



## **Records Retention and Disposition Schedule**

Archives and Records Management Division

June 6, 2025

## Effective Date

This document is effective as of June 18, 2025

## Overview

The City of St. John's (the City) Records Retention and Disposition Schedule (RRDS) highlights all the types of official records used to conduct City business, the divisional area responsible for the record, the methodology used to assess retention periods and the process to destroy records if required.

The RRDS applies equally to all records regardless of their format (i.e. paper or digital). The Archives and Records Management (ARM) division are responsible for the creation and maintenance of this schedule.

The Records Information Management (RIM) Governance Framework describes the actions supported by the City to meet RIM legal, regulatory and operational requirements. The Governance Framework has the following components:

- 1) Legal and Regulatory Framework – compilation of all the legislation, policy and regulations that reference RIM requirements with which the City must demonstrate compliance. [RIM Legal and Regulatory Framework](#)
- 2) RIM Policy (01-04-01) and RIM Procedure (01-04-01-01) – provides standardized, accountable, and transparent governance for Records and Information Management for the City. [01-04-01 Records and Information Management Policy](#) and [01-04-01 Records and Information Management Policy](#)
- 3) RIM Program – outlines how RIM works in the City which includes business drivers, divisional RIM assessments, retention and disposition schedules, Archives, service delivery accountability, education and awareness and performance monitoring. (Link to be inserted once program doc is complete).

This authorized schedule is a key element of the City's RIM Program and is guided by the principles of ISO 15489 Records Management standard ([ISO 15489](#)) as well as the Generally Accepted Records keeping Principles ([GARP](#)).

## Schedule Elements

The RRDS outlines the following key elements that define all the City's Official records – those records required to meet legal or fiscal obligations or records that reflect decision making processes. This schedule does not apply to Transitory records – a record that only has short term usefulness (e.g. copies of official records, meeting requests, drafts, etc.).

Function	Used to group records related to a specific department or division within the City (e.g. Community Service, Finance, Public Works etc.)
Record Series	Contains specific sets of records for each Function (e.g. Finance – Notice of Assessment, Assessment Rolls, Financial Audit, etc.)
Description	An explanation of the purpose of each record series
OPR	Used to denote the Office of Primary Responsibility for the Function. This would reflect the specific department or division that retains control of the record lifecycle from creation to disposition. The OPR has the responsibility to ensure the RRDS aligns with the Regulatory Authority relevant to the Record Series.
Access and Continuity	Used to highlight if the Record Series has any Personal Identifiable Information relating to it and if so whether a Records Safeguard Plan exists. A Record Series deemed to be Vital are those that are essential to maintain and continue the operations of the City, to establish or recreate the City's legal or financial position, and to preserve the rights of the City, its employees and the members of the public.
Regulatory Authority	Lists any current legislation, including regulations and by-laws, professional standards, collective agreements and City policies relating to the Record Series.
Retention	Reflects the Trigger Date (e.g. date record was created, file closed, etc.), Retention Period (i.e. how long the record is kept beyond the Trigger Date) and final Disposition (e.g. destroy, superseded/obsolete, permanent, archive or selective retention)

## Retention and Disposition Assessment

The Retention period is reflective of how long the record should be kept from its Trigger date to its final Disposition status. The decision to define the Retention period is made by the OPR for the Record Series in conjunction with the ARM Division. The following criteria are used to establish the Retention period:

- Operational – the amount of elapsed time during which the City uses the record to perform its functions
- Regulatory – the period necessary to comply with any statutory, legal or policy driven requirements
- Fiscal – the period necessary to comply with various Fiscal and/or Audit requirements
- Archival – records that have demonstrated preservation value or enduring significance relating to the history of the City

Disposition refers to the final action taken for the record once the Operational, Regulatory or Fiscal time periods have elapsed (i.e. the Retention Period). The following are the types of Disposition used by the City:

<b>D</b>	Destroy (records that must be destroyed based on their Retention Period regardless of their format – paper or digital)
<b>S/O</b>	Superseded/Obsolete (records that replace a previous iteration of a record)
<b>A/R</b>	Archive (records that been appraised to have demonstrated enduring legislative, historical, informational, evidential, or research value relating to the history of the City)
<b>P</b>	Permanent (records that have no archival value but have been deemed to be permanently retained)
<b>SR</b>	Selective Retention (records that have archival value at a point in time noting that it is not feasible to retain all of them)

## Responsibilities

All City employees, part-time, contract staff and elected officials who create, work with or manage official records shall:

- 1) Comply with the Retention Periods outlined in Schedules “A” and “B”
- 2) Ensure that records in their custody or control are protected from inadvertent damage or destruction

## Record Destruction

Records shall be securely destroyed as per Section 3.3 of Procedure 01-04-01-01 (Records and Information Management Procedures).

**Note** – Any records that have a Disposition status of **D** (Destroy) that are pertaining to a legal hold, active investigation or an ATIPP request shall not be destroyed until such actions have been finalized by the Legal division.

## Review and updates

This schedule will be reviewed by the ARM Division every 3 years in consultation with each Operational division at the City. The review will determine if new record series need to be established, or previous record series removed due to any operational changes. Operational divisions may require minor adjustments to retention periods in Schedule “B”.

These types of changes will require sign-off by the Legal Division and do not warrant obtaining Senior Executive Committee/Council approval.

## **Appendix “A”**

While each specific record series relates to a department/division a “Common” record series has been developed to reflect similar administrative records created across the City. These records do not have a specific OPR (Office of Primarily Responsibility) owner associated with the record and tend to have a shorter lifespan given their temporary usefulness.

## **Appendix “B”**

This appendix reflects the unique record series for each of the City’s operational areas.

Function

COMMON

Series Number	Record Series		
001-001	Administration – Business Unit		
Description	Records relating to the administration of a business unit (department/division) and may include calendars, correspondence of a routine nature, divisional updates, departmental information, staff meetings, workplans, budget notes, ad-hoc or in-house reports, and statistics. Includes administrative files held by Managers, Directors and Senior Executive.		
Excludes	Administration – Legal		
Access & Continuity	Personal Identifiable Information	Records Safeguard Plan	Vital Record
	Yes	No	No
Regulatory Authority	None		

	Trigger	Retention	Disposition
Retention =	File Created	CY+7	SR

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

COMMON

<b>Series Number</b> 001-002	<b>Record Series</b>  Finance – Business Unit		
<b>Description</b>	Records pertaining to business unit accounts payable and accounts receivables, including picklists/requisitions, invoices, budget, bills of lading, receipts, reports, and purchase orders. These records or summary versions are sent to and/or held by Finance.		
<b>Excludes</b>	Records held by Finance in role of business unit.		
<b>Access &amp; Continuity</b>	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
<b>Regulatory Authority</b>	None		

	Trigger	Retention	Disposition
Retention	= File Created	CY+1	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

COMMON

Series Number	Record Series		
001-003	Inventory Management		
Description	Records pertaining to the management of office inventory. Inventory supplies controlled by Supply Chain, who process requests and are OPR of official City records for inventory. Stock levels tracked in GP Dynamics.		
Excludes	Asset Management; IT Assets; Fleet; City Buildings; Fine Art Collection; asset disposal records under Inventory Supply Management (Supply Chain)		
Access & Continuity	Personal Identifiable Information	Records Safeguard Plan	Vital Record
	No	No	No
Regulatory Authority	None		

	Trigger	Retention	Disposition
Retention	= File Created	CY + 1	D

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	



Function

COMMON

<b>Series Number</b> 001-004	<b>Record Series</b>  Committees – Staff		
<b>Description</b>	Records related to the activities of staff committees and teams, such as Management Engagement Team, Regulatory Compliance Staff Committee, and Records and Information Management Governance Team. Includes agendas, minutes, notices of meetings, and supporting documents.		
<b>Excludes</b>	Council Committees such as Standing Committees, Advisory Committees, Task Forces, Working Groups, and Expert Panels; OHS Committees; committees specifically cited elsewhere in the RRDS		
<b>Access &amp; Continuity</b>	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
<b>Regulatory Authority</b>	None		

	Trigger	Retention	Disposition
Retention	= File Created	CY+7	SR

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

COMMON

Series Number	Record Series		
001-005	Special Events, Seminars, Conferences – City Sponsored		
Description	Records regarding staff participation in and the set-up of City-sponsored events, such as ceremonies, conferences, openings, seminars and symposiums. Records include notes, agendas, invitations, approvals, copies of presentations, and correspondence.		
Excludes	Civic Functions; Proclamations and Protocol Events; Wedding Ceremonies		
Access & Continuity	Personal Identifiable Information	Records Safeguard Plan	Vital Record
	Yes	No	No
Regulatory Authority	None		

	Retention	=	Trigger Event concluded	Retention	CY+7	Disposition	SR
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Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

COMMON

Series Number 001-006	Record Series Special Events, Seminars, Conferences – External		
Description	Records relating to the participation of City staff in external (not City sponsored) conferences, seminars and symposiums. Records include notes, agendas, invitations, approvals, copies of presentations, and correspondence.		
Excludes	None		
Access & Continuity	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
Regulatory Authority	None		

	Trigger	Retention	Disposition
Retention =	File Created	CY+5	D

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

COMMON

<b>Series Number</b> 001-007	<b>Record Series</b> Corporate Strategic Planning		
<b>Description</b>	Records created by divisions related to the City strategic plan, initiatives, public engagement, goals and objectives. Records include schedules, planning and supporting documents produced for the City's official Strategic Plan.		
<b>Excludes</b>	Strategies, Plans, Studies, & Statistics; final copy of Strategic Plan produced by Organizational Performance and Strategy.		
<b>Access &amp; Continuity</b>	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
<b>Regulatory Authority</b>	None		

	Trigger	Retention	Disposition
Retention =	File Closed	CY+7	SR

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

COMMON

<b>Series Number</b> 001-008	<b>Record Series</b> Facilities Bookings		
<b>Description</b>	Records pertaining to the rental of City facilities for events. Records may include permits, bookings, applications, deposits, council notes, copies of insurance information, correspondence, and other supporting documents.		
<b>Excludes</b>	Records held by Finance		
<b>Access &amp; Continuity</b>	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
<b>Regulatory Authority</b>	Canada Revenue Agency: IC78-10R5 Books and Records Retention/Destruction		

	Trigger	Retention	Disposition
Retention =	Rental end date	CY+5	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

COMMON

<b>Series Number</b> 001-009	<b>Record Series</b> Funding/Grants – Administration		
<b>Description</b>	Records pertaining to grants the City applies for or receives, as well as those it awards. Includes background materials, correspondence, fiscal records, supporting documentation, applications, proposal, narrative, evaluation, and annual report; all records pertaining to grants awarded or rejected.		
<b>Excludes</b>	Financial records held by Finance relating to receipt and processing of grant monies.		
<b>Access &amp; Continuity</b>	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
<b>Regulatory Authority</b>	None		

	Trigger	Retention	Disposition
Retention =	Grant ended date	CY+5	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

COMMON

Series Number	Record Series		
001-010	Human Resources – Business Unit		
Description	Copies of that were HR records generated by divisions and sent to Human Resources as the OPR, including leave slips, sick notes, scheduling documents, insurance information, attendance sheets, TOILOT, differentials, payroll submissions, overtime reports, and timekeeping records.		
Excludes	Records held by HR in role of business unit.		
Access & Continuity	Personal Identifiable Information	Records Safeguard Plan	Vital Record
	Yes	No	No
Regulatory Authority	None		

	Trigger	Retention	Disposition
Retention =	File created	CY+1	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

COMMON

Series Number 001-011	Record Series Manuals, Operation and Maintenance		
Description	Documents that provide essential details about property and equipment upkeep.		
Excludes	Water and Wastewater Manuals		
Access & Continuity	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record No
Regulatory Authority	None		

	Trigger	Retention	Disposition
	S/O or		
Retention =	disposal of asset	N/A	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent



Function

COMMON

Series Number	Record Series		
001-012	Procedures, Standard Operating		
Description	Records documenting the activities or instructions necessary to complete an operational task within a division or department.		
Excludes	Corporate Policies and Procedures		
Access & Continuity	Personal Identifiable Information	Records Safeguard Plan	Vital Record
	No	No	No
Regulatory Authority	None		

	Trigger	Retention	Disposition
Retention =	S/O	N/A	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

COMMON

Series Number	Record Series		
001-013	Projects and Programs		
Description	Records pertaining to the administration and management of projects or programs (including collaborations (internal and external), corporate or departmental projects and programs). Records may include planning documents, financial information, agreements, terms of reference, project plans, working papers, schedules, permits, correspondence, project charters, status reports, and background information.		
Excludes	Capital Works Projects		
Access & Continuity	Personal Identifiable Information	Records Safeguard Plan	Vital Record
	Yes	No	No
Regulatory Authority	None		

	Trigger	Retention	Disposition
Retention =	File closed	CY+7	SR

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

COMMON

Series Number 001-014	Record Series Strategies, Plans, Studies, & Statistics		
Description	Departmental/divisional strategies, plans, reviews, frameworks, studies, and objectives, as well as related supporting documents, which guide the City's work.		
Excludes	Corporate Strategic Planning (OPS)		
Access & Continuity	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record No
Regulatory Authority	None		

	Trigger	Retention	Disposition
Retention =	S/O or file closed	CY+7	SR

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

COMMON

Series Number 001-015	Record Series  Uniforms and Clothing		
Description	Records pertaining to ordering and issuing clothing used by municipal staff, including uniforms, specialty gear, protective equipment, and safety clothing. Records may include requests, order information, inventories, and supporting documentation.		
Excludes	Records held by Finance		
Access & Continuity	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
Regulatory Authority	None		

	Trigger	Retention	Disposition
Retention =	S/O	CY+5	D

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

COMMON

<b>Series Number</b> 001-016	<b>Record Series</b> Fleet Daily Reports/Logs		
<b>Description</b>	Records generated during the daily usage of vehicles by city employees. Includes Driver's Daily Logbooks and Vehicle Inspection Slips.		
<b>Excludes</b>	None		
<b>Access &amp; Continuity</b>	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record No
<b>Regulatory Authority</b>	Driver's Daily Logbook Policy 03-10-11; Licensing and Equipment Regulations 43.1(3)		

	Trigger	Retention	Disposition
Retention =	File created	CY+5	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Table of Contents

002 ADMINISTRATION & GOVERNANCE ..... 2

003 COMMUNITY SERVICES .....28

004 ENVIRONMENTAL SERVICES .....34

005 FINANCE .....55

006 FIRE & EMERGENCY SERVICES .....86

007 HUMAN RESOURCES .....108

008 INFORMATION SERVICES .....121

009 LEGAL .....129

010 MARKETING & COMMUNICATIONS .....137

011 MAYOR, COUNCIL & COMMITTEES .....143

012 ORGANIZATIONAL PERFORMANCE & STRATEGY .....152

013 PLANNING, DEVELOPMENT & ENGINEERING .....160

014 PUBLIC WORKS .....172

015 RECREATION .....192

016 REGULATORY SERVICES .....202

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

ADMINISTRATION & GOVERNANCE

Series Number 002-001	Record Series Forms Master Copies		
Description	Master copies of approved City forms.		
Excludes	None		
OPR	Archives & Records Management Division		
Access & Continuity	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record No
Regulatory Authority	None		

	Trigger	Retention	Disposition
Retention =	S/O	N/A	D

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

ADMINISTRATION & GOVERNANCE

Series Number 002-002	Record Series Disposition Records		
Description	Records documenting the final disposition of records, whether transferred to the archives or destroyed. Includes records disposition form, record transfer lists, correspondence, and supporting documents.		
Excludes	None		
OPR	Archives & Records Management Division		
Access & Continuity	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
Regulatory Authority	None		

Trigger		Retention	Disposition
Retention	= File created	P	P

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent



Function

ADMINISTRATION & GOVERNANCE

Series Number 002-003	Record Series Records Retention and Disposition Schedules		
Description	Approved versions of the City's records retention and disposition schedules, including approved addendums.		
Excludes	None		
OPR	Archives & Records Management Division		
Access & Continuity	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record Yes
Regulatory Authority	None		

	Trigger	Retention	Disposition
Retention =	S/O	CY+10	P

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

ADMINISTRATION & GOVERNANCE

Series Number 002-004	Record Series Research/Record Request – Archival Records		
Description	Records pertaining to research or record requests as recorded in Reference Log database. Records generated while processing requests include registration and sign-out sheets, authorization forms, contact information, correspondence, and search results.		
Excludes	None		
OPR	Archives & Records Management Division		
Access & Continuity	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
Regulatory Authority	None		

Retention = Trigger Retention Disposition  
File Closed CY+25 D

Research request closed when file returned to Archival Centre or all information received by requestor.

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility  
CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives  
ED = Event Date  
P = Permanent

Function

ADMINISTRATION & GOVERNANCE

Series Number 002-005	Record Series Research/Record Request – Semi-Active Records		
Description	Records pertaining to research or record requests, including requisition, registration and sign-out sheets, authorization forms, contact information, correspondence, search results, and reference logs.		
Excludes	None		
OPR	Archives & Records Management Division		
Access & Continuity	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
Regulatory Authority	None		

Retention = Trigger      Retention      Disposition  
File Closed      CY+5      D

Research request closed when file returned to Records Centre or all information received by requestor.

