

QMS-APP-05-02 Record Control Table

| Type of Record | Form Location | Completed Record Location | Minimum Retention Time | Disposal Method | Notes |
|--|---|--|------------------------|-----------------|-------|
| Drinking Water System Certificate of Classification | MECP | S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\Drinking Water System Information\Ballantrae-Musselman Lake Distribution System - 260006737 or S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\Drinking Water System Information\Stouffville Distribution System - 260003162 | 15 years | Shred | |
| Drinking Water System Profile Information | https://www.forms.ssb.gov.on.ca/mbs/ssb/forms/sbforms.nsf/FormDetail?openform&ENV=WWE&NO=012-2149E | S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\Drinking Water System Information\Ballantrae-Musselman Lake Distribution System - 260006737\DWS Profile Updates or S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\Drinking Water System Information\Stouffville Distribution System - 260003162\DWS Profile Updates | 15 years | Shred | |
| Drinking Water Works Permit | MECP | S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\Drinking Water System Information\Ballantrae-Musselman Lake Distribution System - 260006737 or S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\Drinking Water System Information\Stouffville Distribution System - 260003162 | 15 years | Shred | |
| Management Review Minutes | S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\Management Review\by year | S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\Management Review\by year | 5 years | Recycle | |
| Manufacturer's Equipment Calibration Records | Manufacturer of Equipment | S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\Waterworks Equipment\Equipment Calibration | 15 years | Recycle | |

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|---|---|---|------------------------|-----------------|--|
| MECP Drinking-Water Systems Annual Reports | S:\ENVIRONMENTAL SERVICES - EIE08 Water Works\Drinking Water System Information\MECP Reporting | S:\ENVIRONMENTAL SERVICES - EIE08 Water Works\Drinking Water System Information\MECP Reporting <i>and</i> Town Website | 15 years | Recycle | Presented to Council by end of March, combined with Summary Report |
| MECP Drinking-Water Systems Summary Reports | S:\ENVIRONMENTAL SERVICES - EIE08 Water Works\Drinking Water System Information\MECP Reporting | S:\ENVIRONMENTAL SERVICES - EIE08 Water Works\Drinking Water System Information\MECP Reporting <i>and</i> Town Website | 15 years | Recycle | Presented to Council by end of March, combined with Annual Report |
| Municipal Drinking Water Licence | MECP | S:\ENVIRONMENTAL SERVICES - EIE08 Water Works\Drinking Water System Information\Ballantrae-Musselman Lake Distribution System - 260006737 <i>or</i> S:\ENVIRONMENTAL SERVICES - EIE08 Water Works\Drinking Water System Information\Stouffville Distribution System - 260003162 | 15 years | Shred | |
| Public Works Staff Training Records | S:\HUMAN RESOURCES - HH12 Training and Development\Staff Training Records | S:\HUMAN RESOURCES - HH12 Training and Development\Staff Training Records | Indefinitely | N/A | |
| QMS-FRM-01-01 - Bulk Water Account Application | https://townofws.ca/live/water-and-utilities/bulk-water-sales/ | Customer Service | 15 years | Delete | Customer Service will revise this form as required |
| QMS-FRM-06-01 - Curb Box Location Record | S:\ENVIRONMENTAL SERVICES - EIE08 Water Works\QMS Forms | S:\ENVIRONMENTAL SERVICES - EIE08 Water Works\Waterworks Information and Instructions\Curb Box Locates <i>and</i> Operations Centre Waterworks Room | Indefinitely | N/A | |
| QMS-FRM-06-05 - Internal Checklist for DWWP | S:\ENVIRONMENTAL SERVICES - EIE08 Water Works\QMS Forms | S:\ENVIRONMENTAL SERVICES - EIE08 Water Works\QMS Forms | Indefinitely | N/A | |
| QMS-FRM-06-08 - Hydrant Meter Permit | S:\ENVIRONMENTAL SERVICES - EIE08 Water Works\QMS Forms | S:\ENVIRONMENTAL SERVICES - EIE08 Water Works\QMS Forms\Online form data\QMS-FRM-06-08 - Hydrant Meter Permit Application.xlsx | 5 years | N/A | |

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|---|---|---|------------------------|-----------------|-------|
| QMS-FRM-06-09 - Hydrant Meter Record | Sharepoint - Water/Wastewater Operations - Documents/Operators Forms | S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms\Online form data\QMS-FRM-06-09 - Hydrant Meter Record.xlsx | 5 years | N/A | |
| QMS-FRM-06-10 - Hydrant Flow Test | https://townofws.formbuilder.ca/Public-Works/Request-for-Hydrant-Flow-Test | S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms\Online form data\QMS-FRM-06-10 - Hydrant Flow Test | 5 years | N/A | |
| QMS-FRM-06-11 - Residential Flow Test | Sharepoint - Water/Wastewater Operations - Documents/Operators Forms | S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms\Online form data\QMS-FRM-06-11 - Residential Flow Test.xlsx | 5 years | N/A | |
| QMS-FRM-06-12 - Restoration Request | Sharepoint - Water/Wastewater Operations - Documents/Operators Forms | S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms\Online form data\QMS-FRM-06-12 - Restoration Request.xlsx | 5 years | N/A | |
| QMS-FRM-06-13 - New Build Request for Water Meters | https://townofws.formbuilder.ca/Public-Works/Water-Meter-Installation-Request | S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms\Online form data\QMS-FRM-06-13 - New Build Request for Water Meter.xlsx | 5 years | N/A | |
| QMS-FRM-06-14 - Water Meter Repair Form | Sharepoint - Water/Wastewater Operations - Documents/Operators Forms | S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms\Online form data\QMS-FRM-06-14 - Water Meter Repair Form.xlsx | 5 years | N/A | |
| QMS-FRM-06-15 - Water Tap Form | Sharepoint - Water/Wastewater Operations - Documents/Operators Forms | S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms\Online form data\QMS-FRM-06-15 - Water Tap Form.xlsx | 5 years | N/A | |
| QMS-FRM-10-01 - Public Works Staff Training | S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms | S:\HUMAN RESOURCES - H\H12 Training and Development\Operator Licenses\by Operator Name) | 10 years | N/A | |

