Minutes - Executive Policy Committee - December 10, 2003

REPORTS

Minute No. 55 Records Management By-law
File GK-5

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

The Executive Policy Committee recommends to Council:

1. That the attached Records Management By-law No. 166/2003 be enacted.

2. That the City Solicitor/Manager of Legal Services be requested to prepare the necessary by-law in accordance with the foregoing and submit same directly to Council.

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

Minutes - Executive Policy Committee - December 10, 2003

DECISION MAKING HISTORY:

Moved by Councillor Thomas,
WHEREAS the City of Winnipeg is required to pass a by-law for the management, retention, safekeeping, disposition and destruction of records in accordance with The City of Winnipeg Charter;

AND WHEREAS the existing Records Management By-law No. 8150/2002 is out of date;

AND WHEREAS on November 27, 2003, the Records Committee recommended approval of the attached draft by-law, which is consistent with current international standards for records and archives management, and with by-laws of other municipalities across Canada;

THEREFORE BE IT RESOLVED that the Executive Policy Committee recommends to Council:

1. That the attached Records Management By-law No. 166/2003 be enacted.

2. That the City Solicitor/Manager of Legal Services be requested to prepare the necessary by-law in accordance with the foregoing and submit same directly to Council.

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

Carried

By-Law No. _____/2003

Winnipeg

A BY-LAW

OF

THE CITY OF WINNIPEG

A By-law of The City of Winnipeg to provide for the management, retention, safekeeping, disposition and destruction of records.

Reference: *File No.* _____

By-law Authorized by Council on: _____

Committee: _____

Report Date: _____ Clause No: _____

Location of Property (if applicable):

Read a first time _____

Read a second time _____

Rule Suspended

Read a third time
and passed _____

_____
City Clerk

Ursula B. Goeres
City Solicitor/Manager of Legal Services

File No.

THE CITY OF WINNIPEG

By-LAW NO. /2003

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" means records that have enduring historical or other value, as determined by the City Archivist, that warrant continued preservation.

"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 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 shall apply to all records.

Retention, Disposal and Transfer of Records

4. All City records must be retained and disposed of in accordance with Schedules "B" and "C" to this by-law.

5. Any record not listed in Schedules "B" and "C" shall be retained until the written approval of the Records Committee to destroy or transfer to the City Archives is obtained.

6. The management and safe-keeping of all records transferred to the City Archives shall be the responsibility of the City Archivist.

Appointment of City Archivist and Records Committee

7. Council shall designate an employee as City Archivist who must;

1) establish and administer a system of records management to serve the current and long-term requirements and interests of the City; and

2) perform such other duties and functions and exercise such other powers as may be assigned to the City Archivist by Council.

8. Council by resolution shall appoint a Records Committee which shall be composed of the City Archivist, or designate, who shall be the Chairman of the Committee and such other individuals as Council shall, from time to time designate. The Records Committee shall make recommendations to Council, and implement policies and procedures approved by Council, for the management, retention, safekeeping, disposition and destruction of records.

9. By-law No. 8150/02 is repealed.

10. This by-law comes into force on January 1, 2004.

DONE AND PASSED, in Council assembled, this day of December, 2003.

Mayor

City Clerk

Certified as to form:

for City Solicitor/
Manager of Legal Services

Schedule A

Records Management Program

1. Records Management

A records management program, as specified in this schedule, is established under the direction of the City Archivist for the purpose of managing:

(1) City records; and

(2) Records of the community and private sources in the custody and control of the City, and which in the opinion of the City Archivist are of archival value.

2. Micrographics and Electronic Image Management

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

(1) The conversion process must meet standards as determined by the City Archivist; and

(2) The disposition of the source record must be carried out in accordance with schedules B and C.

3. Custody and Control of Records

(1) All records in the custody and control of employees of the City which are created or received in the context of their employment are subject to the provisions of this by-law.

(2) Records may be disposed of or transferred to another institution where, in the opinion of the City Archivist, such records:

(a) Have no archival value; or

(b) Have physically deteriorated beyond the point of reasonable conservation efforts; or

(c) Would be more appropriately preserved by another institution.

4. Access to Records

(1) General Access and Security Requirements

Subject to subsection 4(2), 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.

(2) Archival Records

(a) The City Archivist 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.

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

5. Disposition of Records

(1) Records identified for destruction must be destroyed in a manner that ensures the protection of confidentiality and completeness of destruction.

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

6. Preservation of Records

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

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 instructions 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 & 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 will be transferred to the City Archives and subject to the terms of Schedule A.

LIST OF RECORDS CLASSIFICATIONS

1.00 BUILDING MANAGEMENT

1.01 Accommodations Records
1.02 As-built Drawings
1.03 Building Alteration & Repair Records
1.04 Building Maintenance Records
1.05 Building Security Records
1.06 Building Security – Daily Control Records
1.07 Facilities Booking Records
1.08 Fire Prevention Records
1.09 Property Management Records
1.10 Universal Design Records
1.11 Utilities Service Records

2.00 DEPARTMENTAL FINANCIAL MANAGEMENT

2.01 Accounting Journals & Ledgers
2.02 Accounting Records – General
2.03 Accounts Payable/Receivable
2.04 Banking Records
2.05 Banking Records – Daily Cash Management
2.06 Budget Files
2.07 Capital Property Records
2.08 Grants & Subsidies Records
2.09 Payroll Administration Records
2.10 Payroll Administration Records – Daily Records
2.11 Strategic Planning Records

3.00 DEPARTMENTAL HUMAN RESOURCES MANAGEMENT

3.01 Applications for Employment
3.02 Collective Agreement Records
3.03 Compensation & Benefits Records
3.04 Employee Claims Files
3.05 Employee Development & Training Records
3.06 Employee Files
3.07 Human Resources Officers' Records
3.08 Job Competition Files
3.09 Job Description Records
3.10 Labour Relations Files
3.11 Occupational Health & Safety Records
3.12 Volunteer Records

4.00 DEPARTMENTAL INFORMATION MANAGEMENT

4.01 Application Development Records
4.02 Computer Hardware Documentation
4.03 Network Administration Records
4.04 System Backups
4.05 System Documentation
4.06 Technical Support Records
4.07 Vendor & Supplier Files

5.00 DEPARTMENTAL SERVICE MANAGEMENT

5.01 Access & Privacy Records
5.02 Accreditation Records
5.03 Administrative Directives
5.04 Administrative Reports
5.05 Applications for Access to Information
5.06 Audit Reports
5.07 Chronological Files
5.08 Contracts & Agreements
5.09 Corporate Communication Records
5.10 General Inquiry Records
5.11 Mail Control Records
5.12 Office Files
5.13 Policies & Procedures
5.14 Project Files
5.15 Reference Material
5.16 Statistics

6.00 FLEET MANAGEMENT

6.01 Fleet Maintenance Records
6.02 Fleet Inventory Records
6.03 Fleet Procurement Records
6.04 Fleet Vehicle Usage Records
6.05 Fuel Consumption & Dispensing Records

7.00 MATERIALS & SUPPLIES MANAGEMENT

7.01 Hazardous Materials Records
7.02 Materials & Supplies Inventory Records
7.03 Procurement Records

8.00 RECORDS MANAGEMENT

8.01 File Plan Records
8.02 Records of Destruction
8.03 Records Transfer Lists

9.00 SUPPORTING BUSINESS DEVELOPMENT

9.01 Development Agreements
9.02 Development Applications
9.03 Hearing Files

10.0 TRANSITORY RECORDS

RETENTION AND DISOPOSITION 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 & Disposition: Destroy 2 years after obsolete or superseded

1.02 As-built Drawings
Function: To provide a record of drawings that depict a final installed configuration (physical or functional)
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
Retention & Disposition: Destroy 2 years after obsolete or superseded

1.03 Building Alteration & 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 & 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, areas, and swimming pools
Retention & 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 & Disposition: Destroy after 5 years

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 & Disposition: Destroy after 1 year

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 & Disposition: Destroy after 1 year

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 & Disposition: Destroy after 5 years

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 & Disposition: Destroy after 6 years

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 & Disposition: Destroy after 5 years

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 & Disposition: Destroy after 6 years

2.00 DEPARTMENTAL FINANCIAL MANAGEMENT

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

2.01 Accounting Journals & 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 & Disposition: Destroy after 10 years

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 & 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 & Disposition: Destroy after 6 years

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 & Disposition: Destroy after 6 years

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 & Disposition: Destroy after 1 year

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 & Disposition: Destroy after 2 years

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 & Disposition: Destroy 15 years after file closure

2.08 Grants & 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 & Disposition: Destroy after 6 years

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 & Disposition: Destroy after 6 years

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 & Disposition: Destroy after 1 year

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 & Disposition: Destroy after 4 years

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 & Disposition: Destroy after 1 year

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 & Disposition: Destroy 2 years after obsolete or superseded

3.03 Compensation & Benefits Records
Function: To record the administration of employee compensation and benefit plans
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 & 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 & Disposition: Destroy 60 years after file closure

3.05 Employee Development & 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 & Disposition: Destroy after 5 years

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, education and professional development, as well as employee training records. May also include criminal investigation reports, conflict of interest records, and other related correspondence and communications
Retention & Disposition: Destroy 60 years after file closure

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 & Disposition: Destroy after 5 years

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 & Disposition: Destroy after 2 years

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 & 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 & Disposition: Destroy 10 years after file closure

3.11 Occupational Health & Safety Program Records
Function: To record the administration of departmental occupational health and safety programs
Description: Records related to the administration of departmental occupational health and safety programs, including correspondence and communications, promotional materials, minutes of local health and safety committees, and records of training and instructional sessions
Retention & Disposition: Destroy 2 years after obsolete or superseded

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 & Disposition: Destroy 2 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 & 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 & 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 & Disposition: Destroy after 3 years

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 & 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 & 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 & Disposition: Destroy after 3 years

4.07 Vendor & 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 & 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 & 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 & 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 & 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 & 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 & 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 & Disposition: Destroy 5 years after file closure

5.06 Audit Reports
Function: To provide a record of audits and examination reports
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 & Disposition: Destroy after 6 years

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

5.08 Contracts & 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 & 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 & 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 & Disposition: Destroy after 1 year

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 & Disposition: Destroy after 1 year

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 & Disposition: Destroy after 2 years

5.13 Policies & 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 & 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 & 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 & 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 & 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 & Disposition: Destroy after 2 years

6.02 Fleet Inventory Records
Function: To provide a record of current fleet inventory
Description: Correspondence, vehicle registrations, warranties, and other records related to the ownership and registration of fleet vehicles and equipment
Retention & 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 & 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 & Disposition: Destroy after 6 years

6.05 Fuel Consumption & 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 & Disposition: Destroy after 2 years

7.00 MATERIALS & 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 & Disposition: Destroy after 15 years

7.02 Materials & 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 & 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 & Disposition: Destroy 6 years after file closure

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 & 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 & 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 & 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 & 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 & 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 & 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 & 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** indicates the reference number for each class of records, based on a classification of functions in each department. Schedule B contains classes of records that are not common to all City Departments, and that support internal departmental operations.