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

ADMINISTRATION & GOVERNANCE

Series Number 002-006	Record Series Archival Accessioning		
Description	Records documenting the City of St. John's Municipal Archives acquisition, appraisal and deaccessioning decisions, and financial evaluations pertaining to archival holdings where relevant. Record types may include accessioning or deaccessioning documentation and inventories, donation agreements, donor files, and financial evaluations.		
Excludes	None		
OPR	Archives & Records Management Division		
Access & Continuity	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
Regulatory Authority	None		

	Trigger	Retention	Disposition
Retention =	File created	P	P

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

ADMINISTRATION & GOVERNANCE

Series Number 002-007	Record Series Archival Holdings, Administration		
Description	Records documenting the City of St. John's Municipal Archives archival holdings in all media, providing information about their creators, functions, history, arrangement, and contents. Record types may include finding aids, guides, inventories, legacy research files, microfilm registers/lists, and preservation/conservation records.		
Excludes	None		
OPR	Archives & Records Management Division		
Access & Continuity	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
Regulatory Authority	None		

	Trigger	Retention	Disposition
Retention =	S/O	CY+7	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

ADMINISTRATION & GOVERNANCE

<b>Series Number</b> 002-008	<b>Record Series</b> Fine Art Holdings		
<b>Description</b>	Records pertaining to the acquisition, financial evaluation, and conservation/preservation of pieces within the City of St. John's Fine Art collection. Records include art procurement agreements.		
<b>Excludes</b>	None		
<b>OPR</b>	Archives & Records Management Division		
<b>Access &amp; Continuity</b>	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
<b>Regulatory Authority</b>	None		

	Trigger	Retention	Disposition
Retention =	Life or custody of asset	P	P

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

ADMINISTRATION & GOVERNANCE

<b>Series Number</b> 002-009	<b>Record Series</b> Fine Art Administration		
<b>Description</b>	Records pertaining to the administration of the Fine Art collection, including loan agreements, staff requests, meeting notes, exhibit plans, and annual insurance reports.		
<b>Excludes</b>	None		
<b>OPR</b>	Archives & Records Management Division		
<b>Access &amp; Continuity</b>	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record No
<b>Regulatory Authority</b>	None		

	Trigger	Retention	Disposition
Retention =	Expiration of loan agreement	CY+7	D

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

ADMINISTRATION & GOVERNANCE

Series Number	Record Series		
002-010	Access to Information Requests and Complaints		
Description	Records relating to access to information requests in accordance with the Access To Information and Protection of Privacy Act, 2015. Records include the request for information, the City’s response and (copies of) records satisfying the request, recommendations, tracking logs, appeals and subsequent actions, reports, and all correspondence related to the request. Each request forms a case of all related records.		
Excludes	None		
OPR	Legal		
Access & Continuity	Personal Identifiable Information	Records Safeguard Plan	Vital Record
	Yes	No	No
Regulatory Authority	None		

	Trigger	Retention	Disposition
Retention =	File closed	CY+5	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent



Function

ADMINISTRATION & GOVERNANCE

Series Number 002-011	Record Series Requests for Correction of Personal Complaints		
Description	Records relating to requests for correction of personal information. Records include request forms, consent forms, and all correspondence related to the request. Each request forms a case of all related records.		
Excludes	None		
OPR	Legal		
Access & Continuity	Personal Identifiable Information	Records Safeguard Plan	Vital Record
	Yes	No	No
Regulatory Authority	None		

Retention		Trigger	Retention	Disposition
Retention =		File closed	CY+5	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

ADMINISTRATION & GOVERNANCE

Series Number 002-012	Record Series Privacy Impact Assessment		
Description	Records pertaining to privacy impact assessments, including preliminary privacy impact assessments. Records include notes, final reports, and all related correspondence.		
Excludes	None		
OPR	Legal		
Access & Continuity	Personal Identifiable Information No	Records Safeguard Plan No	Vital Records No
Regulatory Authority	None		

	Trigger	Retention	Disposition
Retention =	S/O	CY+5	D

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

ADMINISTRATION & GOVERNANCE

Series Number	Record Series		
002-013	Privacy Breaches and Complaints		
Description	Records relating to formal and informal privacy complaints and privacy breach investigation. Records include reports and all correspondence relating to the incident, including with the Office of the Information and Privacy Commissioner. Each incident forms a case of all related records.		
Excludes	None		
OPR	Legal		
Access & Continuity	Personal Identifiable Information	Records Safeguard Plan	Vital Record
	Yes	No	No
Regulatory Authority	None		

	Trigger	Retention	Disposition
Retention =	File Closed	CY+5	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

ADMINISTRATION & GOVERNANCE

Series Number 002-014	Record Series Council Complaints		
Description	Records relating to a complaint alleging conflict of interest of a councilor. May include complaint, response, correspondence, report, notice, dismissal, and other information determined necessary during the investigation process. Records include Conflict of Interest Complaints and Complaints of Wrongdoing.		
Excludes	None		
OPR	City Manager		
Access & Continuity	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
Regulatory Authority	Institute of Internal Auditors Standards 2330		

Retention = Trigger  
File/Investigation Closed  
Retention CY+7  
Disposition D

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

ADMINISTRATION & GOVERNANCE

Series Number 002-015	Record Series Corporate Reporting		
Description	Records relating to executive or council reporting of corporate strategies, organizational planning, and divisional operations. Includes reports and advisories to Senior Executive.		
Excludes	None		
OPR	City Manager		
Access & Continuity	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record No
Regulatory Authority	None		

Trigger		Retention	Disposition
Retention	= File created	CY+7	SR

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

ADMINISTRATION & GOVERNANCE

<b>Series Number</b> 002-016	<b>Record Series</b> Senior Executive Committee		
<b>Description</b>	Records relating to the administration of the Senior Executive Committee.		
<b>Excludes</b>	None		
<b>OPR</b>	City Manager		
<b>Access &amp; Continuity</b>	Personal Identifiable Information	Records Safeguard Plan	Vital Record
	Yes	No	Yes
<b>Regulatory Authority</b>	None		
<b>Retention =</b>		<b>Trigger</b>	<b>Retention</b>
		File closed	CY+7
			<b>Disposition</b>
			SR

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

ADMINISTRATION & GOVERNANCE

<b>Series Number</b> 002-017	<b>Record Series</b> Audit Planning		
<b>Description</b>	Records pertaining to audit planning, including audit plan, risk assessment questionnaires and risk analysis spreadsheets.		
<b>Excludes</b>	None		
<b>OPR</b>	Internal Audit		
<b>Access &amp; Continuity</b>	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record No
<b>Regulatory Authority</b>	Institute of Internal Auditors Standards 2330		

	Trigger	Retention	Disposition
Retention =	S/O	CY+5	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

ADMINISTRATION & GOVERNANCE

<b>Series Number</b> 002-018	<b>Record Series</b> Audit Files		
<b>Description</b>	Records relating to divisional audit projects, including planning, field work, final reports, and supporting documents.		
<b>Excludes</b>	None		
<b>OPR</b>	Internal Audit		
<b>Access &amp; Continuity</b>	Personal Identifiable <u>Information</u> Yes	Records <u>Safeguard Plan</u> No	Vital <u>Record</u> No
<b>Regulatory Authority</b>	None		

	Trigger	Retention	Disposition
Retention =	S/O	CY+10	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent



Function

ADMINISTRATION & GOVERNANCE

<b>Series Number</b> 002-019	<b>Record Series</b> Fraud Files		
<b>Description</b>	Records relating to fraud allegations made to the City, via the Fraud Line, email, or regular mail. Records may include fraud allegation form, correspondence, and notes.		
<b>Excludes</b>	None		
<b>OPR</b>	Internal Audit		
<b>Access &amp; Continuity</b>	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
<b>Regulatory Authority</b>	None		

	Trigger	Retention	Disposition
Retention =	Conclusion of investigation or legal proceedings.	CY+10	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

ADMINISTRATION & GOVERNANCE

Series Number 002-020	Record Series Assessment Review Court		
Description	Records relating to assessment review court, including applications, withdrawals, notices, disclosure packages, judgements, refund reports, and other supporting documentation. Applies to both residential and commercial properties.		
Excludes	None		
OPR	Office of the City Clerk		
Access & Continuity	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
Regulatory Authority	Assessment Act 26 (2)		

	Trigger	Retention	Disposition
Retention =	File closed	CY+10	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

ADMINISTRATION & GOVERNANCE

Series Number 002-021	Record Series Disclosure Statement		
Description	Records pertaining to the disclosure of assets and interests of members of the Council and the City Manager. Includes amended statements. Disclosure statements are submitted within 30 days of commencing employment and annually on or before March 1st.		
Excludes	None		
OPR	Office of the City Clerk		
Access & Continuity	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
Regulatory Authority	Municipal Conduct Act; Councillor Code of Conduct By-Law		

	Trigger	Retention	Disposition
Retention	= File created	CY+7	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

ADMINISTRATION & GOVERNANCE

<b>Series Number</b> 002-022	<b>Record Series</b> Civic Functions		
<b>Description</b>	Records relating to the administration of civic function events held and hosted by the City. Records could include invitation lists, catering information, invitations, correspondence, and invoices.		
<b>Excludes</b>	Special Events, Seminars, Conferences - City Sponsored; Wedding Ceremonies		
<b>OPR</b>	Office of the City Clerk		
<b>Access &amp; Continuity</b>	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Records No
<b>Regulatory Authority</b>	None		

	Trigger	Retention	Disposition
Retention =	Event Date	CY+7	D

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

ADMINISTRATION & GOVERNANCE

<b>Series Number</b> 002-023	<b>Record Series</b> Appeal Board		
<b>Description</b>	Records relating to development appeal packages submitted to the St. John's Local Board of Appeal. Records may include correspondence, audio recordings, receipts, summary of complaint, and final appeal package. Each appeal forms a case of all related records.		
<b>Excludes</b>	None		
<b>OPR</b>	Office of the City Clerk		
<b>Access &amp; Continuity</b>	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
<b>Regulatory Authority</b>	None		

	Trigger	Retention	Disposition
Retention =	File closed	CY+7	D

Final decision/appeal package is AR.

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

ADMINISTRATION & GOVERNANCE

Series Number 002-024	Record Series Policies and Procedures		
Description	Corporate policies and procedures approved by Council. All policies and procedures retained by archives.		
Excludes	None		
OPR	Office of the City Clerk		
Access & Continuity	Personal Identifiable Information No	Records Safeguard Plan No	Vital Records No
Regulatory Authority	None		

	Trigger	Retention	Disposition
Retention =	S/O	0	AR

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

ADMINISTRATION & GOVERNANCE

<b>Series Number</b> 002-025	<b>Record Series</b> Office Services		
<b>Description</b>	Includes records regarding rates and services provided by courier, mail and postage firms. Also includes records regarding the inter-office mail system, paper requisitions, and internal printing.		
<b>Excludes</b>	None		
<b>OPR</b>	Office of the City Clerk		
<b>Access &amp; Continuity</b>	Personal Identifiable <u>Information</u> Yes	Records <u>Safeguard Plan</u> No	Vital <u>Record</u> No
<b>Regulatory Authority</b>	None		

Retention	Trigger	Retention	Disposition
=	File created	CY+7	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

ADMINISTRATION & GOVERNANCE

Series Number 002-026	Record Series Gift Disclosure Statement (Councillor)		
Description	Records pertaining to the disclosure of a gift or benefit received by a Councillor that exceeds \$500.00 or when the total value received from any one source during a calendar year exceeds \$500.00.		
Excludes	None		
OPR	Office of the City Clerk		
Access & Continuity	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
Regulatory Authority	Councillor Code of Conduct By-Law		

	Trigger	Retention	Disposition
Retention =	File created	CY+7	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent



Function

COMMUNITY SERVICES

<b>Series Number</b> 003-001	<b>Record Series</b> Economic Development		
<b>Description</b>	Records regarding the goals, directions, and actions guiding the City's economic development program, including projects, activities and events. Records may include studies, projections, statistics, correspondence, reports, management of the Business Information Centre, and supporting documents.		
<b>Excludes</b>	None		
<b>OPR</b>	Tourism, Culture and Business Growth		
<b>Access &amp; Continuity</b>	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record Yes
<b>Regulatory Authority</b>	None		

	Trigger	Retention	Disposition
Retention =	File closed	CY+7	SR

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

COMMUNITY SERVICES

<b>Series Number</b> 003-002	<b>Record Series</b> Cruise Ship Management		
<b>Description</b>	Records pertaining to cruise and dockside management, including scheduled activities, the Ambassador program, itineraries, and ship details for visiting cruise ships.		
<b>Excludes</b>	None		
<b>OPR</b>	Tourism, Culture and Business Growth		
<b>Access &amp; Continuity</b>	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record No
<b>Regulatory Authority</b>	None		

Retention	Trigger	Retention	Disposition
=	File Created	CY+7	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

COMMUNITY SERVICES

Series Number 003-003	Record Series Tourism Development		
Description	Records regarding the tourism industry and efforts by the City to promote and encourage tourism, such as the use of the municipality as a convention site or special event and management of the Visitor Information Centre.		
Excludes	None		
OPR	Tourism, Culture and Business Growth		
Access & Continuity	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record No
Regulatory Authority	None		

	Retention	=	Trigger Initiative ended	Retention CY+7	Disposition SR
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Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

## Function

## COMMUNITY SERVICES

<b>Series Number</b> 003-004	<b>Record Series</b> Municipal Arts Plan, Administration		
<b>Description</b>	Records relating to the administration and management of the City's public art initiatives, such as Music @ Concert Series and Poet Laureate, as well as civic art procurement by individual donation and the City's Art Procurement program.		
<b>Excludes</b>	Programs/Projects; Fine Art Procurement; Fine Art Administration		
<b>OPR</b>	Tourism, Culture and Business Growth; ARM Division		
<b>Access &amp; Continuity</b>	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record Yes
<b>Regulatory Authority</b>	None		

	<b>Trigger</b>	<b>Retention</b>	<b>Disposition</b>
<b>Retention</b>	= File Created	CY+7	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

COMMUNITY SERVICES

<b>Series Number</b> 003-005	<b>Record Series</b> Tenant Files and Collections		
<b>Description</b>	Information about current non-profit housing properties and tenants. Tenant files remain active as the closing process is conducted and the file officially concluded. This includes rental reviews and calculations.		
<b>Excludes</b>	None		
<b>OPR</b>	Housing		
<b>Access &amp; Continuity</b>	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
<b>Regulatory Authority</b>	None		

Retention	Trigger	Retention	Disposition
=	File Closed	CY+5	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

COMMUNITY SERVICES

<b>Series Number</b> 003-006	<b>Record Series</b> Humane Services		
<b>Description</b>	Records documenting animal welfare. Records include adoptions, pet registration, animal control complaints, surrendering of animals, veterinarian care, euthanasia records, returns to owner, microchipping, and animals deceased upon arrival.		
<b>Excludes</b>	None		
<b>OPR</b>	Humane Services		
<b>Access &amp; Continuity</b>	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
<b>Regulatory Authority</b>	None		

Retention = Trigger Retention Disposition  
File Created CY+10 D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility  
CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives  
ED = Event Date  
P = Permanent

Function

ENVIRONMENTAL SERVICES

<b>Series Number</b> 004-001	<b>Record Series</b> Bills of Lading (BOL)		
<b>Description</b>	Legal documents issued by the City to a shipper detailing the goods being carried. Records include BOL tickets.		
<b>Excludes</b>	None		
<b>OPR</b>	Waste & Recycling		
<b>Access &amp; Continuity</b>	Personal Identifiable <u>Information</u> No	Records <u>Safeguard Plan</u> No	Vital <u>Record</u> No
<b>Regulatory Authority</b>	None		

	Trigger	Retention	Disposition
Retention	= File created	CY+7	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

ENVIRONMENTAL SERVICES

<b>Series Number</b> 004-002	<b>Record Series</b> Certificate of Approval		
<b>Description</b>	Records granting and documenting legislative approval to run a landfill.		
<b>Excludes</b>	None		
<b>OPR</b>	Waste & Recycling		
<b>Access &amp; Continuity</b>	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record Yes
<b>Regulatory Authority</b>	None		

Retention = Trigger      Retention      Disposition  
Expiration      CY+5      D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent



Function

ENVIRONMENTAL SERVICES

<b>Series Number</b> 004-003	<b>Record Series</b> Sustainable Waste Management		
<b>Description</b>	Records pertaining to sustainable waste management efforts, including records documenting utilities maintenance at the Materials Recovery Facility and records related to the Multi-Materials Stewardship Board. Examples include agreements, invoices, correspondence, reports, checklists, schedules, forms, and supporting documents for projects and initiatives.		
<b>Excludes</b>	None		
<b>OPR</b>	Waste & Recycling		
<b>Access &amp; Continuity</b>	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record No
<b>Regulatory Authority</b>	None		