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| QMS-FRM-10-02 - On The Job Practical Training Record | S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms | S:\HUMAN RESOURCES - H\H12 Training and Development\Courses\by year\by course name) | 10 years | N/A | |
| QMS-FRM-10-03 - Public Works Staff Training Matrix | S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms | S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms | 10 years | N/A | |
| QMS-FRM-14-01 - Inspection for Subdivision and Capital Works Acceptance - VA & VC Inspection | S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms | S:\DEVELOPMENT AND PLANNING - D\D12 Plan of Subdivisions\by subdivision name) | 5 years | Recycle | |
| QMS-FRM-14-02 - Inspection for Subdivision and Capital Works Acceptance - Hydrant Inspection | S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms | S:\DEVELOPMENT AND PLANNING - D\D12 Plan of Subdivisions\by subdivision name) | 5 years | Recycle | |
| QMS-FRM-14-03 - Inspection for Subdivision and Capital Works Acceptance - Water Service Inspection | S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms | S:\DEVELOPMENT AND PLANNING - D\D12 Plan of Subdivisions\by subdivision name) | 5 years | Recycle | |
| QMS-FRM-15-01 - Valve Inspections | https://townofws.maps.arcgis.com/apps/instance/gallery/index.html?appid=81e6538280dd4b4bb847b069543b9324 | Sharepoint - Secondary Water/Wastewater Operations - Documents/Valves/Annual Inspections | 5 years | Shred | Includes valve box, chamber, pressure zone and left-turn valve inspections |
| QMS-FRM-15-02 - Hydrant Inspections | https://townofws.maps.arcgis.com/apps/instance/gallery/index.html?appid=81e6538280dd4b4bb847b069543b9324 | Sharepoint - Secondary Water/Wastewater Operations - Documents/Hydrants/Annual Inspections | 5 years | Shred | |
| QMS-FRM-15-03 - Monthly Hydrant Flushing | https://townofws.maps.arcgis.com/apps/instance/gallery/index.html?appid=81e6538280dd4b4bb847b069543b9324 | Sharepoint - Secondary Water/Wastewater Operations - Documents/Hydrants/Monthly Flushing | 5 years | Shred | |
| QMS-FRM-15-04 - Water Shutdown Notification Information | S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms | Operations Centre - E08 – Watermains – (by year) Watermain Shutdown Notification Forms | 5 years | Shred | |

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| QMS-FRM-15-04 - Water Turn Off/On Request | https://townofws.ca/live/water-and-utilities/turning-your-water-service-on-or-off/ | S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms\Online form data\QMS-FRM-15-04 - Request to Have Water Turned On or Off | 5 years | N/A | |
| QMS-FRM-15-05 - Water Service Shutdown Information | Sharepoint - Water/Wastewater Operations - Documents/Operators Forms | S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms\Online form data\QMS-FRM-15-05 - Water Service Turn On or Off.xlsx | 5 years | N/A | |
| QMS-FRM-15-06 - Water Service Repair | S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms | Operations Centre - E08 – Watermains – (by year) Watermain Shutdown Notification Forms | 5 years | Shred | |
| QMS-FRM-16-01 - Chlorine Residual Results | https://forms.townofws.ca/Public-Works/QMS-FRM-16-01-Chlorine-Residual-Results | S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms\Online form data\Chlorine Residual Combined.XLSX | 15 years | N/A | |
| QMS-FRM-16-02 - System Pressure Monitoring | S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms | Operations Centre, E08 – Watermains – Fire Flow/Pressure Testing Information | 5 years | Shred | |
| QMS-FRM-16-03 - Adverse Notification from Lab | S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms | Operations Centre - E08 – Adverse Water Sample Reports – (by year) | 2-15 years | Shred | Retention dependant on type of adverse. Refer to O. Reg. 170/03 |
| QMS-FRM-17-01 - Monthly Calibration | S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms | S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\Waterworks Equipment\Equipment Manuals | 6 yrs | Recycle | |
| QMS-FRM-21-02 - After Action Review | S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\QMS Forms | S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\After Action Review\by year | 5 years | Shred | |
| Water Sampling Analysis Reports | York-Durham Laboratory | S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\Water Sampling Program\Water Sampling Analysis Reports\by year | 15 Years | Recycle | |
| York-Durham Laboratory CALA Accreditation Certificate | Canadian Association for Laboratory Accreditation Inc. | S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\Water Sampling Program\Laboratory Information | 5 years | Shred | |
| York-Durham Laboratory Certificate of Drinking Water Testing License | MECP | S:\ENVIRONMENTAL SERVICES - E\E08 Water Works\Water Sampling Program\Laboratory Information | 5 years | Shred | |

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Document Change History

| Revision Number | Date | Change | Reviewed By | Approved By |
|-----------------|------------------|---|-----------------|-------------|
| 4 | January 25, 2023 | Annual Document Review Format revised with new Town branding | Peter W, Jeff T | Peter W |
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