

CITY OF SURREY

BY-LAW NO. 11593

As amended by By-law No. 12268, 04/25/94; 15154, 11/03/03

A by-law to provide for the retention and disposition of records of the City.

.....

THIS IS A CONSOLIDATED BY-LAW PREPARED BY THE CITY OF SURREY FOR CONVENIENCE ONLY. THE CITY DOES NOT WARRANT THAT THE INFORMATION CONTAINED IN THIS CONSOLIDATION IS CURRENT. IT IS THE RESPONSIBILITY OF THE PERSON USING THIS CONSOLIDATION TO ENSURE THAT IT ACCURATELY REFLECTS CURRENT BY-LAW PROVISIONS.

WHEREAS pursuant to Section 244(b) of the "Municipal Act", being Chapter 290, R.S.B.C., the Manager, Legislative Services (City Clerk) is responsible for the preparation and safe preservation of the minute books and other records of the business of Council and its committees;

AND WHEREAS Council desires to provide specific regulations with respect to the retention and disposal of the records of the City;

AND WHEREAS Council has approved a Records Management and Retention Policy for the City which specifies:

- the time periods by which records shall be maintained in offices;
- which records shall be stored, and at what stage of their life this shall occur; and
- which records shall be kept permanently, and which records shall be kept permanently in their original format for retention in the Archives;

AND WHEREAS Council desires to establish the necessary authority to destroy certain redundant records with or without microfilming;

NOW, THEREFORE, the City Council of the City of Surrey, in open meeting assembled, ENACTS AS FOLLOWS:

1. This By-law shall be cited for all purposes as "Records Retention and Scheduling By-law, 1992, No. 11593."
2. Definition:

"Policy" - means the Records Management and Retention Policy annexed hereto as Schedule "A" to this By-law.
3. The Manager, Legislative Services (City Clerk), or designate, in collaboration with all departments of the City, is hereby authorized to schedule retention periods for all their records.
4. The Manager, Legislative Services (City Clerk), or designate, is hereby authorized to ensure that all departments schedule retention periods for all their records in accordance with the said Records Management and Retention Policy.
5. The Manager, Legislative Services (City Clerk), or designate, is hereby authorized to ensure the retention and disposal of records are in compliance with the terms and conditions of said Records Management and Retention Policy.
6. Upon adoption thereof, a copy of this By-law shall be deposited with the City Auditors and Manager, Legal Services (City Solicitor).

PASSED THREE READINGS by the Municipal Council on the 7th day of December, 1992.

RECONSIDERED AND FINALLY ADOPTED, signed by the Mayor and Clerk, and sealed with the Corporate Seal on the 14th day of December, 1992.

_____ "R. J. BOSE" _____ MAYOR

_____ "D. B. KENNY" _____ CLERK

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SCHEDULE "A"

ATTACHED TO AND FORMING PART OF BY-LAW NO. 11593

DESCRIPTION OF CODES FOR RETENTION PERIODS

CY	-	Calendar Year
FY	-	Fiscal Year
W	-	Week
M	-	Month
Y	-	Year
SR	-	Selective Retention
FR	-	Full Retention
SO	-	Until Superseded or Obsolete
P	-	Permanent Retention in Archives
D	-	Destroy

The retention period identifies the time frame that the group of records is in an active or semi-active stage. At the end of that period final disposition should be dealt with accordingly, i.e. either destroy or maintain permanently.

Inherent in the scheduling of City records is an understanding that certain records will be archival due to their permanent value. These records must be retained, appraised, preserved, organized and made accessible as part of an ongoing archival program as dictated by corporate policy and the proposed Freedom of Information Act. Within this retention schedule, all records which have been given the "SR" (Selective Retention) and "P" (Permanent Retention) classifications become an archival responsibility when their semi-active status expires.

The application of archival standards and practices will ensure that the records of the City of Surrey can be linked with the records of other municipal and city jurisdictions which have already implemented a Records Retention Schedule.

TABLE OF CONTENTS

I. ADMINISTRATION.....	3
1.1 Administration General.....	3
1.2. Administration - Organization	3
1.3 Acts and Legislation - General.....	3
1.4 Acts and Legislation - British Columbia.....	4
1.5 Acts and Legislation - Municipal Act	4
1.6 Acts and Legislation - Federal	4
1.7 Acts and Legislation - Foreign.....	5
1.8 Acts and Legislation - Other Local Government	5
1.9 Appreciation, Complaints, Inquiries	5
1.10 Associations, Cubs, Societies	5
1.11 Badges, Emblems, Flags	6
1.12 Cafeterias and Eating Facilities.....	6
1.13 Campaigns and Canvassing	6
1.14 Ceremonies and Celebrations	6
1.15 Circulars, Directives, Orders, Manuals.....	7
1.16 Committees and Commissions/Meetings - General.....	7
1.17 Conferences, Seminars, Symposia	7
1.18 Cooperation and Liaison - General	8
1.19 Cooperation and Liaison - British Columbia Government	8
1.20 Cooperation and Liaison - Federal Government.....	8
1.21 Cooperation and Liaison - International Agencies.....	9
1.22 Cooperation and Liaison - Other Local Governments	9
1.23 Cooperation and Liaison - Universities, Colleges and Schools	9
1.24 Cooperation and Liaison - Hospitals.....	10
1.25 Corporations, Companies, Firms	10
1.26 Council - General.....	10
1.27 Council - Committees	10
1.28 Council - Meetings.....	11
1.29 Inventions, Patents, Copyright	11
1.30 Management Services	11
1.31 Office Services.....	11
1.32 Plans and Programs.....	12
1.33 Proclamations and Special Declarations	12
1.34 Reports and Statistics - General	12
1.35 Reports and Statistics - Annual.....	12
1.36 Reports and Statistics - Monthly.....	13
1.37 Reports and Statistics - Quarterly	13
1.38 Reports and Statistics - Weekly	13
1.39 Risk Management and Insurance	14
1.40 Security - General	14
1.41 Security - Personnel	14
1.42 Security - Physical.....	15
1.43 Visits and Tours	15

TABLE OF CONTENTS (continued)

2 BUILDINGS, FACILITIES AND PROPERTIES.....	17
2.1 Buildings and Properties - General	17
2.2 Buildings and Properties - Claims	17
2.3 Accommodation - General	17
2.4 Facilities - General	17
2.5 Buildings - General	18
2.6 Buildings - Acquisition	18
2.7 Buildings - Alterations and Repairs	18
2.8 Buildings - Construction	18
2.9 Buildings - Damages	19
2.10 Buildings - Disposal	19
2.11 Buildings - Maintenance	19
2.12 Buildings - Individual	19
2.13 Communications - General	20
2.14 Communications - Facsimile	20
2.15 Communications - Telephone	20
2.16 Communications - Radio	21
2.17 Properties (Leased)	21
2.18 Properties (City Owned) - General	21
2.19 Properties (City Owned) - Acquisition	21
2.20 Properties (City Owned) - Development.....	22
2.21 Properties (City Owned) - Disposal	22
2.22 Utilities - General.....	22
3 EQUIPMENT AND SUPPLIES	24
3.1 Equipment and Supplies - General	24
3.2 Equipment and Supplies - Vendors.....	24
3.3 Assets Control and Inventories	24
3.4 Audiovisual and Photographic Equipment	25
3.5 Building Materials	25
3.6 Catalogues, Manuals, Price lists	25
3.7 Clothing.....	25
3.8 Computers - General	26
3.9 Computers - Hardware	26
3.10 Computers - Software	26
3.11 Disposal and Surplus.....	27
3.12 Firefighting Equipment	27
3.13 Forms	27
3.14 Fuels - General	27
3.15 Fuels - Heating	28
3.16 Fuels - Motor.....	28
3.17 Furniture and Furnishings	28
3.18 Office Machines	28
3.19 Procurement - General	29
3.20 Procurement - Purchase Orders and Requisitions.....	29
3.21 Procurement - Tenders and Quotations.....	29

TABLE OF CONTENTS (continued)

3.22 Procurement - Standing Offers (Open Orders)	30
3.23 Public Works Equipment and Supplies - General.....	30
3.24 Public Works Equipment and Supplies - Material.....	30
3.25 Public Works Equipment and Supplies - Warehouse Stores	30
3.26 Recreation Equipment and Supplies	31
3.27 Stationery	31
3.28 Vehicles.....	31
4 INFORMATION SYSTEMS AND SERVICES	33
4.1 Information Systems and Services - General	33
4.2 Archives	33
4.3 Computer Systems - General	33
4.4 Computer Systems - Applications.....	33
4.5 Computer Systems - Documentation	34
4.6 Computer Systems - Networks	34
4.7 Computer Systems - Service Requests.....	34
4.8 Computer Systems - System Usage	34
4.9 Data Resource Management - General	35
4.10 Data Resource Management - Backup Procedures	35
4.11 Data Resource Management - Plans and Planning	35
4.12 Information Services - General	35
4.13 Information Services - Audio-Visual Aids	36
4.14 Information Services - Books and Publications.....	36
4.15 Information Services - Lectures and Speeches	36
4.16 Information Services - Photographs.....	36
4.17 Information Services - Public Programs	37
4.18 Library Services - General	37
4.19 Library Services - Materials.....	37
4.20 Mail, Postal, Courier Services	37
4.21 Public Relations - General	38
4.22 Public Relations - Advertising.....	38
4.23 Public Relations - Exhibits, Fairs, Exhibitions.....	38
4.24 Records Management - General.....	38
4.25 Records Management - File Management	39
4.26 Records Management - Forms Management	39
4.27 Records Management - Image/Micrographics Management	39
4.28 Records Management - Retention Schedules.....	39
4.29 Records Management - Records Storage	40
4.30 Word Processing	40
5 FINANCE	42
5.1 Finance - General	42
5.2 Accounting - General	42
5.3 Accounting - Cash.....	42
5.4 Accounts - Payable.....	42
5.5 Accounts - Receivable	43

TABLE OF CONTENTS (continued)

5.6 Advances.....	43
5.7 Agreements and Arrangements.....	43
5.8 Audits/Year End Working Papers.....	44
5.9 Banks and Banking.....	44
5.10 Budgets - General.....	44
5.11 Budgets - Capital.....	44
5.12 Cheques - Payroll & Accounts Payable.....	45
5.13 Claims (Financial).....	45
5.14 Debentures.....	45
5.15 Donations and Bequests.....	45
5.16 Fees and Charges - General.....	46
5.17 Investments.....	46
5.18 Grants.....	46
5.19 Letters of Credit.....	46
5.20 Reports, Statistics, Statements.....	47
5.21 Salaries and Wages - Benefits and Services.....	47
5.22 Salaries and Wages - Payroll.....	47
5.23 Signing Authorities.....	48
5.24 Taxation - Assessments.....	48
5.25 Taxation - Taxes Collected.....	48
5.26 Fees - Utilities.....	49
5.27 Taxation - Taxes Paid.....	49
6 LEGAL MATTERS.....	51
6.1 Legal Matters - General.....	51
6.2 Accidents.....	51
6.3 Agreements.....	51
6.4 Agreements - Land Sale/Option Agreements.....	52
6.5 Agreements - Government Protocols and Cost-Sharing Agreements.....	52
6.6 Claims.....	52
6.7 Contracts.....	52
6.8 Easements and Rights of Way.....	53
6.9 Leases.....	53
6.10 Legal Opinions.....	53
6.11 Litigation.....	53
7 PERSONNEL.....	55
7.1 Personnel - General.....	55
7.2 Accidents and Injuries.....	55
7.3 Attendance Records.....	55
7.4 Awards and Honors.....	55
7.5 Classification - General.....	56
7.6 Classification - Appeals and Reclassifications.....	56
7.7 Employees - General.....	56
7.8 Employees - Current.....	56
7.9 Employees - Terminated.....	57

TABLE OF CONTENTS (continued)

7.10 Health and Safety	57
7.11 Hours of Work and Overtime	57
7.12 Labour Relations - General	58
7.13 Labour Relations - Collective Agreements	58
7.14 Labour Relations - Discipline	58
7.15 Labour Relations - Grievances	58
7.16 Labour Relations - Negotiations	59
7.17 Labour Relations - Union Relations.....	59
7.18 Leave Management	59
7.19 Performance Planning and Review	59
7.20 Reports and Statistics.....	59
7.21 Retirements and Pre-Retirements	60
7.22 Separations and Layoffs	60
7.23 Staffing - General.....	60
7.24 Staffing - Applications.....	60
7.25 Staffing - Competitions.....	61
7.26 Training and Development - General.....	61
7.27 Training and Development - Courses	61
7.28 Volunteers	62
8 LAND ADMINISTRATION.....	64
8.1 Land Administration - General	64
8.2 Crown Land.....	64
8.3 Development - General	64
8.4 Development Permits.....	64
8.5 Development Variance Permits	65
8.6 Development Cost Charges.....	65
8.7 Properties - General	65
8.8 Properties - Individual.....	65
8.9 Strata Title - Properties	66
8.10 Subdivision Control	66
8.11 Zoning and Rezoning.....	66
9 LEGISLATIVE AND REGULATORY SERVICES.....	68
9.1 Legislative Affairs - General.....	68
9.2 Board of Variance	68
9.3 Building Regulations - General.....	68
9.4 Building Regulations - Plumbing Permits and Inspections	68
9.5 By-Laws	69
9.6 By-Law Enforcement - General	69
9.7 By-Law Enforcement - Issuances.....	69
9.8 Cemetery Administration.....	69
9.9 Elections.....	70
9.10 Licenses- General.....	70
9.11 Licenses - Individual.....	70
9.12 Permits - General	71

TABLE OF CONTENTS (continued)

9.13 Permits - Individual.....	71
10 COMMUNITY SERVICES	73
10.1 Community Services - General.....	73
10.2 Child Care Services.....	73
10.3 Community Care.....	73
10.4 Handicapped and Disabled Services.....	73
10.5 Long Term Care.....	74
10.6 Public Health - General.....	74
10.7 Public Health - Local Board of Health.....	74
10.8 Senior Citizens' Services.....	74
10.9 Social Housing.....	75
10.10 Social Planning.....	75
10.11 Youth Services.....	75
11 ENGINEERING AND PUBLIC WORKS.....	77
11.1 Engineering and Public Works - General.....	77
11.2 Drainage and Flood Control.....	77
11.3 Engineering - General.....	77
11.4 Environmental Management - General.....	78
11.5 Inspection and Testing.....	78
11.6 Local Improvement Projects.....	78
11.7 Public Works Projects.....	79
11.8 Sewerage.....	79
11.9. Solid Waste Disposal.....	79
11.10 Streets and Roads.....	80
11.11 Street Names.....	80
11.12 Traffic Control.....	81
11.13 Utilities.....	81
11.14 Water Supply and Distribution.....	82
12 PARKS ADMINISTRATION.....	84
12.1 Parks Administration - General.....	84
12.2 Parks Administration - Claims.....	84
12.3 Boulevards.....	84
12.4 Concessions.....	84
12.5 Fields.....	85
12.6 Golf Courses.....	85
12.7 Greenhouses.....	85
12.8 Maintenance.....	85
12.9 Park Design.....	86
12.10 Park Planning.....	86
12.11 Parks - General.....	86
12.12 Parks.....	86
12.13 Playgrounds.....	87
12.14 Projects.....	87