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.

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 & 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 will be transferred to the City Archives and subject to the terms of Schedule A.

LIST OF RECORDS CLASSIFICATIONS

AUDIT DEPARTMENT

11.00 AUDITING
- 11.01 Audit Reports
- 11.02 Audit Working Papers

CHIEF ADMINISTRATIVE OFFICER (CAO) SECRETARIAT

12.00 CAO SECRETARIAT
- 12.01 Chief Administrative Officer's (CAO) Files

13.00 MANAGING STRATEGIC INITIATIVES
- 13.01 Planning Working Papers
- 13.02 Strategic Planning Records

14.00 ORGANIZATIONAL PLANNING, INTERNAL COMMUNICATIONS & INITIATIVES
- 14.01 Administrative Directives
- 14.02 Administrative Reports

15.00 PUBLIC AFFAIRS
- 15.01 Corporate Communications Records
- 15.02 Corporate Website Records

CITY CLERK'S DEPARTMENT

16.00 CITY CLERK
- 16.01 Official Oaths

17.00 CITIZEN'S INFORMATION
- 17.01 Access & Privacy Administration Records
- 17.02 Access & Privacy Complaints
- 17.03 Access & Privacy Coordinator's Files
- 17.04 Applications for Access to Information

18.00 CITY COUNCIL
- 18.01 Ad Hoc Committee Files
- 18.02 Agreements Register
- 18.03 Boards & Commissions Records
- 18.04 By-laws Register
- 18.05 Committee Clerks' Office Files
- 18.06 Community Committee Agendas
- 18.07 Citizens' Service Records
- 18.08 City Clerk's Central File
- 18.09 City Clerk's Central File Register
- 18.10 Committee Minutes
- 18.11 Community Committee Meeting Audio-visual Records
- 18.12 Community Committee Minutes
- 18.13 Community Committee Office Files
- 18.14 Conflict of Interest Disclosures
- 18.15 Consolidated By-laws
- 18.16 Council Agendas

18.17 Council Hansard
18.18 Council Meeting Audio-visual Recordings
18.19 Council Meeting Transcripts
18.20 Council Minute Books
18.21 Councillors' Service Records
18.22 Development Hearing Files
18.23 Legal Service Records
18.24 Licensing Hearing Files
18.25 Standing Committees Agenda
18.26 Standing Committees Minutes
18.27 Ward Communications Accounting Records

19.00 CIVIC ARCHIVES
19.01 City Archivist's Files
19.02 Records Centre Administration Records
19.03 Records Committee Files

20.00 DECISION APPEALS
20.01 Appeals Committee Agendas
20.02 Appeals Committee Minutes
20.03 Assessment Revision Applications
20.04 Board of Adjustment Agendas
20.05 Board of Adjustment Minutes
20.06 Board of Revision Chairman's Files
20.07 Board of Revision Minutes
20.08 Board of Revision Records
20.09 Revision Application Hearing Files
20.10 Taxation Assessment Appeals
20.11 Zoning & Development Appeals

21.00 ELECTIONS
21.01 Ballot Papers
21.02 Candidate Registration Files
21.03 Elections Payroll Records
21.04 Elections Personnel Records
21.05 Elections Project Files
21.06 Enumerator's Records
21.07 List of Electors – Copies
21.08 List of Electors – Official Lists
21.09 Nomination Papers
21.10 Returning Officer's Files
21.11 Voter List Files
21.12 Voter's Notice Records

COMMUNITY SERVICES DEPARTMENT

22.00 COMMUNITY SERVICES
22.01 Community Services Director's Files
22.02 Managers of Community Services Department's Files

23.00 ANIMAL CARE & CONTROL
23.01 Chief Operating Officer's Animal Services SOA Files
23.02 Animal Control Inquiries & Complaints
23.03 Dog Licensing Records

23.04 Rabies Testing Records

24.00 AQUATICS SERVICES
24.01 Aquatics Programs and Services Files

25.00 ASSINIBOINE PARK
25.01 Chief Operating Officer of Assiniboine Park Enterprises Records
25.02 Assiniboine Park Records

26.00 BICYCLE RECOVERY
26.01 Bicycle Recovery Files
26.02 Bicycle Registry

27.00 BUILDING COMMUNITY CAPACITY
27.01 Community Resource Area Records

28.00 COMMUNITY DEVELOPMENT AND RECREATION SERVICES
28.01 Recreation Services
28.02 Children and Youth Recreation
28.03 Community Recreation Development

29.00 COMMUNITY CENTRES AND FACILITY DEVELOPMENT
29.01 Community Centres
29.02 Facility Development
29.03 Recreation Facilities Complaints

30.00 CONSERVATORY
30.01 Assiniboine Park Conservatory Records

31.00 CRISIS SUPPORT
31.01 Social Support & Development Service Records

32.00 DISASTER RELIEF
32.01 Emergency Health and Social Service Files

33.00 ENVIRONMENTAL HEALTH
33.01 Environmental Health Service Files

34.00 INSECT CONTROL
34.01 Insect Control Branch Service Files

35.00 JOB PLACEMENT PROJECT
35.01 Job Placement Records

36.00 LIBRARY SERVICES
36.01 Library Services Division Manager's Files
36.02 Branch Files
36.03 Children and Youth Library Services
36.04 French Library Services Files
36.05 Library Information and Reference
36.06 Library Material Use Records
36.07 Library Outreach
36.08 Library Patron Registry

38.00 NATURAL AREAS
- 38.01 City Naturalist's Office Files
- 38.02 Living Prairie Museum Records

39.00 PUBLIC GARDENS
- 39.01 Horticulture Records

40.00 REGULATING CHARITABLE ORGANIZATIONS
- 40.01 Community Incentive Grants Files
- 40.02 Raffle Lottery Licensing Files

41.00 TAXATION OF HOME-BASED BUSINESSES
- 41.01 License in Lieu of Business Tax Files

42.00 TRADES LICENSING
- 42.01 Trade Licensing Files

43.00 ZOO
- 43.01 Assiniboine Park Zoo Records

CORPORATE FINANCE DEPARTMENT

44.00 CORPORATE FINANCE
- 44.01 Chief Financial Officer's Files

45.00 FINANCING & CASH MANAGEMENT
- 45.01 Capital Projects Records
- 45.02 Debentures
- 45.03 Investment Records
- 45.04 Sinking Fund Records

46.00 FINANCIAL PLANNING & BUDGETING
- 46.01 Budget Records
- 46.02 Capital Budget Records

47.00 FINANCIAL REPORTING
- 47.01 General Journal
- 47.02 General Ledger

48.00 MATERIALS & SUPPLIES MANAGEMENT
- 48.01 Materials Management Records

49.00 PAYROLL
- 49.01 Payroll Administration Records – Daily Records

50.00 RISK MANAGEMENT
- 50.01 Building Values Records
- 50.02 Claims Experience Reports
- 50.03 Insurance Claims Records
- 50.04 Insurance Policies – Casualty
- 50.05 Insurance Policies – Contractors'
- 50.06 Insurance Policies – Property
- 50.07 Insurance Premium Ledger

50.08 Worker's Compensation Files

51.00 SUPPORTING EMERGENCY PREPAREDNESS
51.01 Emergency Preparedness Coordinator's Files

52.00 TAXATION
52.01 Business Tax Rolls
52.02 Realty Tax Roll Records
52.03 Tax Bill Receipts
52.04 Tax Sale Records

CORPORATE INFORMATION TECHNOLOGY DEPARTMENT

53.00 CORPORATE INFORMATION TECHNOLOGY
53.01 Chief Information Officer's Files

54.00 DATA MANAGEMENT
54.01 System Backup Files

55.00 ELECTRONIC COMMUNICATION INFRASTRUCTURE
55.01 Network Administration Records

56.00 INFORMATION SYSTEMS
56.01 System Documentation Records

57.00 INFORMATION TECHNOLOGY OPERATIONS
57.01 Application Development Records
57.02 Computer Hardware Documentation Records
57.03 Technical Support Records

CORPORATE SERVICES DEPARTMENT

58.00 CORPORATE SERVICES
58.01 Corporate Services Director's Files

59.00 HUMAN RESOURCE MANAGEMENT
59.01 Chief of Human Resources' Files

60.00 INTRACORPORATE COMMUNICATIONS
60.01 Corporate Communications Files
60.02 Corporate Information Files

61.00 EMPLOYMENT CONTRACT ADMINISTRATION
61.01 Collective Bargaining Agreements
61.02 Collective Bargaining Records
61.03 Labour Relations Files

62.00 EMPLOYEE COUNSELLING
62.01 Employee Assistance Program Files

63.00 LEGAL SERVICES
63.01 Agreements Registry
63.02 City Solicitor's Files
63.03 Legal Proceedings Files

64.00 MAIL DISTRIBUTION
- 64.01 Mail Distribution Records

65.00 OCCUPATIONAL HEALTH & SAFETY ASSESSMENT
- 65.01 Corporate Safety Records
- 65.02 Accident Reports
- 65.03 Workers Compensation Claim Files
- 65.04 Occupational Health Program Records