Retention	Trigger	Retention	Disposition
=	File Created	CY+7	SR

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

ENVIRONMENTAL SERVICES

Series Number 004-004	Record Series Robin Hood Bay Daily Facility Reports		
Description	Records completed by RHB staff regarding the weather, tonnage, cover material, screen placements, and equipment status of the facility. Records include Residential Drop Off counts, Ticket Reports, records documenting the daily statistics of the recycling facility, landfill environmental monitoring, and supporting documentation, such as weigh bills and tipping fees.		
Excludes	None		
OPR	Waste & Recycling		
Access & Continuity	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
Regulatory Authority	Environment Protection Act		

	Trigger	Retention	Disposition
Retention =	File Created	CY+5	D

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

## Function

## ENVIRONMENTAL SERVICES

<b>Series Number</b> 004-005	<b>Record Series</b> Waste Collection		
<b>Description</b>	Records relating to the collection of curbside garbage, bulk garbage, yard waste, recycling, and special pick-ups. Records may include general information, statistics, daily and ticket reports, schedules, issuance and maintenance of garbage carts.		
<b>Excludes</b>	None		
<b>OPR</b>	Waste & Recycling		
<b>Access &amp; Continuity</b>	Personal Identifiable Information	Records Safeguard Plan	Vital Record
	No	No	No
<b>Regulatory Authority</b>	None		

	<b>Trigger</b>	<b>Retention</b>	<b>Disposition</b>
<b>Retention</b>	= File Created	CY+5	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

ENVIRONMENTAL SERVICES

Series Number 004-006	Record Series Waste Management Industry Survey		
Description	Copies of surveys completed by management for Statistics Canada concerning the contributions made by the waste management industry to Canada's economy and environment		
Excludes	None		
OPR	Waste & Recycling		
Access & Continuity	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record No
Regulatory Authority	None		

	Trigger	Retention	Disposition
Retention	= File Created	CY+5	SR

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

ENVIRONMENTAL SERVICES

Series Number 004-007	Record Series Robin Hood Bay Invoice Register		
Description	Listing of Robin Hood Bay users.		
Excludes	None		
OPR	Waste & Recycling		
Access & Continuity	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record No
Regulatory Authority	None		

	Trigger	Retention	Disposition
Retention =	File Created	CY+5	D

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

ENVIRONMENTAL SERVICES

Series Number 004-008	Record Series Water and Wastewater Infrastructure - Specifications		
Description	Records documenting the design, construction, location, maintenance and specifications of water and wastewater infrastructure such as hydrants, pipes, storm sewers, sanitary sewers, and water mains. Series includes any records required for ongoing maintenance of the asset.		
Excludes	None		
OPR	Water & Wastewater		
Access & Continuity	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record Yes
Regulatory Authority	None		

	Trigger	Retention	Disposition
Retention =	File created	P	P

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

ENVIRONMENTAL SERVICES

Series Number	Record Series		
004-009	Water and Wastewater Infrastructure – Work Orders, Service Calls, and Routine Activities		
Description	Records relating to water and wastewater infrastructure work orders, service calls, and routine activities. Includes activities such as hydrant rentals, hydrant clearing, applications to connect, service leaks, and sanitary sewer flushing.		
Excludes	None		
OPR	Water & Wastewater		
Access & Continuity	Personal Identifiable Information	Records Safeguard Plan	Vital Record
	No	No	No
Regulatory Authority	None		

	Trigger	Retention	Disposition
Retention =	File Closed	CY+10	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

ENVIRONMENTAL SERVICES

<b>Series Number</b> 004-010	<b>Record Series</b> Water Conservation		
<b>Description</b>	Records relating to water conservation, including listings of issued permits, payment information, issues, and correspondence.		
<b>Excludes</b>	None		
<b>OPR</b>	Water & Wastewater		
<b>Access &amp; Continuity</b>	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record No
<b>Regulatory Authority</b>	None		

Retention	Trigger	Retention	Disposition
=	File Closed	CY+7	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent



Function

ENVIRONMENTAL SERVICES

Series Number 004-011	Record Series SCADA Back-up Tapes		
Description	Data Cartridge Tapes containing SCADA system information. Tapes from Bay Bulls Big Pond, Windsor Lake, Petty Harbour Long Pond and Riverhead		
Excludes	None		
OPR	Water & Wastewater		
Access & Continuity	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record Yes
Regulatory Authority	None		

	Trigger	Retention	Disposition
Retention =	File Created	CY+10	D

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

ENVIRONMENTAL SERVICES

Series Number	Record Series		
004-012	Water and Wastewater Quality Testing and Analysis Data		
Description	Records monitoring the quality of drinking water and wastewater. Records include data recorded in WaterTrax such as in-house lab data and analysis, bench data, and calibrations, Accredited Laboratory Data (documented as per Section 16 & 17 of Wastewater Systems Effluent Regulations), as well as records relating to the testing, control, and monitoring of drinking and wastewater quality relating to contaminants, chlorine testing, flow data, water quality monitoring reports, complaints, and inquiries. Also includes internal laboratory audits documenting lab data and analysis for quality assurance.		
Excludes	None		
OPR	Water & Wastewater		
Access & Continuity	Personal Identifiable Information	Records Safeguard Plan	Vital Record
	No	No	Yes
Regulatory Authority	Wastewater Systems Effluent Regulations Section 22 (1), and Provincial Environmental Control Water and Sewage Regulations		

Retention	Trigger	Retention	Disposition
=	File Created	CY+10	D

Legend

- D = Destroy
- SR = Selective Retention
- OPR = Office of Primary Responsibility
- CY = Current Year
- S/O = Superseded/Obsolete
- AR = Archives
- ED = Event Date
- P = Permanent

Function

ENVIRONMENTAL SERVICES

<b>Series Number</b> 004-013	<b>Record Series</b> ECCC Identification Report		
<b>Description</b>	Records identifying information about the wastewater system, including owner and operator, status and type, and other information as outlined under Wastewater Systems Effluent Regulations Section 18. Includes changes of information and decommissioning notice and information.		
<b>Excludes</b>	None		
<b>OPR</b>	Water & Wastewater		
<b>Access &amp; Continuity</b>	Personal Identifiable Information	Records Safeguard Plan	Vital Record
	No	No	Yes
<b>Regulatory Authority</b>	Wastewater Systems Effluent Regulations Section 22 (3)		

Retention = Trigger Decommission Retention CY+5 Disposition D

Decommissioning of Wastewater System

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

ENVIRONMENTAL SERVICES

Series Number 004-014	Record Series ECCC Monitoring and Sewer Overflow Report		
Description	Records documenting effluent deposits and effluent deposited via combined sewer overflow and other information as outlined under Wastewater Systems Effluent Regulations Section 19 & 20.		
Excludes	None		
OPR	Water & Wastewater		
Access & Continuity	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record Yes
Regulatory Authority	Wastewater Systems Effluent Regulations Section 22 (1)		

	Trigger	Retention	Disposition
Retention	= File created	CY+10	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

ENVIRONMENTAL SERVICES

Series Number 004-015	Record Series Regulatory Compliance Quarterly Reports		
Description	Reports generated by the Process Engineer to meet Provincial and Federal regulatory requirements.		
Excludes	None		
OPR	Water & Wastewater		
Access & Continuity	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record Yes
Regulatory Authority	Federal WSER and Provincial Permit to Operate		

	Trigger	Retention	Disposition
Retention =	File created	CY+5	D

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

ENVIRONMENTAL SERVICES

<b>Series Number</b> 004-016	<b>Record Series</b> Operations Manuals		
<b>Description</b>	Manuals for the operation of wastewater systems including the Maintenance Assurance Manual (MAM) - NL Permit to Operate at the Riverhead Wastewater Treatment Facility, and the Wastewater Process Operations Manual which details the operation of the wastewater system, including design criteria, background information on the processes and equipment, and operating strategy for each unit process.		
<b>Excludes</b>	Manuals, Operation and Maintenance		
<b>OPR</b>	Water & Wastewater		
<b>Access &amp; Continuity</b>	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record Yes
<b>Regulatory Authority</b>	NL Permit to Operate		

	Trigger	Retention	Disposition
Retention =	Permit expired/ superseded	CY+5	D

Superseded upon Equipment/System Decommissioning

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

ENVIRONMENTAL SERVICES

Series Number 004-017	Record Series Operator Daily Logs		
Description	An operator's daily log detailing items pertaining to the operation and maintenance of water and wastewater systems. All manual records should include date and time of record and the operator's signature.		
Excludes	Manuals, Operation and Maintenance		
OPR	Waste & Wastewater		
Access & Continuity	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record Yes
Regulatory Authority	NL Permit to Operate		

Retention		Trigger	Retention	Disposition
Retention =		File created	CY+10	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

ENVIRONMENTAL SERVICES

Series Number	Record Series
004-018	Wastewater System Operation and Maintenance Records
Description	Records pertaining to the maintenance and operation of all instruments and infrastructure pertaining to a wastewater system, including maintenance schedule, description, calibrations, installation, decommissioning, and replacement. Includes manufacturer's information on all components of the system including supplier, contact information, specification information, shop drawings, model and serial numbers, date installed or date put into service, length of service, parts inventory.
Excludes	Manuals, Operation and Maintenance
OPR	Water & Wastewater
Access & Continuity	Personal Identifiable Information Records Safeguard Plan Vital Record No No Yes
Regulatory Authority	NL Permit to Operate; Wastewater Systems Effluent Regulations Section 22 (3)

	Trigger	Retention	Disposition
Retention =	File created or decommission	CY+5	D
	Decommissioning of Flow Monitoring Equipment		

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent



Function

ENVIRONMENTAL SERVICES

Series Number	Record Series		
004-019	Wastewater System as built and Equipment Shop Drawings		
Description	As-built drawings of the wastewater system including all major infrastructure components, process flow diagrams (PFDs), and process and instrumentation diagrams (P&IDs), and shop drawings for all equipment. Required for continuity of operations.		
Excludes	None		
OPR	Water & Wastewater		
Access & Continuity	Personal Identifiable Information	Records Safeguard Plan	Vital Record
	No	No	Yes
Regulatory Authority	None		

	Trigger	Retention	Disposition
Retention	= Decommissioning	CY+5	D
	Decommissioning of Wastewater Equipment/System		

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

ENVIRONMENTAL SERVICES

Series Number 004-020	Record Series Water and Wastewater Complaints		
Description	Records documenting the receipt and response to complaints, including steps taken to determine cause of the complaint and corrective measures taken to alleviate the cause and prevent its reoccurrence.		
Excludes	None		
OPR	Water & Wastewater		
Access & Continuity	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record Yes
Regulatory Authority	NL Permit to Operate		

Retention	Trigger	Retention	Disposition
=	File Created	CY+10	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

ENVIRONMENTAL SERVICES

<b>Series Number</b> 004-021	<b>Record Series</b> Permit to Operate		
<b>Description</b>	A permit from the Provincial Government to operate and maintain a wastewater system. The permit no longer has an expiration date. Must be posted onsite.		
<b>Excludes</b>	None		
<b>OPR</b>	Water & Wastewater		
<b>Access &amp; Continuity</b>	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record Yes
<b>Regulatory Authority</b>	Water Resources Act, SNL 2002 cW-4.01, specifically Section(s) 38		

	Trigger	Retention	Disposition
Retention =	S/O	N/A	D

Decommissioning of Wastewater System

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

FINANCE

Series Number 005-001	Record Series Property Assessment Photos		
Description	Survey photos taken of properties, both internal and external. Used for assessment process.		
Excludes	None		
OPR	Assessment		
Access & Continuity	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
Regulatory Authority	None		

	Trigger	Retention	Disposition
Retention =	File Closed	CY+5	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

FINANCE

<b>Series Number</b> 005-002	<b>Record Series</b> Assessment Rolls		
<b>Description</b>	Annual records of owners and occupiers of properties.		
<b>Excludes</b>	None		
<b>OPR</b>	Assessment		
<b>Access &amp; Continuity</b>	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record Yes
<b>Regulatory Authority</b>	Assessment Act; City of St. John's Act, Sec 330(1)		

Retention = Trigger      Retention      Disposition  
                    = Date Created      P      P

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

FINANCE

Series Number 005-003	Record Series Notice of Assessment		
Description	Notices sent to property owners outlining the assessed value of their property, as per the assessment roll.		
Excludes	None		
OPR	Assessment		
Access & Continuity	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
Regulatory Authority	Assessment Act		

	Retention	=	Trigger Delivery of notice	Retention CY+7	Disposition D
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Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

FINANCE

<b>Series Number</b> 005-004	<b>Record Series</b> Asset Management		
<b>Description</b>	Records relating to owned and leased physical assets, such as infrastructure, properties and facilities, equipment and machinery, and furnishings. Records include documenting inventories, initial expenditures, acquisition, depreciation, amortization, maintenance, and other supporting documentation.		
<b>Excludes</b>	None		
<b>OPR</b>	Finance – Budget & Treasury		
<b>Access &amp; Continuity</b>	Personal Identifiable <u>Information</u> No	Records <u>Safeguard Plan</u> No	Vital <u>Record</u> No
<b>Regulatory Authority</b>	None		

Retention = Trigger Disposal of Asset      Retention CY+7      Disposition D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

FINANCE

<b>Series Number</b> 005-005	<b>Record Series</b> Audit Statement		
<b>Description</b>	The council shall, not later than June 30 in each year, present to the Lieutenant-Governor in Council an audited statement of all money received and spent during the year ending on December 31, and shall when required provide details of the statement to the Lieutenant-Governor in Council.		
<b>Excludes</b>	None		
<b>OPR</b>	Finance – Budget & Treasury		
<b>Access &amp; Continuity</b>	Personal Identifiable Information	Records Safeguard Plan	Vital Record
	No	No	No
<b>Regulatory Authority</b>	City of St. John's Act S. 288; S.330(1)c		

	Trigger	Retention	Disposition
Retention =	June 30	CY+21	D

Retention applied June 30 of year created.

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	



Function

FINANCE

<b>Series Number</b> 005-006	<b>Record Series</b> Budget and Estimates		
<b>Description</b>	Records relating to the departmental and corporate budgets, both capital and operating. Includes memos, quarterly reports, line-item budget, engagement/communication records, working notes, calculations, and supporting documents.		
<b>Excludes</b>	None		
<b>OPR</b>	Finance – Budget & Treasury		
<b>Access &amp; Continuity</b>	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record No
<b>Regulatory Authority</b>	Canada Revenue Agency: IC78-10R5 Books and Records Retention/Destruction		

	Trigger	Retention	Disposition
Retention	= File created	CY+7	D

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

FINANCE

Series Number 005-007	Record Series Municipal Budget Submission		
Description	Document prepared and submitted annually to GNL Municipal Affairs. Includes financial statements and a list of outstanding bonds.		
Excludes	None		
OPR	Finance – Budget & Treasury		
Access & Continuity	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record No
Regulatory Authority	None		

Trigger		Retention	Disposition
Retention	= File Created	CY+7	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

FINANCE

<b>Series Number</b> 005-008	<b>Record Series</b> Special Loan Statement		
<b>Description</b>	Before February 1 of each year the council shall prepare and provide the Lieutenant-Governor in Council a statement of all expenditures on account of a special loan or grant during the previous year and shall provide a detailed account of the loan or grant, where so required.		
<b>Excludes</b>	None		
<b>OPR</b>	Finance – Budget & Treasury		
<b>Access &amp; Continuity</b>	Personal Identifiable <u>Information</u> No	Records <u>Safeguard Plan</u> No	Vital <u>Record</u> No
<b>Regulatory Authority</b>	City of St. John's Act S. 294; 330(1)c		

	Trigger	Retention	Disposition
Retention =	February 1	CY+21	D

Retention applied February 1 of year created.

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

FINANCE

<b>Series Number</b> 005-009	<b>Record Series</b> Investments - Statements		
<b>Description</b>	Statements documenting agreements and terms of issues between the City and Investment firms. Includes records regarding the municipality's investments, term deposits, and supporting records.		
<b>Excludes</b>	None		
<b>OPR</b>	Finance – Budget & Treasury		
<b>Access &amp; Continuity</b>	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record No
<b>Regulatory Authority</b>	Income Tax Act, S. 230 for retention; Canada Revenue Agency: IC78-10R5 Books and Records Retention/Destruction		

	Trigger	Retention	Disposition
Retention	= File created	CY+7	D

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

FINANCE

<b>Series Number</b> 005-010	<b>Record Series</b> Debentures and Bonds		
<b>Description</b>	Includes records regarding debentures and bonds issued. Includes information regarding the initial issuance of the debenture or bond as well as all records of payments made to investors.		
<b>Excludes</b>	None		
<b>OPR</b>	Finance – Budget & Treasury		
<b>Access &amp; Continuity</b>	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record No
<b>Regulatory Authority</b>	None		

Retention	=	Trigger Date of maturity	Retention CY+10	Disposition D
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Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

FINANCE

Series Number 005-011	Record Series Appropriation Report		
Description	The appropriation report provides a comparison between budget amounts and the actual amounts arising from the execution of the budget with an explanation of the reasons for material differences.		
Excludes	None		
OPR	Finance – Budget & Treasury		
Access & Continuity	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record No
Regulatory Authority	Income Tax Act, S. 230 for retention; Canada Revenue Agency: IC78-10R5 Books and Records Retention/Destruction		

Retention = Trigger  
End of fiscal year      Retention  
CY+7      Disposition  
D

Fiscal Year ends March 31<sup>st</sup>.

