

## Roads and Engineering

Bank Title Location	Legal Authority	Information Maintained	Uses	Users	Individuals Identified	Retention
Insurance Incident Report and Equipment/ Vehicle Incident/ Accident Reports	<i>Municipal Act</i>	Name, address, driver licence and plate number, witness(s), incident description	To record incidents that may result in a claim against the County; to update the employee record	Engineering / Roads Staff	Employees; Public	(Public) Closure of File + 5 years  P05  (Employee) Closure of File + 3 years  H04
Applications to Permit Oversize Loads on County Roads	<i>Highway Traffic Act</i>	Name, address, email address, telephone number, business information	To track and process permits to allow vehicles that exceed road weight limits to travel on County roads.	Engineering / Roads Staff	Public	Closure of File + 2 years  P11
Applications for new Entrance Permits onto County Roadways	<i>Highway Traffic Act</i>	Name, address email address, telephone number	To process and track applications from residents to construct a new entrance (driveway) onto a County roadway.	Engineering / Roads Staff	Public	Closure of File + 2 years  P11
Applications for Work Permit	<i>Highway Traffic Act</i>	Name, address, email address, telephone number, business information	Authorizing work and/or services on County road allowances	Engineering / Roads Staff	Public	Closure of File + 2 years  P11

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Applications for Sign Permit	<i>Highway Traffic Act</i>	Name, address, email address, telephone number, business information	Authorize signs on County road allowances	Engineering / Roads Staff	Public	Closure of File + 2 years  P11
Citizen Issue/Request Submission  PSD Citywide	<i>Municipal Act</i>	Name, address email address, telephone number, address	Roads Inquiries (Bridges, Ditch Maintenance, Deceased Animal, Sign Maintenance, Flooding, Snow Removal, Pothole, Traffic Signals, Entrance Permits, Illegal Dumping, Drainage and Beaver Dams)	Engineering / Roads Staff	Public	Closure of File + 5 years  M04
Mailing lists / Address labels	<i>Municipal Act</i>	Name and address	Mail out information to property owners who may be affected by road and bridge work	Engineering / Roads Staff	Public	Permanent (updated on ongoing basis)