TABLE OF CONTENTS (continued)

12.15 Street Amenities.....	87
12.16 Trees - Maintenance and Regulation	87
12.17 Chemicals.....	88
13 PLANNING AND DEVELOPMENT	90
13.1 Planning and Development - General	90
13.2 Community Planning - General	90
13.3 Official Community Plan	90
13.4 Community Planning - Individual Areas	90
13.5 Demographic Data	91
13.6 Development - General	91
13.7 Development - Commercial	91
13.8 Development - Residential.....	91
13.9 Economic Development.....	92
13.10 Heritage Conservation and Preservation.....	92
13.11 Industrial Development.....	92
13.12 Tourism.....	92
13.13 Revitalization and Redevelopment	92
14 PROTECTIVE SERVICES.....	94
14.1 Protective Services - General	94
14.2 Ambulance Services.....	94
14.3 Emergency Services - General	94
14.4 Emergency Services - Provincial Emergency Plans.....	95
14.5 Emergency Planning	95
14.6 Fire Protection - General.....	95
14.7 Fire Protection - Arson.....	95
14.8 Fire Protection - Community Education	95
14.9 Fire Protection - Fire Alarm Systems.....	96
14.10 Fire Protection - Fire Inspections.....	96
14.11 Fire Protection - Fire Investigations.....	96
14.12 Fire Protection - Fire Safety and Prevention Programs.....	96
14.13 Fire Protection - Forest Fires	97
14.14 Fire Protection - Pre-Fire Planning	97
14.15 Fire Protection - Sprinklers.....	97
14.16 Police Services - General	97
14.17 Police Services - Police Community Relations.....	98
14.18 Police Services - Traffic Enforcement	98
15 RECREATION AND CULTURAL SERVICES	100
15.1 Recreation and Cultural Services - General	100
15.2 Cultural Activities.....	100
15.3 Facility Administration	100
15.4 Museums and Archives.....	100
15.5 Public Libraries - General	101
15.6 Recreation Programs - General	101

TABLE OF CONTENTS (continued)

15.7 Recreation Programs - Individual	101
15.8 Special Events	102
15.9 Special Needs Groups	102
16 TRANSPORTATION AND TRANSIT SERVICES	104
16.1 Transportation - General	104
16.2 Airports	104
16.3 Bus Transit - General	104
16.4 Transportation for the Disabled	104
16.5 Transportation Planning.....	105

SECTION I

ADMINISTRATION

Section I covers a wide variety of general subjects relating to administrative and managerial services, associations, the meetings and committees of the Council, other committees, conferences, meetings, etc. See Section IV, Information Systems and Services, for subjects relating to computer systems, public relations and other information services.

SECTION 1

ADMINISTRATION

	RETENTION PERIOD	FINAL DISPOSITION
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I. ADMINISTRATION

1.1 Administration General

Includes records relating generally to administrative functions which are not found elsewhere in this section.

A.	Policy and Procedures	SO	P
B.	General	CY+3	D
C.	Convenience Files	CY+1	D

Note: These are convenience copies of correspondence compiled for administrative convenience only. The official file copy should be under the appropriate subject.

D.	Appointment Books, Calendars, Diaries	SO	SR
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1.2 Administration - Organization

Includes organization charts, functional charts, reorganization proposals, and policies and procedures relevant to changes to organization, objectives, functions and relationships.

A.	Policy and Procedures	SO	P
B.	General	SO+2	SR

1.3 Acts and Legislation - General

Includes records relating to general information on acts and legislation not shown elsewhere in this section. Includes comparative studies of legislation from various levels of government.

A.	Policy and Procedures	SO	P
B.	General	SO+1	D
C.	Comparative Studies	SO+1	SR

SECTION 1

ADMINISTRATION

	RETENTION PERIOD	FINAL DISPOSITION
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1.4 Acts and Legislation - British Columbia

Includes individual bills, acts, regulations and Order-In-Council of the Province of British Columbia. Also includes correspondence, working papers and other documents leading to the recommendation for amendment of Provincial Legislation. For the Municipal Act, see Section 1.5.

A.	Policy and Procedures	SO	P
B.	General	SO	D
C.	B.C. Government Legislation by title	SO	D
D.	Freedom of Information Act		P

1.5 Acts and Legislation - Municipal Act

Includes records relating to the Municipal Act (RSBC, Ch. 290) including correspondence, working papers, recommendations for amendment, etc.

A.	Policy and Procedures	SO	P
B.	General	SO	SR
C.	Amendments working papers	SO	D
D.	By section, as numbered in the Act	SO	D

1.6 Acts and Legislation - Federal

Includes individual federal bills, acts and regulations. Also includes correspondence, working papers and other records leading to the recommendation for amendment of Federal Legislation.

A.	Policy and Procedures	SO	P
B.	General	SO	SR
C.	Federal legislation, by title	SO	D

SECTION 1

ADMINISTRATION

		RETENTION PERIOD	FINAL DISPOSITION
1.7 Acts and Legislation - Foreign			
	Includes individual foreign bills, acts and legislation.		
A.	Policy and Procedures	SO	P
B.	General	SO	SR
C.	Foreign legislation, by title	SO	D
1.8 Acts and Legislation - Other Local Government			
	Includes individual by-laws and other regulations relating to or enacted by other local governments, including municipal, regional districts, improvement districts or school districts.		
A.	Policy and Procedures	SO	P
B.	General	SO	D
C.	Individual legislation	SO	D
1.9 Appreciation, Complaints, Inquiries			
	Includes general letters of appreciation, complaint, condolence, congratulation, invitation, criticism, etc.		
A.	Policy and Procedures	SO	P
B.	General	CY+1	SR
1.10 Associations, Clubs, Societies			
	Includes correspondence, proceedings, minutes, annual reports, financial statements, membership fees, etc., related to associations, clubs, federations, foundations, leagues, orders, societies and similar organizations. For committees and commissions, see Section 1.16 and 1.27.		
A.	Policy and Procedures	SO	P
B.	General	CY+2	SR
C.	Associations, Clubs, Societies (by name)	CY+2	D

SECTION 1

ADMINISTRATION

		RETENTION PERIOD	FINAL DISPOSITION
1.11 Badges, Emblems, Flags			
	Includes records relating to the use, wearing or flying of badges, emblems, insignia, coats of arms, crests, pennants, flags, etc.		
A.	Policy and Procedures	SO	P
B.	General	CY+8	SR
C.	Flags/Pennants	SO	P
D.	Emblems/Badges	SO	P
E.	Visual Identity Program	SO	P
1.12 Cafeterias and Eating Facilities			
	Includes records relating to the administration of cafeterias, lunchrooms, and other eating facilities.		
A.	Policy and Procedures	SO	P
B.	General	CY+1	D
1.13 Campaigns and Canvassing			
	Includes records relating to the United Appeal, Canada Savings Bonds, blood donor clinics and other drives and campaigns.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	D
C.	Campaigns by Name	CY+7	D
1.14 Ceremonies and Celebrations			
	Includes records relating to special ceremonies, inaugurations, laying of corner stones, dedications, celebrations, etc.		
A.	Policy and Procedures	SO	P
B.	General	CY+2	SR
C.	Celebrations by name and date	CY+2	SR

SECTION 1

ADMINISTRATION

	RETENTION PERIOD	FINAL DISPOSITION
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1.15 Circulars, Directives, Orders, Manuals

Includes administrative and operating manuals, bulletins, directives, instructions, etc. For publications to external agencies, see Section IV - Information Systems and Services.

A.	Policy and Procedures	SO	P
B.	General	SO	P
C.	Administrative and Operating Manuals	SO	P

1.16 Committees and Commissions/Meetings - General

Includes records relating to the establishment, organization and functions of boards, commissions, committees, councils, groups, panels, sub-committees, task forces, and working groups not shown elsewhere. Includes agenda, notices, minutes, reports and other records. For associations, clubs, societies, etc., see Section 1.10. For Council committees and meetings, see Section 1.27 to 1.28.

A.	Policy and Procedures	SO	P
B.	General	CY+7	SR
C.	Committees (by name)	CY+7	P

1.17 Conferences, Seminars, Symposia

Includes records relating to participation in or the establishment, organization and functions of conferences, seminars and symposia. Includes agenda, notices, minutes, reports and other records. For associations, clubs, societies, see Section 1.10. For committees and commissions, see Section 1.16.

A.	Policy and Procedures	SO	P
B.	General	CY+2	D
C.	Conferences, seminars, etc. (by title, date)	CY+2	SR

SECTION 1

ADMINISTRATION

	RETENTION PERIOD	FINAL DISPOSITION
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1.18 Cooperation and Liaison - General

Includes records of a general nature relating to liaison activities with organizations not shown elsewhere in the cooperation and liaison block. Liaison activities include the exchange of information, routine notifications and inquiries, offers of service, etc. Material on a specific subject should be placed in the appropriate subject file.

A.	Policy and Procedures	SO	P
B.	General	CY+2	D

1.19 Cooperation and Liaison - British Columbia Government

Includes records of a general nature relating to liaison activities with Provincial Government ministries, including the exchange of information, notifications and inquiries, offers of service, etc. Material on a specific subject should be placed in the appropriate subject file.

A.	Policy and Procedures	SO	P
B.	General	CY+2	D
C.	Specific ministries (alpha by name)	CY+2	D

1.20 Cooperation and Liaison - Federal Government

Includes records of a general nature relating to liaison activities with Federal Government Departments and agencies, and covers the exchange of information, routine notifications and inquiries, offers of service, etc. Material relating to a specific subject should be placed in the appropriate subject file.

A.	Policy and Procedures	SO	P
B.	General	CY+2	D
C.	Federal Government Departments and Agencies (by name)	CY+2	D

SECTION 1

ADMINISTRATION

	RETENTION PERIOD	FINAL DISPOSITION
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1.21 Cooperation and Liaison - International Agencies

Includes records of a general nature relating to liaison activities with international agencies and foreign government agencies, and covers the exchange of information, routine notifications and inquiries, offers of service, etc. Material relating to a specific subject should be placed in the appropriate subject file.

A.	Policy and Procedures	SO	P
B.	General	CY+2	D
C.	International Agencies (alpha by name)	CY+2	D

1.22 Cooperation and Liaison - Other Local Governments

Includes records of a general nature relating to liaison activities with other local governments and agencies, and covers the exchange of information, routine notifications and inquiries, offers of service, etc. Material relating to a specific subject should be placed in the appropriate subject file.

A.	Policy and Procedures	SO	P
B.	General	CY+3	SR
C.	Municipalities	CY+7	SR
D.	Regional Districts	CY+7	SR
E.	Improvement Districts	CY+7	SR
F.	School Districts	CY+7	SR
G.	Native Groups	CY+7	SR

1.23 Cooperation and Liaison - Universities, Colleges and Schools

Includes records of a general nature relating to liaison activities with universities, colleges and schools, covering the exchange of information, routine notifications and inquiries, offers of service, etc. Material relating to a specific subject should be placed in the appropriate subject file.

A.	Policy and Procedures	SO	P
B.	General	CY+2	D
C.	Individual Institutions	CY+2	SR

SECTION 1

ADMINISTRATION

	RETENTION PERIOD	FINAL DISPOSITION
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1.24 Cooperation and Liaison - Hospitals

Includes records of a general nature relating to liaison activities with hospitals and hospital societies. Liaison activities include the exchange of information, routine notification and inquiries, offers of service, etc.

A.	Policy and Procedures	SO	P
B.	General	CY+2	D
C.	Hospitals	CY+2	SR

1.25 Corporations, Companies, Firms

Includes records of a general and routine nature relating to corporations, companies and firms. Such material includes solicitations, brochures, inquiries, offers of service, etc.

A.	Policy and Procedures	SO	P
B.	General	CY+2	D
C.	Companies (alpha by name)	CY+2	D

1.26 Council - General

Includes records of a general nature relating to the local government governing body (the council) which do not appear in other related subject areas. For committees of Council, see Section 1.27. For meetings of Council, see Section 1.28.

A.	Policy and Procedures	SO	P
B.	General	CY+7	P

1.27 Council - Committees

Includes records relating to the establishment, organization and functions of the committees of the Council. Agendas, minutes, lists of appointments, reports and general information will be included.

A.	Policy and Procedures	SO	P
B.	General	CY+7	P
C.	Committees alphabetically by name	CY+7	P

SECTION 1

ADMINISTRATION

	RETENTION PERIOD	FINAL DISPOSITION
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1.28 Council - Meetings

Includes the records of the meetings of Council, including agenda packages, minutes, reports and other information from the meetings of Council.

A.	Policy and Procedures	SO	P
B.	General	CY+7	P
C.	Agenda	CY+7	D
D.	Minutes	CY+7	P
E.	Reports	CY+7	P
F.	Resolutions	CY+7	P

1.29 Inventions, Patents, Copyright

Includes records relating to the applications for patents, copyrights, or trademarks (intellectual property) made on behalf of the local government unit. Also includes records relating to infringements, permission to use copyright material, etc.

A.	Policy and Procedures	SO	P
B.	General	SO	SR

1.30 Management Services

Includes records relating to management improvement studies, office surveys and other records relating to management information systems, operation performance surveys, etc.

A.	Policy and Procedures	SO	P
B.	General	CY+1	D

1.31 Office Services

Includes records relating to internal and external office services and procedures, including duplication and reproduction services, secretarial and typing services, translation services, mail and courier services, etc.

A.	Policy and Procedures	SO	P
B.	General	CY+2	D

SECTION 1

ADMINISTRATION

	RETENTION PERIOD	FINAL DISPOSITION
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1.32 Plans and Programs

Includes records relating to program planning coordination and direction, including the development and execution of plans in relation to program goals and objectives. Also includes the review and analysis of plans and programs.

A.	Policy and Procedures	SO	P
B.	General	CY+5	SR

1.33 Proclamations and Special Declarations

Includes records relating to proclamations and special declarations issued by the local government unit or on behalf of the local government unit. For information on ceremonies and celebrations, see Section 1.14.

A.	Policy and Procedures	SO	P
B.	General	CY+2	SR

1.34 Reports and Statistics - General

Includes administrative reports and statistics of a general nature (special or one-time requests) not shown elsewhere.

A.	Policy and Procedures	SO	P
B.	General	CY+2	D
C.	Reports (in date order)	CY+2	SR

1.35 Reports and Statistics - Annual

Includes annual administrative reports and statistics (including drafts and supporting documentation). For annual reports of Committees, see the subject.

