Minutes - Executive Policy Committee - July 7, 2010

REPORTS

Minute No. 383 Records Management By-law
eFile GK-5

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

The Executive Policy Committee concurred in the recommendation of the Winnipeg Public Service and recommends to Council:

1. That a new Records Management By-law, replacing the current Records Management By-law No. 166/2003, be enacted.

2. That the Records Committee be comprised as follows: the City Records Manager / Archivist, who shall be the Chairperson of the Committee; the City Clerk; the Chief Financial Officer; the City Auditor; the Director of Legal Services and City Solicitor; and two citizen members who shall not be employees of the City and whose term shall be for not more than three years.

3. That the Proper Officers of the City be authorized to do all things necessary to implement the intent of the foregoing.

DECISION MAKING HISTORY:

Moved by Councillor O'Shaughnessy,

That the recommendation of the Winnipeg Public Service be concurred in and forwarded to Council.

Carried

COMMITTEE RECOMMENDATION:

On July 6, 2010, the Council Secretariat Committee received the New Records Management By-law as information and referred the matter to the Executive Policy Committee.

ADMINISTRATIVE REPORT

Title: ***A New City By-law to Replace Records Management By-law 166/2003***

Critical Path: **Executive Policy Committee - Council**

AUTHORIZATION

Author	Department Head	CFO	CAO
J. Baltessen	R. Kachur	J Ferrier	G Laubenstein

RECOMMENDATIONS

1. That Council enact a new Records Management By-law replacing the current Records Management By-law 166/2003.

2. That the Records Committee be comprised as follows: the City Records Manager/Archivist, who shall be the Chairperson of the Committee; the City Clerk; the CFO; the City Auditor; the Director of Legal Services and City Solicitor; and two citizen members who shall not be employees of the City and whose term shall be for not more than three years.

REASON FOR THE REPORT

The new Records Management By-law is necessary in order to document with greater accuracy the types of records created in City departments and business units, to account for changes in the City's organization with respect to records creation and disposition, and to ensure that recordkeeping best practices are maintained and meet existing legal and fiscal requirements.

IMPLICATIONS OF THE RECOMMENDATIONS

1. The existing By-law reflects the City's organizational structure in 2003. Since then, numerous changes have taken place that are not reflected in the By-law. For example, the existing By-law does not include records created by Special Operating Agencies (SOA's). The new By-law reflects the City's current structure.

2. The new By-law includes records series not described in the current By-law, or which have been created since the current By-law was enacted.

3. The new By-law has been formatted in a manner which will facilitate the tracking of changes and realignment in the City's organizational structure. Records associated with particular business functions can therefore be properly managed as record creating functions move within and between business units.

4. That Administrative Directive AD-006, Corporate Recordkeeping, last updated October 24, 2003, be revised to bring it up to date.

HISTORY

The City of Winnipeg Charter, and before it, *The City of Winnipeg Act,* requires the City to pass a by-law for the management, retention, safekeeping, disposition and destruction of records. The City has had such a by-law in place since 1975. By-law 937/75 contained five schedules and guidelines for the "safe-keeping and destruction of documents". Its replacement, By-law 6875/96, reduced the number of schedules to two - "temporary' and "permanent" records. Those records identified as temporary had designated retention periods ranging from 2 to 20 years. This By-law was in turn repealed by By-law 8150/2002 on December 11, 2002. Records management for the City of Winnipeg is currently governed by By-law 166/2003. By-law 166/2003, repealing 8150/2002, was approved by Council on December 17, 2003,

The current By-law is now out of date in that the Records Retention and Disposition schedules do not meet the current recordkeeping requirements of City of Winnipeg Departments. They do not account for new records systems created since the current By-law was enacted, and the By-law itself does not reflect major changes to the City's organizational structure which have occurred since 2003 and are ongoing. For example, the current By-law does not accurately reflect records created by the City's Special Operating Agencies, the location of Building Services as part of Planning, Property and Development, the creation of a new By-law Enforcement Services Division within the Community Services Department, the abolition of EPC Secretariat and CAO Secretariat,

the creation of a new Legal Services Department and numerous other changes to the City's organizational structure. The new By-law addresses these concerns.

The attached By-law is based on information gathered from departments over the last year. In preparing this By-law there was consultation with all City of Winnipeg Departments and SOA's. The By-law has been reviewed by Legal Services Department, and the draft was reviewed by the City of Winnipeg Records Committee and recommended for approval at a meeting on May 18, 2010.

The draft By-law is consistent with current international standards for records and archives management, and with by-laws of other municipalities across Canada. The new format allows for the By-law to be more efficiently amended to reflect changes in organizational structure on a going forward basis.

FINANCIAL IMPACT

There is no financial impact associated with these recommendations.

CONSULTATION

In preparing this report there was consultation with:

City of Winnipeg Records Committee
Harold Dick – Solicitor, Legal Services Department
Don Kroeker – Records Manager, City Clerk's Department

City Departmental and SOA Staff, including:

- Office of the CAO
- Office of the CFO
- Community Services
- Legal Services
- Corporate Support Services
- Winnipeg Police Service
- Winnipeg Fire Paramedic
- Audit
- Planning, Property and Development
- Winnipeg Transit
- Assessment and Taxation
- Water and Waste
- Winnipeg Parking Authority SOA
- 311 Service

SUBMITTED BY

Department: City Clerk's Department
Division: Archives and Records Control
Prepared by: Scott Reid
Date: June 21, 2010



Records Management Draft By

By-law No.

THE CITY OF WINNIPEG

RECORDS MANAGEMENT BY-LAW NO.

A By-law of THE CITY OF WINNIPEG to provide for the management, retention, safekeeping, disposition and destruction of records.

WHEREAS The City of Winnipeg Charter provides that Council shall pass a by-law to provide for the management, retention, safekeeping, disposition and destruction of records;

AND WHEREAS the City Archives and Records Control Branch is responsible for the stewardship of historical civic information including making records available in public programming activities, and for research;

NOW THEREFORE THE CITY OF WINNIPEG, in Council assembled, enacts as follows:

Title

1 This By-law shall be known as the "**Records Management By-law**".

Definitions

2 In this By-law:

"archival", except as a retention and disposition classification in Schedules "B" and "C", means records that have enduring historical or other value, as determined by the City Archivist, that warrant continued preservation.

"City Archivist" means the individual appointed as city archivist under subsection 110(1) of *The City of Winnipeg Charter.*

"destruction" means the process of eliminating or deleting records, beyond any possible reconstruction.

"disposition" means the transfer of a city record to the City Archives or its destruction.

"record" means any kind of recorded information that is created or received by, or in the custody or control of, the City regardless of its physical form or its characteristics and includes;

(a) information recorded on paper, photographic film, microfilm, videotape or disk or in a computer system;

(b) a copy of the record; and

(c) a part of the record;

but does not include a personal or constituency record of a member of Council.

"Records Committee" means the committee appointed under subsection 110(2) of *The City of Winnipeg Charter*.

"records management" means the management of records from the time of creation through disposition.

"safekeeping" means the preservation of records.

Records Management Program

3 The Records Management Program as set out in Schedule "A" to the by-law is hereby adopted and applies to all records.

Retention, Disposal and Transfer of Records

4(1) All City records must be retained for the retention and disposition period applicable to that record set out in Schedules "B" and "C" to this By-law and may be disposed of thereafter in accordance with Schedule "A".

4(2) Records classified as "archival" in Schedules "B" or "C" must be transferred to the City Archives when they are no longer operationally useful and shall be retained or destroyed by the City Archivist in accordance with section 3 of Schedule "A".

4(3) Where there are conflicts between retention periods in Schedules "B" and "C", the class with the longer retention period shall be used.

4(4) Any record not listed in Schedules "B" and "C" must be transferred to the City Archives when they are no longer operationally useful and shall be retained or destroyed by the City Archivist in accordance with section 3 of Schedule "A".

4(5) The management and safe-keeping of all records transferred to the City Archives is the responsibility of the City Archivist.

City Archivist to chair Records Committee

5 The City Archivist or designate shall be the Chair of the Records Committee.

By-law No.

By-law No. 166/2003 repealed

6 The Records Management By-law No. 166/2003 is repealed.

DONE AND PASSED in Council assembled, this day of , 2010.

_____
Mayor

_____
City Clerk

Approved as to content:

_____
City Archivist

Approved as to form:

_____
For Director of Legal Services/City Solicitor

SCHEDULE "A"
RECORDS MANAGEMENT PROGRAM

Records Management

1. A records management program, as specified in this Schedule, is established under the direction of the City Archivist for the purpose of managing City records, including records of the community and private sources in the custody and control of the City..

Micrographics and Electronic Image Management

2. Where a source record is converted to microfilm or an electronic form

(a) the conversion process must meet standards as established by the City Archivist; and

(b) the disposition of the source record must be carried out in accordance with Schedules B and C.

Custody and Control of Records

3(1) Subject to retention for the retention and disposition periods set out in Schedules "B" and "C", records may be

(a) destroyed where, in the opinion of the City Archivist, such records

(i) have no archival value; or

(ii) have physically deteriorated beyond the point of reasonable conservation efforts; or

(b) transferred to another institution if, in the opinion of the City Archivist, they would be more appropriately preserved by the other institution.

3(2) The City Archivist is authorized to retain and preserve records that, in the opinion of the City Archivist, have archival value.

Access to Records

4(1) Subject to subsections (2) and (3), all records must

(a) be accessible in accordance with all applicable legislation; and

(b) be handled and stored in a manner that ensures the security and integrity of such records.

4(2) The City Archivist must comply with legislation governing access to information and protection of privacy and may restrict access and use of archival records to protect the privacy of individuals named in such archival records, or to protect the records from loss or damage.

4(3) The City Archivist may enter into an agreement with a private organization or person to acquire their records and may restrict access to the records in accordance with the terms and conditions of the agreement.

Disposition of Records

5(1) Records identified for destruction must be destroyed in a manner that is consistent with legislation governing access to information and protection of privacy and ensures the protection of confidentiality and completeness of destruction.

5(2) Records transferred to the City Archives shall be managed and controlled by the City Archivist.

Preservation of Records

6. Records must be preserved in accordance with appropriate standards as determined by the City Archivist.

By-law No.

SCHEDULE "B"
STANDARD ADMINISTRATIVE RECORDS SCHEDULES
(Classes of records that are common to all City Departments)

HOW TO INTERPRET THIS DOCUMENT

The purpose of the Records Retention and Classification Schedule is to describe and classify types of records in City of Winnipeg Departments, and to specify how long records must be kept before they may be destroyed or transferred to the Archives.

The **LIST OF RECORDS CLASSIFICATIONS** indicates the reference number for each class of records, based on a classification of functions commonly found throughout City departments. Schedule B contains classes of records that are common to all City Departments.

The **RETENTION AND DISPOSITION SCHEDULES** after the List of Records Classifications contain descriptions of the classes of records, and examples of the types of documents that may be found in each class, with requirements regarding retention and disposition.

FUNCTION means the function that is supported by the class of records.

DESCRIPTION is a description of the types of documents that might be found in a class of records.

RETENTION AND DISPOSITION indicates the *minimum* period of time that records must be kept before they may be destroyed. Departments may keep records longer than the retention period indicated as required.

The **ARCHIVAL** disposition means that records must be transferred to the City Archives after they are no longer operationally useful and shall be retained or destroyed by the City Archivist in accordance with section 3 of Schedule A.

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RETENTION AND DISPOSITION SCHEDULES
Standard Administrative Records

1.00 BUILDING MANAGEMENT

Records related to building operations, maintenance and management to ensure the functionality of facilities required for public service delivery and support.

1.01 Accommodations Records
Function: To record the administration of a civic building or facility.
Description: Correspondence, reports, agreements, contracts, manuals, and other records related to building operations and maintenance.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

1.02 As-built and Shop Drawings
Function: To provide a record of drawings that depict a final installed configuration (physical or functional) as well as equipment held or installed in City facilities.
Description: Engineering drawings, incorporating all field mark-ups (construction drawings), design change notices, approved change orders/requests, deficiency reports, and modifications. Includes electrical, plumbing, heating, ventilation, air conditioning, lighting, water and sewage, and telecommunications systems drawings. Also may include operating manuals, engineering drawings and mechanical structures drawings.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

1.03 Building Alteration and Repair Records
Function: To provide a record of alterations and repairs carried out on a civic building or facility.
Description: Correspondence, proposals, contracts, agreements, reports, drawings, specifications, operating manuals and other records related to building alterations and repairs. Includes mechanical, electrical, plumbing, carpentry and utilities records related to repairs and alterations made to civic buildings, community clubs, recreation centres, arenas, wading pools, aquatics facilities.
Retention and Disposition: Destroy 1 year after completion or cancellation of alteration or repair.

1.04 Building Maintenance Records
Function: To provide a record of routine building maintenance related to ensuring the functionality of a facility required for public service delivery and support.
Description: Correspondence, proposals, contracts and agreements, reports, drawings, specifications, operating manuals and other records related to the provision of routine maintenance services for civic buildings. Includes mechanical, electrical, plumbing, carpentry, custodial and security maintenance and operations records for civic buildings, community clubs, recreation centres, arenas, and swimming pools.
Retention and Disposition: Destroy 1 year after completion or cancellation of service.

1.05 Building Security Records
Function: To maintain an onsite record of building security measures and activities related to a civic building or facility.
Description: Correspondence, reports, and other records related to the implementation and maintenance of physical security measures within a civic building or facility, including access restrictions, safeguards, incident reports of security breaches and violations. Includes records related to the installation, maintenance and operation of security systems, working alone policies and procedures, and local safety committee minutes and reports.
Retention and Disposition: Destroy 5 years after creation of record.

1.06 Building Security - Daily Control Records
Function: To provide a record of the day-to-day administration of building security.
Description: Daily logs, registers, reports and other records and communications regarding routine security procedures.
Retention and Disposition: Destroy 1 year after creation of record.

1.07 Facilities Booking Records
Function: To maintain a record of requests received for booking and use of a civic facility.
Description: Facilities booking requests, schedules, reservation records and all related correspondence and communications.
Retention and Disposition: Destroy 1 year after creation of record.

1.08 Fire Prevention Records
Function: To maintain an on-site record of fire prevention and safety measures and activities related to a civic building or facility.
Description: Correspondence, logs, plans, and reports related to fire drills, fire alarms, inspections and investigations as well as records related to the installation and maintenance of fire extinguishers, sprinkler and alarm systems.
Retention and Disposition: Destroy 5 years after creation of record.

1.09 Property Management Records
Function: To provide a record of the general management of a civic property.
Description: Correspondence, reports, agreements and other records related to property management matters. Includes records related to purchase, rental, leasing, or construction of facilities and space planning and utilization.
Retention and Disposition: Destroy 6 years after creation of record.

1.10 Universal Design Records
Function: To provide a record of the implementation and administration of universal design to meet the needs of a broad array of users, including people with disabilities, in designing products, information, services and the built environment.
Description: Correspondence, reports, plans, working papers and other records related to the administration of the City's Universal Design policy.
Retention and Disposition: Destroy 5 years after creation of record.

1.11 Utilities Service Records
Function: To provide a record of utility consumption.
Description: Service logs, reports, statements, reading notices and other records related to civic building or facility and utilities consumption. Includes hydro, natural gas, telephone, and water service records.
Retention and Disposition: Destroy 6 years after creation of record.

1.12 Airborne Substance Monitoring Records
Function: To maintain a record of the monitoring of airborne chemical or biological substances for safety reasons.
Description: Monitoring results and all related records, correspondence and reports.
Retention and Disposition: Destroy 30 years after creation of record.

1.13 Asbestos Inventory and Inspection Records
Function: To maintain an inventory of all asbestos-containing material in the workplace and to maintain a record of the regular inspection of the condition of these materials as specified under Manitoba Safety Regulation 217/2006.
Description: Inventories of asbestos-containing materials present in the workplace and records of the inspection of the condition of these materials.
Retention and Disposition: Destroy 30 years after creation of record.

2.00 DEPARTMENTAL FINANCIAL MANAGEMENT

Records related to the financial management and operation of a City department.

2.01 Accounting Journals and Ledgers
Function: To record the transfer of charges between accounts and summaries of account information.
Description: Journals, ledgers and other records that provide final or cumulative (year-end) summaries of account information
Retention and Disposition: Destroy 10 years after creation of record

2.02 Accounting Records – General
Function: To maintain a daily record of accounting activities.
Description: Correspondence, reports, control documents and other records related to data entry and maintenance of year-to-date financial information. Includes reports, control documents and other records related to financial information systems.
Retention and Disposition: Destroy 1 year after verification of data entry.

2.03 Accounts Payable/Receivable
Function: Records related to the payment of financial obligations and receipt of revenues.
Description: Accounts payable records, including invoices, statements, payment vouchers, expense reports, account reconciliations, cheque registers, as well as working papers and other documents related to the payment of accounts. Accounts receivable records, including remittance journals, transaction reports, receipts distribution, revenue reports, including revenue, deposits and refunds, trial balance ledger and general detail reports, working papers and other documents related to receipt transactions, billing and collecting of receivables.
Retention and Disposition: Destroy 6 years after creation of record.

2.04 Banking Records
Function: Records related to banking activities.
Description: Deposit records, cheques, bank statements, reconciliations, drafts, cancelled checks, check registers and other cash management records.
Retention and Disposition: Destroy 6 years after creation of record.

2.05 Banking Records – Daily Cash Management
Function: To record the daily management of cash in city departments and offices.
Description: Cash receipts, cash register tapes, daily reconciliations and reports and other related records.
Retention and Disposition: Destroy 1 year after file closure.

2.06 Budget Files
Function: To provide a record of the preparation of annual budgets.
Description: Draft budgets, financial statements, approved budgets, correspondence, reports, working papers, meeting minutes and other records related to the coordination of planning activities including analysis and evaluation of programs and the preparation of annual budgets.
Retention and Disposition: Destroy 6 years after file closure.

2.07 Capital Property Records
Function: To record the purchase and sale of property, equipment and improvements.
Description: Records of financial obligations associated with capital expenditures; records of the purchase of land and equipment, furnishings and motor vehicles; material transfers, work orders, records of additions or improvements to buildings or equipment, property reporting records.
Retention and Disposition: Destroy 15 years after file closure.

2.08 Grants and Subsidies Records
Function: To maintain a record of the acquisition or issuance of grants and subsidies.
Description: Grant applications; grant revenue information and related correspondence and other documents.
Retention and Disposition: Destroy 6 years after completion of project or rejection of application.

2.09 Payroll Administration Records
Function: To provide a record of the departmental administration of the payroll function.
Description: Payroll reports, statements, copies of Revenue Canada T4 forms including year-end salary and deduction information for each employee and other documents related to the payment of employee salaries and benefits for each payroll period.
Retention and Disposition: Destroy 6 years after creation of record.

2.10 Payroll Administration Records – Daily Records
Function: To provide a daily record of employee attendance and hours worked for the purpose of the administration of bi-weekly payroll periods.
Description: Employee time cards, attendance records, time sheet, and other records related to daily time keeping and payroll administration.
Retention and Disposition: Destroy 1 year after creation of record.

2.11 Strategic Planning Records
Function: To provide a record of operational and financial objectives.
Description: Correspondence, reports, statistics, working papers and other records pertaining to the approval of annual budgets and business plans.
Retention and Disposition: Destroy 4 years after file closure.

3.00 DEPARTMENTAL HUMAN RESOURCES MANAGEMENT

Records related to departmental administration of Human Resources services.

3.01 Applications for Employment
Function: To maintain a record of unsolicited resumes and applications for employment.
Description: Unsolicited applications for employment and resumes and related correspondence.
Retention and Disposition: Destroy 1 year after creation of record.

3.02 Collective Agreement Records
Function: To maintain a record of signed collective agreements between the City of Winnipeg and its various employee unions and associations.
Description: Correspondence and reports, including guidelines, interpretations, notes and other documents related to the administration of a collective agreement.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

3.03 Compensation and Benefits Records
Function: To record the administration of employee compensation and benefit records.
Description: Records of compensation and benefits paid out and distributed to department employees, including sick and disability leave records, maternity leave records, medical and dental insurance records, vacation, leave of absence records and other related records.
Retention and Disposition: Destroy 6 years after file closure.

3.04 Employee Claims Files
Function: To provide a record of claims for compensation from the City of Winnipeg filed by employees.
Description: Applications forms, correspondence, supporting documentation and other records related to submission, review and approval of employee claims. Includes expense, tuition, professional development and training, Workers Compensation Board and other employee claims.
Retention and Disposition: Destroy 60 years after settlement of claim.