66.00 OCCUPATIONAL HYGIENE ASSESSMENT
- 66.01 Occupational Hygiene Assessment Records

67.00 STAFF DEVELOPMENT
- 67.01 Corporate Education Program Records
- 67.02 Training & Development Records

68.00 TRANSLATION
- 68.01 Translation Service Records

EXECUTIVE POLICY COMMITTEE SECRETARIAT

69.00 EXECUTIVE POLICY COMMITTEE (EPC) SECRETARIAT
- 69.01 Executive Policy Committee (EPC) Support Manager's Files

FIRE PARAMEDIC SERVICE

70.00 FIRE PARAMEDIC SERVICE
- 70.01 "911" Emergency Call Recordings
- 70.02 Fire & Paramedic Chief's Files
- 70.03 Fire & Paramedic Daily Incident Reports

71.00 FIRE CODE INSPECTION
- 71.01 Fire Code Inspection Records
- 71.02 Fire Inspection Reporting Records

72.00 FIRE INVESTIGATION
- 72.01 Investigation Records

73.00 FIRE SAFETY EDUCATION
- 73.01 Public Education Records

74.00 FIRE & RESCUE
- 74.01 Fire Reports
- 74.02 Platoon Management Minutes

75.00 MEDICAL EMERGENCY RESPONSE
- 75.01 Ambulance Reports

OFFICE OF THE MAYOR

76.00 OFFICE OF THE MAYOR
- 76.01 Mayor's Office Files

PLANNING, PROPERTY & DEVELOPMENT DEPARTMENT

77.00 PLANNING, PROPERTY & DEVELOPMENT
- 77.01 Planning, Property & Development Director's Files

78.00 BUILDING PERMITS & INSPECTIONS

- 78.01 Building Permit Records
- 78.02 Building Inspection Records
- 78.03 Occupancy Permit Inspection Records
- 78.04 Occupancy Permit Index
- 78.05 Occupant Load Permit Applications
- 78.06 Plan Examination Records

79.00 CITY PLANNING
- 79.01 City Planning Records

80.00 CEMETERIES
- 80.01 Burial Records
- 80.02 Cemetery Operations Records

81.00 GOLF COURSES
- 81.01 Golf Course Records
- 81.02 Golf Course Operations Records

82.00 HERITAGE BUILDING DESIGNATION
- 82.01 Heritage Building Conservation Records

83.00 IMPROVING HOUSING STOCK
- 83.01 Residential Rehabilitation Assistance & Minimum Home Repair Program Records

84.00 LAND TRANSACTION MANAGEMENT
- 84.01 Real Estate Files

85.00 NEIGHBOURHOOD REVITALIZATION
- 85.01 Neighbourhood Planning Records

86.00 OFF-STREET PARKING
- 86.01 Parking Applications

87.00 PHYSICAL ASSET MANAGEMENT
- 87.01 Accommodations Project Files
- 87.02 Civic Buildings & Facilities Inventory

88.00 PROPERTY BY-LAW ENFORCEMENT
- 88.01 Enforcement Inspection Files
- 88.02 Prosecution Files

89.00 RIVERBANK MANAGEMENT
- 89.01 Riverbank Management Records

90.00 SURPLUS CITY PROPERTY LEASING
- 90.01 Accommodation Leases

91.00 SURVEY INFRASTRUCTURE MANAGEMENT
- 91.01 City Land Inventory
- 91.02 Map Inventory
- 91.03 Registered Plans
- 91.04 Residential Lot Inventory
- 91.05 Street Opening & Closing Records
- 91.06 Survey Field Books
- 91.07 Survey Monument Index
- 91.08 Survey Monument Records
- 91.09 Survey Plans

92.00 ZONING & LAND DEVELOPMENT
- 92.01 Conditional Use Applications
- 92.02 Development/Servicing Agreements
- 92.03 Encroachment Files
- 92.04 Home Occupation Permit Applications
- 92.05 Mobile Sign Applications
- 92.06 Plumbing & Electrical Contractors' Licensing Records
- 92.07 Subdivision, Rezoning & Development Applications
- 92.08 Street Name Records
- 92.09 Zoning Atlas Sheets
- 92.10 Zoning Compliance Letters
- 92.11 Zoning Inspection Files
- 92.12 Zoning Memorandum
- 92.13 Zoning Variance Applications

PROPERTY ASSESSMENT DEPARTMENT

93.00 PROPERTY ASSESSMENT
- 93.01 City Assessor's Files
- 93.02 Property Assessment Files
- 93.03 Property Assessment Rolls

94.00 ASSESSMENT RESEARCH
- 94.01 Assessment Research Files

95.00 ASSESSMENT REVIEW & APPEALS
- 95.01 Assessment Appeal Files

96.00 ASSESSMENT ROLL PREPARATION
- 96.01 Building Permit Records
- 96.02 Field Forms
- 96.03 Legal Description Records
- 96.04 Property Records Information System
- 96.05 Plans of Subdivisions & Maps
- 96.06 Property Improvement Image Files
- 96.07 Real Estate Sales Records

97.00 BUSINESS ASSESSMENT
- 97.01 Business Assessment Files
- 97.02 Business Assessment Rolls
- 97.03 Net Income Statements

98.00 PERSONAL PROPERTY ASSESSMENT
- 98.01 Personal Property Assessment Files
- 98.02 Personal Property Assessment Rolls

PUBLIC WORKS DEPARTMENT

99.00 PUBLIC WORKS
- 99.01 Public Works Director's Files
- 99.02 Public Works Record Drawings
- 99.03 Capital & Local Improvement Project Files
- 99.04 Customer Service Records
- 99.05 Flood Control Records
- 99.06 Map Inventory

100.00 MATERIALS & SUPPLIES MANAGEMENT
- 100.01 Glacial Sand & Gravel Records

101.00 BUILDING MANAGEMENT
- 101.01 Building Maintenance Records
- 101.02 Building Alterations & Repairs Records
- 101.03 Building Security Records
- 101.04 Utility Usage Records

102.00 GRAFFITI CONTROL
- 102.01 Graffiti Control & Removal Records

103.00 PUBLIC WORKS PERMITS
- 103.01 Public Works Permit Applications

104.00 ROADWAY CONSTRUCTION & MAINTENANCE
- 104.01 Bridge Inventory Records
- 104.02 Streets Maintenance Records

105.00 ROADWAY PLANNING & TRAFFIC MANAGEMENT
- 105.01 Street System
- 105.02 Traffic Control Device Records
- 105.03 Street Sign Records
- 105.04 Transportation Planning Records

106.00 PARKS & URBAN FORESTRY
- 106.01 Parks Inventory Records
- 106.02 Parks Operations Records

107.00 PUBLIC EVENTS SUPPORT
- 107.01 Special Event Files

108.00 PHYSICAL ASSET MANAGEMENT
- 109.01 Asset Management Records

109.00 LOCATING UNDERGROUND INFRASTRUCTURE
- 109.01 Underground Infrastructure Records

TRANSIT DEPARTMENT

110.00 WINNIPEG TRANSIT
- 110.01 Transit Director's Files

111.00 PUBLIC TRANSIT
- 111.01 Bus Stop Platform Records
- 111.02 Lost Property Records
- 111.03 Transit Bus Fleet Records
- 111.04 Transit Bus Operator Training Records
- 111.05 Transit Inspection Records
- 111.06 Transit Operations Planning Records
- 111.07 Transit Service Route Records

112.00 HANDI-TRANSIT
- 112.01 Handi-Transit Customer Files
- 112.02 Handi-Transit Records

WATER & WASTE DEPARTMENT

113.00 WATER & WASTE
- 113.01 Water & Waste Director's Files
- 113.02 Emergency Conversation Records
- 113.03 Engineering Reports
- 113.04 Facility & Infrastructure Records
- 113.05 Facility & Product Standards
- 113.06 Laboratory Research & Testing Records
- 113.07 Product Approvals
- 113.08 Rivers & Streams Records
- 113.09 Survey Records

114.00 FLOOD CONTROL
- 114.01 Flood Response Preparation Records

115.00 LANDFILL OPERATION
- 115.01 Environmental Monitoring Records
- 115.02 Weigh Scale Records

116.00 REFUSE COLLECTION
- 116.01 Solid & Hazardous Waste Records

117.00 STORM & LAND DRAINAGE SEWERS
- 117.01 Land Drainage Records
- 117.02 Lot Grading By-law Administration Records
- 117.03 Lot Grading Servicing Requests
- 117.04 Rainfall/Hydraulic Management Records

118.00 WASTE WATER COLLECTION & TREATMENT
- 118.01 Sewer Connection and Inspection Records
- 118.02 Wastewater Collection & Treatment Records

119.00 WATER PRODUCTION & DISTRIBUTION
- 119.01 Aqueduct Files
- 119.02 Cross Connection & Backflow Prevention Records
- 119.03 Water Connection and Inspection Records
- 119.04 Water Supply Records
- 119.05 Water Treatment Chemical Transport Records
- 119.06 Watermain Repair Records

WINNIPEG POLICE SERVICE

120.00 WINNIPEG POLICE SERVICE
- 120.01 Chief of Police Files
- 120.02 Police Internal Investigation Records

121.00 CRIME INVESTIGATIONS
- 121.01 Criminal Records
- 121.02 *The DNA Act* Records
- 121.03 Evidence Control Records
- 121.04 Fatality Report Records
- 121.05 *The Identification of Criminals Act* Records
- 121.06 Lockup Records
- 121.07 Missing Persons Files
- 121.08 Missing Persons Files (Unusual Circumstances)
- 121.09 Pawn Seizure Records
- 121.10 Pawn Tracking Records
- 121.11 Police Investigative Report Files
- 121.12 Provincial Court Docket Records
- 121.13 RCMP Crime Lab Records
- 121.14 Stolen Vehicle Location Records
- 121.15 Stolen Vehicle Records
- 121.16 Vehicle Identification Number Assignments
- 121.17 Violent Crime Linkage Analysis Reports (ViClas)