A.	Policy and Procedures	SO	P
B.	General	CY+2	SR
C.	Annual Reports and Statistics by date	CY+2	P

SECTION 1

ADMINISTRATION

		RETENTION PERIOD	FINAL DISPOSITION
1.36	Reports and Statistics - Monthly		
	Includes monthly reports and statistics, including drafts and supporting documentation.		
A.	Policy and Procedures	SO	P
B.	General	CY+2	D
C.	Monthly Reports and Statistics by date	CY+2	D
D.	Permits & Licenses Reports	CY+2	P
E.	Planning Trends reports	CY+2	P
1.37	Reports and Statistics - Quarterly		
	Includes quarterly reports and statistics, including drafts and supporting documentation.		
A.	Policy and Procedures	SO	P
B.	General	CY+2	D
C.	Quarterly Reports and Statistics by date	CY+2	D
1.38	Reports and Statistics - Weekly		
	Includes weekly reports and statistics. Includes drafts, supporting documentation, etc.		
A.	Policy and Procedures	SO	P
B.	General	CY+2	D
C.	Weekly Reports and Statistics by date	CY+2	D

SECTION 1

ADMINISTRATION

	RETENTION PERIOD	FINAL DISPOSITION
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1.39 Risk Management and Insurance

Includes records relating to the identification and analysis of loss exposures resulting from destruction or theft of assets, inability to provide services, incurring of extra expense, legal liability, and death or disability of employees. Also includes records relating to the development of loss exposure programs and the provision of a viable funding system and professional services to meet loss situations.

For death benefit and disability insurance, see Section 5.21.

For vehicle insurance, see Section 3.28.

A.	Policy and Procedures	SO	P
B.	General	CY+2	SR
C.	Claim Files	CY+2	P

(P = until legal limitation)

1.40 Security - General

Includes records relating to general security issues not shown elsewhere in this section. For information related to personnel security, see Section 1.41. For information related to physical security, see Section 1.42.

A.	Policy and Procedures	SO	P
B.	General	CY+2	D

1.41 Security - Personnel

Includes records relating to personnel security programs involving personnel clearances, passes, identification methods, etc.

A.	Policy and Procedures	SO	P
B.	General	CY+2	D

SECTION 1

ADMINISTRATION

	RETENTION PERIOD	FINAL DISPOSITION
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1.42 Security - Physical

Includes records relating to physical security of buildings, installations or facilities, including protective alarms, use of locks and keys, etc.

A.	Policy and Procedures	SO	P
B.	General	CY+2	D

1.43 Visits and Tours

Includes records related to the arrangement, preparation, and conduct of visits and travel to and from other cities, provinces and countries, and visits of officials to the local government unit from other locations. Includes itineraries, reports and other related records. For travel expenses and claims, see Section 5.6.

A.	Policy and Procedures	SO	P
B.	General	CY+2	D

SECTION II

BUILDINGS, FACILITIES AND PROPERTIES

Section II is concerned with subjects involving the acquisition of accommodation through the purchase or rental of existing buildings and land, or through the construction of new buildings and facilities. These properties are altered, developed and maintained according to the particular needs of the local government unit. Also included are subjects such as communications systems and utilities. For fire prevention, see Section XIV, Protective Services.

SECTION II

BUILDINGS, FACILITIES AND PROPERTIES

		RETENTION PERIOD	FINAL DISPOSITION
2	BUILDINGS, FACILITIES AND PROPERTIES		
2.1	Buildings and Properties - General		
	Includes records relating to buildings and properties not shown elsewhere in this section. For physical security of buildings, facilities and properties, see Section 1.42.		
A.	Policy and Procedures	SO	P
B.	General	CY+2	D
2.2	Buildings and Properties - Claims		
A.	Policy and Procedures	SO	P
B.	General	CY+2	SO
C.	Injury claims by individuals	CY+7	D
D.	Injury claims involving minors	CY+21	D
2.3	Accommodation - General		
	Includes records relating to office accommodation and to current and future planning requirements not shown elsewhere in this section. This also includes arrangements for services, plans for expansion, allocation of space, etc.		
A.	Policy and Procedures	SO	P
B.	General	CY+2	SR
C.	Building Floor Plans	SO	P
2.4	Facilities - General		
	Includes records relating to facilities administration not shown elsewhere in this section.		
A.	Policy and Procedures	SO	P
B.	General	CY+4	D

SECTION II

BUILDINGS, FACILITIES AND PROPERTIES

		RETENTION PERIOD	FINAL DISPOSITION
2.5	Buildings - General		
	Includes general records relating to buildings and facilities not shown elsewhere in this section. Includes building directories, addresses and locations, etc. For specific activities related to buildings, from acquisition through to disposal, see Sections 2.6 to 2.12.		
A.	Policy and Procedures	SO	P
B.	General	CY+4	D
2.6	Buildings - Acquisition		
	Includes records related to the proposed or actual acquisition of buildings through transfer, lease or purchase.		
A.	Policy and Procedures	SO	P
B.	General	CY+6	SR
C.	Specific Acquisitions	SO	P
2.7	Buildings - Alterations and Repairs		
	Includes records relating to the alteration and repair of buildings, facilities and structures.		
A.	Policy and Procedures	SO	P
B.	General	CY+6	SR
C.	Repairs Project Files (P = life of building)	SO+5	P
2.8	Buildings - Construction		
	Includes records relating to the construction of new buildings, facilities and structures, and major renovation or expansion to existing structures. Includes the planning and design of specific projects, architects plans, tenders, progress reports, etc. For minor repairs and alterations, see Section 2.7.		
A.	Policy and Procedures	SO	P
B.	General	CY+6	SR
C.	Construction Project Files	SO	P

SECTION II

BUILDINGS, FACILITIES AND PROPERTIES

		RETENTION PERIOD	FINAL DISPOSITION
2.9	Buildings - Damages		
	Includes records relating to damages to government buildings, structures and facilities.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	D
C.	Damage incidents	CY+7	D
2.10	Buildings - Disposal		
	Includes records relating to the disposal of buildings and facilities by sale, transfer, expiry of lease, etc.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	SR
C.	Disposition Case Files	SO	P
2.11	Buildings - Maintenance		
	Includes records relating to the maintenance and servicing of public buildings, structures and facilities. Includes janitorial and cleaning services, elevator maintenance, inspection reports, etc.		
A.	Policy and Procedures	SO	P
B.	General	CY+2	D
2.12	Buildings - Individual		
	Includes records for individual buildings, facilities and structures owned by the local government unit.		
A.	Policy and Procedures	SO	P
B.	General	CY+8	SR
C.	Individual buildings, by name	SO+7	P

SECTION II

BUILDINGS, FACILITIES AND PROPERTIES

	RETENTION PERIOD	FINAL DISPOSITION
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2.13 Communications - General

Includes records relating to the procurement and management of types of telecommunication equipment, supplies, facilities and services not shown elsewhere.

A.	Policy and Procedures	SO	P
B.	General	CY+6	D

2.14 Communications - Facsimile

Includes records relating to the procurement of facsimile machines, supplies, facilities and services including specifications, installation, operation, maintenance and repair. Also includes records relating to the operation of facsimile machines.

A.	Policy and Procedures	SO	P
B.	General	CY+6	D
C.	Facsimile Transmission Receipt	SO	D
D.	Machine History Files (life of the machine)	SO	D

2.15 Communications - Telephone

Includes records relating to the procurement of telephone equipment, supplies, facilities, and services, including specifications, installation, issue, operation, maintenance and repair.

A.	Policy and Procedures	SO	P
B.	General	CY+6	D
C.	Telephone Directories	SO	D
D.	Telephone Calling Cards	SO	D
E.	Teleconferencing Services	SO	D
F.	Equipment history files	SO	D

(SO = life of equipment)

SECTION II

BUILDINGS, FACILITIES AND PROPERTIES

	RETENTION PERIOD	FINAL DISPOSITION	
2.16 Communications - Radio			
Includes records relating to the procurement of mobile radios, walkie-talkies, radiotelephones, cellular telephones, etc., supplies, facilities and services, including specifications, installation, issue, operation, maintenance and repair.			
A.	Policy and Procedures	SO	P
B.	General	CY+6	D
C.	Equipment history files (SO = life of equipment)	SO	D
2.17 Properties (Leased)			
Includes records relating to the leased properties used by the City Government. Also includes properties owned by the government which are leased to other tenants.			
A.	Policy and Procedures	SO	P
B.	General	CY+7	SR
C.	Leased property, by address	SO	P
D.	Leases, by address, name of tenant	SO	P
2.18 Properties (City Owned) - General			
Includes records for all of the properties owned by the local government unit, that are not included in other sections. (Properties will include land holdings.)			
A.	Policy and Procedures	SO	P
B.	General	CY+7	SR
C.	Individual properties, by address	SO	P
2.19 Properties (City Owned) - Acquisition			
Includes records relating to the proposed or actual acquisition of land holdings by transfer or purchase.			
A.	Policy and Procedures	SO	P
B.	General	CY+7	SR
C.	Land Acquisition Files	SO	P

SECTION II

BUILDINGS, FACILITIES AND PROPERTIES

	RETENTION PERIOD	FINAL DISPOSITION
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2.20 Properties (City Owned) - Development

Includes records relating to the development and maintenance of City land holdings. Includes landscaping, gardening and maintenance of grounds, construction, maintenance and repair of roads, sidewalks, streets, fences, snow removal and maintenance of street signs, etc.

A.	Policy and Procedures	SO	P
B.	General	CY+1	SR
C.	Development Case Files, by property address	SO	P
D.	Maintenance Project Files	SO	P

(SO = until property is sold)

2.21 Properties (City Owned) - Disposal

Includes records relating to the sale, transfer or other disposal of City land holdings.

A.	Policy and Procedures	SO	P
B.	General	CY+7	SR
C.	Disposition Case Files	SO	P

(SO = when property sale closes)

2.22 Utilities - General

Includes records relating to the various building utilities: environmental controls such as air conditioning, ventilation and heating; garbage disposal; gas; lighting and electrical systems and facilities, and water and plumbing facilities.

A.	Policy and Procedures	SO	P
B.	General	CY+7	D
C.	Heating Systems	CY+7	D
D.	Air Conditioning/Ventilation	CY+7	D
E.	Garbage Disposal	CY+7	D
F.	Gas	CY+7	D
G.	Lighting and Electrical Systems	CY+7	D
H.	Water and Plumbing Systems	CY+7	D

SECTION III

EQUIPMENT AND SUPPLIES

Section III covers the functions of procurement, storage and warehousing, issuing, maintaining and repairing, and other related subjects, through to the ultimate disposal or write-off of obsolete or surplus materials.

SECTION III

EQUIPMENT AND SUPPLIES

		RETENTION PERIOD	FINAL DISPOSITION
3	EQUIPMENT AND SUPPLIES		
3.1	Equipment and Supplies - General		
	Includes records relating to the general administration of equipment and supplies not shown elsewhere in this section and to the procurement of equipment and supplies including user specifications, acquisition, maintenance and repairs not found in specific files.		
A.	Policy and Procedures	SO	P
B.	General	CY+3	D
C.	Equipment Loans	CY+3	D
D.	Guarantees and Warranties	SO	P
E.	Equipment Case Files	SO	P
F.	Supplies Case Files	SO	P
	(SO = life of equipment)		
3.2	Equipment and Supplies - Vendors		
	Includes records relating to suppliers and vendors of equipment or supplies, such as technical data, equipment catalogues, price lists, routine correspondence unrelated to specific purchases. For purchase orders, see Section 3.20. For record of payment and invoices, see Section 5.4.		
A.	Policy and Procedures	SO	P
B.	General	CY+1	D
C.	Suppliers (alpha by name)	SO	D
3.3	Assets Control and Inventories		
	Includes records relating to the control of fixed assets excluding buildings and lands, and stock inventory, including receipt, storage, inventorying and stocktaking. This section does not include records relating to financial assets.		
A.	Policy and Procedures	SO	P
B.	General	FY+7	D
C.	Asset Loss	SO+7	D
	(SO = until loss is written off)		
D.	Warehouse Inventory	FY+7	D
E.	Fixed Assets Control Case Files	SO	D

SECTION III

EQUIPMENT AND SUPPLIES

		RETENTION PERIOD	FINAL DISPOSITION
3.4	Audiovisual and Photographic Equipment		
	Includes records relating to the purchasing of audiovisual and photographic equipment, including justification, user specifications, issue, maintenance and repairs. Audiovisual equipment includes projectors, tape recorders, video cassette recorders (VCRs), video cameras, televisions, etc.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	D
C.	Equipment History	SO	D
	(SO = life of equipment)		
3.5	Building Materials		
	Includes records relating to the purchasing of building materials and supplies such as lumber, hardware, etc.		
A.	Policy and Procedures	SO	P
B.	General	CY+3	D
3.6	Catalogues, Manuals, Price lists		
	Includes technical data, equipment catalogues and manuals, price lists, etc.		
A.	Policy and Procedures	SO	P
B.	General	CY	D
C.	Suppliers	SO	D
3.7	Clothing		
	Includes records relating to the purchase and issue of clothing, uniforms, smocks, etc. This Primary also includes records on cleaning and laundering services.		
A.	Policy and Procedures	SO	P
B.	General	CY+1	D
C.	Cleaning Services	CY+1	D
D.	Dress Regulations	SO	P
E.	Itemized Record of Issue	SO	D
	SO = duration of employment)		

SECTION III

EQUIPMENT AND SUPPLIES

	RETENTION PERIOD	FINAL DISPOSITION
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3.8 Computers - General

Includes records relating to the purchase of computer equipment, including equipment evaluations, user specifications, maintenance and repairs. Includes purchasing procedures and correspondence relating to computer maintenance.

- | | | | |
|----|-----------------------|------|---|
| A. | Policy and Procedures | SO | P |
| B. | General | CY+2 | D |

3.9 Computers - Hardware

Includes records relating to the purchase of computer hardware, including equipment evaluations, user specifications, issue, maintenance and repairs. Includes history and maintenance files.

- | | | | |
|----|-----------------------------------|------|---|
| A. | Policy and Procedures | SO | P |
| B. | General | CY+7 | D |
| C. | Hardware Research Files | CY+7 | D |
| D. | Hardware History Files | SO | D |
| E. | Hardware Problems and Maintenance | SO | D |

(SO = life of equipment)

3.10 Computers - Software

Includes records relating to the purchase of commercially available computer software, including software evaluations, user requirements, issue, maintenance and repairs. Includes research, history and problem files.

- | | | | |
|----|-------------------------|------|---|
| A. | Policy and Procedures | SO | P |
| B. | General | CY+7 | D |
| C. | Software Research Files | CY+7 | D |

(by product and release number)

- | | | | |
|----|--|----|---|
| D. | Software History Files | SO | D |
| E. | Software Maintenance and Problem Files | | P |

(SO = life of equipment)

SECTION III

EQUIPMENT AND SUPPLIES

	RETENTION PERIOD	FINAL DISPOSITION
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3.11 Disposal and Surplus

Includes records relating to the disposal of surplus equipment, the destruction of equipment, the recycling of paper, materials, supplies, etc. For information related to the disposal of buildings, see Section 2.9.

A.	Policy and Procedures	SO	P
B.	General	CY+2	D
C.	Disposals	SO+2	D
D.	Recycling	CY+2	D
E.	Write-Offs	SO+2	D

(SO = upon completion of transaction)

3.12 Firefighting Equipment

Includes records relating to the purchasing procedures for firefighting equipment, including justification, specifications, issue, testing, maintenance and repairs.

A.	Policy and Procedures	SO	P
B.	General	SO+2	D

3.13 Forms

Includes records relating to the purchasing and issuing of forms. For information on forms management, see Section 4.27.