3.05 Employee Development and Training Records
Function: To record the administration of departmental professional development and employee training programs.
Description: Correspondence, planning and project records, course and workshop outlines and curricula, attendance records, evaluations, status reports, and other records related to the development and delivery of employee training and development.
Retention and Disposition: Destroy 5 years after creation of record.

3.06 Employee Records
Function: To maintain a record of employment for all City of Winnipeg employees including permanent, part-time, seasonal, student and casual employees.
Description: Individual employee files contain correspondence, employment applications, resumes, performance appraisals, benefits information, copies of change forms and other records pertaining to the administration of human resources services and an individual's employment history including notices of severance, termination, retirement and resignation. Includes salary information, records of remuneration, records of compensation and benefits received, medical records, and professional development and training records. May also include criminal investigation reports, conflict of interest records, and other related correspondence and communications.
Retention and Disposition: Destroy 60 years after termination of employment.

3.07 Human Resources Officers' Records
Function: To record the administration of departmental human resources programs and services.
Description: Policies and procedures, correspondence, reports, and other records related to the administration of departmental human resources services.
Retention and Disposition: Destroy 5 years after creation of record.

3.08 Job Competition Files
Function: To record the administration of job competitions.
Description: Job postings, advertisements, screening criteria, job descriptions, applications and resumes, interview notes and rationale for selection as well as correspondence and other documents related to filling a job vacancy.
Retention and Disposition: Destroy 2 years after file closure.

3.09 Job Description Records
Function: To maintain a record of current City of Winnipeg job descriptions and classifications.
Description: City of Winnipeg job descriptions and classifications along with accompanying correspondence and research information.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

3.10 Labour Relations Files
Function: To maintain a record of labour relations cases.
Description: Correspondence including correspondence and communications with union representatives, formal grievances, discussion papers, interviews and statements, investigation reports, legal opinions, settlement strategies and resolutions, arbitration decisions and other documents related to the processing and resolution of grievances filed by City employees.
Retention and Disposition: Destroy 10 years after file closure.

3.11 Department Safety Records
Function: To record the administration of departmental occupational health and safety programs.
Description: Injury and illness reports, work procedures, workplace inspection records, first aider lists, safety training and certification records, and other occupational health and safety records as specified in Manitoba Safety Regulation 217/2006.
Retention and Disposition: Destroy 5 years after creation of record.

3.12 Volunteer Records
Function: To maintain a record of individuals performing voluntary service for City of Winnipeg departments or offices.
Description: Records related to the interview, training, orientation, assignment, supervision and evaluation of volunteers.
Retention and Disposition: Destroy 2 years after file closure.

3.13 Health and Safety Committee Records
Function: To maintain a record of the deliberations and decisions of local health and safety committees.
Description: Minutes and other records related to the proceedings of local health and safety committees formed according to Manitoba Safety Regulation 217/2006.
Retention and Destruction: Destroy 10 years after file closure.

4.00 DEPARTMENTAL INFORMATION MANAGEMENT

Records related to departmental development, implementation, maintenance, and support of information systems.

4.01 Application Development Records
Function: To record the development, design and modification of system applications.
Description: Records related to the development, design and modification of system applications, including planning and project records, correspondence and communications, requests for proposal, implementation and evaluation records.

Retention and Disposition: Destroy 2 years after discontinuance of system and data has been transferred or destroyed.

4.02 Computer Hardware Documentation
Function: To maintain a record of the operation, use and maintenance of computing hardware.
Description: Operating manuals, system requirements, configuration and control systems and related correspondence.
Retention and Disposition: Destroy after use of hardware is discontinued and data has been transferred and destroyed.

4.03 Network Administration Records
Function: To maintain a record of the installation, usage and servicing of information networks.
Description: Installation records, planning and project records, related communications and correspondence, related statistical records, service and repair records.
Retention and Disposition: Destroy 3 years after creation of record.

4.04 System Backups
Function: To maintain records needed to restore or recover an information system.
Description: Copies of master files, databases, applications, software, logs, directories and other related records needed to restore or recover a system.
Retention and Disposition: Destroy after obsolete or operational requirements cease.

4.05 System Documentation
Function: To maintain a record of the use, operation and maintenance of application systems.
Description: User guides, specifications, program descriptions, flowcharts and other related records.
Retention and Disposition: Destroy 2 years after discontinuance of system and data has been transferred or destroyed.

4.06 Technical Support Records
Function: To maintain a record of information technology support services.
Description: Inspection reports, service requests and other related records.
Retention and Disposition: Destroy 3 years after creation of record.

4.07 Vendor and Supplier Files
Function: To maintain a record of information systems service providers and suppliers.
Description: Correspondence, proposals and responses to RFPs, agreements including service and licensing agreements and other documents related to the provision by vendors and suppliers of goods and services that pertain to information systems functions.
Retention and Disposition: Destroy 6 years after file closure.

5.00 DEPARTMENTAL SERVICE MANAGEMENT

Records related to the general administration of a City department.

5.01 Access and Privacy Records

Function: To record the administration of *The Freedom of Information and Protection of Privacy Act (FIPPA)* and *The Protection of Personal Health Information Act (PHIA)* as carried out by a city department.
Description: Correspondence, reports and other records related to the administration of access and privacy legislation by a city department. Includes complaints concerning the administration of *FIPPA* and *PHIA* and other correspondence with the Manitoba Ombudsman.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

5.02 Accreditation Records

Function: To maintain a record of compliance as required by accreditation agencies.
Description: Policies, standards, inspection records and other records related to compliance with accreditation requirements.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

5.03 Administrative Directives

Function: To maintain a record of current administrative directives.
Description: Copies of approved administrative directives.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

5.04 Administrative Reports

Function: To maintain a record of administrative reports presented to Council.
Description: Administrative reports, related correspondence and other records related to the preparation and presentation of administrative reports.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

5.05 Applications for Access to Information

Function: To maintain a record of applications received by a department under *The Freedom of Information and Protection of Privacy Act*.
Description: Applications for access to records under *FIPPA* received by a City department, related correspondence, and notes.
Retention and Disposition: Destroy 5 years after file closure.

5.06 Audit Reports

Function: To provide a record of audits and examination reports other than those conducted by City Auditor.
Description: Correspondence, reports and other records related to the preparation of audit reports. Includes annual audit, examination of operations, special audits and other financial and procedural audit reports.
Retention and Disposition: Destroy 6 years after creation of record.

5.07 Chronological Files
Function: To maintain a chronological record of correspondence.
Description: Copies of all correspondence arranged chronologically.
Retention and Disposition: Destroy 1 year after creation of record.

5.08 Contracts and Agreements
Function: To maintain a record of signed contracts and agreements and the administration of contracts and agreements.
Description: Signed agreements and contracts, amendments, reports and related correspondence.
Retention and Disposition: Destroy 6 years after termination or expiry of agreements or contract.

5.09 Corporate Communication Records
Function: To maintain a record of the creation, development and publication of internal and external corporate communications.
Description: Correspondence, drafts, artwork, printing requisitions, and publications.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

5.10 General Inquiry Records
Function: To provide a daily record of inquiries from members of the general public, media, businesses, organizations and other levels of government.
Description: Daily records of inquiries received by City reception, help and information desks, including complaints and requests for assistance and information.
Retention and Disposition: Destroy 1 year after creation of record.

5.11 Mail Control Records
Function: To record the dispatch of inter-office and external mail.
Description: Mailing and distribution lists, returned mail, receipts and correspondence related to the dispatch and receipt of City mail.
Retention and Disposition: Destroy 1 year after creation of record.

5.12 Office Files
Function: To provide a record of day to day office administration activities.
Description: Subject files including departmental correspondence as well as external correspondence concerning department operations and related administrative issues. Includes copies and originals of directives, administrative policies and procedures, staff meeting minutes, routine management reports, operations and work schedules and logs, budget and planning material, requisitions and purchase orders and presentations, working papers and other documents related to general office administration.
Retention and Disposition: Destroy 2 years after creation of record.

5.13 Policies and Procedures
Function: To maintain a record of departmental policies and procedures.
Description: Policies and procedures, including manuals, handbooks, directives, guidelines and other related records.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

5.14 Project Files
Function: To maintain a record of the planning, design, execution and administration of projects.
Description: Project plans, related research and statistical material, project team meeting minutes, related correspondence and communications, analysis and evaluation records.
Retention and Disposition: Destroy 2 years after file closure or conclusion or termination of project.

5.15 Reference Material
Function: To maintain a library of published material for reference purposes.
Description: Publications that have been acquired and maintained for convenience of reference, including directories, newspaper clippings, supplier catalogues, periodicals, newsletters, legislation, video and audio tapes, and other library materials. Also includes copies of by-laws, press releases, Hansard, council minutes, reports, brochures, pamphlets and other City publications.
Retention and Disposition: Destroy after obsolete or superseded.

5.16 Statistics
Function: To collect and maintain statistics for planning and reporting purposes.
Description: Records related to the collection and use of statistics for planning and reporting purposes.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

6.00 FLEET MANAGEMENT

Records related to the management and operation of the City's fleet of vehicles and equipment.

6.01 Fleet Maintenance Records
Function: To provide a record of fleet inventory maintenance and repair.
Description: Correspondence, work orders, reports, service manuals, and other records related to routine maintenance, testing, servicing, and repair of City vehicles and equipment.
Retention and Disposition: Destroy 2 years after creation of record.

6.02 Fleet and Equipment Inventory Records
Function: To provide a record of current equipment and fleet inventory.
Description: Correspondence, vehicle registrations, warranties, and other records related to the ownership and registration of equipment fleet vehicles and equipment.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

6.03 Fleet Procurement Records
Function: To provide a record of fleet vehicle and equipment procurement
Description: Correspondence, agreements and contracts, and other records related to the procurement of fleet vehicles and equipment.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

6.04 Fleet Vehicle Usage Records
Function: To record the usage of fleet vehicles.

Description: Schedules, trip logs, routine reports and other records related to vehicle use.
Retention and Disposition: Destroy 6 years after creation of record.

6.05 Fuel Consumption and Dispensing Records
Function: To maintain a record of fuel consumption by fleet vehicles and equipment.
Description: Weekly, monthly and annual reports and other cumulative records of fuel consumption by fleet vehicles and equipment.
Retention and Disposition: Destroy 2 years after creation of record.

6.06 Aerial Device and Self-Elevating Platform Records
Function: To maintain a record of testing, repairs and maintenance performed on lifting and elevating devices as specified under Manitoba Safety Regulation 217/2006.
Description: Records of all inspections, tests, repairs, modifications and maintenance performed on aerial devices and self-elevating work platforms.
Retention and Disposition: Destroy 5 years after disposal of equipment.

6.07 Powered Mobile Equipment Records
Function: To maintain a record of testing, repairs and maintenance performed on lifting and elevating devices as specified under Manitoba Safety Regulation 217/2006.
Description: Records of all inspections, tests, repairs, modifications and maintenance performed on powered mobile equipment, including all self-propelled machines used to move workers and materials.
Retention and Disposition: Destroy 5 years after disposal of equipment.

6.08 Duplicate Key Logbooks
Function: To maintain a record of the use of machine duplicate keys.
Description: Records of the use of duplicate keys use to lock out machinery.
Retention and Disposition: Destroy 1 year after disposal of equipment.

6.09 Crane Logbooks
Function: To maintain a record of testing, repairs and maintenance performed on cranes with a rated load capacity of one tonne or more.
Description: Records of all inspections, tests, repairs, modifications and maintenance as specified in Manitoba Safety Regulation 217/2006.
Retention and Disposition: Maintain until equipment is disposed of or sold. If equipment is sold, transfer logbook to new owner as specified in Manitoba Safety Regulation 217/2006.

6.10 Equipment Safety and Certification Records
Function: To maintain a record of equipment safety certificates as required by Manitoba Safety Regulation 217/2006.
Description: Records of all certifications that equipment is safe and is being used appropriately.
Retention and Disposition: Dispose 5 years after disposal of equipment.

7.00 MATERIALS AND SUPPLIES MANAGEMENT

Records related to the management and administration of supplies, materials, and equipment.

7.01 Hazardous Materials Records

Function: To maintain a record of the storage and disposal of hazardous materials.
Description: Storage records, manifests, bills of lading, receipts and other records related to the storage, transportation and handling of hazardous materials and compliance with environmental regulations
Retention and Disposition: Destroy 15 years after creation of record.

7.02 Materials and Supplies Inventory Records

Function: To maintain a current record of materials, supplies and equipment.
Description: Correspondence, reports, and other records related to current inventory of materials supplies and equipment. Includes inventory lists and other records related to the administration of inventory systems.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

7.03 Procurement Records

Function: To provide a record of the purchasing of supplies, materials and equipment necessary for departmental operations.
Description: Correspondence, Requests for Proposals, specifications, tenders, requisitions, purchase orders, agreements and contracts, reports and other records related to the procurement of materials and supplies.
Retention and Disposition: Destroy 6 years after file closure.

7.04 Hazardous Material Safety Data Sheets

Function: To maintain a record of information on hazardous waste that is produced, stored, handled or disposed of in the workplace. Data sheets include information on the composition and hazards of the waste as well as appropriate safety measures to take when storing, handling and disposing of it.
Description: Safety data sheets that are either received from the supplier or produced by the City of Winnipeg.
Retention and Disposition: Destroy 30 years after creation of record.

8.00 RECORDS MANAGEMENT

Records related to the systematic control of records.

8.01 File Plan Records

Function: To maintain a record of current filing systems.
Description: Filing system procedures, subject classification guides, directory structures, file keys, file lists, indexes, and other records related to the design and operation of filing systems.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

8.02 Records of Destruction
Function: To record the destruction of records.
Description: Certificates of destruction, approvals, transfer lists and related records.
Retention and Disposition: Archival.

8.03 Records Transfer Lists
Function: To record the physical transfer of records to City Archives and Records Control Centre or to other off-site storage facilities.
Description: Transfer lists, location lists, box contents lists and related records.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

9.00 SUPPORTING BUSINESS DEVELOPMENT

Records related to land use by land developers in order to promote the orderly development and optimal use of urban land for Winnipeg.

9.01 Development Agreements
Function: To maintain a record of agreements concerning property development.
Description: Copies of signed agreements, reports and related correspondence.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

9.02 Development Applications
Function: To maintain a record of the administration of property development applications.
Description: Applications, supporting documentation, correspondence, reports and related records.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

9.03 Hearing Files
Function: To maintain a record of the proceedings of public hearings concerning land use and development issues.
Description: Applications, submissions, presentations, notifications, minutes and other procedural records, decisions and other records related to the hearing process.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

10.00 TRANSITORY RECORDS

Records that have only short term or immediate value.

Function: Not applicable.
Description: Records that are**:**

- Retained solely for convenience of reference.
- Required solely for the completion of a routine action or preparation of another record.
- Of no significance or value in documenting
- City business transactions.
- Not an integral part of a City record.

- Not filed regularly with records or filing systems.
- Not required to meet statutory obligations or to sustain administrative or operational functions.
- About social events that are not City events
- Not related to City business.
- Voice mail messages.

Retention and Disposition: Destroy immediately after no longer needed.

Schedule C
Departmental Records Schedules
(Classes of records that are not common to all City Departments, and that support internal departmental operations)

HOW TO INTERPRET THIS DOCUMENT

The purpose of the Records Retention and Classification Schedule is to describe and classify types of records in City of Winnipeg Departments, and to specify how long records must be kept before they may be destroyed or transferred to the Archives.

The **LIST OF RECORDS CLASSIFICATIONS** is provided in alphabetical order by department. (The special operating agencies have been grouped together under the heading Special Operating Agencies.) Within each department are set out the categories and subcategories of records for which that department is responsible.

Because of reorganizations and changes of name within the City administrative structure, the order of the records classification has changed from the order in By-law No. 166/2003. As a result the records classification numbers are no longer sequential. Nevertheless, for purposes of continuity and administration, the records classification numbers have been retained and are provided in brackets immediately following the title of the records classification. However, new section and subsection numbers immediately preceding the name of the department and subcategory of record now reflect the location of the records classification in Schedule C.

The **RETENTION AND DISPOSITION SCHEDULES** after the List of Records Classifications contain descriptions of the classes of records, and examples of the types of documents that may be found in each class, with instructions regarding retention and disposition. As with the List of Records Classifications, they are provided in alphabetical order by department with sequential section numbers provided before the heading and a classification number immediately following the heading.

FUNCTION means the function that is supported by the class of records.

DESCRIPTION is a description of the types of documents that might be found in a class of records.

RETENTION AND DISPOSITION indicates the *minimum* period of time that records must be kept before they may be destroyed. Departments may keep records longer than the retention period indicated as required. Where there are conflicts between retention periods in Schedule B and C, the class with the longer retention period shall be used.

The **ARCHIVAL** disposition means that records must be transferred to the City Archives after they are no longer operationally useful and shall be retained or destroyed by the City Archivist in accordance with section 3 of Schedule A.

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RETENTION AND DISPOSITION SCHEDULES
DEPARTMENTAL RECORDS

ASSESSMENT AND TAXATION DEPARTMENT

Includes records related to the Assessment and Taxation Department and its respective service responsibilities. Includes records related to the valuation and classification of all real property, personal property, and business occupancies within the City of Winnipeg for the purpose of distributing taxes fairly to the City's citizens. Also includes records related to the activities and responsibilities of the City Assessor as specified under *The Municipal Assessment Act* and *The City of Winnipeg Charter*. Also includes records relating to tax collection, taxation rolls and tax sales.

1. PROPERTY ASSESSMENT

1(1) City Assessor's Files (93.01)
Function: To provide a record of general administration of the Assessment and Taxation Department as carried out by the City Assessor.
Description: Correspondence, reports, agreements, directives, minutes, legal opinions and advice and other documents related to the management, direction and control of the Assessment and Taxation Department.
Retention and Disposition: Archival.

1(2) Property Assessment Files (93.02)
Function: To maintain a record of assessments of real property parcels and related services provided to the property owner or occupants. Includes commercial property parcels.
Description: Correspondence, reports and other records pertaining to ownership, subdivision, or other real property transactions. May include copies of permits, by-laws, change forms, photographs and other documents relating to changes to the property and its taxable value as determined by assessment or tax personnel. May also include documents pertaining to errors and omissions to assessment roll including correspondence, tax certificates and other documents related to assessment roll or tax roll adjustments or exemptions. Commercial property files include Income and Expense statements, cost letters, real estate information, income approach and other documents related to income based valuation of a commercial property. Where an application has been made to the Board of Revision for revision of the assessment roll, files include copies of applications for revision, Board notices, Board orders and other documents related to Board hearings, decisions and changes made to an assessment and a revision made to the assessment roll. Where an appeal has been made of a decision, files include copies of notice of appeal, briefs, orders and other documents related to an appeal to the Court of Queens Bench (for liability for taxation) or the Municipal Board (for assessed value amount or classification of property) and confirmation of an assessment, a reassessment, or changes made to an assessment and a revision made to the assessment roll. If an assessment is further appealed, files include copies of notice of appeal, briefs, proceedings, decision and other documents related to an appeal made to the Court of Appeal.
Retention and Disposition: Destroy 10 years after file closure.

1(2) Property Assessment Rolls (93.03)
Function: To provide a record of the current year property assessment as carried out under *The Municipal Assessment Act*.
Description: Certified assessment rolls are filed by assessment year. Entries are for assessable realty parcels and personal property subject to assessment by the City Assessor under *The Municipal Assessment Act*.
Retention and Disposition: Archival.

2. ASSESSMENT RESEARCH

2(1) Assessment Research Files (94.01)
Function: To maintain a record of research findings related to property valuation and tax liability issues.
Description: Correspondence, studies and reports, legislation, policies and procedures and other documents related to tax liability, realty valuation, assessment practices, classification of properties, allocation of assessed values, revision and appeal processes and other issues related to the assessment of real property and related tax liability issues.
Retention and Disposition: Archival.

3. ASSESSMENT REVIEW AND APPEALS

3(1) Assessment Appeal Files (95.01)
Function: To maintain a record of Board of Revision and Municipal Board appeals.
Description: Appeal briefs, correspondence, appraisal reports, maps, memos, photographs, board orders, notices of appeal, notices of hearings and hearing transcripts.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

4. ASSESSMENT ROLL PREPARATION

4(1) Building Permit Records (96.01)
Function: To maintain reference copies of building permits for property assessment purposes.
Description: Copies of building permits and related assessment notes.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

4(2) Field Forms (96.02)
Function: To provide a record of residential, commercial and business assessment values and descriptive property information based on assessors' field inspections and notes. Includes residential and commercial property assessment forms and business assessment field forms.
Description: Field forms include assessors' entries for property parcels (identified by a Property Identification Number) or a business (Business Identification Number). Entries provide detailed information about properties, business owners and premises, including registered owners, street address, legal description, information about land and improvements (buildings, fixtures and structures), sales information and calculations. Includes sketches, assessment information, assessor's remarks, inspection data and notes, sales data and permit information related to properties, business operations and premises. New entries are made as required to record changes that affect assessed property value, rental value or tax liability.

