

DECISION/DIRECTION NOTE

Title: Updated Retention Schedule for ATIPPA Files
Date Prepared: August 28, 2019
Report To: Committee of the Whole
Councillor and Role: Mayor Danny Breen, Governance & Strategic Priorities
Ward: N/A

Decision/Direction Required:

Council is required to approve the updated and attached retention schedule to include the retention and final disposition of ATIPPA files. The Access to Information and Protection of Privacy Office recommended that ATIPPA files be specifically addressed in the City's retention schedule. As such, the City's Records Analyst in consultation with the ATIPP Coordinator hereby recommend the destruction of records beyond seven years in relation to requests to access information or to correct personal information through ATIPPA."

Discussion – Background and Current Status:

Key Considerations/Implications:

1. Budget/Financial Implications: N/A
2. Partners or Other Stakeholders:
 - a. *The Access to Information and Protection of Privacy Office*
 - b. Requesters filing ATIPP applications
 - c. City Staff and Members of Council
3. Alignment with Strategic Directions/Adopted Plans:
 - a. *An Effective City*
4. Legal or Policy Implications:
 - a. *Access to Information and Protection of Privacy Act*
5. Privacy Implications:
 - a. *Access to Information and Protection of Privacy Act*
6. Engagement and Communications Considerations: N/A
7. Human Resource Implications: N/A



8. Procurement Implications: N/A
9. Information Technology Implications:
 - a. Insofar as the disposal of electronic information related to ATIPP requests.
10. Other Implications: N/A

Recommendation:

That Council approve the revised Retention Schedule for Records Management in relation to the retention of ATIPPA Files.

Prepared by/Date: Karen Chafe, Supervisor – Office of the City Clerk
August 28, 2019

Reviewed by/Date: Elaine Henley, City Clerk
August 28, 2019

Approved by/Date: Elaine Henley, City Clerk
August 28, 2019

Attachments: Retention Schedule

Schedule B
Records Retention Schedule
Adopted by Council:

Series	Function	Retention Period	Final Disposition
<u>Office of the City Manager/Corporate Services</u>			
<u>Mayor's Office</u>			
General Administration	Administration Files dealing with the activities and responsibilities of the Mayor. These include correspondence, proclamations, and committee files	Current + 7 years	Selective retention by Archives
<u>City Clerk/Legislative Services</u>			
General Administration	Administration Files which include financial and employee information, committee files, correspondence and departmental information	Current + 7 years	Selective retention by Archives
Assessment Review Court	Appeals, decisions, correspondence and financial information concerning Assessment Reviews	Current + 7 years	Selective retention by Archives
Access to Information and Protection of Privacy Act	Records regarding requests to access information or to correct personal information through the Access to Information and Protection of Privacy Act (ATIPPA)	Current + 7 years	Destroy
Council Meeting Minutes	Official signed copies of the Regular and Special Minutes of Council	Permanent	Archives
Council Meeting Agendas	Bound agendas for Regular and Special Meetings. Electronic Agendas with all supporting documentation	Permanent	Archives
Council Meeting Audio tapes	Audio recordings of Council Meetings	Current + 7 years	Destroy
Council Meeting Directives	Electronic Council Directives	Permanent	Permanent
Elections General Files	Files dealing with Municipal Elections including financial, candidate and voter information	Current + 7 years	Selective retention by

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			Archives
Elections By-Election Files	Files dealing with Municipal By-Elections including financial, candidate and voter information	Current + 7 years	Selective retention by Archives
Elections Voter's Lists	List of registered voters in the City of St. John's	Permanent	Archives
Grants	Applications for grants from the City of St. John's	Current + 3 years	Destroy
Mail Room Invoices	Invoices for City Purchases – only copy	Current + 7 years	Destroy
Purchase Orders	Documents attesting to a credit of a receipt of payment or pre-payment	Current + 5 years	Destroy
Stationary Stores Requisitions	Manual Pick Lists – Requests for stationary supplies and office equipment. These are the only copies of these files	Current + 7 years	Destroy
<u>Human Resources – Administration</u>			
General Administration	Files which include financial and employee information, committee files, correspondence and departmental information	Current + 7 years	Selective retention by Archives
Amalgamation Files	Files concerning amalgamation information and issues. This includes information concerning the Metroboard collective agreement and staff, the Goulds, temporary staff, and invoices	15 Years – held for review	Selective retention by Archives
Awards	Information concerning awards dinners, service pins and newsletters	Current + 7 years	Selective retention by Archives
Certification Files	Certificates awarded to City Employees as well as Decertification Orders	Current + 7 Years	Destroy

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Collective Bargaining	Union Collective Agreements	Current + 7 Years	Permanent
CUPE Local 569 Non-Operating Reports	St. John's Municipal Council Non-Operating reports (B-reports). These contain names, work numbers and distribution	Current + 5 years	Destroy
Differentials	Files documenting changes in pay for a specific period of time. The information contained in these files is sent to payroll unless they are dealing with TOILOT	Current + 5 years	Destroy
Employee Leave Slips	Transitory records documenting employee leave and leave requests. This includes annual, sick, time off in lieu of overtime, family illness, moving, bereavement, personal business, etc. These forms are submitted by employees to their supervisors, and once completed are sent to HR	Current + 1 Year	Destroy
Grievances	Forms documenting complaints made by employees against the City	Current + 7 Years	Destroy
Job Postings	Information concerning available positions and the personnel hired to fill these positions	Current + 5 years	Destroy
Overtime Forms	Forms documenting employee overtime hours. This information is in payroll unless it is dealing with TOIL	Current + 5 years	Destroy
Personality Tests – Unsuccessful Applicants	Tests administered to unsuccessful candidates applying for various positions. If the applicant applies for a different position, a new test is administered. If the applicant is successful, the test is kept with the Personnel File	1 Year	Destroy
Personnel Files	Personal information concerning the work history of each City employee. Retention period in keeping with Provincial Legislation	85 years from date of birth	Sample retention by Archives
Probation Reports	Information concerning the probation period of employees	Current + 5 years	Destroy