122.00 CRIME PREVENTION
- 122.01 Alarm Permit Records
- 122.02 Community Notification Advisory Committee Records
- 122.03 Firearm Acquisition Certificate Records
- 122.04 Firearm Prohibition Records
- 122.05 Firearms Dealers & Museums Files
- 122.06 Firearms Disposal Records
- 122.07 Firearms Interest Person (FIP) Files
- 122.08 Firearms Transfer Records
- 122.09 Gun Collector Records
- 122.10 Parole Records
- 122.11 Restricted Firearms Registrations
- 122.12 Record Review Board File
- 122.13 Vulnerable Persons Client Records

123.00 CRIME STATISTICS
- 123.01 Crime Statistical Records

124.00 DEPARTMENTAL HUMAN RESOURCES MANAGEMENT
- 124.01 Behavioural Health Services Program Files

124.02 Police Psychological Testing Records

125.00 POLICE ACADEMY
- 125.01 Academy Class Lists
- 125.02 Member Training Records
- 125.03 Recruit & Non-Member Training Records

126.00 POLICE RESPONSE
- 126.01 Compassionate to Locate Records
- 126.02 Dispatch & Call History Records
- 126.03 High Speed Pursuit Records

127.00 TRAFFIC LAW ENFORCEMENT
- 127.01 Accident Enquiry Board Reports
- 127.02 Escort & Weigh Scale Records
- 127.03 Fatal/Serious Motor Vehicle Accident Files
- 127.04 Impaired Drivers Records
- 127.05 Parking Ticket Issuance & Collection Records
- 127.06 Speed Timing Device Calibration Records
- 127.07 Speedometer Accuracy Cards
- 127.08 Traffic Not Guilty Plea Records
- 127.09 Vehicle Lien Records
- 127.10 Vehicle Mechanical Checks

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.

11.00 AUDITING

11.01 Audit Reports
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 & Disposition: Archival

11.02 Audit Working Papers
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 & Disposition: Destroy after 10 years

CHIEF ADMINISTRATIVE OFFICER (CAO) SECRETARIAT

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

Also includes records related to the CAO Secretariat, 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 Secretariat works in close cooperation with the Executive Policy Committee (EPC) Secretariat and, upon request and at the discretion of the Manager of the CAO Secretariat, ensures that administrative information and advice is provided to the EPC Secretariat in support of its role in fiscal, policy and strategic analysis, research, communication and the scheduling of agendas for Executive Policy and Standing Committees.

12.00 CAO SECRETARIAT

12.01 Chief Administrative Officer's (CAO's) Files
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* (*97)*
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 & Disposition: Archival

13.00 MANAGING STRATEGIC INITIATIVES

13.01 Planning Working Papers
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 & Disposition: Destroy after 6 years

13.02 Strategic Planning Records
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 & Disposition: Archival

14.00 ORGANIZATIONAL PLANNING, INTERNAL COMMUNICATIONS & INITIATIVES

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

14.02 Administrative Reports
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 Secretariat
Retention & Disposition: Archival

15.00 PUBLIC AFFAIRS

15.01 Corporate Communications Records
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 & Disposition: Archival

15.02 Corporate Website Records
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 & Disposition: Destroy 2 years after obsolete or superceded

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.

16.00 CITY CLERK

16.01 Official Oaths
Function: To provide a record of official oaths taken by Commissioners for Oaths
Description: Signed declarations of oath
Retention & Disposition: Destroy after 6 years

17.00 CITIZEN'S INFORMATION

17.01 Access & Privacy Administration Records
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 & Disposition: Destroy after 5 years

17.02 Access & Privacy Complaints
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 & Disposition: Destroy 5 years after file closure

17.03 Access & Privacy Coordinator's Files
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 & 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 & Privacy Records Directory*
Retention & Disposition: Archival

17.04 Applications for Access to Information
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 & Privacy Coordinator, related correspondence and notes
Retention & Disposition: Destroy 5 years after file closure

18.00 CITY COUNCIL

18.01 Ad Hoc Committee Files
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 & Disposition: Archival

18.02 Agreements Register
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 & Disposition: Archival

18.03 Boards & Commissions Records
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 & Disposition: Archival

18.04 By-laws Register
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 & Disposition: Archival

18.05 Committee Clerks' Office Files
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 & Disposition: Destroy after 2 years

18.06 Community Committee Agendas
Function: To provide a record of the agendas of Community Committee meetings
Description: Agendas prepared for Community Committee meetings
Retention & Disposition: Destroy after 1 year

18.07 Citizens' Service Records

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 & Disposition: Destroy 2 years after obsolete or superceded

18.08 City Clerk's Central File
Function: To maintain records of Council and local government processes as specified under *The City of Winnipeg Charter (99)* 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 & Disposition: Archival

18.09 Clerk's Central File Register
Function: To maintain records of Council and local government processes as specified under *The City of Winnipeg Charter (99)*
Description: File key and indexes detailing the organization and arrangement of the City Clerk's file system
Retention & Disposition: Archival

18.10 Committee Minutes
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 & Disposition: Archival

18.11 Community Committee Meeting Audio-visual records
Function: To record the proceedings of Community Committees in moving films or audio-visual form
Description: Audio-visual recordings of Community Committees meetings
Retention & Disposition: Destroy after 10 years

18.12 Community Committee Minutes
Function: To record the decisions of Community Committees
Description: Minutes of Community Committee meetings
Retention & Disposition: Archival

18.13 Community Committee Office Files
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 & Disposition: Destroy after 2 years

18.14 Conflict of Interest Disclosures
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 Conflict of Interest Act*
Retention & Disposition: Archival

18.15 Consolidated By-laws
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 & Disposition: Archival

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

18.17 Council Hansard
Function: To provide a record of the publication of the Council Hansard
Description: City Clerk's official copies of Council Hansard
Retention & Disposition: Archival

18.18 Council Meeting Audio-visual Recordings
Function: To record the proceedings of Council in moving film and audio-visual form
Description: Audio-visual recordings of regular and special meetings of Council made for the purpose of their publication in Hansard
Retention & Disposition: Destroy after 10 years

18.19 Council Meeting Transcripts
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 & Disposition: Destroy 1 year after publication of Hansard

18.20 Council Minutes
Function: To record the decisions of Council
Description: Minutes of meetings of City Council
Retention & Disposition: Archival

18.21 Councillors' Service Records
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 & Disposition: Destroy 2 years after obsolete or superceded

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

18.23 Legal Service Records
Function: To maintain a record of legal notices that have been served on the City of Winnipeg
Description: Copies of all legal notices that have been served on the City
Retention & Disposition: Archival

18.24 Licensing Hearing Files
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 & Disposition: Archival

18.25 Standing Committees Agenda
Function: To provide a record of the agendas of Standing Committees

Description: Agendas prepared for meetings of Standing Committees
Retention & Disposition: Destroy after 1 year

18.26 Standing Committees Minutes
Function: To record the decisions of a standing Committee of Council
Description: Minutes of Standing Committee meetings
Retention & Disposition: Archival

18.27 Ward Communications Accounting Records
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 & Disposition: Destroy after 10 years

19.00 CIVIC ARCHIVES

19.01 City Archivist's Files
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 & Disposition: Archival

19.02 Records Centre Administration Records
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 & Disposition: Destroy after 2 years

19.03 Records Committee Files
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 & Disposition: Archival

20.00 DECISION APPEALS

20.01 Appeals Committee Agendas
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 & Disposition: Destroy after 1 year

20.02 Appeals Committee Minutes

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 & Disposition: Archival

20.03 Assessment Revision Applications
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 & Disposition: Destroy after 1 year

20.04 Board of Adjustment Agendas
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 & Disposition: Destroy after 1 year

20.05 Board of Adjustment Minutes
Function: To provide a record of public hearings of the Board of Adjustment and the Committee on Planning and Community Services
Description: Minutes of public hearings held by the Board of Adjustment and the Committee on Planning and Community Services
Retention & Disposition: Archival

20.06 Board of Revision Chairman's Files
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 & Disposition: Destroy immediately after expiration of Chairman's term

20.07 Board of Revision Minutes
Function: To maintain a record of the decisions of the Board of Revision
Description: Minutes of the meetings of the Board of Revision
Retention & Disposition: Archival

20.08 Board of Revision Records
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 & Disposition: Destroy after 10 years

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

20.10 Taxation Assessment Appeals
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 & Disposition: Destroy 10 years after file closure

20.11 Zoning & Development Appeals
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 & Disposition: Destroy after 1 year

21.00 ELECTIONS

21.01 Ballot Papers
Function: To provide a record of voting for each civic election poll
Description: Used ballots and other election forms as specified under *The Local Authorities Election Act (112)*
Retention & Disposition: Destroy after 1 year subject to notice of recount or court order

21.02 Candidate Registration Files
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 5550/90*
Description: Candidates' Notices of Registration, correspondence, audited financial statements and other documents filed as required under the By-law
Retention & Disposition: Destroy after 6 years

21.03 Elections Payroll Records
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 & Disposition: Destroy after 6 years

21.04 Elections Personnel Records
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 & Disposition: Destroy immediately after date of next civic election

21.05 Elections Project Files
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 & Disposition: Destroy after 6 years

21.06 Enumerator's Records
Function: To record the administration of election duties as carried out by the City Enumerator under *The Local Authorities Election Act*
Description: Draft and final copies of preliminary lists of electors, correspondence, maps and other documents related to creation and distribution of an official civic List of Electors
Retention & Disposition: Archival

21.07 List of Electors - Copies
Function: To provide copies of the List of Electors for candidates and the Returning Officer for election purposes
Description: Copies of the official Lists of Electors provided to the Returning Officer for election purposes as required under *The Local Authorities Elections Act*
Retention & Disposition: Destroy after 4 years