Retention and Disposition: Archival.

4(3) Legal Description Records (96.03)
Function: To provide a record of legal descriptions for the purpose of identifying assessable properties.
Description: Includes correspondence, reports and other documents related to business tax assessment.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

4(4) Property Records Information System (96.04)
Function: To maintain a record of current assessment information for individual property parcels for inspection purposes.
Description: Includes source documents (property record cards), reports and other records related to individual property parcels and current assessment information.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

4(5) Plans of Subdivisions & Maps (96.05)
Function: To maintain a record of registered plans of subdivisions and reference maps that pertain to the City of Winnipeg for purposes of property valuation and tax assessment.
Description: Registered plans for all subdivisions, parcel plans, road plans, drain plans, special plot plans, township survey plots, atlases and assessment maps.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

4(6) Property Improvement Image Files (96.06)
Function: To provide a visual record of property improvements.
Description: Photographic and digital images of property improvements.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

4(7) Real Estate Sales Records (96.07)
Function: To maintain a record of real property sales information for the purpose of determining assessment values.
Description: Reports, correspondence and other records related to the tracking of real estate sales in the City of Winnipeg and assessing the market value of assessable property.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

5. BUSINESS ASSESSMENT

5(1) Business Assessment Files (97.01)
Function: To provide a record of businesses that have been assessed for the purpose of business taxation under *The City of Winnipeg Charter*.
Description: Correspondence, notices of assessment and other documents related to the assessment of the rental value of a business premises including address, business name and taxation information and assessment services provided to a business owner. May include copies of permits, by-laws, licenses, photographs and other documents relating to legal and physical changes to the business. May also include documents pertaining to errors and omissions to the assessment roll including correspondence, tax certificates and other documents related to assessment roll or tax roll adjustments. Where an application has been made to the Board of Revision for revision of the assessment roll, files include copies of

applications for revision, Board notices, Board orders and other documents related to Board hearings, decisions and changes made to an assessment and a revision made to the assessment roll. Where an appeal has been made of a decision, files include copies of notice of appeal, briefs, orders and other documents related to an appeal to the Court of Queens Bench (for liability for taxation) or the Municipal Board (for assessed value amount or classification of property) and confirmation of an assessment, a reassessment, or changes made to an assessment and a revision made to the assessment roll. If an assessment is further appealed, files include copies of notice of appeal, briefs, proceedings, decisions and other documents related to an appeal made to the Court of Appeal.
Retention and Disposition: Destroy 10 years after file closure.

5(2) Business Assessment Rolls (97.02)
Function: To provide a record of the current year business assessment as carried out under *The City of Winnipeg Charter*.
Description: Certified assessment rolls are filed by assessment year. Entries are for assessable rental value of business premises subject to assessment under *The City of Winnipeg Charter*.
Retention and Disposition: Archival.

5(3) Net Income Statements (97.03)
Function: To maintain a record of net income statements (income and rental data) submitted by property owners with rental income.
Description: Completed Income and Expense Questionnaire forms and related correspondence.
Retention and Disposition: Destroy 6 years after file closure.

6. PERSONAL PROPERTY ASSESSMENT

6(1) Personal Property Assessment Files (98.01)
Function: To provide a record of properties assessed as personal property and service provided to property owners. Assessed properties include gas distribution systems and railways.
Description: Correspondence, reports and other records pertaining to ownership, sale and disposition of personal property and its assessment, valuation and classification. Also includes records related to tax liability. May include copies of permits, by-laws, change forms, photographs and other documents relating to changes to the property and its taxable value as determined by assessment or tax personnel. May also include documents pertaining to errors and omissions to the assessment roll including correspondence, tax certificates and other documents related to assessment or tax roll adjustments or exemptions. Where an application has been made to the Board of Revision for revision of the assessment roll, files include copies of applications for revision, Board notices, Board orders and other documents related to Board hearings, decisions and changes made to an assessment and a revision made to the assessment roll. Where an appeal has been made of a decision, files include copies of notices of appeal, briefs, orders and other documents related to an appeal to the Court of Queens Bench (for liability for taxation) or the Municipal Board (for assessed value amount or classification of property) and confirmation of an assessment, a reassessment, or changes made to an assessment and a revision made to the assessment roll. If an assessment is further

appealed, files include copies of notices of appeal, briefs, proceedings, decisions and other documents related to an appeal made to the Court of Appeal.
Retention and Disposition: Destroy 10 years after file closure.

6(2) Personal Property Assessment Rolls (98.02)
Function: To provide a record of the current year's personal property assessment as carried out under *The City of Winnipeg Charter*.
Description: Certified assessment rolls are filed by assessment year. Entries are for properties subject to assessment as personal property.
Retention and Disposition: Archival.

7. TAXATION

7(1) Business Tax Rolls (52.01)
Function: To provide a record of all taxable business rental value within the City of Winnipeg for the purposes of tax collection.
Description: Annual original table that was billed in the corresponding year.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

7(2) Realty Tax Roll Records (52.02)
Function: To provide a record of all taxable property within the City of Winnipeg for the purposes of tax collection.
Description: Annual original table that was billed in the corresponding year.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

7(3) Tax Bill Receipts (52.03)
Function: To maintain a record of the payment of tax bills.
Description: Original receipts from tax bills.
Retention and Disposition: Destroy 12 years after record creation.

7(4) Tax Sale Records (52.04)
Function: To maintain a record of properties that are listed, sold, redeemed or acquired due to outstanding taxes.
Description: Listings, sale documents, other records related to the sale or acquisition of properties due to outstanding taxes.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

AUDIT DEPARTMENT

Records related to the activities and responsibilities of the City Auditor who supports City Council and the Civic Administration. These records include the examinations and recommendations on the operations and procedures of the City or an affiliated body.

Also includes records related to special audits and examinations as directed by Council on anything done by the City or an affiliated body.

8. AUDITING

8(1) Audit Reports (11.00)
Function: To provide a record of audits and examinations carried out under *The City of Winnipeg Charter (104-105)*.
Description: Correspondence, reports and other records related to the execution of the duties of the City Auditor as provided for under *The City of Winnipeg Charter*.
Retention and Disposition: Archival.

8(2) Audit Working Papers (11.02)
Function: To maintain a record of activities related to the preparation of reports by the City Auditor.
Description: Correspondence, draft reports, working papers and other documents related to examinations and audits and the preparation of reports by the City Auditor including annual audit, examination of operations, audit of trusts and grantees, special audit and other financial and procedural audit reports.
Retention and Disposition: Destroy 10 years after record creation.

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

Records related to the activities and responsibilities of the Chief Administrative Officer (CAO), the administrative head of Winnipeg.

Also include records related to the CAO Office, a group of professional staff with capabilities in the areas of policy/report analysis and coordination, issues management, communications, media and public affairs, project/event coordination and other such areas as the CAO determines are required to assist in the effective discharge of his/her duties.

The CAO Office works in close cooperation with the Mayor's Office and upon request and at the discretion of the CAO, ensures that administrative information and advice is provided to the Mayor's Office in support of its role in fiscal, policy and strategic analysis, research, communication and the scheduling of agendas for Executive Policy and Standing Committees.

9. OFFICE OF THE CAO

9(1) Chief Administrative Officer's (CAO's) Files (12.00)
Function: To record the management and administration of the City of Winnipeg as carried out by the Chief Administrative Officer (CAO) as provided for under *The City of Winnipeg Charter*.
Description: Correspondence, reports, presentations and other records related to the execution of the duties of the Chief Administrative Officer and the delivery of all City services.
Retention and Disposition: Archival.

10. MANAGING STRATEGIC INITIATIVES

10(1) Planning Working Papers (13.01)
Function: To maintain a record of activities related to the preparation of business plans.
Description: Correspondence, reports and other records related to routine planning activities.
Retention and Disposition: Destroy 6 years after record creation.

10(2) Strategic Planning Records (13.02)
Function: To record the strategic planning process as carried out by the Chief Administrative Officer (CAO).
Description: Correspondence, business plans, proposals and agreements, reports, presentations, statistical data and other records related to the corporate planning process and the development of major corporate projects and initiatives.
Retention and Disposition: Archival.

11. ORGANIZATIONAL PLANNING, INTERNAL COMMUNICATIONS AND INITIATIVES

11(1) Administrative Directives (14.01)
Function: To maintain a record of all Administrative Directives approved by the Chief Administrative Officer (CAO).
Description: Approved administrative directives.
Retention and Disposition: Archival.

11(2) Administrative Reports (14.02)
Function: To maintain a record of all Administrative Reports presented to the Council.
Description: Administrative reports, related correspondence and other records related to the preparation and presentation of administrative reports by the CAO Office.
Retention and Disposition: Archival.

12. PUBLIC AFFAIRS

12(1) Corporate Communications Records (15.01)
Function: To record the creation, development and implementation of corporate communications and public relations programs and activities including corporate communication standards, publications and public relations materials
Description: Correspondence, reports, publications including brochures, newsletters and photographs, art work, posters, transcripts, audio and video-tape copies of speeches, interviews and presentations, multimedia and other records related to corporate information and the administration of corporate communications and promotion of the City of Winnipeg.
Retention and Disposition: Archival.

12(2) Corporate Website Records (15.02)
Function: To maintain a record of the administration of the City of Winnipeg website.
Description: Correspondence, reports, publications and other records related to the development and placement of information on the City of Winnipeg website. Also includes

records related to policies and procedures pertaining to website administration and maintenance as well as the generation and capture of web-based records.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

CITY CLERK'S DEPARTMENT

Records related to the activities and responsibilities of the City Clerk who supports the efforts of Council and all its committees by recording minutes of all regular and special meetings, communicating decisions, maintaining by-laws and historical records, providing public information services, and administrative and clerical support for the Board of Revision and Board of Adjustment and conducting municipal elections and by-elections.

Also includes records related to assistance provided to committee chairpersons and committee members with agenda preparation, policy formation and research and clerical support.

13. CITY CLERK

13(1) Official Oaths (16.01)
Function: To provide a record of official oaths taken by Commissioners for Oaths.
Description: Signed declarations of oath.
Retention and Disposition: Destroy 6 years after record creation.

14. CITIZEN'S INFORMATION

14(1) Access and Privacy Administration Records (17.01)
Function: To record the day-to-day administration of access to information and protection of privacy legislation as carried out by City personnel under *By-Law 7272/98*.
Description: Correspondence, routine reports, publications and other documents related to administration of access to information and protection of privacy legislation by City personnel.
Retention and Disposition: Destroy 5 years after record creation.

14(2) Access and Privacy Complaints (17.02)
Function: To maintain a record of complaints concerning the City of Winnipeg made under *The Freedom of Information and Protection of Privacy Act (FIPPA)* or *The Protection of Personal Health Information Act (PHIA)*.
Description: Correspondence with the Manitoba Ombudsman and City departments pertaining to complaints concerning the City of Winnipeg and the administration of *FIPPA* or *PHIA*.
Retention and Disposition: Destroy 5 years after file closure.

14(3) Access and Privacy Coordinator's Files (17.03)
Function: To record the administration of *The Freedom of Information and Protection of Privacy Act (FIPPA)* as carried out by the City of Winnipeg.
Description: Correspondence, legal opinions, legislation, reports and other records related to the general administration of *FIPPA* and review of applications for access to records by the Access and Privacy Coordinator for the City of Winnipeg. Includes records related to the administration of personal information banks and publication of the *City of Winnipeg Access and Privacy Records Directory*.

By-law No.

Retention and Disposition: Archival.

14(4) Applications for Access to Information (17.04)
Function: To maintain a record of all applications received by the City of Winnipeg under *The Freedom of Information and Protection of Privacy Act (FIPPA)*.
Description: Applications for access to information and records under *FIPPA* received by the City's Access and Privacy Coordinator, related correspondence and notes.
Retention and Disposition: Destroy 5 years after file closure.

15. CITY COUNCIL

15(1) Ad Hoc Committee Files (18.01)
Function: To maintain a record of Ad Hoc and other Council committees.
Description: Meeting agenda and minutes, dispositions of items, notes, correspondence and other documents related to Ad Hoc and other committees of Council.
Retention and Disposition: Archival.

15(2) Boards and Commissions Records (18.03)
Function: To maintain a record of City Boards and Commissions, Task Forces and Ad Hoc Committees.
Description: Lists of City Boards and Commissions adopted by Council at its Organizational meetings. Lists include descriptions of all City Boards and Commissions and their member appointments, as well as descriptions of external Boards, Task Forces, and Committees on which the City is represented.
Retention and Disposition: Archival.

15(3) By-laws Register (18.04)
Function: To maintain a record of all by-laws passed by Council.
Description: Original signed copies of by-laws and index to by-laws.
Retention and Disposition: Archival.

15(4) Committee Clerks' Office Files (18.05)
Function: To maintain a record of the day-to-day administration of duties as carried out by clerks of Council committees including Standing, Community and Ad Hoc committees.
Description: Meeting agenda and minutes, dispositions of items, notes, routine reports, submissions, correspondence, working papers, drafts and other documents related to professional support provided to a committee of Council by Committee clerks.
Retention and Disposition: Destroy 2 years after file closure.

15(5) Community Committee Agendas (18.06)
Function: To provide a record of the agendas of Community Committee meetings.
Description: Agendas prepared for Community Committee meetings.
Retention and Disposition: Destroy 1 year after record creation.

15(6) Citizens' Service Records (18.07)
Function: To maintain a current record of citizens appointed to Council Committees, Boards and Commissions.

Description: Lists of names of citizens appointed to Committees of Council, Boards and Commissions of the City of Winnipeg and their years of service.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

15(7) City Clerk's Central File (18.08)
Function: To maintain records of Council and local government processes as specified under *The City of Winnipeg Charter* and carried out by the City Clerk.
Description: Council and committee correspondence, reports, legislation, notes, orders, dispositions of items, agreements, policies and procedures, submissions, reference material and other documents filed by the City Clerk.
Retention and Disposition: Archival.

15(8) Clerk's Central File Register (18.09)
Function: To maintain records of Council and local government processes as specified under *The City of Winnipeg Charter*.
Description: File key and indexes detailing the organization and arrangement of the City Clerk's file system.
Retention and Disposition: Archival.

15(9) Committee Minutes (18.10)
Function: To maintain a record of the deliberations and decisions of Council Committees.
Description: Minutes that record the deliberations and decisions of Council committees.
Retention and Disposition: Archival.

15(10) Community Committee Meeting Audio/Visual Records (18.11)
Function: To record the proceedings of Community Committees in moving images or sound or both.
Description: Audio-visual recordings of Community Committees meetings.
Retention and Disposition: Destroy 2 years after record creation.

15(11) Community Committee Minutes (18.12)
Function: To record the decisions of Community Committees.
Description: Minutes of Community Committee meetings.
Retention and Disposition: Archival.

15(12) Community Committee Office Files (18.13)
Function: To record the daily administration of Community Committee offices.
Description: Correspondence, policies and procedures, reports, presentations, working papers, budget and planning material and other documents related to the administration of community committee offices.
Retention and Disposition: Destroy 2 years after file closure.

15(13) Conflict of Interest Disclosures (18.14)
Function: To maintain a record of Council disclosures as required under *The Municipal Conflict of Interest Act*.
Description: Conflict of interest reports submitted by City councillors to fulfil the requirements of *The Municipal Council Conflict of Interest Act*.
Retention and Disposition: Archival.

15(14) Consolidated By-laws (18.15)
Function: To maintain a record of current City of Winnipeg by-laws.
Description: Consolidations of active regulatory City by-laws formatted specifically to incorporate current amendments that have been passed by Council as well as related files.
Retention and Disposition: Archival.

15(15) Council Agendas (18.16)
Function: To provide a record of the agendas of Council meeting.
Description: Agendas prepared for regular and special meetings of council.
Retention and Disposition: Destroy 1 year after record creation.

15(16) Council Hansard (18.17)
Function: To provide a record of the publication of the Council Hansard.
Description: City Clerk's official copies of Council Hansard.
Retention and Disposition: Archival.

15(17) Council Meeting Transcripts (18.19)
Function: To record the verbatim proceedings of Council for purposes of the publication of Council Hansard.
Description: Recordings and transcripts of the verbatim proceedings of regular and special meetings of Council made for the purpose of their publication in Hansard.
Retention and Disposition: Destroy 1 year after publication of Hansard.

15(18) Council Minutes (18.20)
Function: To record the decisions of Council.
Description: Minutes of meetings of City Council.
Retention and Disposition: Archival.

15(19) Councillors' Service Records (18.21)
Function: To maintain a current record of Councillors and their dates of service.
Description: Lists of names of members of City Council and their dates of service.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

15(20) Development Hearing Files (18.22)
Function: To maintain a record of development applications heard by the Appeals Committee.
Description: Development applications, supporting documentation and related correspondence.
Retention and Disposition: Archival.

15(21) Legal Service Records (18.23)
Function: To maintain a record of legal notices or other legal documents that have been served on the City of Winnipeg.
Description: Copies of all legal documents that have been served on the City.
Retention and Disposition: Archival.

15(22) Licensing Hearing Files (18.24)
Function: To maintain a record of license applications for hearing by the Appeals Committee.
Description: License applications, exhibits, letters of opposition and support, related notes and correspondence.
Retention and Disposition: Archival.

15(23) Standing Committees Agenda (18.25)
Function: To provide a record of the agendas of Standing Committees.
Description: Agendas prepared for meetings of Standing Committees.
Retention and Disposition: Destroy 1 year after record creation.

15(24) Standing Committees Minutes (18.26)
Function: To record the decisions of a standing Committee of Council.
Description: Minutes of Standing Committee meetings.
Retention and Disposition: Archival.

15(25) Ward Communications Accounting Records (18.27)
Function: To maintain a record of the administration and payment of ward communication accounts.
Description: Correspondence, invoices, reports and other documents related to the administration and payment of ward communication accounts.
Retention and Disposition: Destroy10 years after record creation.

16. CIVIC ARCHIVES

16(1) City Archivist's Files (19.01)
Function: To provide a record of the management, retention, safekeeping and disposition of records as provided for under *The City of Winnipeg Charter* and carried out by the City Archivist.
Description: Correspondence, reports and other records related to the administration of the City Archives and the corporate records management program, including the acquisition, treatment and preservation of archival records, as well as records related to the transfer, storage and disposition of temporary records including authorizations and records of transfer and destruction. Includes inventory and transfer lists, indexes and other finding aids, appraisal reports, donor, transfer and research agreements, approved records schedules, by-laws and other records related to management and general administration of the City Archives and records management program.
Retention and Disposition: Archival.

16(2) Records Centre Administration Records (19.02)
Function: To maintain a record of the day-to-day administration of Archives and Records Centre facilities and operations.
Description: Correspondence, reports and other records related to routine archives and records centre operations. Includes records retrieval and transfer requests and reference inquiries.
Retention and Disposition: Destroy 2 years after record creation.

16(3) Records Committee Files (19.03)
Function: To provide a record of the decisions of the Records Committee as provided for under *The City of Winnipeg Charter*.
Description: Dispositions of Records Committee meetings and related reports and correspondence.
Retention and Disposition: Archival.

17. DECISION APPEALS

17(1) Appeals Committee Agendas (20.01)
Function: To maintain a record of agendas of the Appeals Committee.
Description: Agendas, letters of appeal variance and conditional use applications, correspondence and supporting documentation and other related documents for consideration by the Appeals Committee.
Retention and Disposition: Destroy 1 year after record creation.

17(2) Appeals Committee Minutes (20.02)
Function: To maintain a record of the decisions of the Appeals Committee
Description: Signed minutes of the meetings of the Appeals Committee and its predecessors.
Retention and Disposition: Archival.

17(3) Assessment Revision Applications (20.03)
Function: To maintain a record of applications for revision of assessment filed but not considered by the Board of Revision.
Description: Applications and correspondence related to applications for revision that have been filed but not considered by the Board including late and non-complying applications.
Retention and Disposition: Destroy 1 year after record creation.

17(4) Board of Adjustment Agendas (20.04)
Function: To provide a record of the agendas for public hearings of the Board of Adjustment.
Description: Agendas prepared for public hearings held by the Board of Adjustment.
Retention and Disposition: Destroy 1 year after record creation.

17(5) Board of Adjustment and Property and Development Committee Minutes (20.05)
Function: To provide a record of public hearings of the Board of Adjustment and the Standing Policy Committee on Property and Development.
Description: Minutes of public hearings held by the Board of Adjustment and the Standing Policy Committee on Property and Development.
Retention and Disposition: Archival.