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Requisitions for Personnel	Information concerning positions that need to be filled within City Departments	Current + 5 years	Destroy
Seniority and Accrual Lists	Employee seniority and annual/sick leave information	Current + 5 years	Selective retention by Archives
Training Requisitions	Payment information concerning employee training and courses	Current + 5 years	Destroy
Workers Compensation	Files and claims for employees who have been injured on the job. These files are organized by employee birth date. Retention period in keeping with Provincial Legislation	85 Years from date of birth	Destroy
<u>Timekeeping – Depot</u>			
Checklists/Attendance Records	Departmental attendance records	Current + 7 years	Destroy
Employee Leave Slips	Forms documenting Leave by employees	Current + 1 Year	Destroy
Exception Reports	Daily reports from various departments with 569 employees that are submitted for time entry for pay	Current + 2 Years	Destroy
Job Postings	Information concerning available positions, the personnel hired to fill these positions and refused positions	25 Years	Retained for grievance purposes/ Destroy
Job Postings – unsuccessful applicants	Resumes and information concerning unsuccessful candidates for employment	Current + 1 Year	Destroy
Refusals and Adjustments	When a 569 employee is offered overtime and it is refused. This is keyed against them for the purpose of calling in for overtime. Adjustments are keyed for employees to either decrease or increase their overtime	Current + 5 Years	Destroy

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	hours for the 569 overtime printout		
Timesheets	Files concerning employee hours, overtime and leave	Current + 7 years	Destroy
Series	Function	Retention Period	Final Disposition
<u>Office of the City Solicitor</u>			
General Administration	Administration Files which include financial and employee information, claims, appeals and by-laws as well as information concerning other departments	Current + 10 years	Selective retention by Archives
Building Violations	Files concerning legal action against properties which did not adhere to building regulations or did not address recommendations made by the Building Department	Current + 10 years	Selective retention by Archives
Claims	Legal files dealing with claims against the City of St. John's. These files include information concerning the incident in question as well as the outcome of the case	Current + 10 years	Selective retention by Archives
Contracts	Contracts between the City of St. John's and outside companies for municipal work such as road repairs, building work and construction	Current + 10 years	Destroy
Insurance Information	Information concerning City Insurance policies and renewal information	Current + 10 years	Destroy
Insurance Policies	Official City Insurance Policies, renewal information and correspondence	Current + 21 years	Destroy
Leasehold Land	Files concerning the purchase and sale of Leasehold land	Current + 10 years	Selective retention by Archives
Real Estate	Files on real estate transactions for property expropriated, purchased or sold by the City	Current + 10 years	Selective retention by Archives

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Series	Function	Retention Period	Final Disposition
<u>Planning, Engineering & Regulatory Services</u>			
General Administration and Director's Files	Administration Files which include financial and employee information, committee files, and correspondence as well as files held and maintained by the Director	Current + 7 years	Selective retention by Archives
AS 400 files	An operating system containing building file information – this includes file numbers, financial information and notes on new properties, renovations and complaints. AS 400 has been replaced by MS Govern, but all file information should remain intact	Permanent	Selective retention by Archives
Complaints	Complaints made to the City concerning the appearance and condition of a property, as well as notifications of violations of bylaws and City policies	Current + 7 years	Selective retention by Archives
Inspections	Building Applications for new construction, renovations, change of occupancy, and demolition	Current + 7 years	Selective retention by Archives.
MS Govern	A public sector software program that contains building file information – this includes file numbers, financial and payment information, notes on new properties, renovations and complaints new properties, renovations and complaints	Permanent	Selective retention by Archives
<u>Plumbing Inspection</u>			
Plumbing Inspection	Applications for Plumbing for new construction and repairs, includes plumbing certificates and cost estimates on materials	Current + 7 years	Selective retention by Archives

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<u>Electrical Inspection</u>			
Inspections	Applications for Electrical for new construction and repairs, Field Alteration Notice Books	Current + 7 years	Selective retention by Archives
<u>Taxi Inspection</u>			
Taxi Inspections	License Applications	Current + 7 years	Destroy
<u>Engineering</u>			
General Administration	Files dealing the responsibilities and activities of the Engineering Department including claims, environmental initiatives, external correspondence, municipal issues, tenders, reports, committees and contracts	Current + 7 years	Selective retention by Archives
Building - Change of Occupancy or Use	Files containing information about the change of use and changes or improvements of properties within the City	Current + 7 years	Selective retention by Archives
Building – New construction	Files containing plans and information concerning the construction of buildings and properties, as well as additions to existing properties. Quarry Applications are also included with these files	Current + 7 years	Selective retention by Archives
Building – Subdivisions	Proposals and plans for subdivisions	Current + 7 years	Selective retention by Archives
Compliance Letters	Responses to Companies and individuals looking into the history of a property (Outstanding notices or permits, etc.)	Current + 5 years	Destroy
Contracts	Contracts between the City of St. John’s and outside companies for municipal work such as road repairs, building work and construction. There is a copy with	Current + 7 years	Destroy