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

FINANCE

<b>Series Number</b> 005-012	<b>Record Series</b> Financial Audits		
<b>Description</b>	Records and working records pertaining to internal and external financial audits.		
<b>Excludes</b>	None		
<b>OPR</b>	Financial Services		
<b>Access &amp; Continuity</b>	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record No
<b>Regulatory Authority</b>	Canada Revenue Agency: IC78-10R5 Books and Records Retention/Destruction		

	Trigger	Retention	Disposition
Retention =	Fiscal Year	CY + 7	SR

Fiscal Year begins April 1<sup>st</sup>.

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

FINANCE

Series Number	Record Series		
005-013	Accounts Payable		
Description	Records relating to payments made by the City for goods and services, as well as supporting documentation. Records include invoices, cheques requisitions, monthly statements, receipts, cheques cashed, chits, grants, transaction reports, and journal vouchers.		
Excludes	None		
OPR	Financial Services		
Access & Continuity	Personal Identifiable Information	Records Safeguard Plan	Vital Record
	No	No	No
Regulatory Authority	Income Tax Act, S. 230 for retention; Canada Revenue Agency: IC78-10R5 Books and Records Retention/Destruction		

	Trigger	Retention	Disposition
Retention =	File Created	CY + 7	D

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	



Function

FINANCE

Series Number	Record Series		
005-014	General Ledgers and Journals		
Description	Records relating to the administration and accounting control of general ledger accounts. A general ledger account serves as a repository of transactions from all sources and is used to produce financial statements. Includes copies of accounting entries.		
Excludes	None		
OPR	Financial Services		
Access & Continuity	Personal Identifiable Information	Records Safeguard Plan	Vital Record
	No	No	Yes
Regulatory Authority	Income Tax Act, S. 230 for retention; Canada Revenue Agency: IC78-10R5 Books and Records Retention/Destruction; City of St. John's 330 (1)(a)		

	Trigger	Retention	Disposition
Retention =	File Created	P	A

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

FINANCE

<b>Series Number</b> 005-015	<b>Record Series</b> HST		
<b>Description</b>	Records relating to HST paid or received by the vendor or to the government, includes invoice #, dollar amount, transaction number and date. Monthly assessment from CRA.		
<b>Excludes</b>	None		
<b>OPR</b>	Financial Services		
<b>Access &amp; Continuity</b>	Personal Identifiable Information	Records Safeguard Plan	Vital Record
	No	No	No
<b>Regulatory Authority</b>	Income Tax Act, S. 230 for retention; Canada Revenue Agency: IC78-10R5 Books and Records Retention/Destruction		

	Trigger	Retention	Disposition
Retention =	File Created	CY + 7	D

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

FINANCE

Series Number	Record Series
005-016	Gasoline Tax Rebate
Description	Tax that is applied to gasoline sold based on the amount of business done. Records include correspondence, applications, and receipts. Based on quantity purchased.
Excludes	None
OPR	Financial Services
Access & Continuity	Personal Identifiable Information Records Safeguard Plan Vital Record
	No No No
Regulatory Authority	Income Tax Act, S. 230 for retention; Canada Revenue Agency: IC78-10R5 Books and Records Retention/Destruction

	Trigger	Retention	Disposition
Retention =	File Created	CY + 7	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

FINANCE

Series Number 005-017	Record Series Taxation Receivables		
Description	Records relating to fees and revenue obtained by the City, as well as supporting documentation. Records include bills, directives, pre-authorization payment information, receipts, journals, cash sheets, cash verification, monthly balancing reports, claims, reports, cash and check registers, remittance, refunds/reimbursements, adjustments, information on arrears, and Water Tax.		
Excludes	None		
OPR	Financial Services		
Access & Continuity	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record No
Regulatory Authority	Income Tax Act, S. 230 for retention; Canada Revenue Agency: IC78-10R5 Books and Records Retention/Destruction		

	Trigger	Retention	Disposition
Retention =	File Created	CY + 7	D

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

FINANCE

<b>Series Number</b> 005-018	<b>Record Series</b> Accounts Receivable		
<b>Description</b>	Records relating to fees and revenue obtained by the City, as well as supporting documentation. Records include directives, pre-authorization payment information, receipts, collections, cash sheets, cash verification, monthly balancing reports, claims, reports, cash and check registers, remittance, refunds/reimbursements, sundry debtors, adjustments, and information on arrears.		
<b>Excludes</b>	None		
<b>OPR</b>	Revenue Accounting		
<b>Access &amp; Continuity</b>	Personal Identifiable Information	Records Safeguard Plan	Vital Record
	Yes	No	No
<b>Regulatory Authority</b>	Income Tax Act, S. 230 for retention; Canada Revenue Agency: IC78-10R5 Books and Records Retention/Destruction		

	Trigger	Retention	Disposition
Retention =	File created	CY+7	D

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

FINANCE

<b>Series Number</b> 005-019	<b>Record Series</b> Contra		
<b>Description</b>	Information concerning adjustments to accounts in arrears. Any cheque payable to the owner 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.		
<b>Excludes</b>	None		
<b>OPR</b>	Revenue Accounting		
<b>Access &amp; Continuity</b>	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
<b>Regulatory Authority</b>	Canada Revenue Agency: IC78-10R5 Books and Records Retention/Destruction		

	Trigger	Retention	Disposition
Retention =	File created	CY+7	D

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

FINANCE

Series Number 005-020	Record Series Abatements & Journals		
Description	Original documents for input of adjustments to tax accounts.		
Excludes	None		
OPR	Revenue Accounting		
Access & Continuity	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
Regulatory Authority	Income Tax Act, S. 230 for retention		

	Trigger	Retention	Disposition
Retention =	File created	CY+7	D

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

FINANCE

Series Number 005-021	Record Series Property Ownership Information		
Description	Records advising property ownership and civic address information, changes of address/billing information, and name changes. Utilized for tax account maintenance.		
Excludes	Assessment Rolls		
OPR	Revenue Accounting		
Access & Continuity	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
Regulatory Authority	None		

	Trigger	Retention	Disposition
Retention	= File created	CY+5	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent



Function

FINANCE

<b>Series Number</b> 005-022	<b>Record Series</b> Property Appraisal Adjustments		
<b>Description</b>	Documents used for calculating adjustments to tax accounts, particularly dealing with increases/decreases in property value, water status and/or vacancy.		
<b>Excludes</b>	Assessment		
<b>OPR</b>	Revenue Accounting		
<b>Access &amp; Continuity</b>	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record No
<b>Regulatory Authority</b>	Income Tax Act, S. 230 for retention		

Retention	Trigger	Retention	Disposition
=	File created	CY+7	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

FINANCE

Series Number 005-023	Record Series Payment Review Board		
Description	Records pertaining to the Payment Review Board and citizen applications for tax rebates or deferrals. Records include applications, recommendations, approvals, copies of Council directives, calculations, supporting documents, and correspondence.		
Excludes	None		
OPR	Revenue Accounting		
Access & Continuity	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
Regulatory Authority	Income Tax Act, S. 230		

	Trigger	Retention	Disposition
Retention =	File created	CY+7	SR

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

FINANCE

Series Number 005-024	Record Series Pre-Authorized Payments		
Description	Records pertaining to authorizations to conduct activities on tax accounts, including personally approved debit/preauthorized payments. Records may include completed applications and authorization forms, void cheques, supporting documents and correspondence.		
Excludes	None		
OPR	Revenue Accounting		
Access & Continuity	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
Regulatory Authority	Canada Revenue Agency: IC78-10R5 Books and Records Retention/Destruction		

Retention = Trigger S/O Retention CY+7 Disposition SR

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

FINANCE

Series Number 005-025	Record Series Tax Register (Business, Property, Municipal Tax)		
Description	Record of tax billings which occur twice a Year. Includes roll #, name, location and billing amount. Residential billed twice and commercial billed quarterly		
Excludes	None		
OPR	Revenue Accounting		
Access & Continuity	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
Regulatory Authority	City of St. John's Act, Sec 330(1)(c)		

	Trigger	Retention	Disposition
Retention =	File Created	CY+21	D

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

FINANCE

Series Number 005-026	Record Series Tax Account Administration		
Description	Records pertaining to tax account administration, adjustments, allowances, tax certificates, and information requests. Includes Commercial Property Tax Allowance Claims, Senior Citizens Tax Reduction Applications, Supplementary Municipal Tax Bills, Abatements and Journals, Payment Review Board, Pre-Authorized Payments, and Water Meter Account administration.		
Excludes	None		
OPR	Revenue Accounting		
Access & Continuity	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
Regulatory Authority	Income Tax Act, S. 230 for retention; Canada Revenue Agency: IC78-10R5 Books and Records Retention/Destruction		

	Trigger	Retention	Disposition
Retention =	File created	CY+7	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

FINANCE

<b>Series Number</b> 005-027	<b>Record Series</b> Water Meter Register		
<b>Description</b>	Record of water consumption charges for the billing period.		
<b>Excludes</b>	None		
<b>OPR</b>	Revenue Accounting		
<b>Access &amp; Continuity</b>	Personal Identifiable Information	Records Safeguard Plan	Vital Record
	Yes	No	No
<b>Regulatory Authority</b>	None		

Retention	Trigger	Retention	Disposition
=	File created	P	AR

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

FINANCE

<b>Series Number</b> 005-028	<b>Record Series</b> Banking		
<b>Description</b>	Records relating to banking transactions and relationships with banks. Includes bank statements, banking agreements, deposit records, bank reconciliations, and correspondence.		
<b>Excludes</b>	None		
<b>OPR</b>	Revenue Accounting		
<b>Access &amp; Continuity</b>	Personal Identifiable Information No	Records <u>Safeguard Plan</u> No	Vital <u>Record</u> No
<b>Regulatory Authority</b>	Canada Revenue Agency: IC78-10R5 Books and Records Retention/Destruction		

	Trigger	Retention	Disposition
Retention	= File created	CY+7	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

**Function****FINANCE**

<b>Series Number</b> 005-029	<b>Record Series</b> Procurement and Tenders		
<b>Description</b>	Records relating to the procurement process for commodities. Pertains to all bid documents for open calls, exceptions to open calls, and limited calls. Records include approved requisitions, quotation sheets, call for bids, amendments, bid submissions, evaluation documentation, contracts, supplier performance monitoring, change orders and extensions, pre-qualified supplier list, correspondence, and all documentation regarding the selection process. Series also includes records pertaining to unsuccessful bid.		
<b>Excludes</b>	None		
<b>OPR</b>	Supply Chain; Originating		
<b>Access &amp; Continuity</b>	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
<b>Regulatory Authority</b>	Public Procurement Policy		

<b>Retention</b>	<b>=</b>	<b>Trigger</b>	<b>Retention</b>	<b>Disposition</b>
		End of contract	CY+7	D

Legend

D = Destroy  
 SR = Selective Retention  
 OPR = Office of Primary Responsibility

CY = Current Year  
 S/O = Superseded/Obsolete  
 AR = Archives

ED = Event Date  
 P = Permanent



Function

FINANCE

Series Number 005-030	Record Series Inventory Supply Management		
Description	Records relating to the control and management of stock items, including supplies, materials, fuel, and equipment. Records may include packing slips, picklists, receipts, purchase orders, inventory lists, fuel pole records, stock counts, auction administration records, and asset disposal records.		
Excludes	None		
OPR	Supply Chain		
Access & Continuity	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record No
Regulatory Authority	Income Tax Act, S. 230 for retention; Canada Revenue Agency: IC78-10R5 Books and Records Retention/Destruction		

	Trigger	Retention	Disposition
Retention	= File Created	CY+7	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

FINANCE

Series Number 005-031	Record Series Vendor Master Files		
Description	Records identifying vendor information, including name, address, vendor number, payments, and status.		
Excludes	None		
OPR	Supply Chain		
Access & Continuity	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
Regulatory Authority	Income Tax Act, S. 230 for retention; Canada Revenue Agency: IC78-10R5 Books and Records Retention/Destruction		

	Trigger	Retention	Disposition
Retention	= File inactive	CY+5	D

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

## Function

**FIRE & EMERGENCY SERVICES**

<b>Series Number</b> 006-001	<b>Record Series</b> 911 calls (Incident Report)		
<b>Description</b>	Metadata in computer-aided dispatch (CAD) system of 911 calls. Nature of case dependent. Individual retention follows police incident call type.		
<b>Excludes</b>	None		
<b>OPR</b>	St. John's Regional Fire Department		
<b>Access &amp; Continuity</b>	Personal Identifiable Information	Records Safeguard Plan	Vital Record
	Yes	No	No
<b>Regulatory Authority</b>	Public Safety Answering Point		

	<b>Trigger</b>	<b>Retention</b>	<b>Disposition</b>
<b>Retention</b>	= File Created	CY+10	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

FIRE & EMERGENCY SERVICES

<b>Series Number</b> 006-002	<b>Record Series</b> 911 calls (Voice Recordings)		
<b>Description</b>	Voice recordings of 911 calls. Managed in Fire Data Management (FDM).		
<b>Excludes</b>	None		
<b>OPR</b>	St. John’s Regional Fire Department		
<b>Access &amp; Continuity</b>	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
<b>Regulatory Authority</b>	None		

	Trigger	Retention	Disposition
Retention	= File Created	CY+5	D

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

FIRE & EMERGENCY SERVICES

<b>Series Number</b> 006-003	<b>Record Series</b>  Fire Incident		
<b>Description</b>	Records pertaining to incidents where fire department personnel are dispatched. Includes report of event and supporting documents, including information input into Fire Data Management system.		
<b>Excludes</b>	None		
<b>OPR</b>	St. John’s Regional Fire Department		
<b>Access &amp; Continuity</b>	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
<b>Regulatory Authority</b>	None		

	Trigger	Retention	Disposition
Retention =	Investigation Concluded	P	P

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

FIRE & EMERGENCY SERVICES

<b>Series Number</b> 006-004	<b>Record Series</b> Fire Prevention/ Fire Inspections		
<b>Description</b>	Records pertaining to scheduled, reactive, or preventative inspections and actions of civic buildings conducted to ensure fire safety code compliance. Inspections may be of buildings, hydrants, home oxygen systems, burning permits, outdoor events and public assemblies. Includes inspection reports, orders, correspondence, communications, certificates, capacity cards, supporting documentation, and information input into Fire Data Management system.		
<b>Excludes</b>	None		
<b>OPR</b>	St. John’s Regional Fire Department		
<b>Access &amp; Continuity</b>	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
<b>Regulatory Authority</b>	None		

	Trigger	Retention	Disposition
Retention =	S/O	CY+10	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

FIRE & EMERGENCY SERVICES

<b>Series Number</b> 006-005	<b>Record Series</b> Pre-Incident Plans		
<b>Description</b>	Records documenting inspection/tours of high-risk structures, with records on mechanical rooms, sprinkler systems, and potential hazards. Includes digital surveys, lists of hazards, type of construction information, and photos.		
<b>Excludes</b>	None		
<b>OPR</b>	St. John’s Regional Fire Department		
<b>Access &amp; Continuity</b>	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record Yes
<b>Regulatory Authority</b>	None		

Retention = Trigger S/O Retention CY+3 Disposition D

Plans reviewed every 3 years

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility  
CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives  
ED = Event Date  
P = Permanent

Function

FIRE & EMERGENCY SERVICES

Series Number 006-006	Record Series Fire Safety Awareness Campaigns		
Description	Records documenting fire safety awareness campaigns; public education programs such as Learn Not to Burn; and health and safety events, such as Fire Prevention Week.		
Excludes	None		
OPR	St. John's Regional Fire Department		
Access & Continuity	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record No
Regulatory Authority	None		

	Trigger	Retention	Disposition
Retention =	S/O	CY+10	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent



Function

FIRE & EMERGENCY SERVICES

Series Number 006-007	Record Series Medical Transport Forms/EMA Reports		
Description	Medical and incident information documenting emergency calls and situations.		
Excludes	None		
OPR	St. John's Regional Fire Department		
Access & Continuity	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
Regulatory Authority	Personal Health Information Act		

Trigger		Retention	Disposition
Retention	= File created	CY+5	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

FIRE & EMERGENCY SERVICES

<b>Series Number</b> 006-008	<b>Record Series</b> Notices		
<b>Description</b>	Advisory, legal, or policy notices documenting activities, requirements, and procedures for the St. John's Regional Fire Department staff.		
<b>Excludes</b>	None		
<b>OPR</b>	St. John’s Regional Fire Department		
<b>Access &amp; Continuity</b>	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record Yes
<b>Regulatory Authority</b>	None		

	Trigger	Retention	Disposition
Retention	= File created	CY+25	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

FIRE & EMERGENCY SERVICES

<b>Series Number</b> 006-009	<b>Record Series</b> Training Records		
<b>Description</b>	Training records for Fire staff. Includes certifications.		
<b>Excludes</b>	OHS – Training; HR – Training		
<b>OPR</b>	St. John’s Regional Fire Department		
<b>Access &amp; Continuity</b>	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
<b>Regulatory Authority</b>	None		

Retention = Trigger Employment ended Retention CY+5 Disposition D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility  
CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives  
ED = Event Date  
P = Permanent