17(6) Board of Revision Chairman's Files (20.06)
Function: To provide a record of matters relating to the Board of Revision for the presiding officer of the Board.
Description: Correspondence, agendas, reports, notes, working papers, reference material and other documents related to the assessment appeals process and administration of the Board of Revision.
Retention and Disposition: Destroy immediately after expiration of Chairman's term.

17(7) Board of Revision Minutes (20.07)
Function: To maintain a record of the decisions of the Board of Revision.
Description: Minutes of the meetings of the Board of Revision.
Retention and Disposition: Archival.

17(8) Board of Revision Records (20.08)
Function: To record the general administration of the assessment appeal process as carried out by the Board of Revision Branch.
Description: Correspondence, legislation, hearing dispositions, agreements, reports, legal opinions, statistics and other documents related to the operation of the office of the Board of Revision and the administration of the appeal process.
Retention and Disposition: Destroy 10 years after record creation.

17(9) Revision Application Hearing Files (20.09)
Function: To provide a record of Board of Revision application hearings.
Description: Dockets, agendas, minutes and other documents related to hearing proceedings.
Retention and Disposition: Destroy 10 years after record creation.

17(10) Taxation Assessment Appeals (20.10)
Function: To maintain a record of property and business taxation appeals filed with the Board of Revision.
Description: Applications for revision, notices of appeal and hearing, exhibits, copies of Board correspondence and other documents pertaining to the hearing of an application by the Board of Revision. May also include correspondence, board orders and other documents related to appeal of a Board order to the Municipal Board, Court of Queen's Bench and/or Court of Appeal. Includes withdrawn appeals and re-instated appeals.
Retention and Disposition: Destroy 10 years after file closure.

17(11) Zoning and Development Appeals (20.11)
Function: To maintain a record of zoning and development appeals filed with the Board of Adjustment.
Description: Records related to receipt and processing of zoning and development appeals including completed applications, Appeal Committee orders, exhibits, copies of Board decisions and related correspondence.
Retention and Disposition: Destroy 1 year after record creation.

18. ELECTIONS

18(1) Ballots and Election Materials (21.01)
Function: To provide a record of voting for each civic election election voting station.
Description: Ballots and other documents and materials related to an election or vote on a question specified under *the Municipal Councils and School Boards Elections Act.*
Retention and Disposition: Destroy 6 months after the election results are declared, subject to an application to challenge the results or a court order.

18(2) Candidate Registration Files (21.02)
Function: To provide a record of mayoralty candidates including candidates' campaign expenses and contributions filed with the Campaign Expenses and Contributions Officer as required under *By-law No. 20/2006.*
Description: Candidates' Notices of Registration, correspondence, audited financial statements and other documents filed as required under the By-law.
Retention and Disposition: Destroy 6 years after record creation.

18(3) Elections Payroll Records (21.03)
Function: To maintain a record of remuneration paid to persons hired to work as civic election officers.
Description: Attendance records, pay statements, correspondence, accounting system reports, cancelled cheques and other documents related to the remuneration of election workers.
Retention and Disposition: Destroy 6 years after record creation.

18(4) Elections Personnel Records (21.04)
Function: To maintain a record of persons hired to work as civic election officers.
Description: Correspondence, applications, oaths of office and other documents related to the appointment of election officers and their records of attendance.
Retention and Disposition: Destroy immediately after date of next civic election.

18(5) Elections Project Files (21.05)
Function: To record the administration of civic elections and by-elections as carried out by the City Clerk's Department.
Description: Correspondence, manuals, forms, maps, signage, meeting minutes, agreements, routine reports, training materials, publications, reference material, working papers and other documents related to planning and administration of a civic election.
Retention and Disposition: Destroy 6 years after file closure.

18(6) Voters List – Official Lists (21.08)
Function: To provide a record of the official voter lists used to conduct elections or by-elections.
Description: Voters lists established by the Senior Election Official under *The Municipal Councils and School Boards Elections Act*.
Retention and Disposition: Archival.

18(7) Nomination Papers (21.09)
Function: To provide a record of nomination papers filed with the Senior Election Official.
Description: Signed candidate nominations, declarations of qualification, acceptances, certificates and other documents received by the Senior Election Official.
Retention and Disposition: Archival.

18(8) Senior Election Official's Records (21.10)
Function: To provide a record of civic elections and election proceedings as administered by the Senior Election Official.
Description: Correspondence, reports, agreements, legal opinions, policies and procedures and other documents related to the discharge of the Senior Election Official's duties as set out under *The Municipal Councils and School Boards Elections Act.*
Retention and Disposition: Archival.

18(9) Voter's Notice Records (21.12)
Function: To record the dispatch of notice to where to vote to eligible voters.
Description: Mailing lists, returned mail, receipts, correspondence and other documents related to mailing and distribution of voter notices to eligible voters on the voters list.
Retention and Disposition: Destroy 6 months after election results are declared, subject to an application to challenge the results or a court order.

COMMUNITY SERVICES DEPARTMENT

Records related to the Community Services Department and its respective service responsibilities. Includes records related to safeguarding and promoting the health and safety of urban populations, natural environment, built environment and to providing recreation and cultural programs and amenities, including libraries, ensuring equity, accessibility and availability of expertise and information and strengthening community self-reliance and utilizing public/private and community partnerships.

19. COMMUNITY SERVICES

19(1) Community Services Director's Files (22.01)
Function: To provide a record of the general administration of the Community Services Department as carried out by the Director.
Description: Correspondence, reports, agreements, directives, minutes and other documents related to the management, direction and control of the Community Services Department.
Retention and Disposition: Archival.

19(2) Managers of Community Services Department's Files (22.02)
Function: To provide a record of the general administration of the Community Services Department's divisions as carried out by the managers.
Description: Correspondence, reports, agreements, directives, minutes and other documents related to the management, direction and control of the divisions of the Community Services Department.
Retention and Disposition: Archival.

20. AQUATICS SERVICES

20(1) Aquatic Programs and Services Files (24.01)
Function: To provide a record of the planning, development and delivery of aquatic programs and services.
Description: Planning and administrative records related to the provision of programs and services in both indoor and outdoor aquatic facilities. This includes class lists, reports, correspondence, safety management and other records related to instructional programs, public swim, fitness/weight rooms, facility rental and hosting of provincial, national, and international events in aquatic facilities.
Retention and Disposition: Destroy 2 years after file closure.

21. ASSINIBOINE PARK ENTERPRISE

21(1) Assiniboine Park Conservancy Records (25.01)
Function: To provide a record of the development, general management and operation of Assiniboine Park, including Assiniboine Park Zoo, Assiniboine Park Conservatory, The English and Formal Gardens and Leo Mol Sculpture Garden.
Description: Correspondence, agreements, reports, plans, drawings and other records related to the general management of Assiniboine Park and park services.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

21(2) Horticulture Records (39.01)
Function: To provide a record of the development and maintenance of public gardens within the City of Winnipeg.
Description: Correspondence, agreements, reports, plans, drawings and other records related to the general management of the City's public gardens.
Retention and Disposition: Archival.

21(3) Assiniboine Park Zoo Records (43.01)
Function: To maintain a registry of animals housed at the Assiniboine Park Zoo and to record transactions involving zoo animals.
Description: Correspondence, reports, birth and death records, purchase, sale and loan agreements, health records and other records related to the activities of the zoo curator and zoo animals.
Retention and Disposition: Archival.

22. BY-LAW ENFORCEMENT

22(1) Bicycle Recovery Files (26.01)
Function: To provide a record of activities related to the recovery and disposition of abandoned, lost or stolen bicycles seized by the Winnipeg Police Service.
Description: Correspondence, reports and other documents related to the recovery of lost or stolen bicycles and their disposition. Includes records related to auctions of unclaimed bicycles.
Retention and Disposition: Destroy 6 years after record creation.

22(2) Bicycle Registry (26.02)
Function: To maintain a record of bicycles and bicycle owners for the purpose of enabling the recovery and return of lost or stolen bicycles.
Description: Bicycle registration is voluntary and registration is valid for ten years. Includes registration applications, correspondence and other documents related to the administration of the bicycle registry.
Retention and Disposition: Destroy 1 year after cancellation or expiry of registration.

22(3) Environmental Health Service Files (33.01)
Function: To provide a record of Public Health inspections services as carried out by City of Winnipeg Environmental Health Officers.
Description: Investigations, orders, legal proceedings, reports, public inquiries and complaints, public training programs, issued permits, correspondence, reports and other documents related to public health enforcement with respect to food service and retail establishments, housing, daycares, residential care facilities, licensed premises, swimming pools, whirlpools and wading pools, special events and responses to other public issues within the community.
Retention and Disposition: Destroy 10 years after file closure.

22(4) Raffle Lottery Licensing Files (40.02)
Function: To provide a record of raffle lottery license applications received by the Chief License Inspector.
Description: License applications, correspondence, financial statements, agreements, reports and other documents related to the issue of raffle lottery licenses under By-law 7470/99.
Retention and Disposition: Destroy 6 years after file closure.

22(5) Civic Charities Permit Records (40.03)
Function: To maintain a record of the issue and revocation of civic charities permits.
Description: Applications, supporting documents, criminal records checks, letters of permission, fundraising reports, correspondence and other records related to the issue and revocation of civic charities permits.
Retention and Dispositions: Destroy 6 years after file closure.

22(6) License in Lieu of Business Tax Files (41.01)
Function: To provide a record of applications to purchase a license in lieu of business tax received by the Chief License Inspector.
Description: License applications, correspondence, approvals and other records related to the issue of annual licenses in lieu of business tax to home-based businesses. Includes personal services (beauty salons, pet grooming, day care), professional services (lawyer, accountant, consultant), direct sales (arts, crafts, cosmetics), business services (copywriting, design, telephone soliciting) and construction (electrician, plumber, carpenter) businesses not assessed business tax.
Retention and Disposition: Destroy 6 years after record creation.

By-law No.

22(7) Trade Licensing files (42.01)
Function: To record the work of the License Branch related to the regulation and licensing of designated trades under the Doing Business in Winnipeg By-law (formerly the License By-law).
Description: License applications, supporting documentation, correspondence, inspection reports, certificates, monthly reports submitted by certain trades, and other records related to the issuing of trade licenses as required under the Doing Business in Winnipeg By-law.
Retention and Disposition: Destroy 6 years after file closure.

22(8) Enforcement Inspection Files (88.01)
Function: To maintain a record of activities related to the enforcement of minimum standards as presented by by-laws such as Neighbourhood Liveability By-law, Vacant and Derelict Buildings By-law and other property standards by-laws
Description: Includes correspondence, inspector's reports and other documents related to the receipt of complaints, investigations and violations related to the enforcement of property by-laws.
Retention and Disposition: Destroy 10 years after file closure.

22(9) Prosecution Files (88.02)
Function: To maintain a record of the prosecution of property by-law violations.
Description: Correspondence, legal proceedings and other records related to prosecutions of property by-law violations.
Retention and Disposition: Destroy 10 years after file closure.

23. COMMUNITY RESOURCE AND PROTECTION SERVICES

23(1) Community Resource Area Records (27.01)
Function: To retain a record of the development and delivery of projects designed to facilitate community development and increase citizen involvement in the local decision-making process.
Description: Records related to the collection and sharing of community profile and neighbourhood classification data as well as records related to other major research projects and community-based programs designed to improve social services, including all relevant correspondence and communications.
Retention and Disposition: Archival.

24. COMMUNITY DEVELOPMENT AND RECREATION SERVICES

24(1) Aquatics Programs and Services Files (24.01)
Function: To provide a record of the planning, development and delivery of aquatic programs and services.
Description: Planning and administrative records related to the provision of programs and services in both indoor and outdoor aquatic facilities. This includes class lists, reports, correspondence, safety management and other records related to instructional programs, public swim, fitness/weight rooms, facility rental and hosting of provincial, national, and international events in aquatic facilities.

Retention and Disposition: Destroy 2 years after file closure.

24(2) Recreation Services (28.01)
Function: To provide a record of the planning, development and delivery of registered community recreation programs and the operation of recreation facilities.
Description: Planning and administrative records related to the provision of recreation, culture, sport, fitness and wellness programs for all ages including the operation of recreation facilities and facility rentals.
Retention and Disposition: Destroy 2 years after file closure.

24(3) Children and Youth Recreation (28.02)
Function: To provide a record of the planning, development and delivery of non-registered children and youth recreation services and affiliated community partnerships.
Description: Planning and administrative records related to the provision of non-registered children and youth programs including the provision of recreational resources and programs for the City's highest need populations, and all correspondence and communications related to recreation development and the establishment of related services and partnerships.
Retention and Disposition: Destroy 2 years after file closure.

24(4) Community Recreation Development (28.03)
Function: To provide a record of the planning, development and delivery of leadership development and targeted recreation initiatives such as French language services, adapted services, seniors, and the Aboriginal community.
Description: Planning and administrative records related to the provision of leadership initiatives in partnership with key stakeholders, programs for sustainable development such as Youth Guard and recreation initiatives for French language services, adapted services, seniors, and the Aboriginal community.
Retention and Disposition: Destroy 2 years after file closure.

24(5) Community Centres (29.01)
Function: To maintain a record of all activities related to the partnership with the General Council of Winnipeg Community Centres and community centres.
Description: Planning, administrative and financial records related to the partnership with the General Council of Winnipeg Community Centres (GCWCC) and community centre funding grants.
Retention and Disposition: Destroy 7 years after file closure.

24(6) Facility Development (29.02)
Function: To maintain a record of all activities related to the development, renovation or expansion of community recreation facilities, including Community Incentive Grants.
Description: Planning, administrative and financial records related to the development, renovation and expansion of community recreation facilities, including community facility development under Community Incentive Grants.
Retention and Disposition: Destroy 7 years after file closure.

24(7) Recreation Facilities Complaints (29.03)
Function: To maintain a record of complaints received concerning public access and use of civic recreation facilities and equipment.

Description: Correspondence, notes, reports and other documents related to receipt, investigation and resolution of inquiries and complaints concerning civic recreation facilities, including indoor and outdoor pools, arenas, fitness facilities and leisure and cultural centre facilities.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

24(8) Community Incentive Grants Files (40.01)
Function: To provide a record of the administration of the Community Incentive Grants Program (CIGP).
Description: Grant applications and supporting documentation, correspondence, agreements, reports and other records related to the receipt of applications and award and administration of Community Incentive Grants
Retention and Disposition: Destroy 6 years after file closure.

25. CITIZEN CRISIS RESPONSE

25(1) Citizen Crisis Response Service Records (31.01)
Function: To provide a record of the coordination and administration of social services to the citizens of Winnipeg.
Description: Records related to the identification of service gaps and barriers to the delivery of social services to the City's vulnerable populations and efforts to connect vulnerable populations to appropriate community resources. Includes client records, research and analytical project information, statistical data and all relevant correspondence.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

26. PREPAREDNESS AND RESPONSE

26(1) Emergency Health and Social Service Files (32.01)
Function: To maintain a record of services provided to Winnipeg residents evacuated from their homes as a result of an emergency.
Description: Registration and inquiry records, food, clothing and shelter vouchers, correspondence and communications with other aid and relief agencies and other records related to the delivery of emergency public aid.
Retention and Disposition: Destroy 5 years after file closure.

27. JOB PLACEMENT PROJECT

27(1) Job Placement Records (35.01)
Function: To maintain a record of the provision of counseling and work experience services to unemployed, high-needs citizens
Description: Correspondence with job applicants and employers, progress and follow up reports and all related administrative correspondence, reports and other records related to the Job Placement Program carried out by the Social Support and Development Branch
Retention and Disposition: Destroy 5 years after file closure.

28. LIBRARY SERVICES

28(1) Branch Files (36.02)
Function: To maintain records related to the provision of Branch Services operations.
Description: Correspondence, reports, minutes, statistics, agreements and other records related to the planning, development and delivery of public library services as carried out by a branch of the public library system. Includes records related to collections, services, programs and facilities.
Retention and Disposition: Destroy 2 years after file closure.

28(2) Children and Youth Library Services (36.03)
Function: To maintain records related to the provision of children's services.
Description: Correspondence, reports, minutes, statistics, agreements and other records related to the planning, development and delivery of children's services as carried out within the public library system. Includes records related to collections, services, programs and facilities.
Retention and Disposition: Destroy 2 years after file closure.

28(3) French Library Services Files (36.04)
Function: To maintain records related to the provision of French Library Services, including the St. Boniface Branch Library.
Description: Correspondence, reports, minutes, statistics, agreements and other records related to the planning, development and delivery of French Library services. Includes records related to collections, services, programs and facilities.
Retention and Disposition: Destroy 2 years after file closure.

28(4) Library Information and Reference (36.05)
Function: To maintain records related to the provision of information and reference services to library patrons for statistical and collection development purposes.
Description: Records of information and reference questions asked and answered by staff.
Retention and Disposition: Destroy 2 years after record creation.

28(5) Library Material Use Records (36.06)
Function: To maintain a current record of holdings (collections) of the Winnipeg Public Library.
Description: Correspondence, reports and other records related to acquisition, processing and control of library holdings and the provision of access to library materials.
Retention and Disposition: Archival

28(6) Library Outreach (36.07)
Function: To maintain records related to the provision of Outreach Services.
Description: Correspondence, reports, minutes, statistics, agreements and other records related to the planning, development and delivery of Outreach Services. Includes records related to collections, services, programs and facilities.
Retention and Disposition: Destroy 2 years after file closure.

28(7) Library Patron Registry (36.08)
Function: To maintain a current record of Winnipeg Public Library patrons and to provide a record of circulation of library materials and use of services by patrons.

Description: Patron applications, patron registration and borrowing records, correspondence, reports and other records related to the use of library materials and services by patrons.
Retention and Disposition: Destroy 2 years after file closure.

CORPORATE FINANCE DEPARTMENT

Records related to the activities and responsibilities of the Chief Financial Officer including records related to monitoring of the City's financial status organization and fiscal policy advice and strategy provided to the Standing Committee on Fiscal Issues and the Chief Administrative Officer (CAO).

Also includes records related to the Corporate Finance Department and its respective service responsibilities. Includes records related to the incorporation of the strategy and policy oriented components and corporate function of the City's financial-related departments and policy issues relating to debt and money management, insurance and overall budget development, payroll and financial reports and leadership for the effective functioning of the Controllership model.

29. CORPORATE FINANCE

29(1) Chief Financial Officer's Files (44.01)
Function: To provide a record of the general administration of the Corporate Finance Department as carried out by the Chief Financial Officer under *The City of Winnipeg* Charter.
Description: Correspondence, reports, agreements, directives, minutes and other documents related to the management, direction and control of the Corporate Finance Department.
Retention and Disposition: Archival.

30. FINANCING AND CASH MANAGEMENT

30(1) Capital Projects Records (45.01)
Function: To maintain a record of the financing of capital projects.
Description: Special assessments, reports, correspondence, financial summaries and other capital expenditure-related records.
Retention and Disposition: Destroy 6 years after termination of the capital project.

30(2) Debentures (45.02)
Function: To maintain a record of the raising of capital for projects conducted by and for the City of Winnipeg.
Description: Debenture issue requests, prospectus information, consent applications, all records of payments made to investors, all related correspondence and communications.
Retention and Disposition: Destroy 20 years after file closure.

30(3) Investment Records (45.03)
Function: To maintain a record of the investment of City funds to fund capital projects and meet current budget needs.
Description: Records of investments, reports and summaries on returns and investment growth, related correspondence and communications.

Retention and Disposition: Destroy 2 years after obsolete or superseded.

30(4) Sinking Fund Records (45.04)
Function: To maintain a record of the reduction of outstanding debts of the City of Winnipeg.
Description: Account statements, financial reports, all statements, summaries and correspondence related to the sinking fund.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

31. FINANCIAL PLANNING & BUDGETING

31(1) Preliminary and Adopted Budgets (46.01)
Function: To maintain a record of the deliberations and decisions related to the City's Operating and Capital Budgets.
Description: Preliminary budgets tabled by Executive Policy Committee, formal recommendations from Council, and Adopted Budget published documents.
Retention and Disposition: Archival.

31(2) Operating and Capital Budget Records (46.02)
Function: To maintain a record of the preparation and administration of the City's Operating and Capital Budgets.
Description: Departmental budget submissions, supporting documents, analyses and other reports and correspondence related to the preparation and development of the City's Operating and Capital Budgets.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

32. FINANCIAL REPORTING

32(1) General Journal (47.01)
Function: To record the transfer of transactional information to the General Ledger.
Description: General journal, vouchers and other support documentation.
Retention and Disposition: Destroy 6 years after record creation.