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	Legal		
Public Hearings	Documentation on Public Hearing and Public Meetings. These are transferred directly to Archives	Permanent	Archives
<u>Parking Services</u>			
General Administration	Financial Information and reports, information about street closures and signs, traffic notices, employee information	Current + 6 years	Selective retention by Archives
B-Reports	Employee information concerning hours worked. Includes the date, employee name and number – these reports are included in the Payroll Register	Current + 6 Years	Destroy
Cash Audit Forms	Information concerning revenue and deposits from parking meters	Current + 6 Years	Destroy
Court Attendance Requests	Notices and subpoenas sent to enforcement officers to appear in court for parking infractions	Current + 6 Years	Destroy
Daily Route Assignments	Information concerning the daily work of parking enforcement officers and parking areas. These are also known as Daily Route Lists or Sheets and contain route information, complaints and schedules	Current + 2 years	Destroy
Key Sign-in Books	Daily listing of route numbers, the number of keys returned, the time of return, any issues and a signature confirming the information	Current + 6 Years	Destroy
Letters	Correspondence regarding voided tickets	Current + 2 years	Destroy
Low Value Purchase Orders	Documents attesting to a credit of a receipt of payment or pre-payment	Current + 2 years	Destroy
Meter Complaints	Files concerning problems or complaints with tickets issued at parking meters	Current + 2 years	Destroy
Meter Rental Applications	Applications and payment information for renting metered parking spaces	Current +6 years	Destroy

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Meter Routes	Record of changes made to meters & problems encountered during collection of funds weekly by route	Current + 2 years	Destroy
Parking Permit Applications	Applications for parking permits in residential locations (includes Impaired Mobility permits)	Current +7 Years	Selective retention by Archives
Parking Tickets	Tickets and pink copies of tickets issued by Parking Services. There is an additional copy held at the Provincial Court See Policy 01-02-001	Current + 2 years	Destroy
Public Notices	Notices informing motorists and residents about traffic and parking restrictions. Includes correspondence concerning restriction requests from residents	Current +7 Years	Selective retention by Archives
Special Event Permit Applications	Applications for outside organizations and individual events requesting to hold events within city limits. This includes the permit application, insurance, email correspondence, and permits	Current + 6 years	Destroy
Subpoenas	Information concerning contested tickets and court appearances	Current + 2 years	Destroy
Ticket Book Confirmation Forms	Tickets verifying the ticket books used by enforcement officers. Includes ticket numbers, officer information, the date and a verification signature	Current + 2 years	Destroy
Ticket Complaints	Complaints about issued tickets and Cancelled Tickets	Current + 2 years	Destroy
Towed Vehicles/Tow Books	Listing of Towed Vehicles as well as Permits and Receipts concerning vehicle towing	Current + 2 years	Destroy
Voided Tickets	Tickets that have been cancelled by a Parking Enforcement Officer	Current + 2 years	Destroy
Vehicle Checklists	Daily checklists for vehicle inspection	Current + 2 years	Destroy

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Water Conservation Patrol Activity Report	Compliance reports and investigations into citizens using water outside of conservation guidelines (i.e. water during prohibited hours, sprinklers and hoses left on, any use of water outside of the designated time)	Current +2 years	Destroy
Series	Function	Retention Period	Final Disposition
<u>St. John's Regional Fire Department</u>			
Medical Transport Forms/EMA Reports	Medical and incident information documenting emergency calls and situations	Current + 10 Years	Destroy
Series	Function	Retention Period	Final Disposition
<u>Public Works</u>			
<u>Public Works and Parks - Administration</u>			
General Administration	Files which include financial and employee information, committee files, correspondence and departmental information	Current + 7 years	Selective retention by Archives
Agendas	Copies of Special Meeting Agendas	Current Year	Destroy
Bulk Garbage	Schedules and general information concerning Bulk Garbage Pick-up and Metals disposal	Current + 5 years	Destroy
Caretaker Reports	Daily reports maintained by caretakers of parks in St. John's. These include hours and checklists	Current + 2 years	Destroy
Cashier's Reports	Monthly financial information dealing with permits payments and humane services	Current + 7 years	Destroy

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	accounts. These reports are now handled through the City's call centre		
Claims	Legal files dealing with Claims against the City of St. John's. Files include claim information and the outcomes of the cases	Current + 7 years	Selective retention by Archives
Development Files	Files concerning the development of subdivisions, renovations and rezoning	Current + 7 years	Selective retention by Archives
Environmental Services	Environmental Services work orders	Current + 5 years	Destroy
Foreperson's OT Banked, Gate Duty, Gate Sick List	Public Works administration files containing attendance and leave information. This is the only copy of this information, but employee leave would appear in payroll or HR files	Current + 1 year	Destroy
General Deliveries and Supplies	Deliveries of equipment and supplies to open spaces and trails	Current + 2 years	Destroy
Open Space – Trails and Maintenance Reports	Brief daily or weekly reports indicating employees and time put into open space and trail maintenance	Current + 5 years	Destroy
Playgrounds	Files dealing with the daily maintenance, condition and safety of Playgrounds	Current + 5 years	Destroy
Programs	Files dealing with yearly programs created by the City, such as Tree Chipping and Pruning	Current + 5 years	Selective retention by Archives
Reports	Reports on maintenance of various areas within the City, as well as buildings and horticulture	Current + 5 years	Selective retention by Archives
Rodent Control	Files dealing with pest control at City Parks	Current + 5 years	Destroy

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Snow Clearing	File dealing with City snow clearing, including areas cleared, schedules and equipment	Current + 5 years	Destroy
Traffic Work Orders	Maintenance work orders and repair information for Streets and Roads	Current + 5 years	Destroy
User Guides	Guides for using equipment	Current + 5 years	Destroy
Vehicle Checklists	Daily checklists for vehicle inspection	Current + 2 years	Destroy
Winter Maintenance	Files dealing with the maintenance of snow clearing equipment, ice control, salting and snow clearing schedules	Current + 5 years	Destroy
<u>Fleet Services</u>			
General Administration	Files which include financial and employee information, committee files, correspondence and departmental information	Current + 7 years	Selective retention by Archives
Company Files	Financial and general information concerning companies working with Fleet services	Current + 2 years	Destroy
Entity Set-Up Sheets	Forms dealing with the creation of computer files	Current + 2 years	Destroy
Exemption/Exception Reports	Files concerning employee hours, overtime and leave	Current + 2 years	Destroy
Fleet Print Outs/Registers/ Monthly Reports	Information concerning changes or alterations to work orders, audit reports, inventories, and job information	Current + 2 years	Destroy
Overtime Reports	Documentation of employee overtime. This is the only copy of this information	Current + 2 years	Destroy
Pick Lists	Invoices or order forms for equipment needed by Fleet Services	Current + 7 years	Destroy

