

Permits, plans and watershed records

Eight steps to make decades of permits, property files and maps easy to search, and to keep them that way.



- ☐ **01** List every type of paper record you hold and where it's kept: permits, regulation files, property records, board minutes, monitoring data, maps and plans.
- ☐ **02** Rank them by how often staff and the public ask for them, and start with active permits and property files.
- ☐ **03** Check each record type against your retention schedule, so you don't move or scan what can be destroyed.
- ☐ **04** Choose the fields staff search by, such as permit number, property address, roll number and watershed, and index by them.
- ☐ **05** Scan large maps and plans at full size, so no detail is lost.
- ☐ **06** Save everything as searchable PDFs with a simple index, so any partner or future system can open them.
- ☐ **07** Plan for access requests: since 1 July 2026, MFIPPA gives you 45 business days to respond, and searchable files make that easy.
- ☐ **08** Decide what happens to the originals: kept, archived, or destroyed under your retention schedule with a certificate of destruction.

HOW YES, WE SCAN! HELPS

- Picked up from your office, free from Kanata to Cumberland
- Prepared, scanned and checked by hand. 100% of pages guaranteed in writing
- Handled by staff with established security credentials (Protected B), under an NDA if you ask
- Searchable PDFs, named to your convention

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Try one box, free

Scanned, searchable and back in two business days.

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