A.	Policy and Procedures	SO	P
B.	General	CY+2	D

3.14 Fuels - General

Includes records relating to the purchase of types of fuels not shown elsewhere in the fuels block.

A.	Policy and Procedures	SO	P
B.	General	CY+2	D

SECTION III

EQUIPMENT AND SUPPLIES

		RETENTION PERIOD	FINAL DISPOSITION
3.15 Fuels - Heating			
	Includes records relating to the purchase of heating fuels, including their performance, supply, etc.		
A.	Policy and Procedures	SO	P
B.	General	CY+2	D
C.	Natural Gas	CY+2	D
D.	Oil	CY+2	D
3.16 Fuels - Motor			
	Includes records relating to the purchase of motor fuels, including their performance, supply, etc.		
A.	Policy and Procedures	SO	P
B.	General	CY+2	D
C.	Gasoline	CY+2	D
D.	Oil and Lubricants	CY+2	D
3.17 Furniture and Furnishings			
	Includes records relating to the purchasing of furniture and furnishings, including specifications, acquisition, maintenance and repairs.		
A.	Policy and Procedures	SO	P
B.	General	CY+2	D
3.18 Office Machines			
	Includes records relating to the purchasing of office machines and equipment (photocopiers, dictaphones, etc.), including specifications, acquisition, maintenance and repairs. For computer equipment (hardware and software) purchase, see Sections 3.8 to 3.10.		
A.	Policy and Procedures	SO	P
B.	General	CY+2	D
C.	Office Machine History Files	SO	D
	(SO = life of machine)		

SECTION III

EQUIPMENT AND SUPPLIES

	RETENTION PERIOD	FINAL DISPOSITION
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3.19 Procurement - General

Includes records not shown elsewhere in the purchasing section which generally relate to the purchase, requisition storage and issue of equipment and supplies. This Section also includes methods of purchasing not shown elsewhere.

A.	Policy and Procedures	SO	P
B.	General	CY+4	D

3.20 Procurement - Purchase Orders and Requisitions

Includes records relating to procurement and purchasing actions through requisitions and the commissioning of purchase orders.

For invoices generated from purchase orders, see Section 5.4 (Accounts Payable).

A.	Policy and Procedures	SO	P
B.	General	CY+3	D
C.	Purchase Requisitions (alpha by vendor name)	CY+6	D
D.	Purchase Orders (if filed separately)	CY+6	D

3.21 Procurement - Tenders and Quotations

Includes records relating to purchasing through the securing of tenders, proposals and quotations.

A.	Policy and Procedures	SO	P
B.	General	CY+3	D
C.	Tenders and Quotations (in alpha or numeric order)	CY+7	D

SECTION III

EQUIPMENT AND SUPPLIES

	RETENTION PERIOD	FINAL DISPOSITION
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3.22 Procurement - Standing Offers (Open Orders)

Includes records relating to commodities or services available by standing order, including the names of contractors, their addresses, and offer expiry dates.

A.	Policy and Procedures	SO	P
B.	General	CY+3	D
C.	Standing Offers	CY+7	D

(by name of product or service and contractor's name)

3.23 Public Works Equipment and Supplies - General

Includes records relating to the purchasing of public works related equipment and supplies not shown elsewhere in this block. Includes justification, specifications, issue, maintenance and repair.

A.	Policy and Procedures	SO	P
B.	General	CY+3	D
C.	Equipment History Files	SO	D

(SO = life of equipment)

3.24 Public Works Equipment and Supplies - Material

Includes records relating to the purchasing of public works materials, including justification, specifications and issue.

A.	Policy and Procedures	SO	P
B.	General	CY+3	D

3.25 Public Works Equipment and Supplies - Warehouse Stores

Includes records relating to the purchasing of and management of warehouse stores equipment and supplies.

A.	Policy and Procedures	SO	P
B.	General	CY+3	D

SECTION III

EQUIPMENT AND SUPPLIES

		RETENTION PERIOD	FINAL DISPOSITION
<hr/>			
3.26	Recreation Equipment and Supplies		
	Includes records relating to the purchasing of recreation programs equipment and supplies, including justification, specifications, issue, maintenance and repair.		
A.	Policy and Procedures	SO	P
B.	General	CY+2	D
C.	Equipment History Files (SO = life of equipment)	SO	D
3.27	Stationery		
	Includes records relating to the printing, purchasing and user specifications for stationery, including paper and small office items.		
A.	Policy and Procedures	SO	P
B.	General	CY+2	D
3.28	Vehicles		
	Includes records relating to the purchasing, justification, specifications and issuing of vehicles, including maintenance and repairs.		
A.	Policy and Procedures	SO	P
B.	General	CY+1	D
C.	Vehicle History Files (SO = until vehicle is disposed of)	SO	D

SECTION IV

INFORMATION SYSTEMS AND SERVICES

Section IV includes subjects relating to the information systems in use, including access to information, computer applications, system usage, data resource management, and information services, including publications and presentations, internal library services, mail, courier and postal services, records management, archives management and public relations.

SECTION IV

INFORMATION SYSTEMS AND SERVICES

		RETENTION PERIOD	FINAL DISPOSITION
4	INFORMATION SYSTEMS AND SERVICES		
4.1	Information Systems and Services - General		
	Includes administrative information relating to the management of information systems and services, which is not included elsewhere in the section.		
A.	Policy and Procedures	SO	P
B.	General	CY+2	D
C.	Access to information	CY+2	D
4.2	Archives		
	Includes records of a general nature which describe archival material, the designation of local government materials for archival preservation, the creation of facilities for an internal archives and other related records.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	SR
4.3	Computer Systems - General		
	Includes general records relating to computer systems not found elsewhere in this section.		
A.	Policy and Procedure	SO	P
B.	General	CY+2	D
4.4	Computer Systems - Applications		
	Includes records related to the administration of computer system applications. Includes design information (project proposals, system requirements, specifications, etc.) and development and implementation strategies (technical working notes and progress reports).		
A.	Policy and Procedure	SO	P
B.	General	CY+2	SO
C.	Applications, by name, description (SO = until upgraded or replaced)	SO+1	D

SECTION IV

INFORMATION SYSTEMS AND SERVICES

		RETENTION PERIOD	FINAL DISPOSITION
4.5	Computer Systems - Documentation		
	Includes systems documentation: Operating instructions, procedures manuals, guidelines, etc., for the various applications in the systems.		
A.	Policy and Procedure	SO	P
B.	General	CY+2	D
C.	Documentation (SO = until replaced)	SO+1	D
4.6	Computer Systems - Networks		
	Includes documentation relating to communication networks used to interconnect terminals and hosts of the computer system(s).		
A.	Policy and Procedure	SO	P
B.	General	CY+2	D
4.7	Computer Systems - Service Requests		
	Includes records relating to service requests for computer hardware and software, including emergency, corrective and development services.		
A.	Policy and Procedure	SO	P
B.	General	CY+2	D
C.	Log of service requests	SO+1	D
D.	Service Reports (SO = until replaced)	SO+1	D
4.8	Computer Systems - System Usage		
	Includes information which relates to measurements of systems use for evaluation, billing or other purposes.		
A.	Policy and Procedure	SO	P
B.	General	CY+2	D

SECTION IV

INFORMATION SYSTEMS AND SERVICES

		RETENTION PERIOD	FINAL DISPOSITION
4.9 Data Resource Management - General			
	Includes general information relating to the effective management of data as an organizational resource.		
A.	Policy and Procedure	SO	P
B.	General	CY+7	D
4.10 Data Resource Management - Backup Procedures			
	Includes records relating to the prevention of accidental loss, damage or destruction of data in all computer applications.		
A.	Policy and Procedure	SO	P
B.	General	CY+2	D
C.	Back-up Procedures Mainframe computer	SO	D
D.	Back-up Procedures Personal computers	SO	D
4.11 Data Resource Management - Plans and Planning			
	Includes records relating to plans for information systems activities of all types - conceptual designs, models and technical design.		
A.	Policy and Procedure	SO	P
B.	General	CY+7	D
4.12 Information Services - General			
	Includes records relating to the general administration of public relations and public affairs not shown elsewhere in the information services and public relations sections. Includes news clippings, communication plans, etc.		
A.	Policy and Procedure	SO	P
B.	General	CY+2	D
C.	News Clippings	CY+1	P

SECTION IV

INFORMATION SYSTEMS AND SERVICES

		RETENTION PERIOD	FINAL DISPOSITION
4.13 Information Services - Audio-Visual Aids			
Includes records relating to motion pictures, slide shows, video tapes, and other audio-visual aids. Includes audio-visual production project files.			
A.	Policy and Procedure	SO	P
B.	General	CY+2	SR
4.14 Information Services - Books and Publications			
Includes records relating to the administration, printing, production, sale and distribution of all published materials, including books, maps, plans, drawings, brochures, pamphlets, bulletins, etc. Individual publication files include manuscripts, source document information, etc.			
A.	Policy and Procedure	SO	P
B.	General	CY+7	SR
C.	Inventory of Publications	SO	P
D.	Pricing	CY+2	D
E.	Individual publications, by name	SO	P
4.15 Information Services - Lectures and Speeches			
Includes records relating to speeches, lectures, addresses and the arrangements for speaking engagements.			
A.	Policy and Procedure	SO	P
B.	General	CY+2	D
C.	Individual speeches, by author, date	CY+2	SR
4.16 Information Services - Photographs			
Includes records relating to the acquisition, use and retention of photographic prints and negatives.			
A.	Policy and Procedure	SO	P
B.	General	CY+2	D

SECTION IV

INFORMATION SYSTEMS AND SERVICES

		RETENTION PERIOD	FINAL DISPOSITION
4.17 Information Services - Public Programs			
Includes records relating to activities interacting with the public, including educational institutions and other organizations.			
A.	Policy and Procedure	SO	P
B.	General	CY+2	SR
4.18 Library Services - General			
Includes records relating to the provision of internal library services to City staff. For information on the public library, see Section 15.5.			
A.	Policy and Procedure	SO	P
B.	General	CY+2	D
C.	Reference	CY+2	D
4.19 Library Services - Materials			
Includes records relating to the purchase, cataloguing, and distribution of books, periodicals, newspapers, subscriptions and other types of information resources.			
A.	Policy and Procedure	SO	P
B.	General	CY+7	D
C.	Requests for materials	CY	D
D.	Lists of library materials	SO	P
4.20 Mail, Postal, Courier Services			
Includes records relating to Canada Post, internal City mail and private courier services including rates, mail functions, regulations, inquiries and reports on lost or damaged mail, articles, etc.			
A.	Policy and Procedure	SO	P
B.	General	CY+2	D

SECTION IV

INFORMATION SYSTEMS AND SERVICES

		RETENTION PERIOD	FINAL DISPOSITION
4.21 Public Relations - General			
Includes records relating to the general administration of public relations and media and government relations programs including records such as press releases, radio and television broadcasts, etc.			
A.	Policy and Procedure	SO	P
B.	General	CY+2	D
4.22 Public Relations - Advertising			
Includes records relating to advertising in newspapers and periodicals, on radio and television, etc.			
A.	Policy and Procedure	SO	P
B.	General	CY+2	D
C.	Advertising Project Files	CY+1	SR
4.23 Public Relations - Exhibits, Fairs, Exhibitions			
Includes records relating to participation in exhibits, fairs, exhibitions and other community activities.			
A.	Policy and Procedure	SO	P
B.	General	CY+1	SR
4.24 Records Management - General			
Includes records relating to records management functions not shown elsewhere in this block. This includes general records management operational standards and procedures.			
A.	Policy and Procedure	SO	P
B.	General	CY+2	D

SECTION IV

INFORMATION SYSTEMS AND SERVICES

		RETENTION PERIOD	FINAL DISPOSITION
4.25	Records Management - File Management		
	Includes records relating to organization, operations and content of files. Includes file lists and all supporting access and retrieval guides.		
A.	Policy and Procedure	SO	P
B.	General	CY+7	SR
C.	File List	SO	P
4.26	Records Management - Forms Management		
	Includes copies of all forms used by City staff, plus history and printing information.		
A.	Policy and Procedure	SO	P
B.	General	CY+2	D
C.	Forms by department and title	SO	D
4.27	Records Management - Image/Micrographics Management		
	Includes records related to the micrographic reproduction of City records.		
A.	Policy and Procedure	SO	P
B.	General	CY+2	SR
C.	Micrographics Projects	SO	P
4.28	Records Management - Retention Schedules		
	Includes records relating to the development of records and disposal schedules for City records.		
A.	Policy and Procedure	SO	P
B.	General	CY+2	SR
C.	Schedules	SO	P

SECTION IV

INFORMATION SYSTEMS AND SERVICES

	RETENTION PERIOD	FINAL DISPOSITION
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4.29 Records Management - Records Storage

Includes records relating to the transfer and storage of records in warehouse storage facilities, and in records centre; the retrieval histories of files from storage; the final disposal of records when approved for destruction.

A.	Policy and Procedure	SO	P
B.	General	CY+2	SR
C.	On-Site	SO	P
D.	Off-Site	SO	P
E.	Destruction notices & box contents lists	SO	P

4.30 Word Processing

Includes records relating to word processing facilities, requirements and needs analyses.

A.	Policy and Procedure	SO	P
B.	General	CY+3	D

SECTION V

FINANCE

Section V covers financial subjects relating to the receipt, control and expenditure of City funds. They include accounts and accounting, audits, assessment and collection of taxes, and other fiscal matters. They do not include those equipment procurement subjects which have been assigned to Section III, Equipment and Supplies.

