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