21.08 List of Electors – Official Lists
Function: To provide a record of the official voter lists used to conduct elections or by-elections
Description: Bound volumes of copies of the official Lists of Electors provided to the Returning Officer for election purposes as required under *The Local Authorities Election Act*
Retention & Disposition: Archival

21.09 Nomination Papers
Function: To provide a record of nomination papers filed with the Returning Officer
Description: Signed candidate nominations, declarations of qualification, acceptances, certificates and other documents received by the Returning Officer
Retention & Disposition: Archival

21.10 Returning Officer's Files
Function: To provide a record of civic elections and election proceedings as administered by the City Returning Officer
Description: Correspondence, reports, agreements, legal opinions, policies and procedures and other documents related to the discharge of the Returning Officer's duties as set out under *The Local Authorities Election Act* by the Returning Officer
Retention & Disposition: Archival

21.11 Voter List Files
Function: To provide a record of the preparation of the list of electors for a civic election or by-election
Description: Correspondence including revision applications received from electors, copies of previous lists, boundaries maps, working papers and other documents related to the preparation of a list of electors for use in a civic election or by-election
Retention & Disposition: Destroy after 6 years

21.12 Voter's Notice Records
Function: To record the dispatch of election polling notices
Description: Mailing lists, returned mail, receipts, correspondence and other

documents related to mailing of voters' notices to eligible electors whose names are on the list of electors prior to an election
Retention & Disposition: Destroy after 1 year

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.

22.00 COMMUNITY SERVICES

22.01 Community Services Director's Files
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 & Disposition: Archival

22.02 Managers of Community Services Department's Files
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 & Disposition: Destroy 2 years after obsolete or superceded

23.00 ANIMAL CARE & CONTROL

23.01 Chief Operating Officer of Animal Services SOA Files
Function: To provide a record of the general administration of the Animal Services SOA 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 & Disposition: Destroy 2 years after obsolete or superceded

23.02 Animal Control Inquiries & Complaints
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 & Disposition: Destroy 10 years after file closure

23.03 Dog Licensing Records

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 & Disposition: Destroy 1 year after file closure

23.04 Rabies Testing Records
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 & Disposition: Destroy after 5 years

24.00 AQUATICS SERVICES

24.01 Aquatic Programs and Services Files
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 & Disposition: Destroy 2 years after file closure

25.00 ASSINIBOINE PARK

25.01 Chief Operating Officer of Assiniboine Park Enterprises Records
Function: To provide a record of the general administration of Assiniboine Park Enterprises as carried out by the Chief Operating Officer
Description: Correspondence, agreements, reports, directives, minutes and other documents related to the management, direction and control of Assiniboine Park Enterprises
Retention & Disposition: Archival

25.02 Assiniboine Park Records
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 & Disposition: Destroy 2 years after obsolete or superceded

26.00 BICYCLE RECOVERY

26.01 Bicycle Recovery Files
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 & Disposition: Destroy after 6 years

26.02 Bicycle Registry

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 & Disposition: Destroy 1 year after cancellation or expiry of registration

27.00 BUILDING COMMUNITY CAPACITY

27.01 Community Resource Area Records

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 & Disposition: Archival

28.00 COMMUNITY DEVELOPMENT AND RECREATION SERVICES

28.01 Recreation Services

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 & Disposition: Destroy 2 years after file closure

28.02 Children & Youth Recreation

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 & Disposition: Destroy 2 years after file closure

28.03 Community Recreation Development

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 & Disposition: Destroy 2 years after file closure

29.00 COMMUNITY CENTRES AND FACILITY DEVELOPMENT

29.01 Community Centres

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 & Disposition: Destroy 7 years after file closure

29.02 Facility Development

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 & Disposition: Destroy 7 years after file closure

29.03 Recreation Facilities Complaints

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 & Disposition: Destroy 2 years after obsolete or superceded

30.00 CONSERVATORY

30.01 Assiniboine Park Conservatory Records

Function: To provide a record of the general administration of the Assiniboine Park Conservatory and related horticultural activities
Description: Correspondence, agreements, reports, plans, drawings and other records related to the administration of the Assiniboine Park Conservatory including floral displays and other horticultural activities
Retention & Disposition: Archival

31.00 CRISIS SUPPORT

31.01 Social Support and Development Service Records

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 & Disposition: Destroy 2 years after obsolete or superceded

32.00 DISASTER RELIEF

32.01 Emergency Health and Social Services Files
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 & Disposition: Destroy 5 years after file closure

33.00 ENVIRONMENTAL HEALTH

33.01 Environmental Health Service Files
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 & Disposition: Destroy 10 years after file closure

34.00 INSECT CONTROL

34.01 Insect Control Branch Service Files
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 & Disposition: Archival

35.00 JOB PLACEMENT PROJECT

35.01 Job Placement Records
Function: To maintain a record of the provision of counselling 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 & Disposition: Destroy 5 years after file closure

36.00 LIBRARY SERVICES

36.01 Library Services Division Manager's Files
Function: To provide a record of the general administration of the Library Services Division as carried out by the Manager
Description: Correspondence, reports, statistics, minutes, agreements and other records related to the planning, development and delivery of public library services in the City of Winnipeg. Includes records related to collections, services, programs and facilities

Retention & Disposition: Archival

36.02 Branch Files
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 & Disposition: Destroy 2 years after file closure

36.03 Children and Youth Library Services
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 & Disposition: Destroy 2 years after file closure

36.04 French Library Services Files
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 & Disposition: Destroy 2 years after file closure

36.05 Library Information and Reference
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 & Disposition: Destroy after 2 years

36.06 Library Material Use Records
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 & Disposition: Destroy after superceded

36.07 Library Outreach
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 & Disposition: Destroy 2 years after file closure

36.08 Library Patron Registry
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 & Disposition: Destroy 2 years after file closure

38.00 NATURAL AREAS

38.01 City Naturalist's Office Files
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 & Disposition: Archival

38.02 Living Prairie Museum Records
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 & Disposition: Archival

39.00 PUBLIC GARDENS

39.01 Horticulture Records
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 & Disposition: Archival

40.00 REGULATING CHARITABLE ORGANIZATIONS

40.01 Community Incentive Grants Files
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 & Disposition: Destroy 6 years after file closure

40.02 Raffle Lottery Licensing Files
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 & Disposition: Destroy 6 years after file closure

41.00 TAXATION OF HOME-BASED BUSINESSES

41.01 License in Lieu of Business Tax Files
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 & Disposition: Destroy after 6 years

42.00 TRADES LICENSING

42.01 Trade Licensing Files
Function: To record the work of the License Branch related to the regulation and licensing of designated trades under the City of Winnipeg 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 City of Winnipeg License By-law
Retention & Disposition: Destroy 6 years after file closure

43.00 ZOO

43.01 Assiniboine Park Zoo Records
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 & Disposition: Archival

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, tax collection, payroll and financial reports and leadership for the effective functioning of the Controllership model.

44.00 CORPORATE FINANCE

44.01 Chief Financial Officer's Files
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 & Disposition: Archival

45.00 FINANCING & CASH MANAGEMENT

45.01 Capital Projects Records
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 & Disposition: Destroy 6 years after termination of the capital project

45.02 Debentures
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 & Disposition: Destroy 20 years after file closure

45.03 Investment Records
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 & Disposition: Destroy 2 years after obsolete or superceded

45.04 Sinking Fund Records
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 & Disposition: Destroy 2 years after obsolete or superceded

46.00 FINANCIAL PLANNING & BUDGETING

46.01 Budget Records
Function: To maintain a record of the preparation and administration of the City's operational budget
Description: Draft, preliminary, adopted and amended budgets, forecasts, actuals, projections, estimates, status and budget annual reports to Council, other reports and correspondence related to the preparation and administration of the City's operational budget
Retention & Disposition: Destroy 2 years after obsolete or superceded

46.02 Capital Budget Records
Function: To maintain a record of the preparation and administration of the City's capital budget
Description: Draft, preliminary, adopted and amended budgets, forecasts, actuals, projections, estimates, status and budget annual reports to Council, other reports and correspondence related to the preparation and administration of the City's capital
Retention & Disposition: Destroy 2 years after obsolete or superceded

47.00 FINANCIAL REPORTING

47.01 General Journal
Function: To record the transfer of transactional information to the General Ledger
Description: General journal, vouchers and other support documentation

Retention & Disposition: Destroy after 6 years

47.02 General Ledger
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 & Disposition: Archival

48.00 MATERIALS & SUPPLIES MANAGEMENT

48.01 Materials Management Records
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 & Disposition: Destroy after 6 years

49.00 PAYROLL

49.01 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 sheets and other records related to daily time keeping and payroll administration
Retention & Disposition: Destroy after 12 years

50.00 RISK MANAGEMENT

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

50.02 Claims Experience Reports
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 & Disposition: Archival

50.03 Insurance Claims Records
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 & Disposition: Destroy 6 years after resolution of the claim

50.04 Insurance Policies – Casualty
Function: To maintain a record of casualty insurance policies purchased on behalf of the City
Description: Policies, related correspondence and communications
Retention & Disposition: Destroy 2 years after obsolete or superceded

50.05 Insurance Policies – Contractors'
Function: To maintain a record of liability insurance held by contractors
Description: List of contractor's liability insurance
Retention & Disposition: Destroy 2 years after obsolete or superceded

50.06 Insurance Policies – Property
Function: To maintain a record of property insurance policies purchased on behalf of the City
Description: Property insurance policies, related correspondence and communications
Retention & Disposition: Destroy 1 year after policy expiry

50.07 Insurance Premium Ledger
Function: To maintain a record of premiums paid on insurance policies
Description: Annual insurance premiums ledgers, including description of policies, all related records
Retention & Disposition: Destroy 2 years after obsolete or superceded

50.08 Worker's Compensation Files
Function: To maintain a record of employees who have filed for compensation under *The Worker's Compensation Act*
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 & Disposition: Destroy 60 years after file closure

51.00 SUPPORTING EMERGENCY PREPAREDNESS

51.01 Emergency Preparedness Coordinator's Files
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 & Disposition: Archival

52.00 TAXATION

52.01 Business Tax Rolls
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 & Disposition: Destroy 2 years after obsolete or superceded

52.02 Realty Tax Roll Records
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 & Disposition: Destroy 2 years after obsolete or superceded

52.03 Tax Bill Receipts
Function: To maintain a record of the payment of tax bills
Description: Original receipts from tax bills
Retention & Disposition: Destroy after 12 years

52.04 Tax Sale Records
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 & Disposition: Destroy 2 years after obsolete or superceded

CORPORATE INFORMATION TECHNOLOGY DEPARTMENT

Records related to the activities and responsibilities of the Chief Information Officer including records related to policy and strategic advice and administrative leadership with respect to the City's information program and services and other specialized internal services and initiatives.