32(2) General Ledger (47.02)
Function: To maintain a record of all financial transactions of the City for audit purposes.
Description: General ledger, related reports and account code lists.
Retention and Disposition: Archival.

33. MATERIALS AND SUPPLIES MANAGEMENT

33(1) Materials Management Records (48.01)
Function: To maintain records associated with the obtaining and evaluation of proposals from suppliers for goods and services to be purchased.
Description: Requests for proposals and quotes and related records including bids, proposals and spreadsheets, specifications and tender records.
Retention and Disposition: Electronic records to be destroyed after obsolete or superseded. Paper copies to be destroyed pursuant to s. 5.12 of Schedule B.

34. PAYROLL

34(1) Payroll Administration Records – Daily Records (49.01)
Function: To provide a daily record of employee attendance and hours worked for the purpose of the administration of bi-weekly payroll periods.
Description: Employee time cards, attendance records, time sheets and other records related to daily time keeping and payroll administration.
Retention and Disposition: Destroy 12 years after record creation.

34(2) Employment Insurance Records (49.02)
Function: To maintain a record of the provision of employment insurance benefits
Description: Records of Employment and other documents related to the determination of eligibility for employment insurance benefits.
Retention and Destruction: Destroy 6 years after file closure.

35. RISK MANAGEMENT

35(1) Building Values Records (50.01)
Function: To maintain a record of estimates of the replacement value of city buildings.
Description: City building replacement values, related records.
Retention and Disposition: Destroy 10 years after final disposition of building.

35(2) Claims Experience Reports (50.02)
Function: To maintain a summary record of claims experienced by the City of Winnipeg.
Description: Annual summary of insurance claims experienced by the City of Winnipeg.
Retention and Disposition: Archival.

35(3) Insurance Claims Records (50.03)
Function: To maintain a record of insurance claims filed against or on behalf of the City.
Description: Insurance claims, related correspondence, photographs, statements, hearing records, reports and other related records.
Retention and Disposition: Destroy 6 years after resolution of the claim.

35(4) Insurance Policies – Casualty (50.04)
Function: To maintain a record of casualty insurance policies purchased on behalf of the City.
Description: Policies, related correspondence and communications.
Retention and Disposition: Destroy 30 years after file closure.

35(5) Insurance Policies – Contractors' (50.05)
Function: To maintain a record of liability insurance held by contractors.
Description: List of contractor's liability insurance.
Retention and Disposition: Destroy 30 years after file closure.

35(6) Insurance Policies – Property (50.06)
Function: To maintain a record of property insurance policies purchased on behalf of the City.
Description: Property insurance policies, related correspondence and communications.
Retention and Disposition: Destroy 6 years after policy expiry.

35(7) Insurance Premium Ledger (50.07)
Function: To maintain a record of premiums paid on insurance policies.
Description: Annual insurance premiums ledgers, including description of policies, all related records.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

35(8) Worker's Compensation Files (50.08)
Function: To provide a record of claims filed for Workers Compensation by City employees.
Description: Employer's accident reports, employee's accident reports, wage information, correspondence, supportive documentation relative to the submission, review and adjudication of employee claims.
Retention and Disposition: Destroy 6 years after file closure.

35(9) Tree Root Claim Records (50.09)
Function: To maintain a record of claims for reimbursement for the removal of tree roots from private sewer lines.
Description: Original Tree Root invoices plus all related records and correspondence.
Retention and Disposition: Destroy 6 years after file closure.

36. AGREEMENTS REGISTRY

36(1) Agreements Register (18.02)
Function: To maintain a record of major agreements and contracts entered into by the City of Winnipeg.
Description: Listing of major contracts and agreements that have been entered into by the City of Winnipeg.
Retention and Disposition: Archival.

CORPORATE SUPPORT SERVICES DEPARTMENT

Records related to the activities and responsibilities of the Director of Corporate Support Services including records related to policy and strategic advice and administrative leadership with respect to the City's corporate information program and services, human resource program and services and other specialized internal services and initiatives. Includes records related to the Corporate Support Services Department and its respective service responsibilities, records related to supporting public service delivery and furthering the interests of the City through the provision of administrative leadership for the information stewardship program and policy development support, specialized expertise/consultation and services to all political and administrative units within the organization in the areas of information management, information technology, human resource management, communication production services, corporate

planning and other strategic internal services and initiatives as determined by the Chief Administrative Officer or Council.

37. CORPORATE SUPPORT SERVICES

37(1) Corporate Support Services Director's Files (58.01)
Function: To provide a record of the general administration of the Corporate Support Services Department as carried out by the Director.
Description: Correspondence, reports, agreements, directives, minutes and other documents related to the management, direction and control of the Corporate Support Services Department.
Retention and Disposition: Archival.

38. HUMAN RESOURCE MANAGEMENT

38(1) Human Resource Files (59.01)
Function: To maintain a record of the development and administration of policy regarding the management of the City's human resources as carried out by the Director of Corporate Support Services.
Description: Records of all policies, administrative standards, protocols and procedures that the City has developed in relation to Human Resource issues as well as records related to the development and administration of major corporate education, staff training and development, corporate safety, employee assistance, occupational health, equity and diversity and labour relations and compensation programs and initiatives.
Retention and Disposition: Archival.

38(2) Job Classification Records (59.02)
Function: To maintain a record of current City of Winnipeg job classifications, rating and associated salary grades.
Description: City of Winnipeg job descriptions and classifications along with accompanying correspondence and research information.
Retention and Destruction: Destroy 6 years after obsolete or superseded.

38(3) Compensation and Benefits Plan Records (59.03)
Function: To record the administration of employee compensation and benefit plans
Description: Records of compensation plans and benefit plans including: rating and classification plans applicable to bargaining units, sick and disability leave plans, maternity leave records, medical and dental insurance programs/plans, vacation, leave of absence and other related plans or programs.
Retention and Destruction: Destroy 6 years after file closure.

39. INTRACORPORATE COMMUNICATIONS

39(1) Corporate Communications Files (60.01)
Function: To maintain a record of the planning and administration of the City's internal communications program.

Description: Records related to the planning, drafting, composition, design and dissemination of City-wide internal communications, including related correspondence.
Retention and Disposition: Destroy 6 years after record creation.

39(2) Corporate Information Files (60.02)
Function: To maintain a record of corporate publications and corporate information for reference, research and informational purposes.
Description: Master copies of intra-corporate periodicals, newsletters, reports and other publications; master copies of photographs, artwork, graphs, diagrams and other images created, taken or collected for use in intra-corporate publications.
Retention and Disposition: Archival.

40. EMPLOYMENT CONTRACT ADMINISTRATION

40(1) Collective Bargaining Agreements (61.01)
Function: To maintain a record of all collective agreements between the City and the various employee bargaining units.
Description: Signed agreements related to employee compensation, benefits, terms of employment and other management-employee issues, including all related schedules and attachments.
Retention and Disposition: Archival.

40(2) Collective Bargaining Records (61.02)
Function: To maintain a record of the negotiations for the various collective agreements between the City and its unions.
Description: All records related to the bargaining processes involved in the negotiations of collective agreements, including meeting minutes, correspondence and communications, notes, reports and other related records.
Retention and Disposition: Destroy 10 years after record creation.

40(3) Labour Relations Files (61.03)
Function: To maintain a record of grievances filed by employees.
Description: All records related to the administration and resolution of individual grievances, including hearing proceedings and representations, hearing decisions, appeal records and related correspondence and communications.
Retention and Disposition: Destroy 10 years after file closure

41. EMPLOYEE COUNSELLING

41(1) Employee Assistance Program Files (62.01)
Function: To provide a record of the delivery of confidential counselling and psychotherapy programs to City of Winnipeg employees and their families.
Description: Case files documenting the delivery of individual, marital and family counselling and psychotherapy services to City of Winnipeg employees; files may include notes, recommendations and referrals, personal health information, personality test results and correspondence.
Retention and Disposition: Destroy 30 years after termination of employment.

42. CORPORATE INFORMATION TECHNOLOGY

421) Information Technology Files (53.01)
Function: To provide a record of the general administration of the City's information program and services as carried out by the Director of Corporate Support Services.
Description: Correspondence, reports, agreements, directives, minutes and other documents related to the management, direction and control of the City's corporate information program and services and special initiatives.
Retention and Disposition: Archival.

43. DATA MANAGEMENT

43(1) System Backup Files (54.01)
Function: To maintain a record of directories and other data required to restore an information system in case of a disaster or inadvertent destruction.
Description: Copies of master files or databases, application software and other related records that can be used to reconstruct a system in case of disaster.
Retention and Disposition: Destroy after obsolete or operational requirements cease.

44. ELECTRONIC COMMUNICATION INFRASTRUCTURE

44(1) Network Administration Records (55.01)
Function: To record the installation and service of the City of Winnipeg's information network.
Description: Network usage reports, summary reports and other records documenting the installation, service and usage of the City's information network.
Retention and Disposition: Destroy 1 year after record creation.

45. INFORMATION SYSTEMS

45(1) System Documentation Records (56.01)
Function: To document the use, operation and maintenance of the City of Winnipeg's information systems.
Description: System documentation records, user guides, system flowcharts, program descriptions and documentation, job control or workflow records, system specifications and testing records.
Retention and Disposition: Destroy after use of hardware is discontinued and data has been transferred or destroyed.

46. INFORMATION TECHNOLOGY OPERATIONS

46(1) Application Development Records (57.01)
Function: To record the development, redesign or modification of automated systems or applications.
Description: Project management records, status reports, draft system or subsystem specifications, draft user requirements and specifications, memoranda and correspondence.

Retention and Disposition: Destroy after discontinuance of system.

46(2) Computer Hardware Documentation Records (57.02)
Function: To document the use, operation and maintenance of the City of Winnipeg's computer hardware.
Description: Operating manuals, hardware/operating system requirements, hardware configurations and equipment control systems.
Retention and Disposition: Destroy after use of hardware is discontinued and data has been transferred or destroyed.

46(3) Technical Support Records (57.03)
Function: To document support services provided to specific information processing equipment or installations.
Description: Site visit reports, program and equipment service reports, service histories and related correspondence and memoranda.
Retention and Disposition: Destroy 1 year after record creation.

47. MAIL DISTRIBUTION

47(1) Mail Distribution Records (64.01)
Function: To maintain a record of the delivery of internal and external mail distribution services to city departments.
Description: Records related to the delivery and pickup of internal and external mail, including logging and tracking records, postal and mail directives, directories and other related records.
Retention and Disposition: Destroy 1 year after record creation.

48. OCCUPATIONAL HEALTH AND SAFETY ASSESSMENT

48(1) Corporate Safety Records (65.01)
Function: To maintain a record of assistance provided to managers, employees and departmental safety committees in complying with federal and provincial safety legislation.
Description: Records related to the development of safety policies and procedures and the conducting of safety training; also records of job site inspections, investigations and safety audits; reports from departmental safety officers and the minutes of workplace safety and health committee meetings.
Retention and Disposition: Destroy 10 years after file closure.

48(2) Accident Reports (65.02)
Function: To maintain a record of workplace accidents reported to the Workers Compensation Board as required by *The Workers Compensation Act*.
Description: Copies of submitted reports, all related correspondence, notes and statements and other records related to the investigation and reporting of workplace accidents.
Retention and Disposition: Destroy 10 years after file closure.

48(3) Workers Compensation Claim Files (65.03)
Function: To maintain a record of claims filed with the Workers Compensation Board by City of Winnipeg employees who have been injured or contracted an industrial disease.

Description: Case files may include: worker accident reports, employer's accident reports, medical reports, payment of benefit summaries, medical aid summaries, rehabilitation payment of benefits, pension awards, related correspondence and communications.
Retention and Disposition: Destroy 60 years after settlement of claim.

48(4) Occupational Health Program Records (65.04)
Function: To maintain a record of the administration of occupational health programs in the City of Winnipeg.
Description: Records related to the preparation and delivery of occupational health educational activities and programs, the development of initiatives that promote wellness and disease injury prevention, and the development of guidelines and procedures regarding occupational health issues.
Retention and Disposition: Destroy 10 years after record creation.

48(5) Audiometric Testing Records (65.05)
Function: To maintain a record of audiometric tests conducted on City of Winnipeg employees.
Description: Audiometric test results and all related records and correspondence.
Retention and Disposition: Destroy 30 years after date of test.

49. OCCUPATIONAL HYGIENE ASSESSMENT

49(1) Occupational Hygiene Assessment Records (66.01)
Function: To maintain a record of assistance and support provided to managers and employees regarding the safe use of chemical agents in the workplace.
Description: Notes, correspondence, reports, studies, analyses and records related to the development of guidelines and procedures concerning the use of and exposure to chemical agents in the workplace.
Retention and Disposition: Destroy 10 years after file closure.

50. STAFF DEVELOPMENT

50(1) Corporate Education Program Records (67.01)
Function: To maintain a record of the provision of developmental and educational opportunities to civic employees.
Description: Correspondence, communications, notes, reports and other documents related to the planning and promotion of corporate education programs and initiatives in the City of Winnipeg.
Retention and Disposition: Destroy 10 years after record creation.

50(2) Training and Development Records (67.02)
Function: To maintain a record of corporate educational programs and opportunities available to City of Winnipeg employees.
Description: Records related to the design, delivery and evaluation of courses, seminars, workshops and other educational and developmental opportunities offered to civic employees on a city-wide or departmental basis.
Retention and Disposition: Destroy 5 years after record creation.

51. TRANSLATION

51(1) Translation Service Records (68.01)
Function: To maintain a record of translation services provided to city departments.
Description: Requests, correspondence, communications, copies of translated materials and other record related to the provision of translation services.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

52. 311 CONTACT CENTRE

Records related to the operation of Winnipeg's 311 inquiry service. Includes records related to the provision of customer service carried out on a 24 hour basis, 365 days a year. Inquiries from the public (citizens, organizations, visitors, council members, departmental employees, contractors etc.) are dealt with in both French and English and deal with requests for service, information, to voice a concern, or to register for City programs. Customer Service Representatives work in a number of systems shared with associate departments, and agency records include voice recordings from citizens as well as tracking information held in Lagan.

52(1) Service and Information Call Voice Recordings (128.01)
Function: To maintain a record of all calls coming into 311 requesting information, a City service, to voice a concern or register for City programs. Call recordings are primarily used for quality assurance and training purposes.
Description: Audio recordings of all telephone calls coming into the 311 Call Centre.
Retention and Disposition: Destroy 1 year after record creation.

52(2) Lagan System Tracking Records (128.02)
Function: The Lagan system is the primary computer application that Customer Service Representatives use on a daily basis at the Winnipeg Contact Center. The Lagan ECM (Enterprise Case Management) system is used to search for knowledge, to respond to information requests, create and edit unique numbered service requests, search for service requests, individuals, properties, and organizations, and follow up on service requests, view history and add notes.
Description: Lagan Enterprise Case Management is a commercial off the shelf relational database used to manage, track and distribute requests for service and information from citizens.
Retention and Disposition: Destroy 10 years after file closure.

LEGAL SERVICES DEPARTMENT

53. LEGAL SERVICES FILES

Records related to Legal Services.

53(1) Agreements Registry (63.01)
Function: To maintain a record of agreements between the City and external bodies, as well as supporting records, for which legal advice and assistance has been provided.
Description: Files include contracts, purchase orders, bid opportunities, funding agreements (involving both funding provided by and to the City).
Retention and Disposition: Destroy 10 years after expiration of agreement (except employment contracts – see 3.06 of Schedule B).

53(2) General Government Files (63.02)
Function: To maintain a record of legal advice and activities undertaken on behalf of a variety of departments.
Description: Files include formal legal opinions, records of electronic and telephone contacts with departmental staff, records relating to the development of by-laws and by-law amendments.
Retention and Disposition: Destroy 10 years after file closure.

53(3) Litigation (63.03)
Function: To maintain a record of legal actions taken by or against the City of Winnipeg.
Description: Files include correspondence with departmental staff, legal counsel, claimants and parties, court officials and law enforcement agencies; legal opinions, transcripts of proceedings and exhibits, including log books, ledgers, videotapes and other court documents.
Retention and Disposition: Destroy 10 years after file closure.

53(4) Real Property and Development (63.04)
Function: To maintain a record of legal assistance provided on all matters related to real property, including real estate transactions, planning controls and local improvements.
Description: Files include conveyancing documentation; development, subdivision, zoning and variance agreements and documentation; local improvement petitions and by-laws.
Retention and Disposition: Destroy 10 years after file closure.

53(5) Special Constable Appointment Records (63.05)
Function: To maintain a record of special constable appointments and revocations made by Legal Services on behalf of the Chief Administrative Officer
Description: Records include requests for special constable appointments, appointments and revocations, criminal records checks, indemnities provided by non-City organizations
Retention and Disposition: 10 years after file closure

OFFICE OF THE MAYOR

Records related to the Office of the Mayor and its respective service responsibilities, including the provision of assistance and support to the Mayor, the head of Council and the chief officer of the City of Winnipeg.

Includes records related to strategic planning, corporate communications and other activities as determined by the Mayor and carried out by the office's professional staff.

54. OFFICE OF THE MAYOR

54(1) Mayor's Office Files (76.01)
Function: To maintain a record of the general administration of the Office of the Mayor.
Description: Mayor's correspondence including departmental and external communications, inquiries and complaints, invitations, reports, subject files and other records related to the day-to-day administration of the Mayor's Office.
Retention and Disposition: Archival.

PLANNING, PROPERTY AND DEVELOPMENT DEPARTMENT

Records related to the Planning, Property and Development Department and its respective service responsibilities.

Includes records related to the provision of a full complement of services to the public and other city departments related to interests in land and building development and overall coordination of the City's building assets and management of urban development through city planning, community development, parks and riverbank planning. The maintenance and security of civic buildings.

55. PLANNING, PROPERTY AND DEVELOPMENT

55(1) Planning, Property and Development Director's Files (77.01)
Function: To provide a record of the general administration of the Planning, Property and Development Department as carried out by the Director.
Description: Correspondence, reports, agreements, directives, minutes and other documents related to the management, direction and control of the Planning, Property and Development Department.
Retention and Disposition: Archival.

56. BUILDING PERMITS AND INSPECTIONS

56(1) Building Permit Records (78.01)
Function: To maintain a record of all permits related to building construction as provided for under the Winnipeg Building By-law No. 4555/87 and the Manitoba Building Code.
Description: All building permits are issued by the Planning, Property and Development Department. Permits applications are reviewed for land use issues such as permitted uses,

yard requirements, parking and loading requirements, building code issues, including architectural/fire protection, structural, mechanical and electrical. Where applicable, a permit application may also be circulated to other city departments that may have a concern relative to the work undertaken by the permit including food handling and health, fire prevention and fire code, site service, lot grading, site access, bank stability, historic buildings, Downtown Design Board. Permit records relate to the receipt of a permit application, the application review and the issue of a permit for new or existing construction, including the design, construction, erection, placement, alteration, repair, renovation, demolition, relocation, removal, occupancy or change in occupancy of a building or structure or addition to a building or structure in the City of Winnipeg.
Retention and Disposition: Archival.

56(2) Building Inspection Records (78.02)
Function: To maintain a record of building inspections.
Description: Reports and other documentation related to inspections of housing, commercial and existing buildings as carried out by building inspectors for the purpose of determining whether the design, construction and occupancy of new buildings and the alteration, reconstruction, demolition, removal, relocation and occupancy of existing buildings meets minimum acceptable health, safety, zoning, accessibility and community standards as established by building, plumbing and electrical codes and related by-laws.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

56(3) Occupancy Permit Inspection Records (78.03)
Function: To maintain a record of occupancy permit inspections.
Description: Inspectors' reports for approved occupancy permit applications including building, electrical and mechanical and fire prevention.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

56(4) Occupancy Permit Index (78.04)
Function: To maintain a current record of occupancy permits, facilities with permits and their occupant load.
Description: Index cards for occupancy permits are filed by address. Card entries pertain to permit information including type of construction, proposed use, tenant name, occupancy class and maximum occupancy load number.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

56(5) Occupant Load Permit Applications (78.05)
Function: To maintain a record of applications received for occupant load permits.
Description: A permit is required to establish an occupant load. Includes permit applications, plans, correspondence and other records related to the issue occupant permits and the posting of occupant load placards as required under *The Manitoba Fire Code*.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

56(6) Plan Examination Records (78.06)
Function: To maintain a record of building plans submitted for review for compliance with civic building, electrical, plumbing and mechanical codes, standards and by-laws prior to issue of a permit.
Description: Check sheets, plans and other documents related to the review of building plans by City plan examiners.
Retention and Disposition: Archival.