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Shift Differential	Changes in hours worked or pay for a period of time. This is the only copy of this information	Current + 2 years	Destroy
Tenders	Requests for bids for contracts providing the City with products or services	Current + 7 years	Destroy
Time Cards	Daily information concerning hours worked and breaks for employees. This is the only copy of this information	Current + 2 years	Destroy
Time Sheets	Documents the hours worked by Fleet employees. This is the only copy of this information	Current + 7 years	Destroy
Work Order Cards	Cards dealing with standing work orders	Current + 2 years	Destroy
Work Orders	Work orders concerning the maintenance and repair of Fleet equipment	Current + 2 years	Destroy
<u>City Buildings</u>			
General Administration and Director's files	Administration Files which include financial and employee information, committee files, and correspondence as well as files held and maintained by the Director	Current + 7 years	Selective retention by Archives
Accounts Payable Invoices	Invoices for products and services as required by City Buildings	Current +6 years	Destroy
Low Value Purchase Orders	Documents attesting to a credit of a receipt of payment or pre-payment	Current + 2 years	Destroy
Payroll Data Entry Records	PMG monthly payroll data entry file which includes all payroll reports and keying logs related to StarGarden, employee leave slips, directive emails, monthly attendance record, shift schedules, daily sick lists, overtime call	Current + 5 Years	Destroy

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	out lists and anything pertaining to employee leave or employee job reporting. Also includes reports associated with posting of work order costs as attached to payroll and any miscellaneous Wennsoft reports		
Pick Lists	Invoices or order forms for equipment needed by City Buildings	Current + 7 years	Destroy
Security Reporting	Detailed log of day to day and suspicious activity as surveyed by security personnel (Internal and External Reports)	Current +3 Years	Destroy
Vehicle Inspection Reports/Tickets	Form detailing which employee is assigned to each vehicle, vehicle type, supervisor and materials on board	Current + 2 years	Destroy
<u>Water & Wastewater</u>			
Regional Water Back-up Tapes	Data Cartridge Tapes containing SCADA system information. Tapes from Bay Bulls Big Pond, Windsor Lake, Petty Harbour Long Pond and Riverhead	Current + 10 years	Destroy
Water Conservation Issues and Permits	Water conservation files as well as listings of issued permits by street or area and payments	Current + 7 years	Destroy
Accounting	Purchase Orders and other financial information	Current + 6 Years	Destroy
<u>Waste Management</u>			
General Administration	Administration Files which include pilot project files, reports, and correspondence	Current + 7 years	Selective retention by Archives
Facility Operations Financial Payments	Workplace requisitions and invoicing information related to clean up expenses (vacuum collection, Tyvek, litter pick up,	Current + 7 years	Destroy

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	handcarts, etc.). This also includes bills of lading		
High Value Purchase Orders	Documents attesting to a credit of a receipt of payment or pre-payment for transactions of more than \$350.00	Current + 7 years	Destroy
Low Value Purchase Orders	Documents attesting to a credit of a receipt of payment or pre-payment	Current + 2 years	Destroy
Payroll Data Entry Records	PMG monthly payroll data entry file which includes all payroll reports and keying logs related to StarGarden, employee leave slips, directive emails, monthly attendance record, shift schedules, daily sick lists, overtime call out lists and anything pertaining to employee leave or employee job reporting. Also includes reports associated with posting of work order costs as attached to payroll and any miscellaneous Wennsoft reports	Current + 5 Years	Destroy
Recycling Reports	Robin Hood Bay sanitary fill transaction listings	Current + 5 Years	Destroy
Revenue Processing Fees	Listings of fees owed to the City, load summaries, tipping fees, weigh bills, scale tickets, bills of lading and payment information related to recycling and waste management	Current + 7 years	Destroy
Stationary Stores Requisitions	Manual Pick Lists – Requests for stationary supplies and office equipment	Current + 7 years	Destroy
Tenders	Requests for bids for contracts providing the City with products or services	Current + 7 years	Destroy
Waste Management Industry Survey	Copies of surveys completed by management for Statistics Canada concerning the	Current + 5 Years	Selective retention by

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	contributions made by the waste management industry to Canada's economy and environment		Archives
Weigh Bills	Description of goods brought to or from Robin Hood Bay. One copy of the bill goes with the driver and we keep the official copy. Contains financial information concerning the charge for materials. This information is also kept electronically with PC Scales for an indefinite amount of time	Current + 1 Years	Destroy
Series	Function	Retention Period	Final Disposition
<u>Finance & Administration</u>			
<u>Director's Files</u>			
Amalgamation	Files dealing with the Amalgamation of the Goulds and other towns into the City of St. John's	Current + 7 Years	Selective retention by Archives
Assessments	Assessments of property to determine taxes	Current + 7 Years	Destroy
Bank Reconciliation	Monthly bank statements with balances of reconciliation to General Ledger control A/C	Current + 7 Years	Destroy
Bond Issue	Bonds purchased or sold by the City at a particular time and an identifiable date of maturity	Current + 12 Years	Destroy
Cheque Requisitions	Requests for cheques from the City	Current + 7 Years	Destroy
Civic Centre Files	These are banking files dealing with the Civic Centre Corporation	Current + 7 Years	Destroy