SECTION V

FINANCE

		RETENTION PERIOD	FINAL DISPOSITION
5	FINANCE		
5.1	Finance - General		
	Includes records relating to financial administration and management functions not shown elsewhere in this section.		
A.	Policy and Procedure	SO	P
B.	General	CY+6	D
5.2	Accounting - General		
	Includes records relating to the general administration of accounting systems and procedures, classification of accounts, reconciliations and information not shown elsewhere in the accounting block.		
A.	Policy and Procedure	SO	P
B.	General	CY+6	D
C.	Revenue and Expenditures	CY+6	D
D.	Work Order Detail	CY+6	D
E.	Journal Entries	CY+6	D
5.3	Accounting - Cash		
	Includes records relating to cash control including cash receipt journals, etc.		
A.	General	CY+6	D
B.	Blotters	CY+6	D
5.4	Accounts - Payable		
	Includes records relating to payable accounts. Includes correspondence, billings, packing slips, copies of financial transactions and other supporting documentation arranged by supplier name.		
A.	Policy and Procedure	SO	P
B.	General	CY+6	D
C.	Individual Accounts	CY+7	D
D.	Check Register/supplier payments	CY+6	D

SECTION V

FINANCE

	RETENTION PERIOD	FINAL DISPOSITION
5.5 Accounts - Receivable		
Includes records relating to receivable accounts. This Section covers records related to revenue generated through services and sources other than taxation.		
For records related to taxation, see Section 5.25, Taxation - Taxes Collected.		
A. Policy and Procedure	SO	P
B. General	CY+6	D
C. Accounts Receivable	CY+6	D
D. Outstanding Accounts (SO = when paid)	SO+6	D
E. Write Offs (uncollected accounts)	SO+6	SR
5.6 Advances		
Includes records relating to the control of petty cash, salary, travel and other accountable advances.		
A. Policy and Procedure	SO	P
B. General	CY+6	D
C. Travel Advances-Council & Staff	CY+1	D
5.7 Agreements and Arrangements		
Includes records relating to financial transactions and/or potentially recoverable disbursements in relation to agreements and arrangements with Federal, Provincial, other Municipal and Foreign Governments, agencies and other organizations. For information related to original agreements and non-financial supporting documentation, see Section 6.5.		
A. Policy and Procedure	SO	P
B. General	CY+6	SR
C. Agreements	SO	P
D. Homeowners Grant	CY+7	P
E. M. F. A. Debt	CY+6	D

SECTION V

FINANCE

		RETENTION PERIOD	FINAL DISPOSITION
5.8 Audits/Year End Working Papers			
Includes records relating to the administration of audits and reviews of agreements, procedures and programs, including correspondence, reports, responses and follow-up.			
A.	Policy and Procedure	SO	P
B.	General	CY+6	SR
C.	Audits, by year - Statements	SO	P
D.	Working Papers		P
E.	Provincial Statements		P
5.9 Banks and Banking			
Includes records relating to the establishment, maintenance and termination of City bank accounts.			
A.	Policy and Procedure	SO	P
B.	General	CY+6	D
C.	Reconciliations	CY+6	D
5.10 Budgets - General			
Includes records relating to budgetary practices and procedures, controls and programs.			
A.	Policy and Procedure	SO	P
B.	General	CY+6	D
C.	Budget Planning - Departmental	CY+6	D
D.	Approved Departmental Budgets (by financial year)	CY+1	P
5.11 Budgets - Capital			
Includes records relating to the preparation of capital budgets.			
A.	Policy and Procedure	SO	P
B.	General	CY+6	D
C.	Budgets, by year	CY+1	P

SECTION V

FINANCE

		RETENTION PERIOD	FINAL DISPOSITION
<hr/>			
5.12	Cheques - Payroll & Accounts Payable		
	Includes records relating to the issuance and management of cheques, including returned cheques, cheque lists, etc.		
A.	Policy and Procedure	SO	P
B.	General	CY+6	D
C.	Returned cheques- Payroll & Accounts Payable	CY+6	D
5.13	Claims (Financial)		
	Includes records relating to claims for payment made by and against the City.		
A.	Policy and Procedure	SO	P
B.	General	CY+6	D
C.	Claims, by name (SO = limitation period)	SO+7	D
DD.	Claims made re minors	CY+21	D
5.14	Debentures		
	Includes records relating to the issuing of debentures.		
A.	Policy and Procedure	SO	P
B.	General	CY+6	SR
C.	Debenture registry		P
5.15	Donations and Bequests		
	Includes records relating to donations and bequests to the City, and donations and bequests made by the City. Includes correspondence and particulars.		
A.	Policy and Procedure	SO	P
B.	General	CY+6	SR
C.	Donations and Bequests	CY+6	P
D.	Historical data		P

SECTION V

FINANCE

		RETENTION PERIOD	FINAL DISPOSITION
5.16 Fees and Charges - General			
	Includes records relating to the calculation, notification and collection of fees for various services performed and provided.		
A.	Policy and Procedure	SO	P
B.	General	CY+6	D
5.17 Investments			
	Includes general records relating to the monies invested in various financial institutions.		
A.	Policy and Procedure	SO	P
B.	General	CY+6	D
5.18 Grants			
	Includes records relating to the awarding of grants to outside organizations, agencies or individuals to carry out specific projects and assignments, etc.		
A.	Policy and Procedure	SO	P
B.	General	CY+6	D
C.	Grant files, alpha by name of organization or individual	CY+6	D
5.19 Letters of Credit			
	Includes records relating to the issuance and receipt of letters of credit.		
A.	Policy and Procedure	SO	P
B.	General	CY+5	D
C.	Project files	CY+6	D

SECTION V

FINANCE

	RETENTION PERIOD	FINAL DISPOSITION
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5.20 Reports, Statistics, Statements

Includes records relating to the financial reporting systems, financial management reports, statistics and statements. Includes working papers, correspondence and individual reports. For administrative reports and statistics, see Section 1.36 to 1.39.

A.	Policy and Procedure	SO	P
B.	General	CY+6	SR
C.	Financial Statements		P
D.	Reports, by title and date	CY+6	SR

5.21 Salaries and Wages - Benefits and Services

Includes records relating to the administration and payment of employee benefits and services.

A.	Policy and Procedure	SO	P
B.	General	CY+6	D
C.	Superannuation Register		P
D.	Benefit Accounts (Medical, dental, life insurance and extended health)	CY+6	D

5.22 Salaries and Wages - Payroll

Includes records relating to the payment of employees, including the calculation of pay, deductions from that pay, and adjustments to pay. This includes regular, overtime, and the employee pay records.

A.	Policy and Procedure	SO	P
B.	General	CY+6	D
C.	Employee Files		P
D.	Summary Reports (Cheque register, extended labor proofs)		P
E.	T4 Information	CY+6	D

SECTION V

FINANCE

		RETENTION PERIOD	FINAL DISPOSITION
5.23 Signing Authorities			
Includes records relating to payment and spending signing authorities.			
A.	Policy and Procedure	SO	P
B.	General	SO	D
5.24 Taxation - Assessments			
Includes records related to the assessments of properties for the purposes of taxation. These include the assessment role, Court of Revision, etc.			
A.	Policy and Procedure	SO	P
B.	General	CY+3	D
C.	Court of Revision	SO+2	P
D.	Assessment Roll, by year (microfiche from B.C. Assessment Authority)	SO+2	P
5.25 Taxation - Taxes Collected			
Includes records related to the receipt of property taxes by the local government unit.			
A.	Policy and Procedure	SO	P
B.	General	CY+6	D
C.	Rates	CY+6	SR
D.	Deferrals	CY+6	D
E.	Exemptions	CY+6	D
F.	Penalties	CY+6	D
G.	Prepayments	CY+6	D
H.	Tax Sale	CY+6	P
I.	Individual tax records	SO	P
J.	Tax Notices (fiche)	SO	P

SECTION V

FINANCE

	RETENTION PERIOD	FINAL DISPOSITION
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5.26 Fees - Utilities

Includes records relating to the collection of fees owing to the City for utilities. For membership fees in other associations, clubs and societies, see Section 1.10.

A.	Policy and Procedure	SO	P
B.	General	CY+7	D

5.27 Taxation - Taxes Paid

Includes records relating to customs and excise tax, Provincial sales tax, tax incentives and tax exemptions paid by the local government unit.

A.	Policy and Procedure	SO	P
B.	General	CY+7	D
C.	Federal Taxes	CY+7	D
D.	Provincial Taxes	CY+7	D
E.	Exemptions	CY+7	D

SECTION VI

LEGAL MATTERS

Section VI covers subjects of a legal nature, such as accidents, agreements and contracts, claims and litigation. Regulatory and legislative matters pertaining to the formulation and administration of by-laws or the administration of Permits and Licenses are located in Section VIII, Legislative and Regulatory Services.

SECTION VI

LEGAL MATTERS

		RETENTION PERIOD	FINAL DISPOSITION
6	LEGAL MATTERS		
6.1	Legal Matters - General		
	Includes records relating to matters of general legal concern to the City, which are not covered by other headings in this section.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	D
6.2	Accidents		
	Includes records relating to accidents involving City property or personnel, and includes policies, procedures, reports, investigations and settlements. For claims made against or by the City, see Section 6.6.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	SR
C.	Incident files, by date and name (SO = settlement of claim and expiry of limitation period)	SO+6	D
6.3	Agreements		
	Includes general records relating to financial and other arrangements entered into by the local government unit with other parties, public and private.		
	For Land Sale/Option Agreements, see Section 6.4.		
	For Contracts, See Section 6.7.		
	For Easements and Rights-of-Way, see Section 6.8.		
	For Leases, see Section 6.9.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	SR
C.	Agreements register	SO	P
D.	Agreements, by date and topic	SO	P

SECTION VI

LEGAL MATTERS

	RETENTION PERIOD	FINAL DISPOSITION
<hr/>		
6.4 Agreements - Land Sale/Option Agreements		
Includes records relating to the sale and purchase of land by the local government unit.		
A. Policy and Procedures	SO	P
B. General	CY+7	SR
C. Agreements (by address, name of signatories)	SO	P
6.5 Agreements - Government Protocols and Cost-Sharing Agreements		
Includes records relating to agreements and arrangements made between the local government unit and other levels of government. Includes all original documentation and related correspondence.		
A. Policy and Procedures	SO	P
B. General	CY+7	SR
C. Agreements (by name of agency and date)	SO	P
6.6 Claims		
Includes records relating to claims by and against the local government unit, including motor vehicle damage claims and property and personal damage claims.		
A. Policy and Procedures	SO	P
B. General	CY+7	SR
C. Claims - individual files (SO = expiry of limitation period)	SO+7	D
D. Claims involving minors	CY+21	D
6.7 Contracts		
Includes records relating to contract administration by the local government unit, including actual contracts of various types relating to personal service, equipment, developments, etc.		
A. Policy and Procedures	SO	P
B. General	CY+7	SR
C. Contracts - by type, by name SO = completion, life of equipment	CY+7	D
D. Policing Contracts		P

SECTION VI

LEGAL MATTERS

		RETENTION PERIOD	FINAL DISPOSITION
6.8 Easements and Rights of Way			
	Includes records relating to the granting of easements and rights-of-way.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	SR
C.	Easements - by address	SO	P
D.	Rights-of-Way - by address (SO = filing of quit claim, otherwise permanent)	SO	P
6.9 Leases			
	Includes records relating to leases to which the local government unit is a party.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	SR
C.	Leases - by type, name and address	SO	P
6.10 Legal Opinions			
	Includes the collection of legal memoranda that are prepared and/or received by City staff on a variety of legal issues and legislation.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	P
C.	Index of Legal Opinions	SO	P
D.	Opinions/memos, by subject, author	SO	P
6.11 Litigation			
	Includes records of litigation instigated by or against the local government.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	P
C.	Index of Litigation	SO	P
D.	Cases, by date and name of appellant	SO	P

SECTION VII

PERSONNEL

Section VII covers subjects relating to the employees and personnel functions of the organization. These subjects include attendance, establishment, leave, holidays, promotions, training, labour relations and negotiations, etc. For subjects related to administration of salaries, wages and benefits, see Section V - Finance.

SECTION VII

PERSONNEL

		RETENTION PERIOD	FINAL DISPOSITION
7	PERSONNEL		
7.1	Personnel - General		
	Includes records relating to the general administration of personnel management activities not shown elsewhere in this section.		
A.	Policy and Procedures	SO	P
B.	General	CY+3	D
7.2	Accidents and Injuries		
	Includes records relating to employee accidents and personal injuries as a direct result of work duties and to claims with the Workers' Compensation Board (WCB).		
A.	Policy and Procedures	SO	P
B.	General	CY+7	D
C.	Non-Compensable accidents and injuries	CY+7	D
D.	WCB Claims (SO = Death of claimant)	SO	P
7.3	Attendance Records		
	Includes records relating to attendance: time and attendance reports, various types of leave, etc.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	SR
C.	Employee Attendance Records	CY+7	D
7.4	Awards and Honors		
	Includes records relating to awards, honors, decorations and commendations given to staff.		
A.	Policy and Procedures	SO	P
B.	General	CY+3	D
C.	Awards, by year and employee name (SO = until termination)	SO	P

SECTION VII

PERSONNEL

		RETENTION PERIOD	FINAL DISPOSITION
7.5	Classification - General		
	Includes records relating to specifications to provide guidance in evaluating positions and responsibilities, classification of positions and employees, job descriptions, etc.		
A.	Policy and Procedures	SO	P
B.	General	CY+3	D
C.	Job Descriptions	SO	P
7.6	Classification - Appeals and Reclassifications		
	Includes records relating to the appeal and review of classifications and the outcome of those appeals.		
A.	Policy and Procedures	SO	P
B.	General	CY+3	D
7.7	Employees - General		
	Includes records of a general nature relating to employees.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	SR
7.8	Employees - Current		
	Includes the master record on individual employees: personal data; resume; appraisals and evaluations; training; commendations; discipline; health examinations, etc.		
	For terminated employees, see Section 7.9.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	SR
C.	Employee files, alpha by name	SO	P

SECTION VII

PERSONNEL

	RETENTION PERIOD	FINAL DISPOSITION
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7.9 Employees - Terminated

Includes records of individual terminated employees. Terminated includes resignation, retirement, dismissal, layoff, etc.

A.	Policy and Procedures	SO	P
B.	General	CY+7	D
C.	Terminated employee files, alpha by name	CY+10	D

7.10 Health and Safety

Includes records relating to the administration of health and safety programs: first aid, occupational health, smoking in the workplace, accident prevention, etc. Includes Workplace Hazardous Material Information System (WHMIS).

For accidents, see Section 7.2.

For protective clothing, see Section 3.7.

For building safety programs (fire and earthquake), see Section 2.1.

A.	Policy and Procedures	SO	P
B.	General	CY+5	D
C.	Programs, by name	CY+7	SR
D.	WHMIS	SO	P

7.11 Hours of Work and Overtime

Includes records relating to hours of work, flexible hours, time off for special occasions, early closings, overtime, etc. For individual attendance records, see Section 7.3.

A.	Policy and Procedures	SO	P
B.	General	CY+3	D

SECTION VII

PERSONNEL

	RETENTION PERIOD	FINAL DISPOSITION
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7.12 Labour Relations - General

Includes records relating to employee/management relations and services which are not covered elsewhere in this section.

A.	Policy and Procedures	SO	P
B.	General	CY+7	P

7.13 Labour Relations - Collective Agreements

Includes records relating to master and component agreements or contracts, including guidelines and interpretations.

A.	Policy and Procedures	SO	P
B.	General	CY+7	P
C.	Proposals	CY+7	P
D.	Interpretations	CY+7	P
E.	Collective Agreements	SO	P

7.14 Labour Relations - Discipline

Includes records relating to the administration of disciplinary action, and case files documenting precedents that may result from such action.

A.	Policy and Procedures	SO	P
B.	General	CY+3	D
C.	Discipline Actions	SO	P
D.	Precedent Files	SO	P

7.15 Labour Relations - Grievances

Includes records relating to policies, methods and procedures for handling grievances and complaints of employees.

A.	Policy and Procedures	SO	P
B.	General	CY+7	P
C.	Grievance Files (by employee name)	SO+7	P

SO = upon processing

SECTION VII

PERSONNEL

		RETENTION PERIOD	FINAL DISPOSITION
7.16 Labour Relations - Negotiations			
	Includes records relating to the negotiation, arbitration, adjudication, and collective bargaining between employer and employee.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	P
7.17 Labour Relations - Union Relations			
	Includes records relating to relationships between management and employees' unions, groups or associations; union dues; shop stewards; technological change, etc.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	P
7.18 Leave Management			
	Includes records relating to the administration of leave management, including vacation, sick and other types of leave, paid holidays, etc. For individual attendance records, see Section 7.3.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	P
7.19 Performance Planning and Review			
	Includes records relating to the administration of performance planning and review programs, work plans, performance appraisals, etc.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	P
7.20 Reports and Statistics			
	Includes reports and statistics prepared on personnel matters.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	D
C.	Surveys	SO	P

SECTION VII

PERSONNEL

	RETENTION PERIOD	FINAL DISPOSITION
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7.21 Retirements and Pre-Retirements

Includes records relating to the retirement of employees, and the calculation and recording of pre-retirement benefits. For specific employee files, see Sections 7.8 & 7.9.