57. CITY PLANNING

57(1) City Planning Records (79.01)
Function: To provide a record of the general administration of city planning and land use activities as carried out by the Planning, Property and Development Department.
Description: Correspondence, reports, plans, development applications, by-laws, agreements and other records related to the management of urban development for business interests, environmental concerns, heritage matters, local neighbourhoods and the key role of the downtown through planning, community development, parks and riverbank planning.
Retention and Disposition: Archival.

58. CEMETERIES

58(1) Cemetery Services and Operations Records (80.01)
Function: To provide a record of public cemetery services and operations.
Description: Correspondence, cemetery deeds, interment orders, plans and other records related to cemetery operations and all services where the record directly relates to an interred deceased person or cemetery property. Includes property inventory for Brookside, St. Vital and Transcona Cemeteries.
Retention and Disposition: Archival

58(2) Cemetery General Records (80.02)
Function: To maintain a record of public cemetery general correspondence and information.

Description: Correspondence, routine reports and other records related to the general operation of a public cemetery. Includes records relates to sales or interment inquiries where the information did not lead to a sale of property or the provision of services, chargeable or non-chargeable.
Retention and Disposition: Destroy 3 years after record creation.

59. HISTORIC BUILDING DESIGNATION

59(1) Historic Building Conservation Records (82.01)

Function: To provide a record of activities and initiatives related to the designation, rehabilitation and use of heritage buildings and sites designated as historical buildings under *By-law 1474/77*.
Description: Correspondence, reports, minutes, agreements, grant applications, plans, design review and approvals and other records related to heritage building conservation and planning in the City of Winnipeg. Includes Historic Building Committee minutes.
Retention and Disposition: Archival.

60. IMPROVING HOUSING STOCK

60(1) Residential Rehabilitation Assistance & Minimum Home Repair Program Records (83.01)

Function: To maintain a record of the administration and delivery of housing programs as carried out by the City of Winnipeg.
Description: Correspondence, reports and other records related to the administration and delivery of housing programs to rehabilitate and build new homes and improve neighbourhoods. Includes applications, reports and other records related to the administration of the Residential Rehabilitation Assistance, Minimum Home Repair and other Manitoba programs.
Retention and Disposition: Destroy 6 years after file closure.

61. LAND TRANSACTION MANAGEMENT

61(1) Real Estate Files (84.01)

Function: To provide a record of all transactions related to city-owned real property and interests.
Description: Correspondence, reports and other records related to the administration of the City's land inventory, including records related to tracking of City of Winnipeg real property transactions and interests. Includes records related to the registration of real property matters, the selection, preparation, acquisition, execution and/or registration of all real property documentation and administrative approvals as well as the procurement of all legal survey services required to effect the registration of documents at the Winnipeg Land Titles Office.
Retention and Disposition: Archival.

62. NEIGHBOURHOOD REVITALIZATION

62(1) Neighbourhood Planning Records (85.01)

Function: To provide a record of the development and administration of neighbourhood planning, renewal and residential rehabilitation programs.

Description: Correspondence, reports, minutes, funding agreements, plans and other records related to neighbourhood improvement and housing initiatives within the City of Winnipeg.
Retention and Disposition: Archival.

63. PHYSICAL ASSET MANAGEMENT

63(1) Accommodations Project Files (87.01)

Function: To provide a record of civic accommodations and related projects.
Description: Correspondence, reports, plans and specifications, quotations, proposals, contracts and agreements, meeting minutes and other records related to the administration of civic accommodations construction and renovation projects. Includes engineering drawings and other records related to the development of accommodations for city departments including space allocation, furniture appropriation and interior design. Also includes records related to the provision of design and consulting services to departments and building demolition.
Retention and Disposition: Destroy 6 years after file closure.

63(2) Civic Buildings and Facilities Inventory (87.02)

Function: To provide a record of the Planning, Property and Development accommodation and facilities inventory.
Description: Correspondence, reports and other records related to the current inventory of civic accommodations and facilities.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

64. PROPERTY BY-LAW ENFORCEMENT

64(1) Enforcement Inspection Files (88.01)

Function: To maintain a record of activities related to the enforcement of minimum standards as presented by by-laws such as Building, Plumbing, Electrical, Zoning, Residential Buildings Fire Safety, and Vacant and Derelict Buildings.
Description: Includes correspondence, inspector's reports and other documents related to the receipt of complaints, investigations and violations related to the enforcement of property by-laws.
Retention and Disposition: Destroy 10 years after file closure.

64(2) Prosecution Files (88.02)

Function: To maintain a record of the prosecution of property by-law violations.
Description: Correspondence, legal proceedings and other records related to prosecutions of property by-law violations.
Retention and Disposition: Destroy 20 years after file closure.

65. RIVERBANK MANAGEMENT

65(1) Riverbank Management Records (89.01)

Function: To provide a record of development near riverbanks and civic works and activities related to riverbank stabilization and erosion control.
Description: Correspondence, reports, permits, plans, minutes and other records related to the administration of the City's Waterway By-law land inventory including records related to the

administration and implementation of policies established by the Riverbank Management Committee.
Retention and Disposition: Archival.

66. SURPLUS CITY PROPERTY LEASING

66(1) Accommodation Leases (90.01)
Function: To provide a record of civic accommodations leasing agreements.
Description: Correspondence, signed agreements, proposals, reports and other records related to occupancy and leasing of civic accommodations.
Retention and Disposition: Destroy 6 years after expiry or termination of lease.

67. SURVEY INFRASTRUCTURE MANAGEMENT

67(1) City Land Inventory (91.01)
Function: To provide a record of all City owned real property and interests.
Description: Correspondence, reports and other records related to the administration of the City's land inventory.
Retention and Disposition: Archival.

67(2) Map Inventory (91.02)
Function: To provide a record of maps created by the City of Winnipeg and associated property-based information.
Description: Includes LR Base Map, Property Address Map, Street Centre Line Map, Zoning Map (Uniform and Downtown), Plans of Subdivision, Building Outlines, Landfill Sites, Rivers and Streams and Buffer Zones and other records related to maps created by the City of Winnipeg in connection with the Land Based Information System.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

67(3) Registered Plans (91.03)
Function: To maintain a record of registered plans for properties within the City of Winnipeg.
Description: Copies of original plans that have been registered with the Winnipeg Land Titles Office.
Retention and Disposition: Archival.

67(4) Residential Lot Inventory (91.04)
Function: To provide a record of all vacant residential building lots within the City of Winnipeg.
Description: Correspondence, reports and other records related to vacant residential building lots by subdivision, neighbourhood and community committee areas.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

67(5) Street Opening and Closing Records (91.05)
Function: To maintain a record of all street openings and closings within the City of Winnipeg.
Description: Street opening/closing applications, plan approvals, correspondence and other documents related to receipt and processing of applications.

Retention and Disposition: Archival.

67(6) Survey Field Books (91.06)
Function: To maintain a record of surveys carried out by city land surveyors.
Description: Bound volumes contain surveyors' original field notes and observations.
Retention and Disposition: Archival.

67(7) Survey Monument Index (91.07)
Function: To maintain a record of legal survey monument locations within the City of Winnipeg including legal and control monuments.
Description: Index information includes monument locations for specific dates.
Retention and Disposition: Archival.

67(8) Survey Monument Records (91.08)
Function: To maintain a record of all geodetic control survey monuments installed by the City of Winnipeg in connection with the Manitoba Land Based Information System.
Description: Correspondence, reports and other records related to installation, field measurements, description, location, horizontal coordinates and vertical elevations of monuments.
Retention and Disposition: Archival.

67(9) Miscellaneous Plans (91.09)
Function: To maintain a record of miscellaneous survey sketches and plans prepared by a Manitoba Land Surveyor.
Description: Miscellaneous plans and sketches for legal surveys signed by a Manitoba Land Surveyor.
Retention and Disposition: Archival.

68. ZONING AND LAND DEVELOPMENT

68(1) Conditional Use Applications (92.01)
Function: To maintain a record of development applications received for the approval of a conditional use.
Description: A conditional use order is required when changes are made to a property and these changes are outside existing zoning regulations. Development applications, plans, report, servicing agreements, correspondence, orders and other records related to a conditional use. May also include records related to the filing, hearing and deciding of an appeal related to an application for a conditional use.
Retention and Disposition: Archival.

68(2) Development/Servicing Agreements (92.02)
Function: To maintain a record of agreements between the City and developers pursuant to the approval of development applications. Includes development, servicing, zoning and sub-division agreements.
Description: Signed agreements pursuant to the approval of a development application covering the installation of municipal services within new or existing streets and lanes, payment of land drainage trunk charges, dedication of land for public open space or payment of cash-in-lieu thereof and other matters related to the development of land. A development agreement

sets out the legal responsibilities of the City and of the developer over the life of a development. Also includes letters of credit, records of payment, correspondence and other records pertaining to administration of signed development or servicing agreements.
Retention and Disposition: Archival.

68(3) Encroachment Files (92.03)
Function: To maintain a record of approved encroachments.
Description: Encroachment applications, plans and other supporting documentation, correspondence and other documents related to the approval of the construction, maintenance or removal of an encroachment such as a permanent sign or awning. Also includes correspondence, reports and other records related to payment of an annual encroachment license fees.
Retention and Disposition: Destroy 6 years after file closure.

68(4) Home Occupation Permit Applications (92.04)
Function: To maintain a record of applications received for a home occupation permit.
Description: Permit applications, supporting documentation, correspondence and other documents related to the issue of a home occupation permits for a home-based business.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

68(5) Mobile Sign Applications (92.05)
Function: To maintain a record of applications received for mobile advertising sign permits.
Description: Permit applications, supporting documentation, correspondence and other documents related to a permit to display mobile advertising and poster signs.
Retention and Disposition: Destroy 6 months after file closure.

68(6) Plumbing and Electrical Contractors' Licensing Records (92.06)
Function: To provide a record of the licensing of plumbing and electrical contractors.
Description: Contractors' license applications, licensing examinations, supporting documentation, correspondence and other documents related to the licensing of contractors.
Retention and Disposition: Destroy 6 years after record creation.

68(7) Subdivision, Rezoning and Development Applications (92.07)
Function: To provide a record of applications received for approval of subdivision, rezoning and development of properties
Description: Applications include certificates of title, written authorizations, building location sketches, correspondence and preliminary plans for subdivisions as well as final approvals. May also include development/servicing agreements, zoning agreements, hearing records, by-laws and other records related to review and approval of sub-divisions, rezoning and development applications. Also includes applications for approval of condominium plan of survey, consent for conveyance, amendment of a zoning agreement, rezoning, or amendment to a zoning by-law, supporting documentation and related correspondence.
Retention and Disposition: Archival.

68(8) Street Name Records (92.08)
Function: To provide a record of City of Winnipeg street names (c.1970 to present) including reserved and legal street names.
Description: Correspondence and other documents related to street names and their history.

By-law No.

Retention and Disposition: Archival.

68(9) Zoning Atlas Sheets (92.09)
Function: To maintain a record of City of Winnipeg zoning districts.
Description: Atlas sheets provide a record of zoning changes.
Retention and Disposition: Archival.

68(10) Zoning Compliance Letters (92.10)
Function: To maintain a record of requests received for zoning compliance information pertaining to a specific piece of property.
Description: Correspondence and copies of zoning form letters.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

68(11) Zoning Inspection Files (92.11)
Function: To maintain a record of zoning inspections as carried out by City inspectors.
Description: Violation notices, occupancy and building permits, zoning letters and correspondence related to zoning inquiries and inspection of specific addresses.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

68(12) Zoning Memorandum (92.12)
Function: To provide a record of applications received for issuance of a zoning memorandum.
Description: A zoning memorandum is a document that indicates that a building or structure complies or does not comply as to its location on a zoning lot and zoning by-laws. An application for a zoning memorandum is submitted with a copy of the building location certificate prepared by a Manitoba Land Surveyor.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

68(13) Zoning Variance Applications (92.13)
Function: To maintain a record of development applications received for approval of a variance.
Description: A variance is required when changes are made to a property and these changes are outside the guidelines of the by-law. Development applications, plans, servicing agreements, correspondence, orders and other records related to the approval of a zoning variance. May also include records related to the filing, hearing and deciding of an appeal related to an application for a zoning variance.
Retention and Disposition: Archival.

69. BUILDING MANAGEMENT

69(1) Building Maintenance Records (101.01)
Function: To provide a record of routine building maintenance related to ensuring the functionality of facilities required for public service delivery and support.
Description: Correspondence including tenders, bids and quotations, proposals, contracts and agreements, inspection reports, specifications, operating manuals and other records related to the provision of routine maintenance services for civic buildings, including contracted maintenance work. Includes mechanical, electrical, plumbing, carpentry, custodial and security,

maintenance and operations records for civic buildings, community clubs, recreation centres, areas and swimming pools.
Retention and Disposition: Destroy 6 years after completion or expiry of service contract or warranty.

69(2) Building Alterations and Repairs Records (101.02)
Function: To provide a record of alterations and repairs carried out on civic buildings and facilities.
Description: Correspondence, proposals, contracts, agreements, reports, drawings, specifications, operating manuals and other records related to the maintenance and management of civic buildings and facilities. Includes mechanical, electrical, plumbing, carpentry and utilities records related to repairs and alterations made to civic buildings, community clubs, recreation centres, arenas, wading pools and aquatics faculties.
Retention and Disposition: Destroy 1 year after demolition or disposition of facility.

69(3) Building Security Records (101.03)
Function: To record the implementation and maintenance of physical security measures in civic buildings and facilities.
Description: Correspondence, requests for service, complaints and general inquiries, reports and other records related to the administration of building security measures in civic buildings including access restrictions and safeguards, reports of security breaches and violations, correspondence and communications with security services, records related to the installation, maintenance and operation of security systems, working alone policies and procedures, as well as minutes, reports and communications of local safety committees.
Retention and Disposition: Destroy 5 years after record creation.

69(5) Utility Usage Records (101.04)
Function: To provide a record of utility consumption of civic buildings and facilities.
Description: Routine reports, statistical data, correspondence and other records related to tracking and monitoring of utility usage.
Retention and Disposition: Destroy 6 years after record creation.

PUBLIC WORKS DEPARTMENT

Records related to the Public Works Department and its respective service responsibilities.

Includes records related to the delivery of public works services related to the planning, development and maintenance of streets and traffic systems and the maintenance of parks and open spaces.

70. PUBLIC WORKS

70(1) Public Works Director's Files (99.01)
Function: To provide a record of the general administration of the Public Works Department as carried out by the Director.
Description: Correspondence, reports, agreements, directives, minutes and other documents related to the management, direction and control of the Public Works Department.

Retention and Disposition: Archival.

70(2) Public Works Record Drawings (99.02)
Function: To provide a record of final installed Public Works configurations. Includes physical and functional installations related to the regional street system, bridge and underpass system, overhead sign structures, overhead and underground traffic signals.
Description: "As-built" drawings and documents incorporating all field mark-ups (construction, reconstruction and improvement drawings), design change notices, approved change orders/requests, deficiency reports and modifications, revisions and additions to original plans and specifications. May also include plans related to completed street, sidewalk, lanes and bridge construction projects. Includes "as-built" documents and drawings for regional streets system pavement installations, private commercial and industrial approach installations, barrier and attenuating device installations, sidewalk and pedestrian and bike path installations, parking meter installations and overhead sign structures.
Retention and Disposition: Archival.

70(3) Capital and Local Improvement Project Files (99.03)
Function: To provide a record of the administration of tax-supported capital and local improvement projects.
Description: Correspondence, estimates, meeting minutes, specifications, tenders, bids, submissions, evaluations, performance security bonds, contracts, shop drawings, change orders, inspections, testing and progress reports, consultant reports and other records related to the administration of capital works projects. Includes contract documents and engineering details related to street, sidewalk, lane, and bridge construction, reconstruction and improvement projects.
Retention and Disposition: Destroy 1 year after works demolished or reconstructed.

70(4) Customer Service Records (99.04)
Function: To provide a record of service inquires and requests received by the Public Works Department.
Description: Correspondence, requests for service, general inquiries, reports and other records related to receipt and resolution of inquiries, requests received from residents and other customers of the Public Works Department. Includes inquiries, complaints, and service requests related to street repairs, tree pruning, fallen trees, snow removal, indoor public swimming pools and street cleaning.
Retention and Disposition: Destroy 10 years after receipt of complaint.

70(5) Flood Control Records (99.05)
Function: To provide a record of flood control information and activities.
Description: Correspondence, survey information, field books, maps, photographs and other records pertaining to Public Works flood control works and activities.
Retention and Disposition: Archival.

70(6) Map Inventory (99.06)
Function: To maintain a record of surveys and maps created by the City of Winnipeg
Description: Includes orthodigital photos, pavement foot print maps, site plan drawings, GIS based street centre line maps, survey field books and approved utility drawings that pertain to the street infrastructure of the City of Winnipeg.

By-law No.

Retention and Disposition: Destroy two years after obsolete or superseded.

71. GRAFFITI CONTROL

71(1) Graffiti Control and Removal Records (102.01)
Function: To provide a record of graffiti control and removal activities.
Description: Correspondence, reports, presentations, service requests, waiver forms and other records related to the development of public awareness, including liaising with community groups and individuals, programs for at-risk youth and the removal from or coverage of graffiti from civic buildings, bridges and parks, commercial and residential properties.
Retention and Disposition: Destroy 5 years after file closure.

72. PUBLIC WORKS PERMITS

72(1) Public Works Permit Applications (103.01)
Function: To provide a record of permit applications received by the Public Works Department.
Description: Permit applications are for permission to undertake specific works or actions in jurisdictions under the authority of the Public Works Department. Includes applications, correspondence, supporting documentation, reports, permits and other documents related to the receipt and processing of applications and issue of permits for works and activities that involve the "use of streets" or that take place in the public right of way. Includes applications and permits for: block parties, construction use of street closures, street festivals, sewer and water inspection, hydrant rental, excavation cut, right-of-way "crossing," approach construction, resident parking, parking privilege, oversize vehicle moving, and movement of trucks/special mobile machines. May also include drawings, inspection reports and insurance policy agreements and other records related to applications and permits to undertake works or actions in jurisdictions under the authority of the Public Works Department.
Retention and Disposition: Archival.

73. STREETS CONSTRUCTION AND MAINTENANCE

73(1) Bridge Inventory Records (104.01)
Function: To provide a record of bridge inventory maintenance and repair.
Description: Correspondence, damage and inspection reports, drawings, plans and specifications, sign structures, service contracts and other records related to the condition and maintenance of the City's bridge inventory. Includes maintenance records for bridges, culverts, overhead sign structures and underpasses.
Retention and Disposition: Destroy 1 year after works demolished or reconstructed.

73(2) Streets Maintenance Records (104.02)
Function: To provide a record of streets inventory maintenance and repair.
Description: Correspondence, damage and inspection reports, plans and specifications, quotations/tenders, service, maintenance and operating contracts and other records related to the condition and maintenance of the City's street inventory. Includes construction, spring clean-up and snow removal and other service agreements, as well as inventory information

related to operation and maintenance of the streets infrastructure including sidewalks, streets and alleys within the City of Winnipeg.
Retention and Disposition: Destroy 1 year after works demolished or reconstructed.

74. STREETS PLANNING AND TRAFFIC MANAGEMENT

74(1) Street System Records (105.01)
Function: To maintain a record of the City's street infrastructure.
Description: Survey field books, site plan and utility drawings, orthodigital (GIS) photos, maps and associated information including statistical data and attributes, notes and other records related to survey activities, data collection and the preparation of engineering drawings. Includes snow clearing, street sweeping, capital project and parks maps as well as pavement footprint maps, permits site plans, street centreline maps, traffic lane line drawings, sub-way drawings, sidewalk drawings, City of Winnipeg standard details drawings and standard construction specifications, railroad crossing drawings, overhead signs structure drawings, street as-built drawings, underground clearance reference drawings and other reference drawings, design drawings, sketches and layouts and other records related to installation, maintenance and operation of the regional street system.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

74(2) Traffic Control Device Records (105.02)
Function: To provide a record of the maintenance and repair of electrically operated traffic control devices within the City of Winnipeg street system.
Description: Correspondence, work orders, engineering reports, as-built, construction and design drawings, sketches, plans and specifications, trouble reports, inspections and other records related to the installation, operation and maintenance of traffic control devices. Includes traffic control signals, pedestrian corridors, four-way flashing red and amber lights, hazard flashers, illuminated overhead lane signs and specialized active device warnings.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

74(3) Street Sign Records (105.03)
Function: To maintain a record of street sign inventory maintenance and repair.
Description: Correspondence, work orders, reports, plans and specifications, inspections and other records related to the installation and maintenance of City street signs. Includes parking restriction signs and other regulatory street signs.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

74(4) Transportation Planning Records (105.04)
Function: To provide a record of transportation system planning and related activities.
Description: Correspondence, reports, statistical information on traffic accidents and traffic flows, studies and other records related to transportation system planning and development activities. Includes records related to public hearings and applications for variances and conditional use, development agreements, street openings and closings, subdivision site developments, property acquisition and neighbourhood and traffic studies.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

75. PARKS AND OPEN SPACES

75(1) Parks Inventory Records (106.01)
Function: To provide a record of parks and open spaces in the City of Winnipeg, including parks, athletic fields, outdoor recreational facilities, playgrounds. Also includes the provision of access to and care of urban forests.
Description: Correspondence, inspection reports, plans, drawings, specifications, operating agreements and other records related to the maintenance, care and operation of a City park or open space. Includes records related to park buildings, flora, shrubbery, trees, underground services, playground equipment and structures, athletic fields, outdoor recreational facilities as well as records related to care and maintenance of urban forest inventory.
Retention and Disposition: Archival.