Also includes records related to the Corporate Information Technology Department and its respective service responsibilities. Includes records related to supporting public service delivery and furthering the interests of the City through 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 and other strategic internal services and initiatives as determined by the Chief Administrative Officer or by Council.

53.00 CORPORATE INFORMATION TECHNOLOGY

53.01 Chief Information Officer's Files
Function: To provide a record of the general administration of the City's information program and services as carried out by the Chief Information Officer (CIO)
Description: Correspondence, reports, agreements, directives, minutes and other documents related to the management, direction and control of the Corporate Information Department and the City's information program and services and special initiatives
Retention & Disposition: Archival

54.00 DATA MANAGEMENT

54.01 System Backup Files
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 & Disposition: Destroy after obsolete or operational requirements cease

55.00 ELECTRONIC COMMUNICATION INFRASTRUCTURE

55.01 Network Administration Records
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 & Disposition: Destroy after 1 year

56.00 INFORMATION SYSTEMS

56.01 System Documentation Records
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 & Disposition: Destroy after use of hardware is discontinued and data has been transferred or destroyed

57.00 INFORMATION TECHNOLOGY OPERATIONS

57.01 Application Development Records
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 & Disposition: Destroy after discontinuance of system

57.02 Computer Hardware Documentation Records
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 & Disposition: Destroy after use of hardware is discontinued and data has been transferred or destroyed

57.03 Technical Support Records
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 & Disposition: Destroy after 1 year

CORPORATE SERVICES DEPARTMENT

Records related to the activities and responsibilities of the Chief of Human Resources and Corporate Services including records related to policy and strategic advice and administrative leadership with respect to the City's human resource program and services and other specialized internal services and initiatives.

Also includes records related to the Corporate Services Department and its respective service responsibilities. Includes records related to supporting public service delivery and furthering the interests of the City through the provision of administrative leadership for the human resource program, program and policy development support, specialized expertise/consultation and services to all political and administrative units within the organization in the areas of human resource management, legal services, communication production services, corporate planning and other strategic internal services and initiatives as determined by the Chief Administrative Officer or Council.

58.00 CORPORATE SERVICES

58.01 Corporate Services Director's Files
Function: To provide a record of the general administration of the Corporate

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 Services Department.
Retention & Disposition: Archival

59.00 HUMAN RESOURCE MANAGEMENT

59.00 Chief of Human Resources Files
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 Chief of Human Resources
Description: Records of all policies, administrative guidelines, 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 & Disposition: Archival

60.00 INTRACORPORATE COMMUNICATIONS

60.01 Corporate Communications Files
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 & Disposition: Destroy after 6 years

60.02 Corporate Information Files
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 & Disposition: Archival

61.00 EMPLOYMENT CONTRACT ADMINISTRATION

61.01 Collective Bargaining Agreements
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 & Disposition: Archival

61.02 Collective Bargaining Records
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 & Disposition: Destroy after 10 years

61.03 Labour Relations Files
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 & Disposition: Destroy 10 years after file closure

62.00 EMPLOYEE COUNSELLING

62.01 Employee Assistance Program Files
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 & Disposition: Destroy 30 years after termination of employment

63.00 LEGAL SERVICES

63.01 Agreements Registry
Function: To provide a record of agreements entered into by the City of Winnipeg
Description: Signed originals of agreements that have been signed by the mayor, as well as accompanying indexes
Retention & Disposition: Archival

63.02 City Solicitor's Files
Function: To record the provision of legal services to the City of Winnipeg as carried out by the City Solicitor
Description: Correspondence, reports, presentations, court documents, legal opinions and advice, records related to the drafting of by-laws and other legislation and other records related to the execution of the duties of the City Solicitor
Retention & Disposition: Archival

63.03 Legal Proceedings Files
Function: To maintain a record of legal actions initiated by or taken against the City of Winnipeg
Description: Files include correspondence with 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 & Disposition: Archival

64.00 MAIL DISTRIBUTION

64.01 Mail Distribution Records
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 & Disposition: Destroy after 1 year

65.00 OCCUPATIONAL HEALTH & SAFETY ASSESSMENT

65.01 Corporate Safety Records

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 & Disposition: Destroy 10 years after file closure

65.02 Accident Reports
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 & Disposition: Destroy 10 years after file closure

65.03 Workers Compensation Claim Files
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 & Disposition: Destroy 60 years after file closure

65.04 Occupational Health Program Records
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 & Disposition: Destroy after 10 years

66.00 OCCUPATIONAL HYGIENE ASSESSMENT

66.01 Occupational Hygiene Assessment Records
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 & Disposition: Destroy 10 years after file closure

67.00 STAFF DEVELOPMENT

67.01 Corporate Education Program Records
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 & Disposition: Destroy after 10 years

67.02 Training & Development Records
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 & Disposition: Destroy after 5 years

68.00 TRANSLATION

68.01 Translation Service Records
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 & Disposition: Destroy 2 years after obsolete or superceded

EXECUTIVE POLICY COMMITTEE (EPC) SECRETARIAT

Records related to the Executive Policy Committee (EPC) Secretariat and its respective service responsibilities.

Includes records related to providing fiscal policy and strategic analysis, research, communication and support in such areas as the Mayor and Executive Policy Committee determine are required to assist Executive Policy Committee and the Office of the Mayor including issues management and the scheduling and coordination of the agendas of the Executive Policy Committee and the Standing Committees performed in close cooperation with the Chief Administrative Officer Secretariat.

69.00 EXECUTIVE POLICY COMMITTEE (EPC) SECRETARIAT

69.01 Executive Policy Committee (EPC) Support Manager's Files
Function: To provide a record of professional support services provided to the Office of the Mayor and the Executive Policy Committee as carried out by the EPC Support Manager
Description: Correspondence, reports, agendas, and other documents related to fiscal policy and strategic analysis, research, communication and support, issues management, scheduling and coordination of Executive Policy Committee and Standing Committee agendas
Retention & Disposition: Archival

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.

70.00 FIRE PARAMEDIC SERVICE

70.01 "911" Emergency Call Recordings

Function: To maintain a record of all incoming calls requesting emergency services

Description: Audio recordings of all dispatch centre telephone and radio traffic

Retention & Disposition: Destroy after 6 months

70.02 Fire & Paramedic Chief's Files

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 & Disposition: Archival

70.03 Fire & Paramedic Daily Incident Reports

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 & Disposition: Destroy after 1 year

71.00 FIRE CODE INSPECTION

71.01 Fire Code Inspection Records

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 & Disposition: Destroy 10 years after file closure

71.02 Fire Inspection Reporting Records

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 & Disposition: Destroy 2 years after obsolete or superceded

72.00 FIRE INVESTIGATION

72.01 Investigation Records

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 & Disposition: Destroy 2 years after obsolete or superceded

73.00 FIRE SAFETY EDUCATION

73.01 Public Education Records
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 & Disposition: Destroy 2 years after obsolete or superceded

74.00 FIRE & RESCUE

74.01 Fire Reports
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 & Disposition: Destroy after 10 years

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

75.00 MEDICAL EMERGENCY RESPONSE

75.01 Ambulance Reports
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 & Disposition: Destroy 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.

76.00 OFFICE OF THE MAYOR

76.01 Mayor's Office Files
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 & Disposition: Archival

PLANNING, PROPERTY & DEVELOPMENT DEPARTMENT

Records related to the Planning, Property & 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.

77.00 PLANNING, PROPERTY & DEVELOPMENT

77.01 Planning, Property & Development Director's Files
Function: To provide a record of the general administration of the Planning, Property & 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 & Development Department
Retention & Disposition: Archival

78.00 BUILDING PERMITS & INSPECTIONS

78.01 Building Permit Records
Function: To maintain a record of all permits related to building construction as provided for under *By-law 4555/87*
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 & Disposition: Archival

78.02 Building Inspection Records
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 & Disposition: Destroy 2 years after obsolete or superceded

78.03 Occupancy Permit Inspection Records
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 & Disposition: Destroy 2 years after obsolete or superceded

78.04 Occupancy Permit Index
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 & Disposition: Destroy 2 years after obsolete or superceded

78.05 Occupant Load Permit Applications
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 & Disposition: Destroy 2 years after obsolete or superceded

78.06 Plan Examination Records
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 & Disposition: Archival

79.00 CITY PLANNING

79.01 City Planning Records
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 & Disposition: Archival

80.00 CEMETERIES

80.01 Burial Records
Function: To provide a record of public cemetery burials and graves
Description: Correspondence, cemetery deeds, burial orders, plans and other records related to burial sites and ash niches, internment services and perpetual maintenance of burial sites. Includes grave inventory for Brookside, St. Vital and Transcona Cemeteries
Retention & Disposition: Archival

80.02 Cemetery Operations Records

Function: To maintain a record of public cemetery operations and services
Description: Correspondence, fee schedules, routine reports and other records related to the general management of a public cemetery. Includes records related to the collection of fees & charges; the sale of lots, the preparation of future burial sites, maintenance of burial plots, cemetery grounds and roadways
Retention & Disposition: Destroy after 6 years