A.	Policy and Procedures	SO	P
B.	General	CY+7	P

7.22 Separations and Layoffs

Includes records relating to the layoff or separation of employees other than through retirement.

For individual employee files, see Section 7.8.

For retirements, see Section 7.21.

A.	Policy and Procedures	SO	P
B.	General	CY+7	D

7.23 Staffing - General

Includes records not shown elsewhere in the staffing block which relate to the staffing of positions.

A.	Policy and Procedures	SO	P
B.	General	CY+2	D

7.24 Staffing - Applications

Includes records related to the receipt of applications for employment, offers of service, resumes, etc. (Records of successful applicants are transferred to Section 7.8 - current employee files).

A.	Policy and Procedures	SO	P
B.	General	CY+2	D
C.	Applications, by name	CY	D

SECTION VII

PERSONNEL

	RETENTION PERIOD	FINAL DISPOSITION
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7.25 Staffing - Competitions

Includes records related to competitions, short lists of candidates, interview format and questions, results, offer and rejection letters.

A.	Policy and Procedures	SO	P
B.	General	CY+2	D
C.	Competitions, by position name and date	CY+2	D

7.26 Training and Development - General

Includes records relating to the general administration of training and development activities and functions. For specific training programs, see Section 7.27.

A.	Policy and Procedures	SO	P
B.	General	SO	D
C.	Employee Orientation	SO	P
D.	Educational Leave	CY+1	D

7.27 Training and Development - Courses

Includes records relating to courses, types of courses, course content and brochures, attendance records and evaluation reports for all forms of staff training.

For conferences, seminars and symposia see Section 1.17.

A.	Policy and Procedures	SO	P
B.	General	CY+3	D
C.	Course Development Case Files	CY+3	D
D.	Course History Case Files	CY+3	D
E.	Course Attendance Case Files	CY+2	D

(SO = until termination)

SECTION VII

PERSONNEL

	RETENTION PERIOD	FINAL DISPOSITION
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7.28 Volunteers

Includes records relating to persons providing volunteer services to the local government unit, the services so provided, and to the requirements and conditions of the voluntary service.

A.	Policy and Procedures	SO	P
B.	General	CY+7	D
C.	Accidents, Liability and Insurance	SO	P
D.	Training and Orientation	CY+4	D
E.	Schedules	CY+2	D
F.	Current volunteer records (SO = until termination, as with employee files)	SO	P

SECTION VIII

LAND ADMINISTRATION

Includes records related to the processes of land management and land development within the local government area. Planning functions will be located in Section XIII - Planning and Development.

SECTION VIII

LAND ADMINISTRATION

		RETENTION PERIOD	FINAL DISPOSITION
8	LAND ADMINISTRATION		
8.1	Land Administration - General		
	Includes records relating to the administration of land related matters which do not appear elsewhere in this section. Land administration covers the management of all land related matters within the local government jurisdiction.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	D
8.2	Crown Land		
	Includes records relating to crown land in or adjacent to the local government area.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	D
8.3	Development - General		
	Includes records of a general nature relating to development of lands within the local government area which are not included in other areas of this section.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	SR
8.4	Development Permits		
	Includes records relating to the application, issuance and management of development permits within the local government area jurisdiction.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	SR
C.	Permits (Individual) arranged by year and permit number	SO+1	P

SECTION VIII

LAND ADMINISTRATION

		RETENTION PERIOD	FINAL DISPOSITION
8.5	Development Variance Permits		
	Includes records relating to the application, issuance and management of development variance permits within the local government area jurisdiction.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	SR
C.	Permits (Individual) arranged by year and permit number	SO+7	P
8.6	Development Cost Charges		
	Includes records relating to the administration, collection and dispersal of development cost charges.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	D
C.	Charges, by name	SO+1	P
8.7	Properties - General		
	Includes records of a general nature relating to the properties within the local government jurisdiction.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	SR
8.8	Properties - Individual		
	Includes individual records relating to the development, zoning, dwelling and other pertinent information on all lands within the local government jurisdiction.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	SR
C.	Individual properties arranged by civic address	SO	P

SECTION VIII

LAND ADMINISTRATION

	RETENTION PERIOD	FINAL DISPOSITION
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8.9 Strata Title - Properties

Includes records relating to the development of strata title properties within the local government area. Includes conversion of dwellings from rental to strata-owned properties, and the development of a bare land strata title development.

A.	Policy and Procedures	SO	P
B.	General	CY+7	SR
C.	Individual properties	P	P

8.10 Subdivision Control

Includes individual records relating to the application, inspection and approval of subdivisions with the local government area.

A.	Policy and Procedures	SO	P
B.	General	CY+7	SR
C.	Individual properties	P	P

8.11 Zoning and Rezoning

Includes records relating to the application and process for zoning and rezoning properties within the local government jurisdiction.

A.	Policy and Procedures	SO	P
B.	General	CY+7	SR
C.	Applications by address	P	P

SECTION IX

LEGISLATIVE AND REGULATORY SERVICES

Section IX includes the legislative and regulatory function of the organization. The subjects include the creation and administration of by-laws, the issuance and management of permits and licenses, elections, and the regulation of buildings within the jurisdiction of the local government organization. This section does not include laws and regulations of other jurisdictions, which will be located in Section I, Administration, or general legal issues, which will be located in Section VI, Legal Matters. For information about Land Regulation and Development, see Section VIII - Land Administration.

SECTION IX

LEGISLATIVE AND REGULATORY SERVICES

		RETENTION PERIOD	FINAL DISPOSITION
9	LEGISLATIVE AND REGULATORY SERVICES		
9.1	Legislative Affairs - General		
	Includes records of a general nature relating to the establishment and management of legislative and regulatory matters to the local government area.		
A.	Policy and Procedures	SO	P
B.	General	SO	SR
C.	Letters Patent	SO	P
9.2	Board of Variance		
	Includes records relating to the applications, submissions, hearings and decisions of the Board of Variance.		
A.	Policy and Procedures	SO	P
B.	General	SO	SR
C.	Individual applications by year	SO+6	P
9.3	Building Regulations - General		
	Includes records of a general nature relating to the regulation of buildings in the local government area, according to the Building Code.		
A.	Policy and Procedures	SO	P
B.	General	SO	SR
9.4	Building Regulations - Plumbing Permits and Inspections		
	Includes records relating to the inspections of plumbing systems within buildings within the local government are, for issuance of permits. This includes commercial as well as residential developments.		
A.	Policy and Procedures	SO	P
B.	General	SO	SR
C.	Individual buildings arranged by street address	P	P
D.	Heritage Buildings	P	P
E.	Building Inspectors' Log Books	CY&7	D

SECTION IX

LEGISLATIVE AND REGULATORY SERVICES

		RETENTION PERIOD	FINAL DISPOSITION
9.5 By-Laws			
	Includes records relating to the creation and enactment of specific local government by-laws.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	D
C.	Original by-law documents listed numerically	P	P
D.	Copies of Bylaws (on microfilm)	P	P
E.	Bylaw Backup	P	P
9.6 By-Law Enforcement - General			
	Includes records relating to the enforcement of by-laws within the local government area. For records relating to policing issues, see Section XIV, Protective Services.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	D
9.7 By-Law Enforcement - Issuances			
	Includes records relating to specific by-law enforcement issues.		
A.	Policy and Procedures	SO	P
B.	General	SO	SR
C.	Issues by subject, e.g., animal control, unsightly premises, etc.	CY+7	SR
9.8 Cemetery Administration			
	Includes records relating to the administration and management of local cemeteries, including the reservation of graves, issuance and maintenance of burial permits, interments, etc.		
A.	Policy and Procedures	SO	P
B.	General	SO	P
C.	Cemetery Plans	SO	P
D.	Grave Reservations alpha by name	SO	P
E.	Burial Permits alpha by name	SO	P

SECTION IX

LEGISLATIVE AND REGULATORY SERVICES

		RETENTION PERIOD	FINAL DISPOSITION
9.9 Elections			
	Includes records relating to the conduct of elections including voter registration, polls, results, etc.		
A.	Policy and Procedures	SO	P
B.	General	CY+6	P
C.	Electors List	SO	P
D.	Nominations	CY+6	P
E.	Results (by year)	CY+6	P
F.	Court of Revision	SO	P
9.10 Licenses- General			
	Includes records relating to the general issue of licenses which are not included elsewhere in this section.		
A.	Policy and Procedures	SO	P
B.	General		
9.11 Licenses - Individual			
	Includes records relating to the issue of specific licenses and their regulation by the local government unit.		
A.	Policy and Procedures	SO	P
B.	General	P	P
C.	Business Licenses	CY+7	P
D.	Commercial Vehicle	CY+7	D
E.	Dog Licenses	CY+7	D
F.	Liquor P = life of business alpha by name	CY+7	P
G.	Taxi	CY+1	D
H.	Special Events	CY+1	D

SECTION IX

LEGISLATIVE AND REGULATORY SERVICES

	RETENTION PERIOD	FINAL DISPOSITION
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9.12 Permits - General

Includes records relating to the general issue of permits which are not covered elsewhere in this section.

A.	Policy and Procedures	SO	P
B.	General	SO	SR

9.13 Permits - Individual

Includes records relating to the issue of specific permits including applications, inspections and final issue.

A.	Policy and Procedures	SO	P
B.	General	SO	SR
C.	Individual Permits	CY+7	P

SECTION X

COMMUNITY SERVICES

Section X includes subjects related to the general community services provided, including public health services, social planning, social housing, etc. This section is intended for general subjects of concern to the local government, but may include specialized agencies such as local boards of health.

SECTION X

COMMUNITY SERVICES

		RETENTION PERIOD	FINAL DISPOSITION
10	COMMUNITY SERVICES		
10.1	Community Services - General		
	Includes records relating to the provision of services to the community which are not covered elsewhere in this section.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	D
C.	Women's, Aboriginal and Visible Minorities Issues	CY+7	P
10.2	Child Care Services		
	Includes records relating to provision of child care services in the community, including inspection, licensing and monitoring of services.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	D
C.	Facilities, by name location	SO	P
10.3	Community Care		
	Includes records relating to the provision of community care facilities in the community.		
	For long term care facilities, see Section 10.5.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	D
C.	Facilities, by type, name, location	SO	P
10.4	Handicapped and Disabled Services		
	Includes records relating to the provision of services and programs for handicapped and disabled persons.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	D
C.	Programs, by name	SO	P

SECTION X

COMMUNITY SERVICES

	RETENTION PERIOD	FINAL DISPOSITION
10.5 Long Term Care		
Includes records relating to the provision of services through long term care programs.		
A. Policy and Procedures	SO	P
B. General	CY+7	D
C. Agencies, by name	SO	P
D. Programs, by name	SO	P
10.6 Public Health - General		
Includes records relating to the provision of services affecting the health of the community which do not appear in other sections.		
A. Policy and Procedures	SO	P
B. General	CY+7	SR
C. Smoking in Public Places	CY+7	SR
D. Alcohol and Drug Abuse	CY+7	SR
10.7 Public Health - Local Board of Health		
Includes records relating to the operation and liaison with the local Board of Health.		
A. Policy and Procedures	SO	P
B. General	CY+7	SR
10.8 Senior Citizens' Services		
Includes general records relating to the provision of services for senior citizens not found elsewhere in the section.		
For recreation programs, see Section 15.7 and 15.9.		
A. Policy and Procedures	SP	P
B. General	CY+3	D
C. Programs and Service by name	CY+4	D

SECTION X

COMMUNITY SERVICES

		RETENTION PERIOD	FINAL DISPOSITION
10.9 Social Housing			
	Includes records relating to the requirements and provision of social housing.		
A.	Policy and Procedures	SO	P
B.	General	CY+3	D
10.10 Social Planning			
	Includes records relating to the planning of social services to the local government area.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	D
C.	Programs and services	CY+7	SR
10.11 Youth Services			
	Includes records relating to the planning and provision of youth - oriented services and programs.		
	For Recreation Programs see Section 15.7.		
A.	Policy and Procedures	SO	P
B.	General	CY+3	D

SECTION XI

ENGINEERING AND PUBLIC WORKS

Section XI includes subjects relating to the engineering and construction and maintenance of local infrastructure, including streets and roads, water service, sewerage, solid waste removal, environmental management, etc. For subjects relating to the regulation of these items, see Section IX, Legislative and Regulatory Affairs, and Section VIII, Land Development. For subjects relating to parks, see Section XII, Parks Administration.

SECTION XI

ENGINEERING AND PUBLIC WORKS

		RETENTION PERIOD	FINAL DISPOSITION
11	ENGINEERING AND PUBLIC WORKS		
11.1	Engineering and Public Works - General		
	Includes general records relating to engineering and public works services which are not found elsewhere in this section. Includes complaints about public works services.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	D
C.	Complaints	CY+7	D
D.	Injuries or property damage complaints	CY+7	D
E.	Injuries to minors	CY+21	D
11.2	Drainage and Flood Control		
	Includes records relating to the control of storm water, drainage, creek and river control, culverts, dyking, flood damage, etc.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	D
C.	Culverts	CY+7	SR
D.	Creek Control by name	SO	P
E.	Dykes	SO	P
F.	Flood Damage by event	CY+7	SR
G.	Storm sewers and ditches	CY+7	SR
11.3	Engineering - General		
	Includes records of a general nature relating to engineering services in the areas of drainage, water and sewer utilities, environmental control, etc., for the local government area.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	D

SECTION XI

ENGINEERING AND PUBLIC WORKS

	RETENTION PERIOD	FINAL DISPOSITION
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11.4 Environmental Management - General

Includes records relating to environmental control issues, functions and activities.

A.	Policy and Procedures	SO	P
B.	General	CY+7	D
C.	Air Quality Control	CY+7	P
D.	Chemical Spills and Management	CY+7	P
E.	Noise Control	CY+7	P
F.	Pesticides and Herbicides	CY+7	P
G.	Contaminated Lands	CY+7	P
H.	Effluent Permits	CY+7	P
I.	Air Emission Permits	CY+7	P
J.	Special Waste Storage Permits	CY+7	P
K.	Incidents by Date, Location	CY+7	P

11.5 Inspection and Testing

Includes records relating to the procedures and guidelines for inspecting and testing services for capital works projects, etc.

A.	Policy and Procedures	SO	P
B.	General	CY+7	SR

11.6 Local Improvement Projects

Includes records relating to the applications and approval for local improvement projects.