75(2) Parks Operations Records (106.02)
Function: To provide a record of the general administration of City parks and open spaces operations and related projects.
Description: Correspondence, reports, service agreements and other records related to the day-to-day administration of parks operations. Includes contracted and in-house works and projects.
Retention and Disposition: Destroy 6 years after file closure or after operational requirements have ceased.

75(3) Playground Safety Inspection Records (106.02)
Function: To maintain a record of inspections of playground equipment and play structures located in City parks and other City properties.
Description: Playground safety inspection reports as well as all related correspondence.
Retention and Disposition: Destroy 15 years after file closure.

75(4) City Naturalist's Office Files (38.01)
Function: To provide a record of the protection and management of natural areas and wildlife habitat within the City of Winnipeg as carried out by the City Naturalist.
Description: Correspondence, agreements, reports, maps, plans and other records related to management of natural areas and five basic natural habitat types within the City of Winnipeg**:** River-bottom Forest, Tall Grass Prairie, Aspen Forest, Oak Forest and Wetland. Includes mapping of existing natural areas, habitat assessment, restoration and revegetation, management of creeks, streams and riverbank habitats and records related to the Living Prairie Museum, Assiniboine Forest and George Olive Nature Park.
Retention and Disposition: Archival.

75(5) Living Prairie Museum Records (38.02)
Function: To provide a record of the administration and operation of the Living Prairie Museum, a 12-hectare tall grass prairie preserve located inside the City of Winnipeg.
Description: Correspondence, agreements, reports and other records related to the general administration of the Living Prairie Museum tall grass prairie preserve and interpretive centre.
Retention and Disposition: Archival.

75(6) Insect Control Branch Service Files (34.01)
Function: To record the services carried out by the Insect Control Branch in order to protect public health and property against the ill effects of insects through the control of major urban insect pests.
Description: Correspondence, inspection and test results, statistical data, objections received from citizens who are opposed to specific control programs, reports and other records related to the control programs carried out by the Insect Control Branch.
Retention and Disposition: Archival

76. PUBLIC EVENTS SUPPORT

76(1) Special Event Files (107.01)
Function: To provide a record of Public Works projects and activities related to city-sponsored special events.
Description: Correspondence, plans and specifications, contracts and agreements, reports and other records related to project management, planning and other activities related to the delivery and storage of materials and provision of Public Works services for City-sponsored special events.
Retention and Disposition: Destroy 6 years after file closure.

77. PHYSICAL ASSET MANAGEMENT

77(1) Asset Management Records (108.01)
Function: To maintain a record of roads, sidewalks, lanes, buildings and pools within the City of Winnipeg for purposes of infrastructure planning, maintenance, rehabilitation and reconstruction.
Description: Correspondence, plans and specifications, drawings, reports and other records related to the current status, condition and performance of roads, sidewalks, lanes, buildings and pools.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

78. LOCATING UNDERGROUND INFRASTRUCTURE

78(1) Underground Infrastructure Records (109.01)
Function: To provide a record of the placement of utilities within public rights of way within the City of Winnipeg.
Description: Correspondence, reports, plans and specifications and other records related to the City's underground infrastructure. Includes Underground Structures Committee meeting minutes.
Retention and Disposition: Archival.

SPECIAL OPERATING AGENCIES

Records related to the units that City Council has created as special operating agencies, and that are subject to unique operating charters.

WINNIPEG GOLF SERVICES

Records related to Winnipeg Golf Services Special Operating Agency.

79. GOLF COURSES

79(1) Golf Course Records (81.01)
Function: To provide a record of the public golf course inventory.
Description: Correspondence, reports, plans, drawings, contracts and agreements and other records related to the acquisition, development and maintenance of the City's municipal golf courses
Retention and Disposition: Archival.

79(2) Golf Course Operations Records (81.02)
Function: To maintain a record of public golf course operations and services
Description: Correspondence, fee schedules, routine reports and other records related to the administration and operation of the City's public golf courses by the Golf Services Chief Operating Officer.
Retention and Disposition: Destroy 6 years after file closure.

WINNIPEG PARKING AUTHORITY

Records related to the Winnipeg Parking Authority Special Operating Agency.

80. OFF-STREET PARKING

80(1) Parking Applications (86.01)
Function: To provide a record of applications received for off-street parking services.
Description: Applications, correspondence, reports and other records related to the administration of off-street parking services. Includes public parkades and parking lots.
Retention and Disposition: Destroy 6 years after record creation.

80(2) Enforcement Staffing – Employee Files (86.02)
Function: To maintain a record of employment for all enforcement staff provided to the WPA including dispatch and supervisory staff.
Description: Individual employee files containing correspondence, performance appraisals, records of disciplinary or performance-related issues and training records. Will also contain any correspondence relating to changes in employment status or records regarding outstanding performance.
Retention and Disposition: Destroy 5 years after departure of employee from work site.

80(3) Enforcement Program Records (86.03)
Function: To provide a record of activities related to the enforcement of by-laws relating to traffic and parking regulations assigned to the WPA.

Description: Consists of contracts and agreements, reports, drawings and manuals, Selective Enforcement Requests, Significant Incident Reports involving WPA staff, vehicle accident reports, records pertaining to the use, operation and maintenance of enforcement equipment, technical support, quality assurance records and parking ticket issuance and collection records.
Retention and Disposition: Destroy 6 years after record creation.

80(3) Permits Program Records (86.04)
Function: To provide a record of the WPA's administration of the residential, meter, surface lots, and facilities permits programs.
Description: Correspondence, reports, statements, drawings and other records related to administration of the permit program for WPA residential, meter, surface lots and facilities programs, including correspondence related to issuance and cancellation of swipe cards, transponders and bike corral access.
Retention and Disposition: Destroy 2 years after record creation.

80(4) Liens and Seizures – Vehicle Lien Records (86.05)
Function: To maintain a record of liens imposed on drivers.
Description: Notice of lien forms, lien registrations, seizure of vehicle requests, notice of seizure forms, condition reports, vehicle seizure forms, vehicle disposal forms, notices of sale of vehicle, auction records and other related records and correspondence.
Retention and Disposition: Destroy 6 years after file closure.

81. ON-STREET PROGRAM

81(1) On Street Meter Program (86.06)
Function: Records related to the administration of on-street parking involving meters, including inventory of parking meters, installation and design, maintenance, alteration and repair, meter hooding and records related to pay-by-cell phone services.
Description: Maps, reports, drawings, correspondence, alteration and repair records, specifications, manuals, project schedules and reservation records.
Retention and Disposition: Destroy 2 years after file closure or equipment is obsolete or superseded.

ANIMAL SERVICES AGENCY – ANIMAL CARE AND CONTROL

82. CHIEF OPERATING OFFICER - ANIMAL SERVICES

82(1) Chief Operating Officer of Animal Services Agency Files (23.01)
Function: To provide a record of the general administration of the Animal Services Agency as carried out by the Chief Operating Officer.
Description: Correspondence, reports, agreements, directives, minutes and other documents related to the management, direction and control of the Animal Services SOA.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

83. ANIMAL SERVICES

83(1) Animal Control Inquiries and Complaints (23.02)

Function: To maintain a record of inquiries and complaints received by Animal Services.
Description: General inquiries, complaints, investigative notes, reports and other records related to inquiries and complaints concerning animal control issues such as licensing and registration, neighbourhood dispute resolution, animal bites/attacks, stray dogs, illegal animals and enforcement of related by-laws.
Retention and Disposition: Destroy 10 years after file closure.

83(2) Dog Licensing Records (23.03)
Function: To maintain a record of dog and other animal licensing and registrations.
Description: Licence applications, licenses, correspondence, vaccination records, fines and other records related to animal licensing and registration and enforcement of related by-laws.
Retention and Disposition: Destroy 1 year after file closure.

83(3) Rabies Testing Records (23.04)
Function: To maintain a record of rabies tests administered to domestic and wild animals.
Description: Rabies tests, test results, reports, correspondence and other records pertaining to animal rabies testing.
Retention and Disposition: Destroy 5 years after record creation.

MATERIALS AND SUPPLIES MANAGEMENT

84. GLACIAL SAND AND GRAVEL

84(1) Glacial Sand and Gravel Records (100.01)
Function: To maintain a record of the provision of aggregate material and services as carried out by the Glacial Sand and Gravel Special Operating Agency.
Description: Correspondence, reports, scale and fuel tickets, production and inventory reports and other records related to bulk sales of sand and gravel products by the City of Winnipeg.
Retention and Disposition: Destroy 6 years after record creation.

TRANSIT DEPARTMENT

Records related to the Transit Department and its respective service responsibilities.

Includes records related to the provision of public transportation for the citizens of Winnipeg through regular transit, handi-transit and special transit services.

85. WINNIPEG TRANSIT

85(1) Transit Director's Files (110.01)
Function: To provide a record of the general administration of the Transit Department as carried out by the Director.
Description: Correspondence, reports, agreements, directives, minutes and other documents related to the management, direction and control of the Transit Department.
Retention and Disposition: Archival.

86. PUBLIC TRANSIT

86(1) Bus Stop Platform Records (111.01)
Function: To maintain a current record of Transit bus shelters and bus stop platforms.
Description: Correspondence, drawings, change forms, reports and other records related to construction, maintenance and/or repair or alteration of Transit bus stop platforms.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

86(2) Lost Property Records (111.02)
Function: To maintain a record of items received by the Transit department as lost property.
Description: Correspondence and reports related to reporting, receipt and handling of lost property.
Retention and Disposition: Destroy 1 year after record creation.

86(3) Transit Bus Fleet Records (111.03)
Function: To maintain a current record of the transit bus fleet inventory.
Description: Correspondence, reports and other records related to the acquisition, maintenance, repair and disposition of Transit buses.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

86(4) Transit Bus Operator Training Records (111.04)
Function: To maintain a record of bus operator training and instruction.
Description: Correspondence, reports and other documents related the administration of training for Transit bus operators.
Retention and Disposition: Destroy 10 years after record creation.

86(5) Transit Inspection Records (111.05)
Function: To maintain a record of inspections as carried out by Transit inspectors.
Description: Correspondence, reports and other documents related to the inspection of Transit operations by Transit inspectors.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

86(6) Transit Operations Planning Records (111.06)
Function: To maintain a record of Transit service operations for planning purposes.
Description: Correspondence, reports, statistical data and other records related to the development and planning of Transit service, including service routes, timetables and fare schedules for regular mass transit as well as chartered and special events transit operations.
Retention and Disposition: Destroy 10 years after record creation.

86(7) Transit Service Route Records (111.07)
Function: To maintain a record of current Transit bus service routes, fare schedules and timetables.
Description: Correspondence and reports related to current Transit bus routes, arrival and departure times, fares and transfer locations and other records related to bus route and schedule information. Includes regular mass transit as well as chartered and special events transit service routes.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

86(8) Audio/Visual Surveillance On-board Buses (AVSOB) Records (111.08)
Function: To maintain a daily on-board record of activities on City buses, and to provide increased security to passengers, Transit employees and to assist in Incident Occurrence investigations.
Description: Digital video recordings recorded and stored on secure, on-board digital video recorders.
Retention and Disposition: Retained for 10 days, unless used as part of a criminal investigation or for evidentiary purposes, whereupon retained for two years after closure of incident file.

87. HANDI-TRANSIT

87(1) Handi-Transit Customer Files (112.01)
Function: To maintain a record of current Handi-Transit customers.
Description: Customer applications, supporting documentation, correspondence, reports and other records related to registration of Handi-Transit customers.
Retention and Disposition: Destroy 1 year after file closure.

87(2) Handi-Transit Records (112.02)
Function: To maintain a record of the delivery of public transportation to persons who are physically unable to access the conventional transit system.
Description: Correspondence, reports, service agreements and other records relating the delivery of Handi-Transit service to citizens.
Retention and Disposition: Destroy 6 years after file closure.

WATER AND WASTE DEPARTMENT

Records related to the Water and Waste Department and its respective service responsibilities.

Includes records related to the quality of life in Winnipeg and the protection of public health, property and the environment by ensuring an uninterrupted supply of potable water, collecting and treating wastewater, managing land drainage and providing collection, disposal and waste minimization programs/facilities for solid waste.

88. WATER AND WASTE

88(1) Water and Waste Director's Files (113.01)
Function: To provide a record of the general administration of the Water & Waste Department as carried out by the director.
Description: Correspondence, reports, agreements, directives, minutes and other documents related to the management, direction and control of the Water & Waste Department.
Retention and Disposition: Archival.

88(2) Emergency Calls Records (113.02)

Function: To maintain a daily record of emergency calls from the public relating to water services.
Description: Recordings of emergency calls.
Retention and Disposition: Destroy 7 years after record creation.

88(3) Engineering Reports (113.03)
Function: To maintain a record of engineering reports pertaining to the City's water and waste network.
Description: Engineering reports pertaining to the operation and development of the City's water and waste network.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

88(4) Facility and Infrastructure Records (113.04)
Function: To record the construction, modification, demolition or retirement of Water and Waste buildings, facilities and infrastructure.
Description: Plans, progress and completion reports, work orders, worksheets, records of inspection and related correspondence.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

88(5) Facility and Product Standards (113.05)
Function: To maintain a record of standards for water and waste facilities and products.
Description: Correspondence, reports and other records related to the establishment and maintenance of standards for products and services used for the City's water and waste water services.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

89. ENVIRONMENTAL STANDARDS

89(1) Laboratory Research and Testing Records (113.06)
Function: To document research and monitor the testing of the quality and safety of the City's water and wastewater systems.
Description: Scientific and statistical reports, sample results, chemical inventories and related test data, related correspondence and communications.
Retention and Disposition: Archival.

89(2) Product Approvals (113.07)
Function: To record the approval of products used for Water and Waste installations and repairs.
Description: Product approvals, related correspondence and communications.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

89(3) Rivers and Streams Records (113.08)
Function: To record the control and monitoring of Winnipeg's rivers and streams
Description: Reports, statistical and test data, related correspondence and communications
Retention and Disposition: Archival.

89(4) Survey Records (113.09)

By-law No.

Function: To maintain a record of survey data related to Water and Waste plant, flood protection and administration of City of Winnipeg Lot Grading By-law.
Description: Survey data, reports, field books, notes, correspondence and communications and related records.
Retention and Disposition: Archival.

89(5) Compliance Reporting Records (113.10)
Function: To maintain a record of the control and monitoring of Wastewater plant operations and the quality of effluent discharged from the plants to the streams and rivers. Records also include the spreading of biosolids.
Description: Reports, statistical and test data, related correspondence and communications.
Retention and Disposition: Archival

89(6) Hauled Wastewater Manifest Records (113.11)
Function: To record the transportation of wastewater hauled to the City of Winnipeg disposal facilities. To charge generators a Non-Household Hauled Wastewater Fee as described in the Sewer By-law.
Description: Wastewater Hauler Load Ticket, Generator Registration Forms, field profile book.
Retention and Disposition: Destroy 6 years after record creation.

89(7) Special and Hazardous Waste (113.12)
Function: To maintain a record of the transportation and disposal of hazardous waste for public health and environmental reasons.
Description: Reports, Grease Trap records, spill records, illegal swimming pool notices, Outfall monitoring, special projects, Special waste disposal authorizations, correspondence, inspection and monitoring records and other records concerning the transportation and disposal of hazardous waste.
Retention and Disposition: Archival.

89(8) Hauled Wastewater Records (113.13)
Function: To maintain a record of the transportation of hauled wastewater and leachate.
Description: Reports, surcharges, related correspondence and communications, inspection, monitoring and sampling records, video surveillance records.
Retention and Disposition: Archival.

89(9) Wastewater Disposal Vehicle Records (113.14)
Function: To maintain a record of disposal vehicles licensed by the City of Winnipeg.
Description: Licenses, disposal charges, related correspondence and communications, by-law violation notices and orders.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

89(10) Sewered Overstrength Program Records (113.15)
Function: To maintain a record of industries that are a part of the Sewered Overstrength Program.
Description: Licenses, surcharges, related correspondence and communications, by-law violation notices and orders, private lab reports, manual sampling log.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

89(11) Private Wastewater System Records (113.16)
Function: To maintain a record of private wastewater systems within the City of Winnipeg.
Description: Permits, related correspondence and communications, by-law violation notices and orders, survey reports.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

89(12) Cross Connection and Backflow Prevention Records (119.02)
Function: To maintain a record of cross connections and the installation and maintenance of backflow prevention devices.
Description: Licenses issued to testers; work orders against properties/owners; test records (annual) for each testable device; plans and schematics of plumbing in structures as they apply to cross connection and backflow prevention.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

90. FLOOD CONTROL

90(1) Flood Response Preparation Records (114.01)
Function: To maintain a record of flood forecasting and preparation efforts as performed by the City of Winnipeg.
Description: Reports, correspondence and other records prepared and maintained for their use in forecasting and preparing for floods.
Retention and Disposition: Archival.

91. LANDFILL OPERATION

91(1) Environmental Monitoring Records (115.01)
Function: To maintain a record of the environmental management of the City's active and closed landfill sites.
Description: Records on landfill monitoring and related activities, including testing and inspection data, reports, correspondence, maps and other related records.
Retention and Disposition: Archival.

91(2) Weigh Scale Records (115.02)
Function: To record transactions at landfill weigh scales and to monitor the type of garbage entering the landfill.
Description: Weigh tickets, invoices, collection invoices and other records related to weigh scale transactions at city landfill sites.
Retention and Disposition: Destroy 6 years after record creation.

92. SOLID WASTE COLLECTION

92(1) Solid and Hazardous Waste Records (116.01)
Function: To maintain a record of the transportation and disposal of solid waste for public health and environmental reasons.
Description: Files, reports, legislation, correspondence, monitoring records and other records concerning the transportation and disposal of hazardous waste.
Retention and Disposition: Destroy 7 years after record creation.

92(2) Recycling Program Records (116.02)
Function: To maintain a record of the recycling program.
Description: Monthly invoices, tonnage reports, grant records, correspondence, and other records related to the recycling program.
Retention and Disposition: Destroy 7 years after record creation.

93. STORM AND LAND DRAINAGE SEWERS

93(1) Land Drainage Records (117.01)
Function: To maintain a record of the construction and maintenance of the City's storm and land drainage sewers.
Description: Records related to the construction and maintenance of the City's storm and land drainage infrastructure.
Retention and Disposition: Archival.

93(2) Lot Grading By-law Administration Records (117.02)
Function: To maintain a record of the administration of City of Winnipeg Lot Grading By-law.
Description: Inspection reports, permits, approvals, by-law infraction notices, orders, correspondence and other related records.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

93(3) Lot Grading Servicing Requests (117.03)
Function: To maintain a record of requests for lot grading and site servicing approval.
Description: Requests for services as well as related records, including plans, submissions and correspondence.
Retention and Disposition: Destroy 3 years after record creation.

93(4) Rainfall/Hydraulic Management Records (117.04)
Function: To maintain a record of rainfall events.
Description: Data collections and records of rainfall events, including monitoring and equipment performance and inspection records.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

94. WASTE WATER COLLECTION AND TREATMENT

94(1) Sewer Connection and Inspection Records (118.01)
Function: To maintain a record of the location, inspection and maintenance of sewer connections to all properties.
Description: Sewer connection approvals, inspection records, maintenance and repair records.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

94(2) Wastewater Collection and Treatment Records (118.02)
Function: To provide a record of sewage collection and treatment activities and to support the safe disposal of wastewater.
Description: Reports, correspondence, studies, infrastructure inspection records, and other

records relating to the collection, treatment and disposal of wastewater.
Retention and Disposition: Archival.