Function

FIRE & EMERGENCY SERVICES

<b>Series Number</b> 006-010	<b>Record Series</b> Vehicle Maintenance		
<b>Description</b>	All documents related to SJRFD vehicles.		
<b>Excludes</b>	None		
<b>OPR</b>	St. John’s Regional Fire Department		
<b>Access &amp; Continuity</b>	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record No
<b>Regulatory Authority</b>	None		

	Retention	Trigger	Retention	Disposition
	=	End of life of asset	CY+5	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

FIRE & EMERGENCY SERVICES

Series Number 006-011	Record Series Business Continuity Plan		
Description	Records regarding business continuity planning, including holistic Business Continuity Plan for commonalities; copies of department specific business continuity plans; Business Continuity Steering Committee meeting records; copy of Crisis Communication Plan; Work Stoppage Plan; community risk assessment analysis; and related content.		
Excludes	None		
OPR	Emergency and Safety Services		
Access & Continuity	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record Yes
Regulatory Authority	None		

	Trigger	Retention	Disposition
Retention =	S/O	CY+5	SR

Reviewed annually and updated every 5 years

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

FIRE & EMERGENCY SERVICES

<b>Series Number</b> 006-012	<b>Record Series</b> Business Impact Analysis		
<b>Description</b>	Record pertaining to City department business continuity planning, identifying current state, critical functions, and key stakeholders.		
<b>Excludes</b>	None		
<b>OPR</b>	Emergency and Safety Services		
<b>Access &amp; Continuity</b>	Personal Identifiable <u>Information</u> Yes	Records <u>Safeguard Plan</u> No	Vital <u>Record</u> Yes
<b>Regulatory Authority</b>	None		

	Trigger	Retention	Disposition
Retention =	S/O	0	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

FIRE & EMERGENCY SERVICES

Series Number 006-013	Record Series Electronic Surveillance – Administration		
Description	Records relating to the administration and management of the City's electronic surveillance CCTV system. Includes requests for camera installs, preliminary privacy impact assessments, and information on the location of cameras.		
Excludes	None		
OPR	Emergency and Safety Services		
Access & Continuity	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
Regulatory Authority	None		

	Trigger	Retention	Disposition
Retention =	S/O	CY+5	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

FIRE & EMERGENCY SERVICES

<b>Series Number</b> 006-014	<b>Record Series</b> Electronic Surveillance Footage		
<b>Description</b>	CCTV data obtained through City electronic surveillance.		
<b>Excludes</b>	Data included in investigation or legal proceeding.		
<b>OPR</b>	Emergency and Safety Services		
<b>Access &amp; Continuity</b>	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
<b>Regulatory Authority</b>	01-09-01- Electronic Surveillance Policy		

	Trigger	Retention	Disposition
Retention =	File created	30 days	D

Disposal automated by system.

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	



Function

FIRE & EMERGENCY SERVICES

<b>Series Number</b> 006-015	<b>Record Series</b> Electronic Surveillance Footage – Requests		
<b>Description</b>	Records pertaining to internal and external requests for City's electronic surveillance CCTV footage. May include requests, correspondence, approvals, and copies of the surveillance footage.		
<b>Excludes</b>	None		
<b>OPR</b>	Emergency and Safety Services.		
<b>Access &amp; Continuity</b>	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
<b>Regulatory Authority</b>	01-09-01- Electronic Surveillance Policy		

	Trigger	Retention	Disposition
Retention =	Completed	CY+7	D

Retention applied with request completed/legal proceeding concluded

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

FIRE & EMERGENCY SERVICES

<b>Series Number</b> 006-016	<b>Record Series</b> Emergency Exercises		
<b>Description</b>	Records relating to emergency exercises. Includes after-action (hot wash) review and final reports.		
<b>Excludes</b>	Emergency Drills and Tabletop Exercises, Organization (OHS)		
<b>OPR</b>	Emergency and Safety Services.		
<b>Access &amp; Continuity</b>	Personal Identifiable Information	Records Safeguard Plan	Vital Record
	Yes	No	No
<b>Regulatory Authority</b>	None		

	Trigger	Retention	Disposition
Retention =	File closed	CY+5	D

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

FIRE & EMERGENCY SERVICES

<b>Series Number</b> 006-017	<b>Record Series</b> Emergency Incidents		
<b>Description</b>	Records related to public emergencies or city issue incidents. Includes after-action (hot wash) review and final reports.		
<b>Excludes</b>	None		
<b>OPR</b>	Emergency and Safety Services.		
<b>Access &amp; Continuity</b>	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
<b>Regulatory Authority</b>	None		

Retention	Trigger	Retention	Disposition
=	File closed	CY+5	SR

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

FIRE & EMERGENCY SERVICES

<b>Series Number</b> 006-018	<b>Record Series</b> Emergency Management Plan		
<b>Description</b>	Records relating to the City's management (preparedness, mitigation, response and recovery) of public emergencies and City issues; may include correspondence, emergency management plan, meeting notes, supporting documentation including copy of crisis communication plan and emergency coordination activation guide, policy notes, and debriefs.		
<b>Excludes</b>	None		
<b>OPR</b>	Emergency and Safety Services.		
<b>Access &amp; Continuity</b>	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record Yes
<b>Regulatory Authority</b>	Emergency Management Policy 01-01-11		

	Trigger	Retention	Disposition
Retention =	S/O	CY+5	SR

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

FIRE & EMERGENCY SERVICES

<b>Series Number</b> 006-019	<b>Record Series</b> Hazard Risk Assessment		
<b>Description</b>	Records pertaining to the identification, analysis and evaluation of hazards and risk factors.		
<b>Excludes</b>	None		
<b>OPR</b>	Emergency and Safety Services.		
<b>Access &amp; Continuity</b>	Personal Identifiable <u>Information</u> No	Records <u>Safeguard Plan</u> No	Vital <u>Record</u> Yes
<b>Regulatory Authority</b>	None		

	Trigger	Retention	Disposition
Retention =	S/O	CY+5	SR

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

FIRE & EMERGENCY SERVICES

<b>Series Number</b> 006-020	<b>Record Series</b> Security Alerts		
<b>Description</b>	Records identifying known, suspected, alleged, or perceived security threats.		
<b>Excludes</b>	None		
<b>OPR</b>	Emergency and Safety Services.		
<b>Access &amp; Continuity</b>	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
<b>Regulatory Authority</b>	None		

	Trigger	Retention	Disposition
Retention =	S/O	CY+5	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

FIRE & EMERGENCY SERVICES

<b>Series Number</b> 006-021	<b>Record Series</b> Security Reporting		
<b>Description</b>	Detailed log of day to day and suspicious activity as surveyed by security personnel (Internal and External Reports).		
<b>Excludes</b>	None		
<b>OPR</b>	Emergency and Safety Services.		
<b>Access &amp; Continuity</b>	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
<b>Regulatory Authority</b>	None		

	Trigger	Retention	Disposition
Retention =	File created	CY+5	D

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

FIRE & EMERGENCY SERVICES

<b>Series Number</b> 006-022	<b>Record Series</b> Security, Administration		
<b>Description</b>	Records relating to corporate security, including departmental consultations and advice, ceremonial duties, facilities security. Records may include correspondence, reports, schedules, equipment information, signage, access and authorization records, contract security information, requests for access, training, and audits.		
<b>Excludes</b>	None		
<b>OPR</b>	Emergency and Safety Services.		
<b>Access &amp; Continuity</b>	Personal Identifiable Information	Records Safeguard Plan	Vital Record
	Yes	No	No
<b>Regulatory Authority</b>	None		

	Trigger	Retention	Disposition
Retention =	File created	CY+5	SR

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent



Function

HUMAN RESOURCES

<b>Series Number</b> 007-001	<b>Record Series</b> Personnel Files		
<b>Description</b>	Records relating to an employee of the City. Records may include biographical data, medical files, resume, letters of reference, letter of offer, employment contract, work exposure investigations, position description, personality tests, disability management, salary/payroll information, grievances, letters of commendation or reprimand, pension and life insurance information.		
<b>Excludes</b>	None		
<b>OPR</b>	Human Resources		
<b>Access &amp; Continuity</b>	Personal Identifiable Information	Records Safeguard Plan	Vital Record
	Yes	No	No
<b>Regulatory Authority</b>	Collective agreements; Labour Standards Act		

	Trigger	Retention	Disposition
Retention =	Employee Date of Birth	85 years	D

Grievances added to Personnel file after resolution.

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

HUMAN RESOURCES

<b>Series Number</b> 007-002	<b>Record Series</b> Recruitment		
<b>Description</b>	Records regarding recruitment for City employment. Files may include job postings and position description, applications and associated information, probation reports, medical/physical report, criminal record cheques, vulnerable sector cheques, refusals, resumes, interview notes, preliminary screening, and related correspondence. Successful applicant information is moved into Personnel file.		
<b>Excludes</b>	None		
<b>OPR</b>	Human Resources		
<b>Access &amp; Continuity</b>	Personal Identifiable Information	Records Safeguard Plan	Vital Record
	Yes	No	No
<b>Regulatory Authority</b>	None		

	Trigger	Retention	Disposition
Retention =	S/O	CY+5	D

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

HUMAN RESOURCES

<b>Series Number</b> 007-003	<b>Record Series</b> Training		
<b>Description</b>	Records relating to the administration of any employee training program, including certification as required by legislation or professional standards, corporate training, and regulatory or job specific Occupational Health and Safety training. Records may include applications, confirmation of mandatory training, certificate renewals and other supporting records.		
<b>Excludes</b>	None		
<b>OPR</b>	Human Resources		
<b>Access &amp; Continuity</b>	Personal Identifiable Information	Records Safeguard Plan	Vital Record
	No	No	No
<b>Regulatory Authority</b>	None		

	Trigger	Retention	Disposition
Retention =	S/O	CY+5	D

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

HUMAN RESOURCES

Series Number 007-004	Record Series HR Program Delivery		
Description	Records include position descriptions, job specifics and responsibilities, job classification system, organizational charts and analysis, salary planning, surveys, schedules, succession planning, employee awareness and training, in house presentations, orientation materials for staff and council, and supporting documentation.		
Excludes	None		
OPR	Human Resources		
Access & Continuity	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
Regulatory Authority	None		

	Trigger	Retention	Disposition
Retention =	S/O	CY+5	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

HUMAN RESOURCES

<b>Series Number</b> 007-005	<b>Record Series</b> OHS Worksheets		
<b>Description</b>	Records may include safety and excavation checklist, permits including confined space entry, Safety Data Sheets, and supporting documents.		
<b>Excludes</b>	None		
<b>OPR</b>	Human Resources		
<b>Access &amp; Continuity</b>	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
<b>Regulatory Authority</b>	Occupational Health and Safety Regulations, 2012, S. 12; Workplace Hazardous Materials Information System Regulations 13 (2)		

	Trigger	Retention	Disposition
Retention =	S/O	CY+5	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

HUMAN RESOURCES

<b>Series Number</b> 007-006	<b>Record Series</b> OHS Program Delivery		
<b>Description</b>	Records pertaining to the development, implementation, administration and maintenance of the City's Occupational Health and Safety Program, including OHS Committee records such as meeting agenda and minutes, inspections, and terms of reference, program administration such as training, campaigns, safe work practices/procedures, presentations, appeals, orientation, and education materials, and records related to emergency preparations such as fire drills and tabletop exercises.		
<b>Excludes</b>	None		
<b>OPR</b>	Human Resources		
<b>Access &amp; Continuity</b>	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
<b>Regulatory Authority</b>	None		

Retention = Trigger Retention Disposition  
File created CY+7 D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility  
CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives  
ED = Event Date  
P = Permanent

Function

HUMAN RESOURCES

Series Number 007-007	Record Series Accident/Incident/Near Miss Investigation		
Description	Records pertaining to the investigation, response, and review of accidents, incidents, and near misses. Records may include notes, meeting minutes, reports, statistics, and correspondence. File may or may not become tied to disability claim or legal claim. Also includes First Aid Registers.		
Excludes	Medical Records/WCC Claims		
OPR	Human Resources		
Access & Continuity	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
Regulatory Authority	Occupational Health and Safety First Aid Regulations 10(3)		

	Trigger	Retention	Disposition
Retention =	File Closed	CY+10	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

HUMAN RESOURCES

<b>Series Number</b> 007-008	<b>Record Series</b> Hazard Assessment and Control		
<b>Description</b>	Records relating to the communication, identification, evaluation, and control of hazards in the workplace. Records may include WHMIS content, studies, reports, program plans, staff reporting, assessments, guides, correspondence, and safety data sheets.		
<b>Excludes</b>	None		
<b>OPR</b>	Human Resources		
<b>Access &amp; Continuity</b>	Personal Identifiable <u>Information</u> No	Records <u>Safeguard Plan</u> No	Vital <u>Record</u> No
<b>Regulatory Authority</b>	None		

	Trigger	Retention	Disposition
Retention =	S/O	CY+25	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent



Function

HUMAN RESOURCES

<b>Series Number</b> 007-009	<b>Record Series</b> Payroll Files		
<b>Description</b>	Records of yearly payroll information, such as master listing, recaps, registers, records of employment, timekeeping and leave, long-term disability payments, T4s, information regarding terminated employees, void cycle recaps, and contributions and administration of employee insurance and pension plans.		
<b>Excludes</b>	None		
<b>OPR</b>	Human Resources		
<b>Access &amp; Continuity</b>	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
<b>Regulatory Authority</b>	None		

	Trigger	Retention	Disposition
Retention =	File created	CY+7	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

HUMAN RESOURCES

<b>Series Number</b> 007-010	<b>Record Series</b> Pensioner Files		
<b>Description</b>	File for each pensioner, from each employee group (Management, CUPE Local 1289 & and Non-Union Recreation Employees, CUPE Local 569, Regional Water Services & Regional Fire Department).		
<b>Excludes</b>	None		
<b>OPR</b>	Human Resources		
<b>Access &amp; Continuity</b>	Personal Identifiable <u>Information</u> Yes	Records <u>Safeguard Plan</u> No	Vital <u>Record</u> No
<b>Regulatory Authority</b>	Canada Pension Plan 1985		

	Trigger	Retention	Disposition
Retention =	File closed	CY+7	D

File closed at death of pensioner or recipient

Legend

D = Destroy

SR = Selective Retention

OPR = Office of Primary Responsibility

CY = Current Year

S/O = Superseded/Obsolete

AR = Archives

ED = Event Date

P = Permanent

Function

HUMAN RESOURCES

<b>Series Number</b> 007-011	<b>Record Series</b> Collective Bargaining		
<b>Description</b>	Records relating to Collective Bargaining, including collective agreements, correspondence with unions, and negotiations.		
<b>Excludes</b>	None		
<b>OPR</b>	Human Resources		
<b>Access &amp; Continuity</b>	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record No
<b>Regulatory Authority</b>	None		

Retention = Trigger S/O Retention CY+7 Disposition AR

Retention applied at the end of agreement.

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility  
CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives  
ED = Event Date  
P = Permanent

Function

HUMAN RESOURCES

<b>Series Number</b> 007-012	<b>Record Series</b> Honours and Awards		
<b>Description</b>	Includes all records and correspondence related to employee recognition, awards and honours granted by the City.		
<b>Excludes</b>	None		
<b>OPR</b>	Human Resources		
<b>Access &amp; Continuity</b>	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
<b>Regulatory Authority</b>	None		

Retention	Trigger	Retention	Disposition
=	File created	CY+7	SR

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

HUMAN RESOURCES

Series Number 007-013	Record Series Seniority and Accrual Lists		
Description	Records relating to the accrual of seniority of union employees.		
Excludes	None		
OPR	Human Resources		
Access & Continuity	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
Regulatory Authority	None		

	Trigger	Retention	Disposition
Retention =	S/O	CY+5	SR

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

INFORMATION SERVICES

Series Number 008-001	Record Series Information and Data Back-ups		
Description	City network back-up tapes/data. Includes on-premise and selective cloud-based applications.		
Excludes	None		
OPR	Corporate Information Services		
Access & Continuity	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record Yes
Regulatory Authority	None		

	Trigger	Retention	Disposition
Retention =	File Created	CY+7	D

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

INFORMATION SERVICES

<b>Series Number</b> 008-002	<b>Record Series</b> Application Development and Support		
<b>Description</b>	Records relating to the design and administration of software and applications either purchased or developed by the City, including need assessments, business cases, user and system requirements, project notes, system development documentation, design information, system installation information, maintenance, modifications, fixes, and upgrades.		
<b>Excludes</b>	None		
<b>OPR</b>	Corporate Information Services		
<b>Access &amp; Continuity</b>	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record Yes
<b>Regulatory Authority</b>	None		

Retention = Trigger Disposal of Asset      Retention CY+10      Disposition SR

Disposition dependent on type of asset.

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

INFORMATION SERVICES

<b>Series Number</b> 008-003	<b>Record Series</b> IT Assets - Hardware		
<b>Description</b>	Records regarding the management of IT equipment and devices including computers, scanners, photocopiers, tablets, and phones, as well as records relating to network hardware and communication lines. Includes records documenting inventories, initial expenditures, acquisition, depreciation, amortization, maintenance.		
<b>Excludes</b>	Asset Management		
<b>OPR</b>	Corporate Information Services		
<b>Access &amp; Continuity</b>	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record Yes
<b>Regulatory Authority</b>	None		

	Trigger	Retention	Disposition
Retention =	S/O	CY+10	SR

Disposition dependent on the type of asset.

