Assistance			
	S03 Long Term Care Facility Resident Records			
	S04 Social Assistance Programs			
	S05 Ontario Works Case Records			
	S06 Medical Case Records			
	S07 Children's Services			
	S08 Public Health			
	S09 Cemetery Records			
	S10 Day Care Nursery Records			
	S11 Disabilities Support Clients			
	S12 Housing Services			
	S13 Housing Tenant Clients			
S14 Home Child Care Program Administration				
S15 Home Child Care Program Clients				
S16 Social and Health Care Planning and Management				
S17 Client Care Coordination				
S18 Long Term Care Operations				
S19 Food Preparation and Service				
S20 Cemetery Operations				
T-Transportation	T01 Illumination			
	T02 Parking			
	T03 Public Transit			
	T04 Road Construction			
	T05 Road Design and Planning			
	T06 Road Maintenance	Winter Control Records	2018-2019	In Progress
	T07 Signs and Signals			
	T08 Traffic			
	T09 Roads and Lanes Openings/ Closures			
	T10 Field Survey/ Road Survey Books			
	T11 Bridges			
V-Vehicles and Equipment	V01 Fleet Management			
	V02 Mobile Management			
	V03 Transportable Equipment			
	V04 Protective Equipment			
	V05 Ancillary Equipment			