81.00 GOLF COURSES

81.01 Golf Course Records
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: John Blumberg, Harbour View, Crescent Drive, Kildonan and Windsor Park
Retention & Disposition: Archival

81.02 Golf Course Operations Records
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 & Disposition: Destroy 6 years after file closure

82.00 HERITAGE BUILDING DESIGNATION

82.01 Heritage Building Conservation Records
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 & Disposition: Archival

83.00 IMPROVING HOUSING STOCK

83.01 Residential Rehabilitation Assistance & Minimum Home Repair Program Records
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 & Disposition: Destroy 6 years after file closure

84.00 LAND TRANSACTION MANAGEMENT

84.01 Real Estate Files

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 & Disposition: Archival

85.00 NEIGHBOURHOOD REVITALIZATION

85.01 Neighbourhood Planning Records
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 & Disposition: Archival

86.00 OFF-STREET PARKING

86.01 Parking Applications
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 & Disposition: Destroy after 6 years

87.00 PHYSICAL ASSET MANAGEMENT

87.01 Accommodations Project Files
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 & Disposition: Destroy 6 years after file closure

87.02 Civic Buildings & Facilities Inventory
Function: To provide a record of the Planning, Property & Development accommodation and facilities inventory
Description: Correspondence, reports and other records related to the current inventory of civic accommodations and facilities
Retention & Disposition: Destroy 2 years after obsolete or superceded

88.00 PROPERTY BY-LAW ENFORCEMENT

88.01 Enforcement Inspection Files

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, Maintenance and Occupancy and Untidy and Unsightly Premises
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 & Disposition: Destroy 10 years after file closure

88.02 Prosecution Files
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 & Disposition: Destroy 10 years after file closure

89.00 RIVERBANK MANAGEMENT

89.01 Riverbank Management Records
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 & Disposition: Archival

90.00 SURPLUS CITY PROPERTY LEASING

90.01 Accommodation Leases
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 & Disposition: Destroy 6 years after expiry or termination of lease

91.00 SURVEY INFRASTRUCTURE MANAGEMENT

91.01 City Land Inventory
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 & Disposition: Archival

91.02 Map Inventory
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 & Disposition: Destroy 2 years after obsolete or superceded

91.03 Registered Plans
Function: To maintain a record of registered plans for properties within the City of Winnipeg

Description: Copies of original plans that have been filed with the Manitoba Plan Registry and registered
Retention & Disposition: Archival

91.04 Residential Lot Inventory
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 & Disposition: Destroy 2 years after obsolete or superceded

91.05 Street Opening & Closing Records
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 & Disposition: Archival

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

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

91.08 Survey Monument Records
Function: To maintain a record of all geodetic 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 & Disposition: Archival

91.09 Survey Plans
Function: To maintain a record of legal plans of survey done by City land surveyors
Description: Plans and sketches are signed plans of legal survey
Retention & Disposition: Archival

92.00 ZONING & LAND DEVELOPMENT

92.01 Conditional Use Applications
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 & Disposition: Archival

92.02 Development/Servicing Agreements

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 & Disposition: Archival

92.03 Encroachment Files
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 & Disposition: Destroy 6 years after file closure

92.04 Home Occupation Permit Applications
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 & Disposition: Destroy 2 years after obsolete or superceded

92.05 Mobile Sign Applications
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 & Disposition: Destroy after 6 months after file closure

92.06 Plumbing & Electrical Contractors' Licensing Records
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 & Disposition: Destroy after 6 years

92.07 Subdivision, Rezoning & Development Applications
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 & Disposition: Archival

92.08 Street Name Records
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
Retention & Disposition: Archival

92.09 Zoning Atlas Sheets
Function: To maintain a record of City of Winnipeg zoning districts
Description: Atlas sheets provide a record of zoning changes
Retention & Disposition: Archival

92.10 Zoning Compliance Letters
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 & Disposition: Destroy 2 years after obsolete or superceded

92.11 Zoning Inspection Files
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 & Disposition: Destroy 2 years after obsolete or superceded

92.12 Zoning Memorandum
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 & Disposition: Destroy 2 years after obsolete or superceded

92.13 Zoning Variance Applications
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 fling, hearing and deciding of an appeal related to an application for a zoning variance
Retention & Disposition: Archival

PROPERTY ASSESSMENT DEPARTMENT

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 related to the Property Assessment 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.

93.00 PROPERTY ASSESSMENT

93.01 City Assessor's Files

Function: To provide a record of general administration of the Property Assessment 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 Property Assessment Department

Retention & Disposition: Archival

93.02 Property Assessment Files

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 & Disposition: Destroy 10 years after file closure

93.03 Property Assessment Rolls

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 & Disposition: Archival

94.00 ASSESSMENT RESEARCH

94.01 Assessment Research Files
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 & Disposition: Archival

95.00 ASSESSMENT REVIEW & APPEALS

95.01 Assessment Appeal Files
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 & Disposition: Destroy 2 years after obsolete or superceded

96.00 ASSESSMENT ROLL PREPARATION

96.01 Building Permit Records
Function: To maintain reference copies of building permits for property assessment purposes
Description: Copies of building permits and related assessment notes
Retention & Disposition: Destroy 2 years after obsolete or superceded

96.02 Field Forms
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 & Disposition: Archival

96.03 Legal Description Records
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 & Disposition: Destroy 2 years after obsolete or superceded

96.04 Property Records Information System
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 & Disposition: Destroy 2 years after obsolete or superceded

96.05 Plans of Subdivisions & Maps
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 & Disposition: Destroy 2 years after obsolete or superceded

96.06 Property Improvement Image Files
Function: To provide a visual record of property improvements
Description: Photographic and digital images of property improvements
Retention & Disposition: Destroy 2 years after obsolete or superceded

96.07 Real Estate Sales Records
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 & Disposition: Destroy 2 years after obsolete or superceded

97.00 BUSINESS ASSESSMENT

97.01 Business Assessment Files
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 & Disposition: Destroy 10 years after file closure

97.02 Business Assessment Rolls
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 & Disposition: Archival

97.03 Net Income Statements
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 & Disposition: Destroy 6 years after file closure

98.00 PERSONAL PROPERTY ASSESSMENT

98.01 Personal Property Assessment Files
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 & Disposition: Destroy 10 years after file closure

98.02 Personal Property Assessment Rolls
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 & Disposition: Archival

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 roadway systems, the maintenance of parks and open spaces and the maintenance and security of civic buildings

99.00 PUBLIC WORKS

99.01 Public Works Director's Files
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 & Disposition: Archival

99.02 Public Works Record Drawings
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 & Disposition: Archival

99.03 Capital & Local Improvement Project Files
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 & Disposition: Destroy 1 year after works demolished or reconstructed

99.04 Customer Service Records
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 & Disposition: Destroy 10 years after receipt of complaint

99.05 Flood Control Records
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 & Disposition: Archival

99.06 Map Inventory
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
Retention & Disposition: Retain after operational requirements have ceased

100.00 MATERIALS & SUPPLIES MANAGEMENT

100.01 Glacial Sand & Gravel Records
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 & Disposition: Destroy after 6 years

101.00 BUILDING MANAGEMENT

101.01 Building Maintenance Records
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 & Disposition: Destroy 6 years after completion or expiry of service contract or warranty

101.02 Building Alterations & Repairs Records
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 & Disposition: Destroy 1 year after demolition or disposition of facility

101.03 Building Security Records
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 & Disposition: Destroy after 5 years

101.04 Utility Usage Records
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 & Disposition: Destroy after 6 years

102.00 GRAFFITI CONTROL

102.01 Graffiti Control & Removal Records
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 & Disposition: Destroy 5 years after file closure

103.00 PUBLIC WORKS PERMITS

103.01 Public Works Permit Applications
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 & Disposition: Archival

104.00 ROADWAY CONSTRUCTION & MAINTENANCE

104.01 Bridge Inventory Records
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 & Disposition: Destroy 1 year after works demolished or reconstructed

104.02 Streets Maintenance Records
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 roadway infrastructure including sidewalks, streets and alleys within the City of Winnipeg
Retention & Disposition: Destroy 1 year after works demolished or reconstructed

105.00 ROADWAY PLANNING & TRAFFIC MANAGEMENT

105.01 Street System Records: 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 & Disposition: Destroy 2 years after obsolete or superceded

105.02 Traffic Control Device Records
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 & Disposition: Destroy 2 years after obsolete or superceded

105.03 Street Sign Records
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 & Disposition: Destroy 2 years after obsolete or superceded

105.04 Transportation Planning Records
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 & Disposition: Destroy 2 years after obsolete or superceded

106.00 PARKS & URBAN FORESTRY

106.01 Parks Inventory Records
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 & Disposition: Archival

106.02 Parks Operations Records
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 & Disposition: Destroy 6 years after file closure or after operational requirements have ceased

107.00 PUBLIC EVENTS SUPPORT

107.01 Special Event Files
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 & Disposition: Destroy 6 years after file closure

108.00 PHYSICAL ASSET MANAGEMENT

108.01 Asset Management Records
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 & Disposition: Destroy 2 years after obsolete or superceded

109.00 LOCATING UNDERGROUND INFRASTRUCTURE

109.01 Underground Infrastructure Records
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 & Disposition: Archival

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

110.00 WINNIPEG TRANSIT

110.01 Transit Director's Files
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 & Disposition: Archival

111.00 PUBLIC TRANSIT

111.01 Bus Stop Platform Records
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 & Disposition: Destroy 2 years after obsolete or superceded

111.02 Lost Property Records
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 & Disposition: Destroy after 1 year

111.03 Transit Bus Fleet Records
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 & Disposition: Destroy 2 years after obsolete or superceded

111.04 Transit Bus Operator Training Records
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 & Disposition: Destroy after 10 years

111.05 Transit Inspection Records
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 & Disposition: Destroy 2 years after obsolete or superceded

111.06 Transit Operations Planning Records
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 & Disposition: Destroy after 10 years

111.07 Transit Service Route Records
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 & Disposition: Destroy 2 years after obsolete or superceded

112.00 HANDI-TRANSIT

112.01 Handi-Transit Customer Files
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 & Disposition: Destroy 1 year after file closure

112.02 Handi-Transit Records
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 & Disposition: Destroy 6 years after file closure

WATER & 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.