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent



Function

INFORMATION SERVICES

<b>Series Number</b> 008-004	<b>Record Series</b> IT Assets - Software		
<b>Description</b>	Records regarding the management of IT software and applications. Includes records documenting inventories, initial expenditures, licenses, acquisition, depreciation, amortization, maintenance.		
<b>Excludes</b>	Asset Management		
<b>OPR</b>	Corporate Information Services		
<b>Access &amp; Continuity</b>	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record Yes
<b>Regulatory Authority</b>	None		

Retention = Trigger S/O Retention CY+10 Disposition SR

Disposition dependent on the type of asset.

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

INFORMATION SERVICES

<b>Series Number</b> 008-005	<b>Record Series</b> Security and Cyber Security		
<b>Description</b>	Records relating to the City's IT security and Cyber security initiatives. Includes information pertaining to risk assessments, vulnerability threats, security breach investigations, cyber security, vulnerability checks, information security classifications, data encryption and confidentiality requirements, education and awareness programs including Beauceron, advisory and consultation information.		
<b>Excludes</b>	None		
<b>OPR</b>	Corporate Information Services		
<b>Access &amp; Continuity</b>	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record Yes
<b>Regulatory Authority</b>	None		

Retention = Trigger S/O Retention CY+10 Disposition SR

Disposition dependent on the type of asset.

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

INFORMATION SERVICES

<b>Series Number</b> 008-006	<b>Record Series</b> User Support		
<b>Description</b>	Records pertaining to user support and help desk tickets, including user setup, application access, network and access requests (new/change/delete orders), and supporting records.		
<b>Excludes</b>	None		
<b>OPR</b>	Corporate Information Services		
<b>Access &amp; Continuity</b>	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record Yes
<b>Regulatory Authority</b>	None		

	Trigger	Retention	Disposition
Retention =	File closed	CY+5	D

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

INFORMATION SERVICES

Series Number 008-007	Record Series Street Naming and Civic Addressing		
Description	Records pertaining to the naming/renaming of City Streets and the assignment/reassignment of Civic Addresses or Civic Numbers to residential and commercial properties.		
Excludes	None		
OPR	Corporate Information Services		
Access & Continuity	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record Yes
Regulatory Authority	None		

Retention = Trigger Directive created      Retention 0      Disposition P

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

INFORMATION SERVICES

<b>Series Number</b> 008-008	<b>Record Series</b> GIS Data		
<b>Description</b>	Geographic information and maps created by Land Information Services at the request of departments.		
<b>Excludes</b>	None		
<b>OPR</b>	Requesting department		
<b>Access &amp; Continuity</b>	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record Yes
<b>Regulatory Authority</b>	None		

	Trigger Request	Retention	Disposition
Retention =	completed or S/O	CY+5	SR

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

LEGAL

Series Number	Record Series		
009-001	By-Laws		
Description	Records pertaining to City by-laws, including creation, amendments, and repeals. Includes final versions of the municipality's by-laws, attachments that are legally part of the by-laws, and any background documentation required to explain or justify the by-law, amendments, or repeals.		
Excludes	None		
OPR	Legal		
Access & Continuity	Personal Identifiable Information	Records Safeguard Plan	Vital Record
	No	No	No
Regulatory Authority	City of St. John's Act (Sec 32)		

Retention = Trigger Retention Retention Disposition  
File Created P AR

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility  
CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives  
ED = Event Date  
P = Permanent

Function

LEGAL

<b>Series Number</b> 009-002	<b>Record Series</b> Claims		
<b>Description</b>	Legal files dealing with claims against or by the City of St. John's. These files include information concerning the incident in question as well as the outcome of the case.		
<b>Excludes</b>	None		
<b>OPR</b>	Legal		
<b>Access &amp; Continuity</b>	Personal Identifiable Information	Records Safeguard Plan	Vital Record
	Yes	No	No
<b>Regulatory Authority</b>	None		

	Trigger	Retention	Disposition
Retention =	File Closed	CY + 10	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

LEGAL

<b>Series Number</b> 009-003	<b>Record Series</b> Insurance Policies		
<b>Description</b>	Official City Insurance Policies, renewal information and correspondence		
<b>Excludes</b>	None		
<b>OPR</b>	Legal		
<b>Access &amp; Continuity</b>	Personal Identifiable Information	Records Safeguard Plan	Vital Record
	Yes	No	No
<b>Regulatory Authority</b>	None		

Retention = Trigger S/O Retention CY + 10 Disposition D

Considered Superseded/obsolete after creation of new insurance policy

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility  
CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives  
ED = Event Date  
P = Permanent



Function

LEGAL

<b>Series Number</b> 009-004	<b>Record Series</b> Leasehold Land		
<b>Description</b>	Files concerning the purchase and sale of leasehold land.		
<b>Excludes</b>	None		
<b>OPR</b>	Legal		
<b>Access &amp; Continuity</b>	Personal Identifiable Information	Records Safeguard Plan	Vital Record
	Yes	No	No
<b>Regulatory Authority</b>	None		

Retention = Trigger      Retention      Disposition  
File Closed      P      AR

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

LEGAL

Series Number 009-005	Record Series Prosecutions		
Description	Records regarding prosecutions enforcement by-laws and legislation, including building violations and contested parking tickets. Includes Municipal Property Offences (MPOs).		
Excludes	None		
OPR	Legal		
Access & Continuity	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
Regulatory Authority	None		

	Trigger	Retention	Disposition
Retention =	File Closed	CY + 10	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

LEGAL

Series Number 009-006	Record Series Real Estate		
Description	Files on real estate transactions for property expropriated, purchased or sold by the City. Includes expropriation files.		
Excludes	None		
OPR	Legal		
Access & Continuity	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
Regulatory Authority	None		

Retention = Trigger      Retention      Disposition  
File Closed      P      AR

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

LEGAL

Series Number 009-007	Record Series Contracts & Agreements		
Description	Records relating to agreements entered by the City. Examples include construction/contractor contracts, collective agreements, purchase agreements, partnership agreements, lease agreements, shared-use agreements, property owner waivers, information sharing agreements, and loan agreements.		
Excludes	None		
OPR	Legal/Originating department		
Access & Continuity	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record Yes
Regulatory Authority	None		

	Trigger	Retention	Disposition
Retention =	End of Contract	CY + 10	D

End of contract stipulated in contract and includes extensions

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

LEGAL

<b>Series Number</b> 009-008	<b>Record Series</b> Disclosure File		
<b>Description</b>	Records collected in preparation for the court as a result of the contested parking tickets. Includes copies of registration, photos, reports, copy of ticket, zone report, copy of complaint, advisory letters/delivery certificate and any other supporting documentation. Once required by the court, records are provided to Legal and fall under Prosecutions record series.		
<b>Excludes</b>	Prosecutions		
<b>OPR</b>	Parking Services		
<b>Access &amp; Continuity</b>	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
<b>Regulatory Authority</b>	None		

	Trigger	Retention	Disposition
Retention =	Conclusion of legal matter	CY + 5	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

MARKETING & COMMUNICATIONS

Series Number 010-001	Record Series Advertising, Marketing, Publications & Promotional Materials		
Description	Records pertaining to the advertising and marketing of a City program or initiative. Includes official communications such as Economic Snapshot Newsletter, City Guide, budget books, social media and website posts, and annual reports. Records include promotional material such as newsletters, pamphlets, brochures, flyers, and posts, supporting documentation, final products, working materials, and related correspondence.		
Excludes	None		
OPR	Communications		
Access & Continuity	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record No
Regulatory Authority	None		

	Trigger	Retention	Disposition
Retention =	S/O	CY+5	SR

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

## Function

## MARKETING &amp; COMMUNICATIONS

<b>Series Number</b> 010-002	<b>Record Series</b> Brand Position		
<b>Description</b>	Records regarding branding and the standards which apply to graphic designs, such as trademarks, logo and letterhead design, signage, flags, and vehicle identification. Also included are records regarding corporation insignia, City crest, and seals of office.		
<b>Excludes</b>	None		
<b>OPR</b>	Communications		
<b>Access &amp; Continuity</b>	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record No
<b>Regulatory Authority</b>	None		

	<b>Trigger</b>	<b>Retention</b>	<b>Disposition</b>
<b>Retention =</b>	S/O	CY+5	SR

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

## Function

**MARKETING & COMMUNICATIONS**

<b>Series Number</b> 010-003	<b>Record Series</b> Communication Plans, Strategies, & Official Communications		
<b>Description</b>	Records relating to the development and management of official communication plans, including City-wide, Council, departmental, or project specific. Records include speeches, presentations, advisories, news releases, speaking notes, special declarations, proclamations, formal statements, preparation and supporting material, commentary, approvals, correspondence, and final documentation.		
<b>Excludes</b>	None		
<b>OPR</b>	Communications; Originating		
<b>Access &amp; Continuity</b>	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record Yes
<b>Regulatory Authority</b>	None		

	<b>Trigger</b>	<b>Retention</b>	<b>Disposition</b>
<b>Retention =</b>	File created	CY+10	SR

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent



Function

MARKETING & COMMUNICATIONS

Series Number 010-004	Record Series Graphic Design Files		
Description	Records and working files relating to the design of internal or external materials and graphics, such as images, publications, posters, advertisements, campaigns, and working files.		
Excludes	None		
OPR	Communications		
Access & Continuity	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record No
Regulatory Authority	None		

	Trigger	Retention	Disposition
Retention =	S/O	CY+5	D

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

MARKETING & COMMUNICATIONS

Series Number 010-005	Record Series Photographs and Videos (Events and Marketing)		
Description	Photographs and videos taken for marketing purposes or to record a City event.		
Excludes	None		
OPR	Communications		
Access & Continuity	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
Regulatory Authority	None		

Retention = Trigger Initiative complete      Retention CY+5      Disposition SR

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

MARKETING & COMMUNICATIONS

Series Number 010-006	Record Series Crisis Communication Plan		
Description	Official guide outlining what steps the City will follow in case of a crisis.		
Excludes	None		
OPR	Communications		
Access & Continuity	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record Yes
Regulatory Authority	None		

	Trigger	Retention	Disposition
Retention =	S/O	CY+10	SR

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

MAYOR, COUNCIL & COMMITTEES

Series Number 011-001	Record Series Council Meetings – Agendas and Minutes		
Description	Official copies of Regular Meeting, Committee of the Whole, and Special Meeting Agendas and Minutes of Council, including all supporting agenda records, reports to council, directives, and final signed versions of motions and resolutions.		
Excludes	None		
OPR	Office of the City Clerk		
Access & Continuity	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record Yes
Regulatory Authority	Rules of Procedure By-Law (2024)		

	Trigger	Retention	Disposition
Retention =	File created	P	AR

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

MAYOR, COUNCIL & COMMITTEES

Series Number 011-002	Record Series Council Meetings – Audio Recordings		
Description	Audio recordings of Regular Meeting, Committee of the Whole and Special Meetings.		
Excludes	None		
OPR	Office of the City Clerk		
Access & Continuity	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record Yes
Regulatory Authority	None		

	Trigger	Retention	Disposition
Retention	= File created	CY+1	D

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

MAYOR, COUNCIL & COMMITTEES

Series Number 011-003	Record Series Council Meetings – Video Recordings		
Description	Video recordings of public Regular and Committee of the Whole Meetings.		
Excludes	None		
OPR	Office of the City Clerk		
Access & Continuity	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record No
Regulatory Authority	None		

Trigger		Retention	Disposition
Retention	= File created	CY+5	SR

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

MAYOR, COUNCIL & COMMITTEES

<b>Series Number</b> 011-004	<b>Record Series</b> Oaths of Office		
<b>Description</b>	An oath or affirmation of office signed by a councillor.		
<b>Excludes</b>	None		
<b>OPR</b>	Office of the City Clerk		
<b>Access &amp; Continuity</b>	Personal Identifiable Information	Records Safeguard Plan	Vital Record
	No	No	No
<b>Regulatory Authority</b>	None		

	Trigger	Retention	Disposition
Retention =	End of term	N/A	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

MAYOR, COUNCIL & COMMITTEES

Series Number 011-005	Record Series Council, Administration		
Description	Records relating to the administration of Council and chambers, including correspondence, photos, letters of appointment, attendance records, travel documentation, procedures, reference materials, and portfolio information.		
Excludes	None		
OPR	Office of the City Clerk		
Access & Continuity	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
Regulatory Authority	None		

	Trigger	Retention	Disposition
Retention =	File created	CY+7	SR

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent



Function

MAYOR, COUNCIL & COMMITTEES

Series Number 011-006	Record Series Elections – Administration		
Description	Records relating to the administration of Municipal elections and by-elections, including candidate application forms, correspondence, business plan, oaths of secrecy, and election worker records.		
Excludes	None		
OPR	Office of the City Clerk		
Access & Continuity	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
Regulatory Authority	None		

	Trigger	Retention	Disposition
Retention =	File Closed	CY+10	SR

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

MAYOR, COUNCIL & COMMITTEES

<b>Series Number</b> 011-007	<b>Record Series</b> Elections – Final Report		
<b>Description</b>	Report written after an election or by-election, documenting statistics and recommendations.		
<b>Excludes</b>	None		
<b>OPR</b>	Office of the City Clerk		
<b>Access &amp; Continuity</b>	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
<b>Regulatory Authority</b>	None		

Retention	Trigger	Retention	Disposition
=	File Closed	N/A	AR

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

MAYOR, COUNCIL & COMMITTEES

Series Number 011-008	Record Series Elections – Candidate Contributions and Expenditures		
Description	Records relating to the contributions received and expenditures made by a candidate in an election or by-election, including those not elected.		
Excludes	None		
OPR	Office of the City Clerk		
Access & Continuity	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
Regulatory Authority	Election Finance By-Law		

Retention	Trigger	Retention	Disposition
=	File created	CY+7	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

MAYOR, COUNCIL & COMMITTEES

<b>Series Number</b> 011-009	<b>Record Series</b> Elections - Ballots		
<b>Description</b>	Election ballots included accepted, rejected, re-created, and spoiled. Also applies to ballots received after election day.		
<b>Excludes</b>	None		
<b>OPR</b>	Office of the City Clerk		
<b>Access &amp; Continuity</b>	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
<b>Regulatory Authority</b>	Municipal Elections Act, S. 59; Municipal Elections Vote by Mail By-Law		

	Trigger	Retention	Disposition
Retention =	Election called	30 days	D

Retention applied date of Last Count or termination of legal proceedings, if any.

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

ORGANIZATIONAL PERFORMANCE & STRATEGY

Series Number 012-001	Record Series Strategic Planning		
Description	Records relating to the planning of City strategies, initiatives, goals and objectives. Includes meeting notes, research notes, and jurisdictional scans. Resulting Strategic Plan in Council minutes. Strategic Plan created every 10 years and reviewed every 4 years.		
Excludes	None		
OPR	Organizational Performance & Strategy		
Access & Continuity	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record No
Regulatory Authority	None		

	Trigger	Retention	Disposition
Retention =	S/O	CY+10	SR

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

ORGANIZATIONAL PERFORMANCE & STRATEGY

Series Number 012-002	Record Series City-Offered Training		
Description	Records pertaining to employee training offered by the City. Records could include power points, supporting documents, evaluations, and legacy jam boards.		
Excludes	OHS Training		
OPR	Organizational Performance & Strategy		
Access & Continuity	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
Regulatory Authority	None		

	Trigger	Retention	Disposition
Retention =	S/O	CY+10	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

ORGANIZATIONAL PERFORMANCE & STRATEGY

Series Number 012-003	Record Series Continuous Improvement, Administration		
Description	Records relating to the administration of Continuous Improvement within the City. Includes records pertaining to the Community of Practices and Roadmap, such as contractors, correspondence, certificates, and templates.		
Excludes	None		
OPR	Organizational Performance & Strategy		
Access & Continuity	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record No
Regulatory Authority	None		

	Trigger	Retention	Disposition
Retention =	S/O	CY+5	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

ORGANIZATIONAL PERFORMANCE & STRATEGY

<b>Series Number</b> 012-004	<b>Record Series</b> Continuous Improvement, Projects		
<b>Description</b>	Records relating to Continuous Improvement projects. Records include notes, expressions of interest, calculation spreadsheet, A3 Reports, and supporting documents.		
<b>Excludes</b>	None		
<b>OPR</b>	Organizational Performance & Strategy		
<b>Access &amp; Continuity</b>	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
<b>Regulatory Authority</b>	None		

Retention = Trigger Retention Disposition  
File closed CY+5 D

File closed when project completed.