95. WATER PRODUCTION AND DISTRIBUTION

95(1) Aqueduct Files (119.01)
Function: To maintain a record of the development, construction and maintenance of the Shoal Lake Aqueduct.
Description: Records related to the Shoal Lake Aqueduct, including plans, maps, reports, major correspondence and other related records.
Retention and Disposition: Archival.

95(2) Water Connection and Inspection Records (119.03)
Function: To maintain a record of the location, inspection and maintenance of water connections to all properties.
Description: Water connection approvals, inspection records, maintenance and repair records.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

95(3) Water Supply Records (119.04)
Function: To support the maintenance of a safe water supply for the City.
Description: Reports, studies, correspondence and other records relating to the repair, maintenance and monitoring of water distribution facilities and equipment.
Retention and Disposition: Archival.

95(4) Water Treatment Chemical Transport Records (119.05)
Function: To maintain a daily record of the transport of water treatment chemicals.
Description: Reports relating to accidents, repair and maintenance of crossings, general equipment and transportation of hazardous goods.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

95(5) Water main Repair Records (119.06)
Function: To evaluate the effectiveness of the City's leak repair/replacement functions and to aid in planning and implementing the City's watermain renewal program.
Description: Watermain leak repair and connection failure reports
Retention and Disposition: Destroy 2 years after obsolete or superseded.

WINNIPEG FIRE PARAMEDIC SERVICE

Records related to the Fire Paramedic Service and its respective service responsibilities.

Includes records related to the provision of effective and efficient fire services and all definitive pre-hospital emergency patient care and transport of the sick/injured in Winnipeg and the provision of professional extrication services for victims trapped or entangled following motor vehicle or industrial accidents.

96. FIRE PARAMEDIC SERVICE

96(1) "911" Emergency Call Recordings (70.01)
Function: To maintain a record of all incoming calls requesting emergency services
Description: Audio recordings of all dispatch centre telephone and radio traffic.
Retention and Disposition: Destroy 7 years after record creation.

96(2) Fire and Paramedic Chief's Files (70.02)
Function: To provide a record of the general administration of emergency medical care and fire suppression services provided by the City of Winnipeg under *The City of Winnipeg Charter* and *The Regional Health Authorities Act* as carried out by the Fire and Paramedic Chief.
Description: Correspondence, reports, agreements, directives, minutes and other records related to the provision of emergency medical care and fire suppression services as carried out by the City of Winnipeg Fire and Paramedic Chief
Retention and Disposition: Archival.

96(3) Fire and Paramedic Daily Incident Reports (70.03)
Function: To maintain a daily record of emergency incidents responded to by Fire Paramedic personnel.
Description: Records and reports of the location, time and the dispatch and incident details pertaining to calls requesting the service of Fire Paramedic resources.
Retention and Disposition: Destroy 1 year after record creation.

97. FIRE CODE INSPECTION

97(1) Fire Code Inspection Records (71.01)
Function: To maintain a record of inspections performed of buildings for compliance with the *Manitoba Fire Code* as permitted by *By-law 1322/76*.
Description: Records of inspections of buildings for compliance with the *Manitoba Fire Code* as required by provincial or municipal regulations or in response to a complaint; includes inspection field forms, inspections of vacant buildings, inspections of smoke alarms, violations filed, related orders and related correspondence and other records resulting from compliance with the orders.
Retention and Disposition: Destroy 10 years after file closure.

97(2) Fire Inspection Reporting Records (71.02)
Function: To maintain a historical record of inspection and safety information about buildings for operational purposes.
Description: Historical information about past fire code inspections, violations and complaints for buildings in the City of Winnipeg.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

98. FIRE INVESTIGATION

98(1) Investigation Records (72.01)
Function: To maintain a record of fire investigations performed by the FPS as required by the *Fires Prevention and Emergency Response Act*.

Description: Reports of fire investigations conducted on residential and commercial properties by the FPS as well as related correspondence and communications.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

99. FIRE SAFETY EDUCATION

99(1) Public Education Records (73.01)
Function: To maintain a record of public education programs conducted by the FPS.
Description: Correspondence, communications, program and project records, promotional literature, presentations and talks related to public education efforts concerning fire safety and prevention, including records related to anti-arson, station tour, “Safety House”, “Youth Fire Stop”, and “S.A.F.E. Baby” programs and other related programs.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

100. FIRE AND RESCUE

100(1) Fire Reports (74.01)
Function: To maintain information about fires and/or accidents that were responded to by the FPS for legal, informational and insurance purposes.
Description: Filed reports of fires/accidents that were responded to by the FPS.
Retention and Disposition: Destroy after 6 years.

100(2) Platoon Management Minutes (74.02)
Function: To maintain a record of the meetings of Platoon managers and administration personnel.
Description: Minutes of the management meetings for platoon officers.
Retention and Disposition: Destroy 1 year after record creation.

101. WFPS TRAINING RECORDS

101(1) Academy Records (128.01)
Function: To maintain a historical record of the training of Winnipeg Fire Paramedic Service recruits and non-members from outside agencies at the WFPS Academy.
Description: Records include class lists, test marks, class standings, photographs and other related records.
Retention and Disposition: Archival.

101(2) Training Records (128.02)
Function: To maintain a record of training and testing provided to members of the WFPS
Description: Records related to the training, testing and evaluation of members of the WFPS and records of other in-service training provided
Retention and Disposition: Destroy 60 years after termination of employment.

102. MEDICAL EMERGENCY RESPONSE

102(1) Ambulance Reports (75.01)

Function: To maintain a record of incidents responded to by FPS ambulances.
Description: Ambulance incident reports, records of medical care and treatment administered to patients as well as related billing records.
Retention and Disposition: Destroy 10 years after file closure.

103. SUPPORTING EMERGENCY PREPAREDNESS

103(1) Emergency Preparedness Coordinator's Files (51.01)
Function: To maintain a record of the City's preparation for and response to natural and man-made disasters as carried out by the Emergency Preparedness Office under the direction of the Emergency Preparedness Coordinator.
Description: Reports, studies, correspondence, minutes, press releases, corporate communications, publications and other records relating to the administration of the City's Emergency Preparedness programs.
Retention and Disposition: Archival.

WINNIPEG POLICE SERVICE

Records related to the Winnipeg Police Service and its respective service responsibilities.

Includes records related to police service provided to the citizens of Winnipeg.

104. WINNIPEG POLICE SERVICE

104(1) Chief of Police Files (120.01)
Function: To maintain a record of the administration of the law enforcement and crime prevention services provided by the Winnipeg Police Service under *The City of Winnipeg Charter* and *The Provincial Police Act* as carried out by the Chief of Police.
Description: Correspondence, reports, publications, agreements, policy directives, strategic planning records, minutes and other records related to the provision of law enforcement and crime prevention services as carried out by the City of Winnipeg's Chief of Police.
Retention and Disposition: Archival.

104(2) Police Internal Investigation Records (120.02)
Function: To maintain a record of criminal or regulatory investigations involving Winnipeg Police Service members.
Description: Complaints, investigative notes, reports, hearing transcripts, presentations, statements, appeals and related correspondence and communications.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

104(3) Criminal Record Check Files (120.03)
Function: To maintain a record of criminal record checks conducted on behalf of individuals or agencies.
Description: Applications, responses, copies of certificates and related correspondence and communications.
Retention and Destruction: Destroy 2 years after file closure.

105. CRIME INVESTIGATIONS

105(1) Criminal Records (121.01)
Function: To maintain a record of individuals charged and convicted of crimes under *The Criminal Code of Canada*.
Description: Individual files include name, personal information, charges, criminal histories, personal descriptors and identifiers, dates of sentencing and final disposition of cases and other records collected under *The Criminal Records Act*, *The Youth Criminal Justice Act* and *The Criminal Code of Canada*.
Retention and Disposition: Archival.

105(2) *The DNA Act* Records (121.02)
Function: To maintain a file of DNA orders issued by the Provincial Court.
Description: DNA orders, related informational records and correspondence and other records collected under *The DNA Act*.
Retention and Disposition: Archival.

105(3) Evidence Control Records (121.03)
Function: To maintain a record of the collection, storage and disposal of evidence for use in criminal investigations and court proceedings.
Description: Incident files, exhibit tracking records, evidence control log sheets, disposal records including release forms and auction records.
Retention and Disposition: Destroy 7 years after final disposal of evidence.

105(4) Fatality Report Records (121.04)
Function: To maintain a record of the investigations of homicides, sudden deaths or accidental deaths, other than a motor vehicle accident.
Description: Investigation notes and reports, statements, autopsy reports, photographs and related correspondence and communications.
Retention and Disposition: Archival.

105(5) *The Identification of Criminals Act* Records (121.05)
Function: To maintain records obtained from persons processed under *The Identification of Criminals Act*.
Description: Fingerprints, photographs, physical measurements and descriptions, purge and pardon files, warrant files, associated logs and all related correspondence and other records collected under *The Identification of Criminals Act*, *The Criminal Records Act*, *The Youth Criminal Justice Act* and *The Criminal Code of Canada*.
Retention and Disposition: Archival, unless immediate destruction is required under *The Identification of Criminals Act*.

105(6) Lockup Records (121.06)
Function: To maintain a record of persons detained at the Provincial Remand Centre or the Youth Correctional Centre.
Description: Arrest and detention records.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

105(7) Missing Persons Files (121.07)

Function: To maintain a record of missing persons and requests for assistance in locating missing persons.
Description: Descriptions and reports of missing persons, requests for assistance, investigation notes and reports, related correspondence and communications.
Retention and Disposition: Destroy 1 year after file closure.

105(8) Missing Persons Files (Unusual Circumstances) (121.08)
Function: To maintain a record of missing persons located deceased or under unusual circumstances and persons who frequently go missing.
Description: Descriptions and reports of missing persons, requests for assistance, investigation notes and reports, related correspondence, police reports.
Retention and Disposition: Archival.

105(9) Pawn Seizure Records (121.09)
Function: To maintain a record of property seized from pawn shops and to support follow-up investigations resulting from such seizures.
Description: Records of seized property and reports and communications related to follow-up investigations.
Retention and Disposition: Destroy 7 years after file closure.

105(10) Pawn Tracking Records (121.10)
Function: To track pawned property for the purpose of recovering stolen property and for possible prosecution.
Description: Records of items received by pawn shops and of persons selling items to pawn shops.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

105(11) Police Investigative Report Files (121.11)
Function: To maintain a record of police investigations.
Description: Information and statements, investigations reports, autopsy reports, incident reports, officers' reports, fingerprints, photographs, correspondence and other documents related to an investigation.
Retention and Disposition: Destroy 25 years after obsolete or superseded.

105(12) Provincial Court Docket Records (121.12)
Function: To maintain a record of court proceedings
Description: Daily records of persons appearing before the Provincial Court and the disposition of their cases
Retention and Disposition: Destroy after 5 years

105(13) RCMP Crime Lab Records (121.13)
Function: To maintain a record of RCMP crime laboratory tests related to Winnipeg criminal investigations.
Description: Laboratory test requests, test results, related correspondence.
Retention and Disposition: Destroy 25 years after obsolete or superseded.

105(14) Stolen Vehicle Location Records (121.14)

Function: To maintain a record of stolen vehicle locations for analytical and statistical purposes.
Description: Records of locations from where vehicles were stolen or recovered.
Retention and Disposition: Destroy 6 months after record creation.

105(15) Stolen Vehicle Records (121.15)
Function: To assist in the investigation and recovery of stolen vehicles.
Description: Records of stolen vehicles, related incident reports and examination and forensics records.
Retention and Disposition: Destroy 2 years after file closure.

105(16) Vehicle Identification Number Assignments (121.16)
Function: To maintain a record of new Vehicle Identification Numbers assigned prior to 21.
Description: Records of assigned replacement Vehicle Identification Numbers.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

105(17) Violent Crime Linkage Analysis Reports (ViClas) (121.17)
Function: To maintain a record of reports designed to assist in the solving of serious crimes or to identify repeat offenders.
Description: Analytical reports related to serious and serial crimes; related communications and correspondence.
Retention and Disposition: Archival.

106. CRIME PREVENTION

106(1) Alarm Permit Records (122.01)
Function: To maintain a record of persons applying for alarm permits.
Description: Requests and approvals for alarm permits, related correspondence.
Retention and Disposition: Destroy 1 year after permit expiry.

106(2) Community Notification Advisory Committee Records (122.02)
Function: To maintain a record of notifications regarding the presence of sex offenders in the community.
Description: Notifications, related reports and criminal history records, related correspondence.
Retention and Disposition: Archival.

106(3) Firearm Acquisition Certificate Records (122.03)
Function: To maintain a record of persons applying for firearm acquisition certificates.
Description: Applications, certificates, refusals, investigative reports and notes.
Retention and Disposition: Destroy 7 years after record creation.

106(4) Firearm Prohibition Records (122.04)
Function: To maintain a record of original Firearm Prohibition Orders issued by the Provincial Court for the purpose of law enforcement.
Description: Firearms Prohibition Orders, related investigative reports, notes and correspondence.
Retention and Disposition: Destroy 1 year after expiry of Order.

106(5) Firearms Dealers and Museums Files (122.05)
Function: To maintain a record of dealers and museums licensed to hold or own firearms.
Description: Applications, licenses, inventory records and notes, inspection reports and related correspondence.
Retention and Disposition: Destroy 7 years after record creation.

106(6) Firearms Disposal Records (122.06)
Function: To maintain a record of firearms destroyed by Winnipeg Police Service.
Description: Firearm Disposal Forms.
Retention and Disposition: Destroy 7 years after record creation.

106(7) Firearms Interest Person (FIP) Files (122.07)
Function: To maintain records of individuals who may not be eligible to hold a firearms license.
Description: Investigative reports and notes, medical reports, other incident reports and related correspondence.
Retention and Disposition: Destroy 2 years after record creation.

106(8) Firearms Transfer Records (122.08)
Function: To administer and regulate the transfer of restricted or prohibited firearms.
Description: Authorizations to transport firearms, permits and related reports and correspondence.
Retention and Disposition: Destroy 1 year after record creation

106(9) Gun Collector Records (122.09)
Function: To maintain a record of individuals qualified as gun collectors.
Description: Records of individuals qualified to own guns for collecting, research and scientific purposes.
Retention and Disposition: Destroy 7 year after record creation.

106(10) Parole Records (122.10)
Function: To maintain a record of parolees
Description: Records related to the release and monitoring of parolees, including hearing records, statements, reports, correspondence, memoranda and other related records.
Retention and Disposition: Destroy 1 year after parole expires.

106(12) Restricted Firearms Registrations (122.11)
Function: To maintain a record of applications for the registration of restricted or prohibited firearms.
Description: Applications, approvals, related correspondence and notes.
Retention and Disposition: Destroy 7 years after record creation.

106(13) Record Review Board File (122.12)
Function: Under City of Winnipeg By-law No. 6551/95 and *The Taxicab Act*, persons applying for specified City licenses, Taxicab License or Driving Instructor License must be approved by the Winnipeg Police Record Review Board before the license is issued.

Description: Record of applicants approved and denied, and related correspondence and documentation.
Retention and Disposition: Destroy 2 years after record creation.

106(14) Vulnerable Persons Client Records (122.13)
Function: To maintain a record of vulnerable persons for the purposes of operating the Community Liaison Program.
Description: Records of adults with mental disabilities who need assistance in meeting their basic needs; records related to monitoring and assisting vulnerable persons, related correspondence and communications.
Retention and Disposition: Destroy 1 year after file closure.

107. CRIME STATISTICS

107(1) Crime Statistical Records (123.01)
Function: To maintain a record of crime-related statistics collected about the City of Winnipeg for analytical, research and reporting purposes.
Description: Statistical reports and information pertaining to criminal incidents, arrests, charges, warrants, subpoenas, identifications, traffic accidents, traffic tickets issued, seized and sold vehicles, divisional and unit activities and workloads, and other crime and police-related activities and subjects.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

108. DEPARTMENTAL HUMAN RESOURCES MANAGEMENT

108(1) Behavioural Health Services Program Files (124.01)
Function: To maintain a record of the delivery of psychological, counselling, peer assistance, fitness and wellness, chaplain and other behavioural health services to departmental employees.
Description: Case files including incident reports, personal health information, referrals, recommendations, correspondence and other related records.
Retention and Disposition: Destroy 30 years after termination of employment.

108(2) Police Psychological Testing Records (124.02)
Function: To maintain a record of psychological tests administered to recruit applicants and specialty units.
Description: Coded test results, related reports and correspondence.
Retention and Disposition: Destroy 60 years after record creation.

109. POLICE ACADEMY

109(1) Academy Class Lists (125.01)
Function: To maintain a historical record of the Classes attending the Winnipeg Police Academy.
Description: Class lists, test marks, final class standings, photographs and other related records.
Retention and Disposition: Archival.

109(2) Member Training Records (125.02)
Function: To maintain a record of training and testing provided to members of the Winnipeg Police Service.
Description: Records related to the training, testing and evaluation of members of the Winnipeg Police Service, including firearm qualification records, Police Vehicle Operations training records and records of other in-service training provided.
Retention and Disposition: Destroy 60 years after termination of employment.

109(3) Recruit and Non-Member Training Records (125.03)
Function: To maintain a record of the training of Winnipeg Police Service recruits and non-members from outside agencies.
Description: Records include performance evaluations, tests and exams, attendance sheets, assessments, attendees lists and other related records.
Retention and Disposition: Destroy 2 years after file closure.

110. POLICE RESPONSE

110(1) Compassionate to Locate Records (126.01)
Function: To maintain a record of requests to locate persons for compassionate reasons.
Description: Requests to locate, personal and vehicle descriptions, police reports and investigative notes and correspondence.
Retention and Disposition: Destroy 1 year after file closure.

110(2) Dispatch and Call History Records (126.02)
Function: To maintain a record of persons requesting service.
Description: Alphabetical listing of persons requesting service, incident number generated, record of units assigned, nature of the call and final disposition of the call.
Retention and Disposition: Destroy 10 years after record creation.

110(3) High Speed Pursuit Records (126.03)
Function: To maintain a record of high speed pursuits involving Winnipeg Police Service vehicles.
Description: High Speed Pursuit reports and related correspondence and communications.
Retention and Disposition: Destroy 5 years after file closure.

111. TRAFFIC LAW ENFORCEMENT

112(1) Accident Enquiry Board Reports (127.01)
Function: To maintain a record of Police Service members who have been involved in incidents involving damage to cruiser cars.
Description: Reports, Board decisions and notes, statements and related notes and correspondence.
Retention and Disposition: Destroy 3 years after record creation.

111(2) Escort and Weigh Scale Records (127.02)
Function: To maintain a record of over-dimensional vehicles needing police escorts.

Description: Escort forms, weigh scale forms.
Retention and Disposition: Destroy 2 years after record creation.

111(3) Serious Motor Vehicle Accident Files (127.03)
Function: To maintain a record of investigations of serious motor vehicle accidents for use in Court proceedings
Description: Investigative and analytical reports, witness statements, medical examiner information, correspondence, court briefs, photographs and drawings and other documents related to the investigation of a fatal motor vehicle accident.
Retention and Disposition: Destroy 7 years after file closure.

111(4) Impaired Drivers Records (127.04)
Function: To collect information on impaired drivers for informational and analytical purposes.
Description: Records of drivers charged with impaired driving, related incident reports and information.
Retention and Disposition: Destroy 2 years after obsolete or superseded.

111(5) Speed Timing Device Calibration Records (127.06)
Function: To maintain a record of calibration tests of speed timing devices
Description: Calibration certificates.
Retention and Disposition: Destroy 1 year after disposal of equipment.

111(6) Speedometer Accuracy Cards (127.07)
Function: To maintain a record of cruiser car speedometer calibrations.
Description: Calibration cards for service vehicle speedometers.
Retention and Disposition: Destroy 3 years after record creation.

111(7) Traffic Not Guilty Plea Records (127.08)
Function: To maintain a record of Not Guilty Pleas after a witness list has been completed.
Description: Daily journal record of all Not Guilty Pleas filed.
Retention and Disposition: Destroy 2 years after record creation.

111(8) Vehicle Mechanical Checks (127.10)
Function: To maintain a record of mechanical checks done to private vehicles involved in serious or fatal accidents.
Description: Vehicle mechanical check forms.
Retention and Disposition: Destroy 5 years after file closure.

111(9) Fatal Motor Vehicle Accident Files (127.11)
Function: To maintain a record of investigations of fatal motor vehicle accidents for use in Court proceedings.
Description: Investigative and analytical reports, witness statements, medical examiner information, correspondence, court briefs, photographs and drawings and other documents related to the investigation of a fatal motor vehicle accident.
Retention and Disposition: Destroy 7 years after file closure.