113.00 WATER & WASTE

113.01 Water & Waste Director's Files

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 & Disposition: Archival

113.02 Emergency Conversation Records

Function: To maintain a daily record of emergency conversations

Description: Recordings of emergency conversations

Retention & Disposition: Destroy after 6 months

113.03 Engineering Reports

Function: To maintain a record of engineering reports pertaining to the City's water & waste network

Description: Engineering reports pertaining to the operation and development of the City's water & waste network

Retention & Disposition: Destroy 2 years after obsolete or superceded

113.04 Facility & Infrastructure Records

Function: To record the construction, modification, demolition or retirement of Water & Waste buildings, facilities and infrastructure

Description: Plans, progress and completion reports, work orders, worksheets, records of inspection and related correspondence

Retention & Disposition: Destroy 2 years after obsolete or superceded

113.05 Facility & Product Standards

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 superceded

113.06 Laboratory Research & Testing Records

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 & Disposition: Archival

113.07 Product Approvals

Function: To record the approval of products used for Water & Waste installations and repairs

Description: Product approvals, related correspondence and communications

Retention & Disposition: Destroy 2 years after obsolete or superceded

113.08 Rivers & Streams Records

Function: To record the control and monitoring of Winnipeg's rivers and streams

Description: Reports, statistical and test data, related correspondence and communications
Retention & Disposition: Archival

113.09 Survey Records
Function: To maintain a record of survey data related to Water & 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 & Disposition: Archival

114.00 FLOOD CONTROL

114.01 Flood Response Preparation Records
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 & Disposition: Archival

115.00 LANDFILL OPERATION

115.01 Environmental Monitoring Records
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 & Disposition: Archival

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

116.00 REFUSE COLLECTION

116.01 Solid & Hazardous Waste Records
Function: To maintain a record of the transportation and disposal of solid and hazardous wastes 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 & Disposition: Archival

117.00 STORM & LAND DRAINAGE SEWERS

117.01 Land Drainage Records
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 & Disposition: Archival

117.02 Lot Grading By-law Administration Records
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 & Disposition: Destroy 2 years after obsolete or superceded

117.03 Lot Grading Servicing Requests
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 & Disposition: Destroy after 3 years

117.04 Rainfall/Hydraulic Management Records
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 & Disposition: Destroy 2 years after obsolete or superceded

118.00 WASTE WATER COLLECTION & TREATMENT

118.01 Sewer Connection and Inspection Records
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 & Disposition: Destroy 2 years after obsolete or superceded

118.02 Wastewater Collection & Treatment Records
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 & Disposition: Archival

119.00 WATER PRODUCTION & DISTRIBUTION

119.01 Aqueduct Files
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 & Disposition: Archival

119.02 Cross Connection & Backflow Prevention Records
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 & Disposition: Destroy 2 years after obsolete or superceded

119.03 Water Connection and Inspection Records
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 & Disposition: Destroy 2 years after obsolete or superceded

119.04 Water Supply Records
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 & Disposition: Archival

119.05 Water Treatment Chemical Transport Records
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 & Disposition: Destroy 2 years after obsolete or superceded

119.06 Watermain Repair Records
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 & Disposition: Destroy 2 years after obsolete or superceded

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.

120.00 WINNIPEG POLICE SERVICE

120.01 Chief of Police Files
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 & Disposition: Archival

120.02 Police Internal Investigation Records
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 & Disposition: Destroy 2 years after obsolete or superceded

121.00 CRIME INVESTIGATIONS

121.01 Criminal Records
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 & Disposition: Archival

121.02 *The DNA Act* Records
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 & Disposition: Archival

121.03 Evidence Control Records
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 & Disposition: Destroy 7 years after final disposal of evidence

121.04 Fatality Report Records
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 & Disposition: Archival

121.05 *The Identification of Criminals Act* Records
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 & Disposition: Archival

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

121.07 Missing Persons Files
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 & Disposition: Destroy 1 year after file closure

121.08 Missing Persons Files (Unusual Circumstances)
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 & Disposition: Archival

121.09 Pawn Seizure Records
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 & Disposition: Destroy 7 years after file closure

121.10 Pawn Tracking Records
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 & Disposition: Destroy 2 years after obsolete or superceded

121.11 Police Investigative Report Files
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 & Disposition: Destroy 25 years after obsolete or superceded

121.12 Provincial Court Docket Records
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 & Disposition: Destroy after 5 years

121.13 RCMP Crime Lab Records
Function: To maintain a record of RCMP crime laboratory tests related to Winnipeg criminal investigations
Description: Laboratory test requests, test results, related correspondence
Retention & Disposition: Destroy 25 years after obsolete or superceded

121.14 Stolen Vehicle Location Records
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 & Disposition: Destroy after 6 months

121.15 Stolen Vehicle Records
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 & Disposition: Destroy 2 years after file closure

121.16 Vehicle Identification Number Assignments
Function: To maintain a record of new Vehicle Identification Numbers assigned prior to 21
Description: Records of assigned replacement Vehicle Identification Numbers
Retention & Disposition: Destroy 2 years after obsolete or superceded

121.17 Violent Crime Linkage Analysis Reports (ViClas)
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 & Disposition: Archival

122.00 CRIME PREVENTION

122.01 Alarm Permit Records

Function: To maintain a record of persons applying for alarm permits
Description: Requests and approvals for alarm permits, related correspondence
Retention & Disposition: Destroy 1 year after permit expiry

122.02 Community Notification Advisory Committee Records
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 & Disposition: Archival

122.03 Firearm Acquisition Certificate Records
Function: To maintain a record of persons applying for firearm acquisition certificates
Description: Applications, certificates, refusals, investigative reports and notes
Retention & Disposition: Destroy after 40 years

122.04 Firearm Prohibition Records
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 & Disposition: Destroy after 40 years

122.05 Firearms Dealers & Museums Files
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 & Disposition: Destroy after 20 years

122.06 Firearms Disposal Records
Function: To maintain a record of firearms destroyed by Winnipeg Police Service
Description: Firearm Disposal Forms
Retention & Disposition: Destroy after 30 years

122.07 Firearms Interest Person (FIP) Files
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 & Disposition: Destroy after 10 years

122.08 Firearms Transfer Records
Function: To administer and regulate the transfer of restricted or prohibited firearms
Description: Authorizations to transport firearms, permits and related reports and correspondence
Retention & Disposition: Destroy after 1 years

122.09 Gun Collector Records
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 & Disposition: Destroy after 15 years

122.10 Parole Records

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 & Disposition: Destroy 1 year after parole expires

122.11 Restricted Firearms Registrations
Function: To maintain a record of applications for the registration of restricted or prohibited firearms
Description: Applications, approvals, related correspondence and notes
Retention & Disposition: Destroy after 50 years

122.12 Record Review Board File
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 & Disposition: Destroy after 2 years

122.13 Vulnerable Persons Client Records
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 & Disposition: Destroy 1 year after file closure

123.00 CRIME STATISTICS

123.01 Crime Statistical Records
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 & Disposition: Destroy 2 years after obsolete or superseded

124.00 DEPARTMENTAL HUMAN RESOURCES MANAGEMENT

124.01 Behavioural Health Services Program Files
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 & Disposition: Destroy 30 years after termination of employment

124.02 Police Psychological Testing Records
Function: To maintain a record of psychological tests administered to recruit applicants and specialty units
Description: Coded test results, related reports and correspondence

Retention & Disposition: Destroy after 60 years

125.00 POLICE ACADEMY

125.01 Academy Class Lists
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 & Disposition: Archival

125.02 Member Training Records
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 & Disposition: Destroy 60 years after termination of employment

125.03 Recruit & Non-Member Training Records
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 & Disposition: Destroy 2 years after file closure

126.00 POLICE RESPONSE

126.01 Compassionate to Locate Records
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 & Disposition: Destroy 1 year after file closure

126.02 Dispatch & Call History Records
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 & Disposition: Destroy after 5 years

126.03 High Speed Pursuit Records
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 & Disposition: Destroy 5 years after file closure

127.00 TRAFFIC LAW ENFORCEMENT

127.01 Accident Enquiry Board Reports
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 & Disposition: Destroy after 3 years

127.02 Escort & Weigh Scale Records
Function: To maintain a record of over-dimensional vehicles needing police escorts
Description: Escort forms, weigh scale forms
Retention & Disposition: Destroy after 2 years

127.03 Fatal/Serious Motor Vehicle Accident Files
Function: To maintain a record of investigations of fatal or 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
Retention & Disposition: Destroy 5 years after file closure

127.04 Impaired Drivers Records
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 & Disposition: Destroy 2 years after obsolete or superceded

127.05 Parking Ticket Issuance & Collection Records
Function: To maintain a record of parking tickets issued and fines collected
Description: Records of tickets issued, related investigative notes and reports, statements and comments, records of the status and disposition of parking summonses, related correspondence and collection records
Retention & Disposition: Destroy after 6 years

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

127.07 Speedometer Accuracy Cards
Function: To maintain a record of cruiser car speedometer calibrations
Description: Calibration cards for service vehicle speedometers
Retention & Disposition: Destroy after 3 years

127.08 Traffic Not Guilty Plea Records
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 & Disposition: Destroy after 2 years

127.09 Vehicle Lien Records
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 & Disposition: Destroy 6 years after file closure

127.10 Vehicle Mechanical Checks
Function: To maintain a record of mechanical checks done to private vehicles involved in serious or fatal accidents

Description: Vehicle mechanical check forms
Retention & Disposition: Destroy 5 years after file closure