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility  
CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives  
ED = Event Date  
P = Permanent



Function

ORGANIZATIONAL PERFORMANCE & STRATEGY

<b>Series Number</b> 012-005	<b>Record Series</b> Performance Records		
<b>Description</b>	Records relating to Service Excellence initiative, including satisfaction surveys and reports.		
<b>Excludes</b>	None		
<b>OPR</b>	Organizational Performance & Strategy		
<b>Access &amp; Continuity</b>	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
<b>Regulatory Authority</b>	None		

	Trigger	Retention	Disposition
Retention =	S/O	CY+5	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

ORGANIZATIONAL PERFORMANCE & STRATEGY

<b>Series Number</b> 012-006	<b>Record Series</b> Tuition Reimbursement		
<b>Description</b>	Requests for tuition reimbursement for successful completion of course.		
<b>Excludes</b>	Records held by HR regarding course completion.		
<b>OPR</b>	Organizational Performance & Strategy		
<b>Access &amp; Continuity</b>	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
<b>Regulatory Authority</b>	Income Tax Act, S. 230 for retention; Canada Revenue Agency: IC78-10R5 Books and Records Retention/Destruction; Employee Learning & Training policy 2019.		

	Trigger	Retention	Disposition
Retention =	Course completed	CY+7	D
	Retention applied once confirmation of successful completion is received.		

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

ORGANIZATIONAL PERFORMANCE & STRATEGY

<b>Series Number</b> 012-007	<b>Record Series</b> Required Training		
<b>Description</b>	Projects headed by OPS, who track the outcome of training. The electronic details including participants, training title, vendor, and cost are saved in a budget spreadsheet by year.		
<b>Excludes</b>	None		
<b>OPR</b>	Organizational Performance & Strategy		
<b>Access &amp; Continuity</b>	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
<b>Regulatory Authority</b>	None		

	Trigger	Retention	Disposition
Retention =	S/O	CY+5	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

ORGANIZATIONAL PERFORMANCE & STRATEGY

Series Number 012-008	Record Series Organizational Development		
Description	Records pertaining to employee and organizational development. This includes the assessment of corporate and divisional needs, and the strategies developed to support effective employee and management development.		
Excludes	None		
OPR	Organizational Performance & Strategy		
Access & Continuity	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
Regulatory Authority	None		

	Trigger	Retention	Disposition
Retention =	S/O	CY+5	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

PLANNING, DEVELOPMENT & ENGINEERING

Series Number 013-001	Record Series Capital Construction and Renovations		
Description	Records pertaining to newly constructed or rehabilitated sanitary sewer, water, and storm services, new or rehabilitated road/asphalt works, and bridge rehabilitation and structural condition assessments. Records include work for concept through construction, studies and reports.		
Excludes	Asset Management		
OPR	Engineering		
Access & Continuity	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record Yes
Regulatory Authority	None		

Retention = Trigger  
End of Ownership      Retention      CY+10      Disposition      SR

Retention applied when City transfers/ends ownership of asset.

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

PLANNING, DEVELOPMENT & ENGINEERING

Series Number 013-002	Record Series Capital Construction and Renovations >\$100k		
Description	Records pertaining to newly constructed or renovated City buildings. Includes material relating to the planning, design, construction, major repairs, alterations and demolition of City owned buildings. Also includes building structure system information, such as HVAC, ventilation, fire and life systems, elevators, furnaces, and lighting.		
Excludes	Asset Management		
OPR	Engineering		
Access & Continuity	Personal Identifiable Information	Records Safeguard Plan	Vital Record
	No	No	Yes
Regulatory Authority	None		

Retention = Trigger  
End of Ownership      Retention      Disposition  
CY+10      SR

Retention applied after City transfers/ends ownership of asset.  
Large-scale architectural drawings retained permanently in archives.

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

PLANNING, DEVELOPMENT & ENGINEERING

Series Number 013-003	Record Series Building Applications for Heritage Property		
Description	Records pertaining to building applications for heritage properties or properties in heritage zones. Include working notes and decision documentation.		
Excludes	None		
OPR	Planning & Development; Regulatory Services		
Access & Continuity	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
Regulatory Authority	None		

Retention = Trigger      Retention      Disposition  
File closed      CY+7      SR

Large-scale architectural drawings retained in archives.

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

PLANNING, DEVELOPMENT & ENGINEERING

<b>Series Number</b> 013-004	<b>Record Series</b> Heritage Awards		
<b>Description</b>	Records relating to the administration and awarding of Heritage Awards, including applications and designation results.		
<b>Excludes</b>	None		
<b>OPR</b>	Planning & Development		
<b>Access &amp; Continuity</b>	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
<b>Regulatory Authority</b>	None		

Retention = Trigger Date Nominated      Retention CY+5      Disposition D

Legend

D = Destroy      CY = Current Year      ED = Event Date  
SR = Selective Retention      S/O = Superseded/Obsolete      P = Permanent  
OPR = Office of Primary Responsibility      AR = Archives



Function

PLANNING, DEVELOPMENT & ENGINEERING

Series Number 013-005	Record Series Heritage Designations		
Description	Records relating to heritage designation of build structures. Includes application, checklist, recommendation notice, background information, photos, and supporting documents. Applies to applications that are recommended as well as those that are not recommended.		
Excludes	None		
OPR	Planning & Development		
Access & Continuity	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
Regulatory Authority	None		

	Trigger	Retention	Disposition
Retention =	File closed	CY+7	SR

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

PLANNING, DEVELOPMENT & ENGINEERING

Series Number 013-006	Record Series Development – Residential, Industrial, and Commercial		
Description	Records pertaining to rezoning and residential, industrial or commercial development. Includes decision notes, notice of approval, development agreements, drawings, technical reports, draft approved plans, revisions correspondence, and supporting documents.		
Excludes	None		
OPR	Planning & Development		
Access & Continuity	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
Regulatory Authority	None		

	Trigger	Retention	Disposition
Retention =	File closed	CY+7	AR

Large-scale architectural drawings retained permanently in archives.

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

PLANNING, DEVELOPMENT & ENGINEERING

<b>Series Number</b> 013-007	<b>Record Series</b> Amendment Packages		
<b>Description</b>	Application Approval Packages for GNL Department of Municipal Affairs.		
<b>Excludes</b>	None		
<b>OPR</b>	Planning & Development		
<b>Access &amp; Continuity</b>	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record No
<b>Regulatory Authority</b>	None		

	Trigger	Retention	Disposition
Retention =	Approval	CY+7	D

Retention applied when approval is received from department of Municipal Affairs

Legend

D = Destroy

SR = Selective Retention

OPR = Office of Primary Responsibility

CY = Current Year

S/O = Superseded/Obsolete

AR = Archives

ED = Event Date

P = Permanent

Function

PLANNING, DEVELOPMENT & ENGINEERING

Series Number 013-008	Record Series Municipal Plan Map		
Description	Official municipal plan map outlining the City's zoning and land use designation. Also includes amendments.		
Excludes	None		
OPR	Planning & Development		
Access & Continuity	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record No
Regulatory Authority	None		

Retention	Trigger	Retention	Disposition
=	Active	P	N/A

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

PLANNING, DEVELOPMENT & ENGINEERING

Series Number 013-009	Record Series Applications to Connect		
Description	Records relating to applications to connect developments to existing services, such as water or sewer systems.		
Excludes	None		
OPR	Planning & Development; Public Works		
Access & Continuity	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record No
Regulatory Authority	Premises Isolation By-Law 10		

	Trigger	Retention	Disposition
Retention =	Issued date	6 months	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

PLANNING, DEVELOPMENT & ENGINEERING

<b>Series Number</b> 013-010	<b>Record Series</b> Hydrology		
<b>Description</b>	Records pertaining to the movement, distribution, and management of water within the City of St. John's, including hydrological models of the systems and related rain gauges and flow meters.		
<b>Excludes</b>	None		
<b>OPR</b>	Planning & Development		
<b>Access &amp; Continuity</b>	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record No
<b>Regulatory Authority</b>	None		

	Trigger	Retention	Disposition
Retention =	S/O	CY+10	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

PLANNING, DEVELOPMENT & ENGINEERING

<b>Series Number</b> 013-011	<b>Record Series</b> Surveying Jobs		
<b>Description</b>	Records compiled for requested survey job, either internal or external. Information gathered from other government entities include raw data; site photos; aerial imagery; field notes; surveys; correspondence; copies of records from Govern; and records from other information sources. Also includes land surveys documenting property lines, boundaries, parcels of land, and/or topographic surveys.		
<b>Excludes</b>	None		
<b>OPR</b>	Engineering – Surveying; Legal Land Surveys completed for other divisions become the responsibility of requesting division.		
<b>Access &amp; Continuity</b>	Personal Identifiable Information	Records Safeguard Plan	Vital Record
	Yes	No	No
<b>Regulatory Authority</b>	Land Surveyors Act n. 34		

	Trigger	Retention	Disposition
Retention =	File Closed	CY+10	SR

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

PLANNING, DEVELOPMENT, AND ENGINEERING

Series Number 013-012	Record Series Transportation Planning Files		
Description	Records pertaining to studies regarding traffic analysis, such as traffic signals, streetlights, and traffic calming initiatives. Records may include drawings, traffic counts, collision statistics, related and supporting documents.		
Excludes	None		
OPR	Engineering		
Access & Continuity	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record Yes
Regulatory Authority	None		

	Trigger	Retention	Disposition
Retention =	File Created	CY+25	SR

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	



Function

PUBLIC WORKS

Series Number 014-001	Record Series City Buildings, Construction and Renovations <\$100K		
Description	Records pertaining to City owned buildings. Includes material relating to the planning, design, construction, major repairs, alterations and demolition of City owned buildings. Also includes building structure system information, such as HVAC, ventilation, fire and life systems, elevators, furnaces, and lighting.		
Excludes	As-Builts and Drawings; Asset Management		
OPR	City Buildings		
Access & Continuity	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record Yes
Regulatory Authority	None		

Retention		Trigger	Retention	Disposition
=		End of City ownership of Building	CY+5	SR

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

## Function

## PUBLIC WORKS

<b>Series Number</b> 014-002	<b>Record Series</b> Building and Property Maintenance		
<b>Description</b>	Includes records regarding the maintenance of the municipality's buildings and properties. Includes exterior maintenance to buildings, landscaping, grounds keeping and grass cutting. Also includes interior of buildings, including floor layouts, office cleaning, repairs and maintenance, pest control, key control and maintenance of locking system, and licenses for devices such as elevators.		
<b>Excludes</b>	Parks Management		
<b>OPR</b>	City Buildings		
<b>Access &amp; Continuity</b>	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record No
<b>Regulatory Authority</b>	None		

	<b>Trigger</b>	<b>Retention</b>	<b>Disposition</b>
<b>Retention</b>	= File created	CY+5	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

PUBLIC WORKS

<b>Series Number</b> 014-003	<b>Record Series</b> Fleet Vendor Files		
<b>Description</b>	Records pertaining to fleet associated contractors and companies, including contracts, correspondence, notes, and supporting financial documentation.		
<b>Excludes</b>	None		
<b>OPR</b>	Fleet		
<b>Access &amp; Continuity</b>	Personal Identifiable <u>Information</u> Yes	Records <u>Safeguard Plan</u> No	Vital <u>Record</u> No
<b>Regulatory Authority</b>	None		

Retention	Trigger	Retention	Disposition
=	File Created	CY + 7	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

PUBLIC WORKS

<b>Series Number</b> 014-004	<b>Record Series</b> Fleet Asset Files		
<b>Description</b>	Records pertaining to the management of City fleet, including summary fleet information and fleet records for each vehicle leased or owned, operated and maintained by the municipality, and warranty items. Records include permits, operating manuals, routine/daily vehicle inspection slips, vehicle history files, lubrication record, modifications, electrical drawings, vehicle maintenance, logbook registration and disposal.		
<b>Excludes</b>	None		
<b>OPR</b>	Fleet		
<b>Access &amp; Continuity</b>	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record Yes
<b>Regulatory Authority</b>	Driver's Daily Logbook Policy 03-10-11; Licensing and Equipment Regulations 43.1(3)		

	Trigger	Retention	Disposition
Retention =	End of City ownership or custody	CY + 5	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

PUBLIC WORKS

Series Number 014-005	Record Series Fleet Registers/Monthly Reports		
Description	Information concerning changes or alterations to work orders, audit reports, inventories, and job information		
Excludes	None		
OPR	Fleet		
Access & Continuity	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record No
Regulatory Authority	None		

	Trigger	Retention	Disposition
Retention =	File Created	CY + 5	D

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

PUBLIC WORKS

Series Number 014-006	Record Series Automotive Lifts and Vehicle Supports		
Description	Maintenance and inspection records for automotive lift or hoists.		
Excludes	None		
OPR	Fleet		
Access & Continuity	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record No
Regulatory Authority	Occupational Health and Safety Regulations, 2012: 110(4); 248		

	Trigger	Retention	Disposition
Retention =	File Created	CY + 5	D

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

PUBLIC WORKS

Series Number 014-007	Record Series Automatic Vehicle Location		
Description	Records documenting the location of City vehicles.		
Excludes	None		
OPR	Fleet		
Access & Continuity	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record No
Regulatory Authority	None		

	Trigger	Retention	Disposition
Retention =	File Created	CY + 5	D

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

PUBLIC WORKS

Series Number 014-008	Record Series Blasting Machine Annual Inspection		
Description	Inspection conducted annually to ensure proper functioning and safety of blasting equipment.		
Excludes	Equipment Inspection, Maintenance and Cleaning		
OPR	Public Works		
Access & Continuity	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record Yes
Regulatory Authority	Occupational Health and Safety Regulations, 2012: 436 (6)		

	Trigger	Retention	Disposition
Retention =	S/O	6 months	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent



Function

PUBLIC WORKS

<b>Series Number</b> 014-009	<b>Record Series</b> Blasting Records		
<b>Description</b>	Records documenting the results of a blaster’s examination, including information about the detonator, wire length, and type of explosive. Records include field journals or equivalent recording the blaster's examination.		
<b>Excludes</b>	None		
<b>OPR</b>	Public Works		
<b>Access &amp; Continuity</b>	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record Yes
<b>Regulatory Authority</b>	Occupational Health and Safety Regulations, 2012: 422 (3)		

	Trigger	Retention	Disposition
Retention =	Event date	CY+5	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

PUBLIC WORKS

<b>Series Number</b> 014-010	<b>Record Series</b> Development Files		
<b>Description</b>	Files regarding the development of subdivisions, renovations, and rezoning.		
<b>Excludes</b>	None		
<b>OPR</b>	Public Works; Planning & Development		
<b>Access &amp; Continuity</b>	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record Yes
<b>Regulatory Authority</b>	None		

	Trigger	Retention	Disposition
Retention =	File closed	CY+7	SR

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

## Function

**PUBLIC WORKS**

<b>Series Number</b> 014-011	<b>Record Series</b> Equipment Inspection, Maintenance and Cleaning		
<b>Description</b>	Records logging inspections, maintenance, checks, tests, repairs and modifications of equipment and machinery owned by the City.		
<b>Excludes</b>	Fleet Maintenance; Water and Wastewater; Blasting Machine Annual Inspection		
<b>OPR</b>	Public Works		
<b>Access &amp; Continuity</b>	Personal Identifiable <u>Information</u> No	Records <u>Safeguard Plan</u> No	Vital <u>Record</u> Yes
<b>Regulatory Authority</b>	Occupational Health and Safety Regulations, 2012: 533 (10)(b); Storage and Handling of Gasoline and Associated Products Regulations, 2003		

<b>Retention</b>	<b>=</b>	<b>Trigger</b> End of Ownership	<b>Retention</b> CY+5	<b>Disposition</b> D
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Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

PUBLIC WORKS

Series Number 014-012	Record Series Gasoline Dispensing		
Description	Records pertaining to municipal gasoline dispensing. Includes records of routine monitoring of gauge, dip and water dip readings and reconciliations; gasoline level measurements; leak tests and records; and compliance documentation.		
Excludes	None		
OPR	Public Works		
Access & Continuity	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record No
Regulatory Authority	Storage and Handling of Gasoline and Associated Products Regulations, 2003		

	Trigger	Retention	Disposition
Retention =	S/O	CY+5	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

PUBLIC WORKS

<b>Series Number</b> 014-013	<b>Record Series</b> Utilities		
<b>Description</b>	Records includes maps and location drawings provided to the municipality from utility companies such as telephone lines, gas mains, power lines, and water mains.		
<b>Excludes</b>	None		
<b>OPR</b>	Public Works		
<b>Access &amp; Continuity</b>	Personal Identifiable <u>Information</u> No	Records <u>Safeguard Plan</u> No	Vital <u>Record</u> No
<b>Regulatory Authority</b>	None		

	Trigger	Retention	Disposition
Retention =	S/O	CY+5	SR

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

PUBLIC WORKS

Series Number 014-014	Record Series Agreements (Waivers)		
Description	Records documenting a property owner's acknowledgement and agreement to allow the City to perform work on their property (ex. excavations on private property to replace pipes). Records may include a signed agreement, correspondence, and supporting documents.		
Excludes	None		
OPR	Public Works		
Access & Continuity	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
Regulatory Authority	None		

	Trigger	Retention	Disposition
Retention =	Work complete	CY+10	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

## Function

**PUBLIC WORKS**

<b>Series Number</b> 014-015	<b>Record Series</b> Parks and Open Spaces Maintenance		
<b>Description</b>	Records pertaining to the maintenance of municipal parks, grounds, outdoor sports facilities, walking trails, playgrounds, municipal bridges, and basketball and other courts. Records also related to winter maintenance of City-owned property such as snow plowing and removal. Series may include worksheets, weekly and annual inspection reports, and maintenance forms.		
<b>Excludes</b>	Building and Property Maintenance; Road Maintenance		
<b>OPR</b>	Parks and Open Spaces		
<b>Access &amp; Continuity</b>	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record No
<b>Regulatory Authority</b>	None		