A.	Policy and Procedures	SO	P
B.	General	CY+7	SR
C.	Projects By Year, Number	SO	P

SECTION XI

ENGINEERING AND PUBLIC WORKS

	RETENTION PERIOD	FINAL DISPOSITION
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11.7 Public Works Projects

Includes records relating to the planning, design and construction of public works projects, excluding local improvement projects. Specific project files will include cost estimates, design, project authorization, land acquisition, meetings, reports, design engineering studies, consultants, contract award, purchase orders, etc.

A.	Policy and Procedures	SO	P
B.	General	CY+7	SR
C.	Projects By Year, Number (SO = upon completion of project)	SO	P

11.8 Sewerage

Includes records relating to the planning, administration, management and operation of sanitary sewerage systems. For storm water drainage, see Section 11.2.

A.	Policy and Procedures	SO	P
B.	General	CY+7	SR
C.	Pumping Stations	SO	P
D.	Sewage Treatment and Disposal	SO	P
E.	Septic Tanks	SO	P
F.	Sewer Connections by location	SO	P

11.9. Solid Waste Disposal

Includes records relating to solid waste (garbage) collection and disposal.

A.	Policy and Procedures	SO	P
B.	General	CY+7	SR
C.	Collection	CY+7	SR
D.	Landfill Sites	SO	P
E.	Recycling	CY+7	SR
F.	Hazardous Waste	CY+7	P

SECTION XI

ENGINEERING AND PUBLIC WORKS

	RETENTION PERIOD	FINAL DISPOSITION
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11.10 Streets and Roads

Includes records relating to the planning, design, construction, operation and maintenance of roads, streets, highways and other public thoroughfares. Includes sidewalks and street lighting. For street names, see Section 11.11.

A.	Policy and Procedures	SO	P
B.	General	CY+7	D
C.	Bridges	SO	P
D.	Street Lighting	SO+6	P
E.	Closures	SO+6	P
F.	Curbs and Gutters	SO+6	P
G.	Lanes	SO+6	P
H.	Road Allowances	SO+6	P
I.	Highways and Freeways	SO	P
J.	Sidewalks	SO	P
K.	Paving Programs	SO	P
L.	Snow Removal	CY+7	D
M.	Crosswalks	SO	P
N.	Individual Road files	SO	P

11.11 Street Names

Includes records relating to the naming of streets.

A.	Policy and Procedures	SO	P
B.	General	CY+7	SR
C.	Individual street name files	SO	P

SECTION XI

ENGINEERING AND PUBLIC WORKS

	RETENTION PERIOD	FINAL DISPOSITION
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11.12 Traffic Control

Includes records relating to traffic aids and traffic controls.

A.	Policy and Procedures	SO	P
B.	General	CY+21	SR
C.	Street signs	CY+1	SR
D.	Traffic Signals	CY+21	SR
E.	Parking Control	CY+21	SR
F.	Intersections	CY+21	SR
G.	Traffic Safety	CY+21	SR

11.13 Utilities

Includes records relating to the planning, design, installation, operation, maintenance and repair of utility systems and facilities.

For utility fees, see Section 5.26.

A.	Policy and Procedures	SO	P
B.	General	CY+7	SR
C.	Design, Installation	SO	P
D.	Electrical	SO	P
E.	Gas	SO	P
F.	Telephone	SO	P
G.	Cablevision	SO	P

SECTION XI

ENGINEERING AND PUBLIC WORKS

	RETENTION PERIOD	FINAL DISPOSITION
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11.14 Water Supply and Distribution

Includes records relating to the planning, design, construction, installation, operation and maintenance of water supply and distribution systems.

A.	Policy and Procedures	SO	P
B.	General	CY+7	SR
C.	Design, Construction, Installation	SO	P
D.	Fire Hydrants, by location	SO	P
E.	Water Meters	SO	P
F.	Water Mains	SO	P
G.	Water Quality	CY+7	SR
H.	Water Connections by location	SO	P
I.	Pumping Stations	SO	P
J.	As-Built Drawings	SO	P
K.	Legal Plans	SO	P
L.	Field Notes	SO	P
M.	Project Tracking	CY+7	D

SECTION XII

PARKS ADMINISTRATION

Section XII includes the subjects related to the administration and management of parks. For records relating to cemetery management, see Section IX, Legislative and Regulatory Affairs.

SECTION XII

PARKS ADMINISTRATION

		RETENTION PERIOD	FINAL DISPOSITION
12	PARKS ADMINISTRATION		
12.1	Parks Administration - General		
	Includes records of a general nature related to the administration, development, operation and maintenance of parks within the local government area, which do not appear elsewhere in this section.		
A.	Policy and Procedures	SO	P
B.	General	CY+3	D
12.2	Parks Administration - Claims		
A.	Policy and Procedures	SO	P
B.	General	CY+7	D
C.	Property or injury claims	CY+7	D
D.	Injuries to minors	CY+21	D
12.3	Boulevards		
	Includes records relating to the administration, development and maintenance of boulevards.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	D
C.	Specific boulevards, by location	CY+7	SR
12.4	Concessions		
	Includes records relating to the management of concession facilities within the parks. Includes lease arrangements, administration, etc.		
	For cash management, see Section 5.3. For individual parks, see Section 12.12.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	D
C.	Concessions, by location (Leases=P)	CY+7	D

SECTION XII

PARKS ADMINISTRATION

	RETENTION PERIOD	FINAL DISPOSITION
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12.5 Fields

Includes records relating to the administration, construction, operation and maintenance of playing fields. Includes rental and booking of fields.

For operation of programs at fields, see Section 15.7.

For individual parks, see Section 12.12.

A.	Policy and Procedures	SO	P
B.	General	CY+7	D
C.	Fields, by location	CY+7	SR

12.6 Golf Courses

Includes records relating to the administration of golf courses. Includes construction, operation and maintenance of facilities.

For operation of programs at golf courses, see Section 15.7.

A.	Policy and Procedures	SO	P
B.	General	CY+7	D
C.	Golf courses by location	CY+7	SR

12.7 Greenhouses

Includes records relating to the administration of City greenhouses. Includes construction, operation and maintenance of facilities.

A.	Policy and Procedures	SO	P
B.	General	CY+7	D
C.	Greenhouses by location	CY+7	SR

12.8 Maintenance

Includes general information relating to the maintenance of public park facilities, which are not included in other headings in this section.

A.	Policy and Procedures	SO	P
B.	General	CY+7	D

SECTION XII

PARKS ADMINISTRATION

		RETENTION PERIOD	FINAL DISPOSITION
12.9 Park Design			
	Includes general records relating to the design of parks which are not included in other headings in this section.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	SR
12.10 Park Planning			
	Includes records of a general nature relating to parks planning in the local government area.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	SR
C.	Master Plan	SO	P
12.11 Parks - General			
	Includes general records relating to the functions and activities of parks operations, including inspections, dog control, weed and pest control, etc.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	D
C.	Dog control	CY+7	D
D.	Inspections	CY+7	D
E.	Weed and pest control	CY+7	P
12.12 Parks			
	Includes records relating to the individual parks within the local government area.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	D
C.	Individual parks by name	SO	P

SECTION XII

PARKS ADMINISTRATION

	RETENTION PERIOD	FINAL DISPOSITION
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12.13 Playgrounds

Includes general records relating to the administration, development, operation and maintenance of playgrounds.

For specific playgrounds, see Section 12.12.

A.	Policy and Procedures	SO	P
B.	General	CY+7	D

12.14 Projects

Includes records relating to the planning, designing and construction of all specific parks projects. Includes cost estimates, planning and design, project authorization, land acquisition, meetings, reports, design studies, consultants, contract preparation, contract award, purchase orders, work orders, etc.

A.	Policy and Procedures	SO	P
B.	General	CY+7	P
C.	Specific projects, by name, location	CY+7	SR

12.15 Street Amenities

Includes records relating to the planning and maintenance of street amenities including hanging baskets, seating, etc.

For boulevards, see Section 12.3.

For streets and roads, see Section 11.10.

A.	Policy and Procedures	SO	P
B.	General	CY+7	SR

12.16 Trees - Maintenance and Regulation

Includes records relating to the maintenance and regulation of trees within the local government area. Includes tree height, street trees, cutting of trees, etc.

For by-laws respecting trees, see Section 9.5 to 9.7.

A.	Policy and Procedures	SO	P
B.	General	CY+7	SR

SECTION XII

PARKS ADMINISTRATION

	RETENTION PERIOD	FINAL DISPOSITION
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12.17 Chemicals

Includes records relating to the purchase, storage, distribution, handling and application of all chemicals used in the planting and maintenance of all parks, boulevards, golf courses, trees, fields, greenhouses and City properties.

A.	Policy and Procedures	SO	P
B.	General	CY+7	P

SECTION XIII

PLANNING AND DEVELOPMENT

Section XIII includes subjects relating to the planning and development of the local government area. For information on the by-laws governing regulation and legislation of local area development, see Section IX, Legislative and Regulatory Affairs. For the technical and procedural aspects of land development, see Section VIII, Land Administration.

SECTION XIII

PLANNING AND DEVELOPMENT

		RETENTION PERIOD	FINAL DISPOSITION
13	PLANNING AND DEVELOPMENT		
13.1	Planning and Development - General		
	Includes records relating to the planning and development of community resources not found elsewhere in this section.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	D
13.2	Community Planning - General		
	Includes records relating to general community planning functions and activities.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	D
13.3	Official Community Plan		
	Includes records relating to the development and administration of the Official Community Plan(s) for the local government area.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	SR
13.4	Community Planning - Individual Areas		
	Includes records relating to the community planning of individual neighbourhoods or areas within the local government jurisdiction.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	SR
C.	Individual areas by name	SO	SR

SECTION XIII

PLANNING AND DEVELOPMENT

		RETENTION PERIOD	FINAL DISPOSITION
13.5 Demographic Data			
	Includes records relating to demographic data and statistics about the local government area.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	D
C.	Census Data (Statistics Canada)	SO	P
13.6 Development - General			
	Includes records relating to the general development activities, functions and proposals for the community.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	P
13.7 Development - Commercial			
	Includes general records relating to commercial development of properties. For specific applications, see Section 8.4 and 8.5.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	SR
13.8 Development - Residential			
	Includes general records relating to residential development of properties. For specific applications, see Section 8.4 and 8.5.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	SR

SECTION XIII

PLANNING AND DEVELOPMENT

		RETENTION PERIOD	FINAL DISPOSITION
13.9 Economic Development			
	Includes records relating to the encouragement of growth of existing businesses and industries and the attraction of new investment and economic activity to the area.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	SR
13.10 Heritage Conservation and Preservation			
	Includes records relating to the identification, regulation and preservation of heritage sites within the local government area.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	SR
C.	Heritage inventory by location	CY+7	P
13.11 Industrial Development			
	Includes records relating to the encouragement of industrial development and the attraction of new industries to the area.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	SR
13.12 Tourism			
	Includes records relating to the encouragement and attraction of tourism related activities to the area.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	SR
13.13 Revitalization and Redevelopment			
	Includes records relating to the identification, regulation and reconstruction of neighbourhoods and areas designated for renewal and revitalization.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	SR
C.	Areas, by name	SO	P

SECTION XIV

PROTECTIVE SERVICES

Section XIV includes subjects related to the protective services provided by the local government organization. Emergency programs, fire protection and police protection are included in this section. This section is intended for general subjects of concern to the local government, but including Fire and Police Departments.

SECTION XIV

PROTECTIVE SERVICES

		RETENTION PERIOD	FINAL DISPOSITION
14	PROTECTIVE SERVICES		
14.1	Protective Services - General		
	Includes records of a general nature relating to the protection of persons and property, which are not covered elsewhere in this section.		
A.	Policy and Procedures	SO	P
B.	General	CY+3	D
C.	Claims re injuries & property damage	CY+7	D
D.	Claims involving minors	CY+21	D
14.2	Ambulance Services		
	Includes records relating to the monitoring and liaison of ambulance services with the local government unit.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	D
14.3	Emergency Services - General		
	Includes records relating to policies and plans for provision of assistance in emergency situations, for plans for the continuation of operations of the local government in case of emergency, civil defence planning actions and precautions etc.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	SR
C.	Civil Defence	SO	P
D.	Dangerous Goods and Hazardous Materials	SO	P
E.	Earthquake	SO	P
F.	Evacuation Routes	SO	P
G.	Mutual Aid	SO	P

SECTION XIV

PROTECTIVE SERVICES

		RETENTION PERIOD	FINAL DISPOSITION
14.4	Emergency Services - Provincial Emergency Plans		
	Includes records relating to the development and coordination of the Provincial Emergency Plan with local government planning.		
A.	Policy and Procedures	SO	P
B.	General	SO	P
14.5	Emergency Planning		
	Includes records relating to the organization, planning and administration of the 911 emergency number.		
A.	Policy and Procedures	SO	P
B.	General	SO	SR
14.6	Fire Protection - General		
	Includes records relating to the protection of persons and property from fire.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	D
14.7	Fire Protection - Arson		
	Includes records relating to acts of arson.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	SR
C.	Incidents	SO	P
14.8	Fire Protection - Community Education		
	Includes records relating to community education and fire safety awareness programs administered or sponsored by the local government unit.		
A.	Policy and Procedures	SO	P
B.	General	CY+3	D
C.	Programs, by name, date	CY+3	SR

SECTION XIV

PROTECTIVE SERVICES

	RETENTION PERIOD	FINAL DISPOSITION
14.9 Fire Protection - Fire Alarm Systems		
Includes records relating to the design, installation and use of fire alarm systems.		
A. Policy and Procedures	SO	P
B. General	CY+3	SR
14.10 Fire Protection - Fire Inspections		
Includes records relating to the routine inspection of dwellings undertaken in the local government are for fire prevention.		
A. Policy and Procedures	SO	P
B. General	CY+7	SR
C. Inspections by address SO=life of building	SO	P
14.11 Fire Protection - Fire Investigations		
Includes records relating to the investigation of individual fire incidents.		
A. Policy and Procedures	SO	P
B. General	CY+7	SR
C. Incidents, by address date	SO	P
14.12 Fire Protection - Fire Safety and Prevention Programs		
Includes records relating to the development and delivery of fire safety and prevention programs.		
A. Policy and Procedures	SO	P
B. General	CY+3	D
C. Fire drills	CY+7	SR
D. Programs, by name	CY+7	SR

SECTION XIV

PROTECTIVE SERVICES

	RETENTION PERIOD	FINAL DISPOSITION
14.13 Fire Protection - Forest Fires		
Includes records relating to the information about the occurrence, prevention and suppression of forest fires within the local government area.		
A. Policy and Procedures	SO	P
B. General	CY+3	D
C. Incidents, by date	CY+7	SR
14.14 Fire Protection - Pre-Fire Planning		
Includes records relating to the preparation of fire plans for all multiple family and public buildings within the local government jurisdiction.		
A. Policy and Procedures	SO	P
B. General	CY+7	D
C. Individual plans, by street address	SO	P
SO=life of building		
14.15 Fire Protection - Sprinklers		
Includes records relating to the use and installation of sprinklers in fire prevention.		
A. Policy and Procedures	SO	P
B. General	CY+7	D
14.16 Police Services - General		
Includes records of a general nature relating to the provision of police services to the local government area which are not covered in other subjects in this section.		
A. Policy and Procedures	SO	P
B. General	CY+3	D
C. Contracts		P

SECTION XIV

PROTECTIVE SERVICES

	RETENTION PERIOD	FINAL DISPOSITION
<hr/>		
14.17 Police Services - Police Community Relations		
Includes records relating to the relationships between the Police Department and the community. Includes information on such programs as Neighbourhood Watch, Block Parents, Drinking/Driving Counterattack, etc.		
A. Policy and Procedures	SO	P
B. General	CY+3	D
C. Programs, by name	CY+3	SR

14.18 Police Services - Traffic Enforcement

Includes records relating to the police traffic enforcement programs.