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Collections	Collection of payments owed to the City	Current + 7 Years	Destroy
Contracts	Contracts between the City of St. John's and outside companies for municipal work such as road repairs, building work and construction. There is a copy with Legal	Current + 7 years	Destroy
Electrical Maintenance Inventory	Originate in Electrical Maintenance, journalized by finance to go in general ledger, end of month information is reflected in appropriation report	Current + 5 Years	Destroy
Equipment Lease	Financial information about leases on large equipment **Technically should be only held as long as the equipment is in use plus 1-2 years	Current + 5 Years	Destroy
Fiscal Agent	Requests for proposals for fund management	Current + 5 Years	Destroy
Gasoline Tax	Tax that is applied to gasoline sold based on the amount of business done	Current + 7 Years	Destroy
Grants	Financial information concerning grants from the City of St. John's	Current + 7 Years	Destroy
Group Insurance	Files, correspondence and financial information dealing with employee insurance policy	Current + 10 Years	Destroy
HB Group Insurance	Financial information concerning City Insurance policies from HB Group (now The Co-operators)	Current + 10 Years	Destroy
HST	Amount collected and paid to the government	Current + 7 Years	Destroy
Investment Statements	Statements documenting agreements and terms of issues between the City and Investment firms	Current + 7 Years	Destroy
Miscellaneous Deposits	City bank deposit information	Current + 7 Years	Destroy

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Miscellaneous Memo	Miscellaneous departmental correspondence	Current + 7 Years	Selective retention by Archives
Municipal Pension	Administration and financial information concerning changes and consultations to Pension Plans and Benefits. HR does have a copy of most Pension information but does not have specific account details or payroll adjustment information	Current + 10 Years	Destroy
NAPE Union Dues	Used to document the amount of dues paid by the members of the union	Current + 6 Years	Destroy
Non-Profit Housing	Financial information and deeds concerning non-profit housing	Current + 7 Years	Destroy
Payroll Clearing	Financial information dealing with an account use to clear payroll cheques for employees	Current + 6 Years	Destroy
Payroll Master	Yearly master record for payroll information	Current + 21 Years	Destroy
Payroll Tax	Taxes held back from employee pay	Current + 7 Years	Destroy
Pension Plan Invoices	Invoices for amounts owed on Pension Plans	Current + 7 Years	Destroy
Pension Plans	Administration and financial information concerning changes and consultations to Pension Plans and Benefits	Current + 7 Years	Destroy
Remittance Slips	Documentation of payments to or from the City	Current + 7 Years	Destroy
Remittance summaries	Information concerning money sent to the City of St. John's	Current + 7 Years	Destroy
Taxation	Waterfront Properties and Mill Rates	Current + 7 Years	Destroy

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Third Party Demands	Payroll files dealing with outside sources	Current + 7 Years	Destroy
Transportation Commission	Financial information and employee reports	Current + 7 Years	Selective Retention by Archives
<u>General Files</u>			
General Administration	Administration Files which include financial and employee information, departmental information and correspondence	Current + 7 Years	Selective Retention by Archives
1289 Administration Recaps/Bi-Weekly Admin	Payroll recaps – payroll information by department with financial information including cheque numbers, hours, dollar value, all deductions, net pay, register comes from summary, cheques created from register	Current + 7 Years	Destroy
A/P Cashed Cheques	Cheques cashed by Accounts Payable	Current + 7 Years	Destroy
Amalgamation Recaps	Summary of payroll information related to amalgamation – cheque numbers, hours, dollar value, etc.	Current + 7 Years	Destroy
Cash Command	Update on financial system through the Royal Bank on City Financial Transactions	Current + 7 Years	Destroy
Cash Receipts	Payments made to the City	Current + 7 Years	Destroy
HST Queries	IBM Query for AS400 – HST paid/receivable by vendor, includes invoice #, dollar amount, transaction number and date	Current + 7 Years	Destroy
Invoice Edit Updates	Detail transactions of invoices keyed to each approved subhead for cheque requisition payments	Current + 7 Years	Destroy
Journal Vouchers	Financial records of purchases and payments made by the City	Current + 7 Years	Destroy

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Payroll Cheque Listing	RBC disbursement auditor systems report – outstanding issued cheques report by cheque reference number – listing of cheque numbers, amounts and dates	Current + 6 Years	Destroy
Public Works Recaps	Cheque numbers, hours, dollar value, all deductions, net pay, register comes from summary, cheques created from register	Current + 7 Years	Destroy
Recreation Cash Reports, Downloads and Updates	Financial information relating to Recreation program and facilities, such as daily revenue	Current + 7 Years	Destroy
Travel Files	Financial information concerning travel expenses	Current + 7 Years	Destroy
Vendor Files	Vendor information used for identification, mailing and payments	Current + 7 Years	Destroy
Work Authorizations	Pre-numbered document that initiates a billing system whereby council charges residents for municipal services (water, sewer, streets, repair work, etc.) – gives authorization to do work or make a purchase	Current + 6 Years	Destroy
<u>Payroll</u>			
General Administration	Administration Files which include financial and employee information, departmental information and correspondence	Current + 7 Years	Selective retention by Archives
1993 CUPE 569 Strike Files	Management payroll information, overtime and register sheets	Current + 21 years	Destroy
Account Reconciliations	Statements of accounts used to verify that balances are in agreement	Current + 7 Years	Destroy
B-Reports	Employee information concerning hours worked. Includes the date, employee name and number – these reports are included in the Payroll Register	Current + 6 Years	Destroy