	<b>Trigger</b>	<b>Retention</b>	<b>Disposition</b>
<b>Retention =</b>	File created	CY+5	SR

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

PUBLIC WORKS

<b>Series Number</b> 014-016	<b>Record Series</b> Tree Maintenance		
<b>Description</b>	Includes records of tree removal, planting, trimming, pruning and preservation measures taken.		
<b>Excludes</b>	None		
<b>OPR</b>	Parks and Open Spaces		
<b>Access &amp; Continuity</b>	Personal Identifiable <u>Information</u> No	Records <u>Safeguard Plan</u> No	Vital <u>Record</u> No
<b>Regulatory Authority</b>	None		

Retention	=	Trigger Tree Removal	Retention CY+5	Disposition D
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Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent



Function

PUBLIC WORKS

Series Number 014-017	Record Series Road Maintenance		
Description	Records pertaining to street and sidewalk repairs and maintenance, including pothole repair, street cleaning, asphalt and concrete repair, line painting, pavement marking, ditch/culvert reports, signs and barricades lists, and snow clearing efforts, such as plowing and removal, sidewalk plowing and ice control activities. Also includes records pertaining to the inspection and monitoring of pole installations by utility companies and street excavations by the private sector.		
Excludes	Parks and Open Spaces Maintenance		
OPR	Roads		
Access & Continuity	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record No
Regulatory Authority	None		

	Trigger	Retention	Disposition
Retention =	File closed	CY+7	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

PUBLIC WORKS

Series Number 014-018	Record Series Traffic Control Plans		
Description	Records documenting potential hazards related to a road project and identifying where signs and flag persons need to be stationed. Records include Pre-Task Safety Talks, Toolbox Talks, and Final Report.		
Excludes	None		
OPR	Roads		
Access & Continuity	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record No
Regulatory Authority	None		

	Trigger	Retention	Disposition
Retention =	File closed	CY+5	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

PUBLIC WORKS

<b>Series Number</b> 014-019	<b>Record Series</b> Road Construction		
<b>Description</b>	Records relating to the construction and development of new roads as well as major improvements to existing roads, such as resurfacing or widening. Also includes studies regarding construction projects on roads.		
<b>Excludes</b>	As-Builts and Drawings		
<b>OPR</b>	Roads		
<b>Access &amp; Continuity</b>	Personal Identifiable <u>Information</u> No	Records <u>Safeguard Plan</u> No	Vital <u>Record</u> No
<b>Regulatory Authority</b>	None		

	Trigger	Retention	Disposition
Retention =	File closed	CY+5	SR

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

PUBLIC WORKS

<b>Series Number</b>	<b>Record Series</b>		
014-020	Sustainability		
<b>Description</b>	Records relating to the City's sustainability, energy, and climate management framework. Includes community climate mitigation and adaptation plans and initiatives.		
<b>Excludes</b>	None		
<b>OPR</b>	Public Works		
<b>Access &amp; Continuity</b>	Personal Identifiable Information	Records Safeguard Plan	Vital Record
	No	No	No
<b>Regulatory Authority</b>	None		

Retention = Trigger  
Project closed

Retention CY+7

Disposition SR

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

RECREATION

Series Number	Record Series
015-001	Lessons, Activity Plans, and Checklists
Description	Records and reports detailing the day-to-day activities planned for recreational programs, including fitness, aquatics and lessons, preschool and after school programs, camps, and adult programs. Records may include Swimming Lesson Attendance, Lifeguard Reports, Sunscreen Checklist, and Log Sheets.
Excludes	Financial records
OPR	Recreation
Access & Continuity	Personal Identifiable Information Records Safeguard Plan Vital Record
	Yes No No
Regulatory Authority	Child Care Regulations 43 (2)

Retention	Trigger	Retention	Disposition
=	File Created	CY+1	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

RECREATION

<b>Series Number</b> 015-002	<b>Record Series</b> Incident Client Files		
<b>Description</b>	Records documenting incidences related to a specific individual.		
<b>Excludes</b>	Legal Files; Accident and Incident Investigations – OHS		
<b>OPR</b>	Recreation		
<b>Access &amp; Continuity</b>	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
<b>Regulatory Authority</b>	None		

Retention = Trigger Resolution Date      Retention CY+7      Disposition D

Legend

D = Destroy      CY = Current Year      ED = Event Date  
SR = Selective Retention      S/O = Superseded/Obsolete      P = Permanent  
OPR = Office of Primary Responsibility      AR = Archives

Function

RECREATION

<b>Series Number</b> 015-003	<b>Record Series</b> Community Programs		
<b>Description</b>	Records documenting the day-to-day administration of community recreation programs. Programs include summer programs, Easter Camp, After School Programs, and inclusive recreation programs. Records may include applications, intake forms, program binder, senior observations, and medical administration. Series pertains to records from all City recreation facilities.		
<b>Excludes</b>	Incident Reports; Incidents and Accidents.		
<b>OPR</b>	Recreation		
<b>Access &amp; Continuity</b>	Personal Identifiable <u>Information</u> Yes	Records <u>Safeguard Plan</u> No	Vital <u>Record</u> No
<b>Regulatory Authority</b>	Child Care Regulations 43 (2)		

	Retention	Trigger	Retention	Disposition
	=	End of program	CY+5	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

RECREATION

Series Number 015-004	Record Series Community Development		
Description	Administration of programs offered at City recreational facilities such as Shea Heights, Kilbride, and Mundy Pond.		
Excludes	None		
OPR	Recreation		
Access & Continuity	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record No
Regulatory Authority	Child Care Regulations 45 (3)		

	Trigger	Retention	Disposition
Retention	= File Created	CY+7	SR

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent



Function

RECREATION

Series Number 015-005	Record Series Participant Applications and Reports		
Description	Records pertaining to program participants, including medical information, program registrations, & permission slips. Includes REAL Program client files and inclusion and accessibility services.		
Excludes	None		
OPR	Recreation		
Access & Continuity	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
Regulatory Authority	None		

Retention = Trigger Retention Disposition  
File Inactive CY+5 SR

Inactive after 5 years of no use or youth participant ages out of program.

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility  
CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives  
ED = Event Date  
P = Permanent

Function

RECREATION

<b>Series Number</b> 015-006	<b>Record Series</b> Pool Maintenance and Aquatics		
<b>Description</b>	Files concerning pool chemistry and testing and also finances, staffing, rentals, inspections and reports of indoor and outdoor pool facilities.		
<b>Excludes</b>	None		
<b>OPR</b>	Recreation		
<b>Access &amp; Continuity</b>	Personal Identifiable Information No	Records Safeguard Plan No	Vital Record No
<b>Regulatory Authority</b>	Public Pool Standards and Guidelines (GNL Environmental Health Guidelines) s. 4		

	Trigger	Retention	Disposition
Retention =	File Created	CY+1	SR

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

RECREATION

<b>Series Number</b> 015-007	<b>Record Series</b> Registration Accounts		
<b>Description</b>	ActiveNet family and individual account information, detailing past participants, payment history, old rosters and program revenue information.		
<b>Excludes</b>	None		
<b>OPR</b>	Recreation		
<b>Access &amp; Continuity</b>	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
<b>Regulatory Authority</b>	Child Care Regulations		

Retention	=	Trigger Account Inactive	Retention CY+7	Disposition D
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Inactive after 5 years of no use.

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

RECREATION

<b>Series Number</b> 015-008	<b>Record Series</b> Facility Reports		
<b>Description</b>	General files dealing with the day-to-day administration of Recreation facilities, including maintenance, employee schedules and shift reports.		
<b>Excludes</b>	None		
<b>OPR</b>	Recreation		
<b>Access &amp; Continuity</b>	Personal Identifiable <u>Information</u> No	Records <u>Safeguard Plan</u> No	Vital <u>Record</u> No
<b>Regulatory Authority</b>	None		

	Trigger	Retention	Disposition
Retention	= File Created	CY+5	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

RECREATION

Series Number	Record Series		
015-009	Sponsorship & Partnership Agreements		
Description	Records related to external parties supporting or involved with the administration of inclusive Recreation programs. Files include donors of the REAL Program such as donations, invoices, tax receipts, and other supporting documentation, and partnership files include insurance agreements, codes of conduct, and reports. Agreements are renewed annually.		
Excludes	None		
OPR	Healthy City & Inclusion		
Access & Continuity	Personal Identifiable Information	Records Safeguard Plan	Vital Record
	Yes	No	No
Regulatory Authority	None		

	Trigger	Retention	Disposition
Retention =	File Created	CY+7	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

RECREATION

Series Number 015-010	Record Series Inclusive Financial Support Services		
Description	Records pertaining to the administration of financial support services including the REAL Program and Recreation Program Financial Assistance. Client files may include applications, proof of residency, proof of income, correspondence, and other supporting documents.		
Excludes	None		
OPR	Healthy City & Inclusion		
Access & Continuity	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
Regulatory Authority	None		

	Trigger	Retention	Disposition
Retention =	File Closed	CY+7	D

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

REGULATORY SERVICES

Series Number	Record Series		
016-001	Building, Electrical & Plumbing Files		
Description	Records relating to new construction, renovations, change of occupancy, and demolition of buildings, including electrical and plumbing work, and inspections. Records may include plans, applications, permits, notes, correspondence, and supporting documents.		
Excludes	None		
OPR	Inspection Services		
Access & Continuity	Personal Identifiable Information	Records Safeguard Plan	Vital Record
	Yes	No	No
Regulatory Authority	None		

Retention = Trigger Retention Disposition  
File Closed CY+7 SR

Large-scale architectural drawings retained permanently in archives.

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility  
CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives  
ED = Event Date  
P = Permanent

Function

REGULATORY SERVICES

<b>Series Number</b> 016-002	<b>Record Series</b> Complaints		
<b>Description</b>	Records documenting complaints made to the City concerning the appearance and condition of a property, as well as notifications of violations of by-laws and City policies. Records may include letters, correspondence, photos, and other supporting documents.		
<b>Excludes</b>	None		
<b>OPR</b>	Inspection Services		
<b>Access &amp; Continuity</b>	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
<b>Regulatory Authority</b>	None		

Retention = Trigger File Closed Retention CY+7 Disposition SR

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility  
CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives  
ED = Event Date  
P = Permanent



Function

REGULATORY SERVICES

Series Number 016-003	Record Series Licenses and Permits		
Description	Applications and supporting documentation for licenses and permits, including Contractor & Journeyman, Amusement Machine, Taxi Stands, Mobile Sign, and mobile vending.		
Excludes	None		
OPR	Inspection Services		
Access & Continuity	Personal Identifiable Information	Records Safeguard Plan	Vital Record
	Yes	No	No
Regulatory Authority	Mobile vending by-law s.6(3)		

Retention = Trigger Retention Disposition  
File created CY+1 D

Mobile sign – retention applied after April 30 of calendar year.

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

REGULATORY SERVICES

Series Number 016-004	Record Series Paid Parking Program – Asset Maintenance		
Description	Records related to the maintenance of paid parking stations and meters.		
Excludes	None		
OPR	Parking Services		
Access & Continuity	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
Regulatory Authority	None		

Retention = Trigger  
End of life of asset  
Retention CY+5  
Disposition D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

REGULATORY SERVICES

Series Number	Record Series		
016-005	Paid Parking Program – System Data		
Description	Records related to the management and administration of paid parking stations and meters, including PayByPhone and Pay Station. Includes user account and client data, audit histories and reports.		
Excludes	Information pulled from system and retained in statistical spreadsheets falls under Business Unit Administration.		
OPR	Parking Services		
Access & Continuity	Personal Identifiable Information	Records Safeguard Plan	Vital Record
	Yes	No	No
Regulatory Authority	None		

	Trigger	Retention	Disposition
Retention =	File created	CY+10	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

REGULATORY SERVICES

Series Number 016-006	Record Series Patrol Scheduling		
Description	Records related to day-to-day scheduling and tracking of parking enforcement officers. Includes daily route assignments.		
Excludes	None		
OPR	Parking Services		
Access & Continuity	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
Regulatory Authority	None		

	Trigger	Retention	Disposition
Retention =	File created	CY+1	D

Legend

D = Destroy	CY = Current Year	ED = Event Date
SR = Selective Retention	S/O = Superseded/Obsolete	P = Permanent
OPR = Office of Primary Responsibility	AR = Archives	

Function

REGULATORY SERVICES

Series Number 016-007	Record Series Parking Enforcement, Tickets		
Description	Parking enforcement tickets, batch records, ticket mailout letter, mail out delivery receipts.		
Excludes	None		
OPR	Parking Services		
Access & Continuity	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
Regulatory Authority	City Issued Traffic tickets		

	Trigger	Retention	Disposition
Retention =	File created	CY+10	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

REGULATORY SERVICES

Series Number 016-008	Record Series Parking, Public Inquiries		
Description	Records pertaining to parking related public inquiries, including parking complaints and requests for space rentals.		
Excludes	None		
OPR	Parking Services		
Access & Continuity	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
Regulatory Authority	None		

	Trigger	Retention	Disposition
Retention =	File closed	CY+5	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

REGULATORY SERVICES

<b>Series Number</b> 016-009	<b>Record Series</b> Tow Books		
<b>Description</b>	Records documenting the towing of vehicles, including advance notices.		
<b>Excludes</b>	None		
<b>OPR</b>	Parking Services		
<b>Access &amp; Continuity</b>	Personal Identifiable <u>Information</u> Yes	Records <u>Safeguard Plan</u> No	Vital <u>Record</u> No
<b>Regulatory Authority</b>	None		

	Trigger	Retention	Disposition
Retention =	File Created	CY+5	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

REGULATORY SERVICES

<b>Series Number</b> 016-010	<b>Record Series</b> Parking Permits		
<b>Description</b>	Records related to parking permit applications. Records may include applications, proof of payment, permits, proof of insurance, and supporting documents.		
<b>Excludes</b>	None		
<b>OPR</b>	Parking Services		
<b>Access &amp; Continuity</b>	Personal Identifiable <u>Information</u> Yes	Records <u>Safeguard Plan</u> No	Vital <u>Record</u> No
<b>Regulatory Authority</b>	None		

	Trigger	Retention	Disposition
Retention =	Permit Expired	CY+1	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent



Function

REGULATORY SERVICES

<b>Series Number</b> 016-011	<b>Record Series</b> Disclosure File		
<b>Description</b>	Records collected in preparation for court as a result of the contested parking tickets. Includes MRD, photos, reports, copy of ticket, zone report, copy of complaint, and other supporting documentation. Records submitted to Legal for review.		
<b>Excludes</b>	None		
<b>OPR</b>	Parking Services		
<b>Access &amp; Continuity</b>	Personal Identifiable <u>Information</u> Yes	Records <u>Safeguard Plan</u> No	Vital <u>Record</u> No
<b>Regulatory Authority</b>	None		

Retention = Trigger Retention Disposition  
File created CY+10 D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility  
CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives  
ED = Event Date  
P = Permanent

Function

REGULATORY SERVICES

<b>Series Number</b> 016-012	<b>Record Series</b> Void Sheets		
<b>Description</b>	Outlining reason and approval of the Void.		
<b>Excludes</b>	None		
<b>OPR</b>	Parking Services		
<b>Access &amp; Continuity</b>	Personal Identifiable <u>Information</u> Yes	Records <u>Safeguard Plan</u> No	Vital <u>Record</u> No
<b>Regulatory Authority</b>	None		

Retention	Trigger	Retention	Disposition
=	File created	CY+5	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent

Function

REGULATORY SERVICES

<b>Series Number</b> 016-013	<b>Record Series</b> Parking Services – Court Documents		
<b>Description</b>	Records of court proceedings.		
<b>Excludes</b>	Parking Services Disclosure Files		
<b>OPR</b>	Parking Services		
<b>Access &amp; Continuity</b>	Personal Identifiable <u>Information</u> Yes	Records <u>Safeguard Plan</u> No	Vital <u>Record</u> No
<b>Regulatory Authority</b>	None		

	Trigger	Retention	Disposition
Retention =	File created	CY+10	D

Legend

D = Destroy

SR = Selective Retention

OPR = Office of Primary Responsibility

CY = Current Year

S/O = Superseded/Obsolete

AR = Archives

ED = Event Date

P = Permanent

Function

REGULATORY SERVICES

Series Number 016-014	Record Series Parking Enforcement Officer Record		
Description	Includes the officers' photos, zone reports, and other supporting documentation for a violation (other than the physical fine).		
Excludes	None		
OPR	Parking Services		
Access & Continuity	Personal Identifiable Information Yes	Records Safeguard Plan No	Vital Record No
Regulatory Authority	None		

	Trigger	Retention	Disposition
Retention =	File created	CY+10	D

Legend

D = Destroy  
SR = Selective Retention  
OPR = Office of Primary Responsibility

CY = Current Year  
S/O = Superseded/Obsolete  
AR = Archives

ED = Event Date  
P = Permanent