

Information Continuum: Manual Control of Paper

The Ontario Municipal Records Management System (TOMRMS)

- Developed in conjunction with The Association of Municipal Managers, Clerks & Treasurers of Ontario
- Used by 100's of Ontario municipalities since 1990
- Complete System for Managing Paper Records

Primary Components

- Classification / Indexing System
- Retention Schedule = Current Legislation
- Policies for Records Management
- Procedures for Records Management

TOMRMS: Classification and Indexing System

Primary Record Category
H= Human Resources

Record Series Code
04= Health & Safety

Record Series Title

Describes Documents Found in Series

HO4 HEALTH AND SAFETY

Includes records regarding the occupational health and safety of staff. Includes accident reports, Workers' Compensation reports and information on health and Safety programs for staff.

Excludes - Accidents of the Public – see Incident/Accident Reports, P05.
- Health & Safety Education – see S08

Documents NOT to be Included in this File Type

TOMRMS: Retention Schedule

Department Responsible to Keep Official Copy

Years to Keep in Active Office Area

File Code and Title

Years in Storage

Years after which Record will be destroyed

Class Code	Secondary Heading	Resp. Dept.	Keep* Dept.	Off Site	Total Ret.	Remarks	Cite Table
HO4	Health and Safety	Personnel	1	6	7	Records related to Exposure to airborne arsenic, ethylene oxide, or asbestos Must be kept the longer of a) 40 years from the time such records were first made with respect to the worker Or b) 20 years from the time the last of such records were made with respect to the worker.	113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127,128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 167, 187, 220, 243, 303, 304, 305, 306,328, 376, 377

Special Notes

TOMRMS

Reference to Table of Laws That Apply

TOMRMS: Citation Table

Reference Number on Retention Schedule

Statue/Regulation Referenced

Period of Retention Specified in the Law

Number	Ontario Citations	Retention/Limitation
119	Designated Substance – Asbestos Regulation, under The Occupational Health and Safety Act, R.R.O. 1990, Reg. 837, s.15 Airborne Asbestos Exposure Records	For the longer of (a) the period of 40 years from the time such records were first made were first made; (b) the period of 20 years from the time the last such records were made.
120	Designated Substance – Asbestos Regulation, under the Occupational Health and Safety Act, R.R.O. 1990 Reg. 837, s. 7(1), (2) (c) (e) Asbestos Exposure Records	Not specified
121	Designated Substance – Asbestos Regulation, under the Occupational Health and Safety Act, R.R.O. 1990 Reg. 837, s. 12 (a), (c). Airborne Asbestos Monitoring Records	Five years.

TOMRMS: Policy Statement

POLICY STATEMENT

Purpose	The objective of this policy is to outline provisions for the management of information within the Municipality, ensuring economy and efficiency in the creation, maintenance, retrieval, storage and disposition of records while providing for the coordination of activities required to support records management services in municipal offices.
Scope	This policy applies to all offices within the Municipality, unless otherwise specified.
Policy	<p>The Records management policy of the Municipality is to:</p> <ol style="list-style-type: none">i) provide records keeping systems and services that efficiently maintain and retrieve information.ii) provide efficient and prompt disposal of records when their administrative, legal, and fiscal value has ceased and all requirements of the Municipal by-laws as they affect public documents have been met while preserving those records of enduring value to the Municipality.iii) provide efficient development and use of micrographic and optical systems where cost effective applications exist.

TOMRMS: Procedure

PROCEDURE

Records Management

Tab: **Records Retention**

**Association of
Municipal Clerks and
Treasurers of Ontario**

Section: **Inactive Records Storage**

Subject: **Purging Records**

Summary

Inactive records and records which have fulfilled their retention requirements should be purged or removed from the files. Purging should take place at least once a year in all departments.

User

1. Check the contents of each file folder.
2. Destroy any copies.
3. Check the dates of records within each folder.

Records which have fulfilled their total retention requirement according to the Records Retention Schedule (03-01-04) should be destroyed. For details, see 03-03-02.

Records which have fulfilled their department retention requirement should be transferred to Inactive Storage if there is a requirement for further inactive retention. For details see 03-02-03.

Continuum