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Canada Savings Bonds	Listing of payroll deductions for Canada Savings Bonds from employee cheques	Current + 6 Years	Destroy
Cheque Reconciliation	A comparison of a statement of credits and debits used to determine what cheques have cleared and which are outstanding	Current + 6 Years	Destroy
Employee Earnings Records	Record of hours worked and pay for City Employees	85 Years from date of birth	Destroy
Municipal Tax Deduction Updates	Listing of payroll deductions for Municipal Taxes that have been deducted from employee cheques	Current + 6 Years	Destroy
Overtime Reports	Employee Overtime – these reports are also included in the Payroll Register	Current + 4 Years	Destroy
Payroll History	Detailed account of employee’s yearly earnings	Current + 21 Years	Destroy
Payroll Master	Yearly master record for payroll information	Current + 21 Years	Destroy
Payroll Personnel Files	Personal information concerning the work history of each City employee. In keeping with Provincial Legislation	Until employees are 85 Years of age	Destroy
RBC Reports	Reports from RBC (Royal Bank of Canada) confirming that money for payroll has been transferred to the payroll account with the correct deposit date	Current + 6 Years	Destroy
Recaps	Summary of the monthly Payroll Register – includes information about deductions, gross pay, income tax, CPP, etc.	Current + 6 Years	Destroy

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Records of Employment	Employee earning information used by the Federal or Provincial Government once an employee has been terminated. This documents hours worked and financial information and can be used for EI claims	Current + 7 Years	Destroy
Registers	Detailed listing of all employees paid, including Gross Pay, Net Pay, deductions, etc.	Current + 7 Years	Destroy
T-4's, T-4A's and Working Papers	Employee earning information used by the Federal Government. This documents all earnings and deductions, and is used for income tax purposes	Current + 7 Years	Destroy
Void Cycle Recaps	Summary of cancelled and voided cheques	Current + 6 Years	Destroy
Void Register	Detailed listing of all cancelled and voided cheques	Current + 6 Years	Destroy
<u>Taxation – Revenue Accounting</u>			
Abatements and Journals	Original document for input of adjustments to tax accounts	Current + 7 Years	Destroy
Accounts Receivable - Master	Record of status of tax accounts as at month end	Current + 7 Years	Destroy
Accounts Receivable - Adjustments	Adjustments to accounts owing money to the City that modifies the amount owed. These can occur due to the reversal of payments or municipal adjustments	Current + 6 Years	Destroy
Arrears	Record of payments owed to the City	Current + 6 Years	Destroy
Bank Line	Record of Electronic Payments	Current + 6 Years	Destroy
Bank Mortgage Info/Bank Correspondence	Mortgage company requests	Current + 1 Year	Destroy

Schedule B
Records Retention Schedule
Adopted by Council:

Cash Edits	Proof of posting of transactions to tax accounts	Current + 6 Years	Destroy
Cash Receipts	Payments made to the City	Current + 6 Years	Destroy
Cash Sheets	Breakdown of daily totals by a Cashier	Current + 7 Years	Destroy
Cash Verification	Cashier's Daily Cash Verification – Tool to assist in balancing cash receipts and float	Current + 6 Years	Destroy
Commercial Property Tax Allowance Claims	This form is required to be completed by commercial property owners wishing to submit a commercial property tax allowance claim	Current + 7 Years	Destroy
Contra	Information concerning adjustments to business accounts in arrears. Any cheque payable to the business would instead be used to repay what is owed to the City. This includes copies of letters to businesses, account/transaction information and historical aged trial balances	Current + 6 Years	Destroy
Debit & Visa	Record of Debit/Credit Card payments	Current + 6 Years	Destroy
Deed Cover Letters	Letters accompanying new deeds or address and name changes	Current + 1 Year	Destroy
Name & Address Changes	Civic Address changes/change of owner	Current + 3 Year	Destroy
New Appraisals	Documents used for the calculations for adjustments to tax accounts particularly dealing with increases/decreases in property value, water status and/or business occupancy/vacancy	Current + 7 Years	Destroy
Payment Review Board	Council directives and supporting information regarding decisions and actions of the Payment Review	Current + 7 Years	Selective retention by

Schedule B
Records Retention Schedule
Adopted by Council:

	Board regarding citizens applying for tax relief. This includes names, addresses, account information, applicant status, recommendation letters and payment information for property owners in arrears		Archives
Pre-Authorized Debit Statements & Cancellations (PAD)	Pre-Authorized Payments made to the City	Current + 6 Years	Destroy
Pre-Authorized Payments (Bank Sheets, Cancellations)	Regular monthly or Yearly payments which are pre-authorized by a bank and the city	Current + 6 Years	Destroy
Refunds	Refund of Payments	Current + 6 Years	Destroy
Returned Cheques	If non-sufficient funds, these are returned cheques that are returned to Tax Accounts	Current + 6 Years	Destroy
Robin Hood Bay Adjustments	Documentation of posting of adjustments to sanitary landfill accounts	Current + 5 Years	Destroy
Robin Hood Bay Adjustment Edits	Transaction updates and edits for Robin Hood Bay	Current + 5 Years	Destroy
Robin Hood Bay Interest Calculations on Arrears	Listing of accumulated interest for outstanding charges on Robin Hood Bay permit holder accounts	Current + 6 Years	Destroy
Robin Hood Bay Invoice Register	Listing of Robin Hood Bay users	Current + 3 Years	Destroy
Robin Hood Bay Permit Applications	Applications for renewal or new permits for use of Robin Hood Bay. These are renewed on a yearly basis	Current +3 Years	Destroy
Robin Hood Bay Trial Balance/Tipping Fees	Listing of monthly charges for the use of Robin Hood Bay by permit holders. This is used for month end balancing of Taxes Receivable and B.I.A receivable.	Current + 6 Years	Destroy
Robin Hood Bay Weigh Bills	Description of goods brought to or from Robin Hood Bay	Current + 1 Year	Destroy

Schedule B
Records Retention Schedule
Adopted by Council:

Senior Citizens Tax Reduction (SCTR)	Reduction Application forms for the Property Tax Reduction and Reduction Disqualifications	Current + 6 Years	Destroy
Supplementary Municipal Tax Bills	Adjustments to municipal tax bills as a result of new assessments	Current + 6 Years	Destroy
Tax Certificates (requests and completed)	Legal Document certifying the tax position of an account as at a specific date. Requests from law firms on the tax position of accounts. This request shows that an account is clear	Current + 7 Years	Destroy
Tax Information Request	Requests from citizens and organizations as to what is owing on an account	Current + 5 years	Destroy
Tax Register (Business, Property, Municipal Tax)	Record of tax billings which occur twice a Year. Includes roll #, name, location and billing amount	Current + 21 Years	Destroy
Water for Shipping	Amount of water supplied to ships	Current + 5 Years	Destroy
Water Meter – Accounts Receivable	Monthly listing of water meter account balances	Current + 6 Years	Destroy
Water Meter Master	Listing of all water meter accounts on the system including suspended accounts as well as the balances of each account	Current + 6 Years	Destroy
Water Meter Readings – Adjustments	Adjustments to water meter accounts	Current + 6 Years	Destroy
Water Meter Register	Record of water consumption charges for the billing period	Permanent	Destroy
<u>Assessment Division</u>			
General Administration	Administration Files which include financial and employee information, committee files, correspondence and departmental information	Current + 7 years	Selective retention by Archives

Schedule B
Records Retention Schedule
Adopted by Council:

Assessment Rolls	Records owners and occupiers of properties, tax information. Hard copy and electronic format	Permanent	Archives
Deeds	Copies of Deeds of homes purchased in St. John's	Current + 7 years	Destroy
Internal Office Memos	Correspondence within the department and brief notes on properties	Current + 3 years	Destroy
Multiple Listings Service Books (MLS)	Books of Real Estate Listings	Current + 1 year	Destroy
Series	Function	Retention Period	Final Disposition
Community Services			
<u>Recreation</u>			
General Administration	Administration Files which include financial and employee information, facility information and programs	Current + 7 years	Selective retention by Archives
Accounting	Administration files dealing with financial matters, employee hours, and purchase orders	Current + 7 years	Destroy
Accounts Receivable	Accounting records dealing with monetary issues and float maintenance	Current + 7 years	Destroy
Aquatics	Files concerning aquatic activities, including employee leave and reports, as well as facility information	Current + 5 years	Selective retention by Archives
Budget	Financial information concerning the budgets for various programs and facilities	Current + 6 years	Destroy
Buildings/Facilities and Property	Includes correspondence of a general nature on buildings/facilities and property, such as storage space, alterations/renovations, cleaning and maintenance	Current + 5 years	Selective retention by Archives
Committees	Includes correspondence of the establishment, organization, functions, agenda notices, reports etc. of	Current + 7 years	Selective retention by

Schedule B
Records Retention Schedule
Adopted by Council:

	boards, committees, commissions, councils, sub-committees, task forces and working groups. This includes both internal and external committees		Archives
Community Development	Administration file and program files dealing with areas such as Shea Heights, Kilbride, Mundy Pond, REAL files	Current + 7 years	Selective retention by Archives
Daily Sales Summary	Accounting/Financial records dealing with purchases from Recreation Departments (lockers, classes, registration, etc.)	Current + 6 years	Destroy
Employment	Administrative files dealing with hiring new employees, employee leave, and orientation. A copy of this information is sent to Human Resources	Current + 2 years	Destroy
Grants	Information and applications for grants from City Recreation as well as work grants for students and employees	Current + 3 years	Destroy
Incidents and Accidents	Includes information on accidents or incidents involving staff, equipment, the public, facilities and vehicles, includes reports and investigations	Current + 7 years	Destroy
Media and Advertising	Includes press releases, news clippings, copies of speeches, addresses, broadcasts, newsletters, articles, promotional material and advertisements for Recreation Programs and Facilities	Current + 5 years	Selective retention by Archives
Occupational Health and Safety	OHS checklists and inspections	Current + 2 years	Destroy
Outdoor Pools	Files concerning finances, staffing, rentals, inspections and reports of outdoor pool facilities	Current + 2 years	Destroy
Payroll Submissions	Files concerning weekly employee pay information. This information is now stored with Payroll	Current + 2 years	Destroy
Plans and Projects	Includes correspondence and organizational and department plans and projects	Current + 7 years	Selective retention by

Schedule B
Records Retention Schedule
Adopted by Council:

			Archives
Policies and Procedures	Departmental and organizational policies and procedures, includes information about facility booking and emergency procedures	Current + 7 years	Selective retention by Archives
Programs	Files dealing with recreation programs and facilities	Current + 5 years	Selective retention by Archives
Refunds/ Reimbursements	Financial information dealing with petty cash and payments	Current + 7 years	Destroy
Reports, Reviews and Statistics	Files dealing with organizational and departmental reports, such as maintenance, rentals and shift reports	Current + 5 years	Selective retention by Archives
Special Events	Files concerning special ceremonies, events and days involving the Recreation department and the City	Current + 5 years	Selective retention by Archives
Training and Development	Records of employee training and certification	Current + 5 years	Destroy
<u>Wedgewood Park Recreation Centre</u>			
General Administration	Administration Files which include financial and employee information, departmental correspondence, facility information and programs	Current + 7 years	Selective retention by Archives
Aquatics Lesson Plans	Records detailing the day to day activities planned for Aquatics classes	Current + 1 year	Destroy
Committees	Includes correspondence of the establishment, organization, functions, agenda notices, reports etc. of boards, committees, commissions, councils, sub-committees, task forces and working groups. This includes both internal and external committees	Current + 7 years	Selective retention by Archives

Schedule B
Records Retention Schedule
Adopted by Council:

Daily Sales Summary	Accounting/Financial records dealing with purchases from Recreation Departments (lockers, classes, registration, etc.)	Current + 6 years	Destroy
Deposit Books/Cash Reports	Financial information for deposits and withdrawals	Current + 7 years	Destroy
Facility Reports/FSW Reports	General files dealing with the day to day of Wedgewood Park Recreation Centre. This includes bookings and facility reports	Current + 5 years	Selective retention by Archives
Human Resources	Administrative files dealing with employee leave, job requisitions, training programs and evaluations and WHSCC files and reports	Current + 2 years	Destroy
Policies and Procedures	Departmental and organizational policies and procedures, includes information about facility booking and emergency procedures	Current + 7 years	Selective retention by Archives
Programs	Files dealing with recreation programs	Current + 5 years	Selective retention by Archives
Seniors Outreach Files	Files concerning Seniors programs and activities	Current + 5 years	Selective retention by Archives
Special Events	Files concerning special ceremonies, events and days involving Wedgewood Park	Current + 5 years	Selective retention by Archives
Summer Program Log Books	Journals detailing the day to day activities of Summer Program counselors	Current + 4 years	Destroy
Summer Programs	Administrative files concerning Summer programs. These include both financial and employee information	Current + 5 years	Selective retention by Archives

Schedule B
Records Retention Schedule
Adopted by Council:

<u>H.G.R. Mews Community Centre</u>			
General Administration	Administration Files which include financial and employee information, departmental correspondence, facility information and programs	Current + 7 years	Selective retention by Archives
Accounts, Rentals & Bookings	Financial and rental information concerning City owned properties. This includes receipts, subsidies, vending machine information and rental logs	Current + 7 years	Selective retention by Archives
After School Program	Files concerning the After School Program, including sign in sheets, permission slips and reports	Current + 4 years	Destroy
Aquatics	Files concerning aquatic activities, including employee leave and reports, as well as facility information	Current + 5 years	Selective retention by Archives
Aquatics Lesson Plans	Records detailing the day to day activities planned for Aquatics classes	Current + 1 year	Destroy
Cash Reports	Financial information for deposits and withdrawals	Current + 7 years	Destroy
Financial Assistance Applications	Applications from participants requesting financial assistance	Current + 6 years	Destroy
Payroll Submissions	Files concerning weekly employee pay information. This information is now stored with Payroll	Current + 2 years	Destroy
Sales Reports	Accounting/Financial records dealing with purchases from Recreation Departments (lockers, classes, registration, etc.)	Current + 6 years	Destroy
Seniors Outreach Programs	Files concerning Seniors programs and activities	Current + 5 years	Selective retention by Archives

Schedule B
Records Retention Schedule
Adopted by Council:

Summer Program Log Books	Journals detailing the day to day activities of Summer Program counselors	Current + 4 years	Destroy
<u>Supportive Housing</u>			
Energy Guide Evaluation Reports	Home GreenUp assessment reports, giving recommendations and detailing the energy consumption, reduction and general household environmental impact of select homes within the City of St. John's	Current + 1 Years	Destroy
Tenant files	Information about non- profit housing properties and tenants	Current + 7 years	Sample retention by Archives
<u>Humane Services</u>			
Adoptions	Includes adoption forms, receipts, client & animal information, call back forms, kennel charts & adoption agreements	Current + 7 Years	Destroy
Cash Receipts	Payments made to the City	Current + 7 Years	Destroy
Dead on Arrival (DOA) Forms	Records of animals that are deceased upon arrival to Humane Services	Current + 7 Years	Destroy
Deposit Books	Financial information for deposits made to City accounts on behalf of Humane Services	Current + 7 Years	Destroy
Employee Leave Slips	Forms documenting Leave by employees	Current + 1 Year	Destroy
Euthanasia Forms	Kennel charts of animals that have been euthanized. These forms include authorization signatures from owners and animal information	Current + 7 Years	Destroy
Legal	Solved legal issues and formal complaints involving animals and pet owners	Current + 10 Years	Selective Retention by Archives

Schedule B
Records Retention Schedule
Adopted by Council:

Low Value Purchase Orders	Documents attesting to a credit of a receipt of payment or pre-payment	Current + 2 years	Destroy
MS Govern Reports	Receipts for payments made to Humane Services	Current + 6 Years	Destroy
Return to Owner (RTO) Forms	Information concerning animals that have been returned to their owners	Current + 7 Years	Destroy
Surrendered Animal Identification Forms	Forms containing information concerning animals surrendered to Humane Services. These forms include authorization signatures	Current + 7 Years	Destroy
Vehicle Inspection Slips	Daily checklists for vehicle inspections	Current + 2 Years	Destroy
<u>Economic Development, Culture & Partnerships</u>			
General Administration	General files which include financial and employee information, correspondence as well as Travel information	Current + 7 years	Selective retention by Archives
Accounting	Purchase Orders and other financial information	Current + 6 Years	Destroy
Economic Development	Files dealing with Economic Development projects, activities and events as well as departmental correspondence	Current + 7 years	Selective retention by Archives
Ambassador Program	Information concerning volunteers and schedules	Current + 1 Years	Destroy
Art Grants	Applications for Arts Grants by artists and organizations and Arts Jury Correspondence. These are different from Corporate Services Grants files	Current + 3 Years	Destroy
Cruise Itineraries	Scheduled activities and ship details for visiting cruise ships	Current + 1 Years	Destroy
Special Event	Applications for outside organizations and individual	Current	Destroy

Schedule B
Records Retention Schedule
Adopted by Council:

Permit Applications	events requesting to hold events within city limits. This includes the permit application, insurance, email correspondence, and permits. 2015 onward everything is digital/scanned	+ 6 years	
Tourism	Administration and financial records concerning tourist attractions and public events including Cruise information	Current + 7 years	Selective retention by Archives
Tour Operator Insurance	Certificates of Insurance for Tour Operators. This includes copies of vehicle insurance, liability insurance, and hazard insurance. This helps to ensure that operators promoted by the City meet the criteria designated in policy 09-09-02. These are renewed and updated on a yearly basis	Current + 6 years	Destroy