A. Policy and Procedures	SO	P
B. General	CY+3	D

SECTION XV

RECREATION AND CULTURAL SERVICES

Section XV includes subjects relating to the recreational and cultural services of the community. These include community recreation programs and services, public library services, museums, theatres, performing arts activities, etc. For information about the buildings and facilities (e.g., theatres, pools, etc.), see Section II - Buildings, Facilities and Properties.

SECTION XV

RECREATION AND CULTURAL SERVICES

	RETENTION PERIOD	FINAL DISPOSITION
15 RECREATION AND CULTURAL SERVICES		
15.1 Recreation and Cultural Services - General		
Includes general records relating to recreation and cultural services, programs and facilities available to the public which are not covered elsewhere in this section.		
A. Policy and Procedures	SO	P
B. General	CY+3	SR
15.2 Cultural Activities		
Includes records of a general nature relating to arts and cultural activities.		
For cultural programming, see Section 15.6 and 15.7.		
A. Policy and Procedures	SO	P
B. General	CY+3	SR
15.3 Facility Administration		
Includes records relating to the administration, use and operation of recreation and cultural facilities.		
For records on building construction and maintenance, see Section 2.5 to 2.12.		
For records on the programming of events and activities in the facilities, see Sections 15.6 and 15.7.		
A. Policy and Procedures	SO	P
B. General	CY+3	SR
C. Rental of facilities	CY+3	SR
15.4 Museums and Archives		
Includes records relating to the administration, use and operation of museums and archives.		
For information relating to archival records which are the property of the City Government, see Section 4.2.		
A. Policy and Procedures	SO	P
B. General	CY+4	SR

SECTION XV

RECREATION AND CULTURAL SERVICES

		RETENTION PERIOD	FINAL DISPOSITION
15.5 Public Libraries - General			
	Includes records of a general nature relating to the administration, use and operation of public libraries in the local government area.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	SR
C.	Library Board	CY+7	P
D.	Branches, by location	CY+7	SR
15.6 Recreation Programs - General			
	Includes records of a general nature relating to the administration, scheduling and offering of public recreation programs.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	SR
15.7 Recreation Programs - Individual			
	Includes records of the programs offered in the recreation facilities in the local government area, including program calendars, registration and programming.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	D
C.	Calendar of offerings	SO	P
D.	Registration Forms	CY+7	D
E.	Registration Process	CY+7	SR
F.	Individual Programs by facility	CY+7	D

SECTION XV

RECREATION AND CULTURAL SERVICES

	RETENTION PERIOD	FINAL DISPOSITION
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15.8 Special Events

Includes records relating to City sponsorship or participation in recreation and cultural events, festivities, etc.

For ceremonies and celebrations, see Section 1.14.

A.	Policy and Procedures	SO	P
B.	General	CY+7	D
C.	Special events, by name	CY+7	SR

15.9 Special Needs Groups

Includes records relating to liaison and the provision of recreation services to special needs groups - visually impaired, hearing impaired, etc.

A.	Policy and Procedures	SO	P
B.	General	CY+7	SR

SECTION XVI

TRANSPORTATION AND TRANSIT SERVICES

Section XVI includes subjects related to the planning and administration of transportation and transit services. For subjects are related to streets and roads, see Section XI - Engineering and Public Works.

SECTION XVI

TRANSPORTATION AND TRANSIT SERVICES

		RETENTION PERIOD	FINAL DISPOSITION
16	TRANSPORTATION AND TRANSIT SERVICES		
16.1	Transportation - General		
	Includes records relating to the research, planning, design and operation of City transportation systems.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	D
16.2	Airports		
	Includes records relating to the construction, operation and maintenance of airport facilities.		
A.	Policy and Procedures	SO	P
B.	General (Infrastructure information = P)	CY+7	SR
16.3	Bus Transit - General		
	Includes records relating to the research, planning, design and operation of bus transit systems.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	D
C.	Park and Ride	CY+7	SR
D.	Routes and Schedules	CY+7	SR
E.	Shelters and Stops (Infrastructure information = P)	CY+7	SR
16.4	Transportation for the Disabled		
	Includes records relating to the transportation of disabled individuals.		
A.	Policy and Procedures	SO	P
B.	General	CY+7	SR

SECTION XVI

TRANSPORTATION AND TRANSIT SERVICES

	RETENTION PERIOD	FINAL DISPOSITION
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16.5 Transportation Planning

Includes records relating to the planning and coordination functions of public transportation.

A.	Policy and Procedures	SO	P
B.	General	CY+7	SR

TABLE OF CONTENTS

I	ADMINISTRATION	3
1.1	ADMINISTRATION - GENERAL	3
1.2	ADMINISTRATION - ORGANIZATION	3
1.3	ACTS AND LEGISLATION - GENERAL	3
1.4	ACTS AND LEGISLATION - BRITISH COLUMBIA	4
1.5	ACTS AND LEGISLATION - MUNICIPAL ACT	4
1.6	ACTS AND LEGISLATION - FEDERAL	4
1.7	ACTS AND LEGISLATION - FOREIGN	5
1.8	ACTS AND LEGISLATION - OTHER LOCAL GOVERNMENT	5
1.9	APPRECIATION, COMPLAINTS, INQUIRIES	5
1.10	ASSOCIATIONS, CLUBS, SOCIETIES	5
1.11	BADGES, EMBLEMS, FLAGS	6
1.12	CAFETERIAS AND EATING FACILITIES	6
1.13	CAMPAIGNS AND CANVASSING	6
1.14	CEREMONIES AND CELEBRATIONS	6
1.15	CIRCULARS, DIRECTIVES, ORDERS, MANUALS	7
1.16	COMMITTEES AND COMMISSIONS/MEETINGS - GENERAL	7
1.17	CONFERENCES, SEMINARS, SYMPOSIA	7
1.18	COOPERATION AND LIAISON - GENERAL	8
1.19	COOPERATION AND LIAISON - BRITISH COLUMBIA GOVERNMENT	8
1.20	COOPERATION AND LIAISON - FEDERAL GOVERNMENT	8
1.21	COOPERATION AND LIAISON - INTERNATIONAL AGENCIES	9
1.22	COOPERATION AND LIAISON - OTHER LOCAL GOVERNMENTS	9
1.23	COOPERATION AND LIAISON - UNIVERSITIES, COLLEGES AND SCHOOLS	9
1.24	COOPERATION AND LIAISON - HOSPITALS	10
1.25	CORPORATIONS, COMPANIES, FIRMS	10
1.26	COUNCIL - GENERAL	10
1.27	COUNCIL - COMMITTEES	10
1.28	COUNCIL - MEETINGS	11
1.29	INVENTIONS, PATENTS, COPYRIGHT	11
1.30	MANAGEMENT SERVICES	11
1.31	OFFICE SERVICES	11
1.32	PLANS AND PROGRAMS	12
1.33	PROCLAMATIONS AND SPECIAL DECLARATIONS	12
1.34	REPORTS AND STATISTICS - GENERAL	12
1.35	REPORTS AND STATISTICS - ANNUAL	12
1.36	REPORTS AND STATISTICS - MONTHLY	13
1.37	REPORTS AND STATISTICS - QUARTERLY	13
1.38	REPORTS AND STATISTICS - WEEKLY	13
1.39	RISK MANAGEMENT AND INSURANCE	14
1.40	SECURITY - GENERAL	14
1.41	SECURITY - PERSONNEL	14

TABLE OF CONTENTS

1.42	SECURITY - PHYSICAL	15
1.43	VISITS AND TOURS	15
II	BUILDINGS, FACILITIES AND PROPERTIES	17
2.1	BUILDINGS AND PROPERTIES - GENERAL	17
2.2	BUILDINGS AND PROPERTIES - CLAIMS	17
2.3	ACCOMMODATION - GENERAL	17
2.4	FACILITIES - GENERAL	17
2.5	BUILDINGS - GENERAL	18
2.6	BUILDINGS - ACQUISITION	18
2.7	BUILDINGS - ALTERATIONS AND REPAIRS	18
2.8	BUILDINGS - CONSTRUCTION	18
2.9	BUILDINGS - DAMAGES	19
2.10	BUILDINGS - DISPOSAL	19
2.11	BUILDINGS - MAINTENANCE	19
2.12	BUILDINGS - INDIVIDUAL	19
2.13	COMMUNICATIONS - GENERAL	20
2.14	COMMUNICATIONS - FACSIMILE	20
2.15	COMMUNICATIONS - TELEPHONE	20
2.16	COMMUNICATIONS - RADIO	21
2.17	PROPERTIES (LEASED)	21
2.18	PROPERTIES (CITY OWNED) - GENERAL	21
2.19	PROPERTIES (CITY OWNED) - ACQUISITION	21
2.20	PROPERTIES (CITY OWNED) - DEVELOPMENT	22
2.21	PROPERTIES (CITY OWNED) - DISPOSAL	22
2.22	UTILITIES - GENERAL	22
III	EQUIPMENT AND SUPPLIES	24
3.1	EQUIPMENT AND SUPPLIES - GENERAL	24
3.2	EQUIPMENT AND SUPPLIES - VENDORS	24
3.3	ASSETS CONTROL AND INVENTORIES	24
3.4	AUDIOVISUAL AND PHOTOGRAPHIC EQUIPMENT	25
3.5	BUILDING MATERIALS	25
3.6	CATALOGUES, MANUALS, PRICE LISTS	25
3.7	CLOTHING	25
3.8	COMPUTERS - GENERAL	26
3.9	COMPUTERS - HARDWARE	26
3.10	COMPUTERS - SOFTWARE	26
3.11	DISPOSAL AND SURPLUS	27
3.12	FIREFIGHTING EQUIPMENT	27
3.13	FORMS	27
3.14	FUELS - GENERAL	27

TABLE OF CONTENTS

3.15	FUELS - HEATING	28
3.16	FUELS - MOTOR	28
3.17	FURNITURE AND FURNISHINGS	28
3.18	OFFICE MACHINES	28
3.19	PROCUREMENT - GENERAL	29
3.20	PROCUREMENT - PURCHASE ORDERS AND REQUISITIONS	29
3.21	PROCUREMENT - TENDERS AND QUOTATIONS	29
3.22	PROCUREMENT - STANDING OFFERS (OPEN ORDERS)	30
3.23	PUBLIC WORKS EQUIPMENT AND SUPPLIES - GENERAL	30
3.24	PUBLIC WORKS EQUIPMENT AND SUPPLIES - MATERIAL	30
3.25	PUBLIC WORKS EQUIPMENT AND SUPPLIES - WAREHOUSE STORES	30
3.26	RECREATION EQUIPMENT AND SUPPLIES	31
3.27	STATIONERY	31
3.28	VEHICLES	31
IV	INFORMATION SYSTEMS AND SERVICES	33
4.1	INFORMATION SYSTEMS AND SERVICES - GENERAL	33
4.2	ARCHIVES	33
4.3	COMPUTER SYSTEMS - GENERAL	33
4.4	COMPUTER SYSTEMS - APPLICATIONS	33
4.5	COMPUTER SYSTEMS - DOCUMENTATION	34
4.6	COMPUTER SYSTEMS - NETWORKS	34
4.7	COMPUTER SYSTEMS - SERVICE REQUESTS	34
4.8	COMPUTER SYSTEMS - SYSTEM USAGE	34
4.9	DATA RESOURCE MANAGEMENT - GENERAL	35
4.10	DATA RESOURCE MANAGEMENT - BACKUP PROCEDURES	35
4.11	DATA RESOURCE MANAGEMENT - PLANS AND PLANNING	35
4.12	INFORMATION SERVICES - GENERAL	35
4.13	INFORMATION SERVICES - AUDIO-VISUAL AIDS	36
4.14	INFORMATION SERVICES - BOOKS AND PUBLICATIONS	36
4.15	INFORMATION SERVICES - LECTURES AND SPEECHES	36
4.16	INFORMATION SERVICES - PHOTOGRAPHS	36
4.17	INFORMATION SERVICES - PUBLIC PROGRAMS	37
4.18	LIBRARY SERVICES - GENERAL	37
4.19	LIBRARY SERVICES - MATERIALS	37
4.20	MAIL, POSTAL, COURIER SERVICES	37
4.21	PUBLIC RELATIONS - GENERAL	38
4.22	PUBLIC RELATIONS - ADVERTISING	38
4.23	PUBLIC RELATIONS - EXHIBITS, FAIRS, EXHIBITIONS	38
4.24	RECORDS MANAGEMENT - GENERAL	38
4.25	RECORDS MANAGEMENT - FILE MANAGEMENT	39
4.26	RECORDS MANAGEMENT - FORMS MANAGEMENT	39
4.27	RECORDS MANAGEMENT - IMAGE/MICROGRAPHICS MANAGEMENT	39

TABLE OF CONTENTS

4.28	RECORDS MANAGEMENT - RETENTION SCHEDULES	39
4.29	RECORDS MANAGEMENT - RECORDS STORAGE	40
4.30	WORD PROCESSING	40
V	FINANCE	42
5.1	FINANCE - GENERAL	42
5.2	ACCOUNTING - GENERAL	42
5.3	ACCOUNTING - CASH	42
5.4	ACCOUNTS - PAYABLE	42
5.5	ACCOUNTS - RECEIVABLE	43
5.6	ADVANCES	43
5.7	AGREEMENTS AND ARRANGEMENTS	43
5.8	AUDITS/YEAR END WORKING PAPERS	44
5.9	BANKS AND BANKING	44
5.10	BUDGETS - GENERAL	44
5.11	BUDGETS - CAPITAL	44
5.12	CHEQUES - PAYROLL & ACCOUNTS PAYABLE	45
5.13	CLAIMS (FINANCIAL)	45
5.14	DEBENTURES	45
5.15	DONATIONS AND BEQUESTS	45
5.16	FEES AND CHARGES - GENERAL	46
5.17	INVESTMENTS	46
5.18	GRANTS	46
5.19	LETTERS OF CREDIT	46
5.20	REPORTS, STATISTICS, STATEMENTS	47
5.21	SALARIES AND WAGES - BENEFITS AND SERVICES	47
5.22	SALARIES AND WAGES - PAYROLL	47
5.23	SIGNING AUTHORITIES	48
5.24	TAXATION - ASSESSMENTS	48
5.25	TAXATION - TAXES COLLECTED	48
5.26	FEES - UTILITIES	49
5.27	TAXATION - TAXES PAID	49
VI	LEGAL MATTERS	51
6.1	LEGAL MATTERS - GENERAL	51
6.2	ACCIDENTS	51
6.3	AGREEMENTS	51
6.4	AGREEMENTS - LAND SALE/OPTION AGREEMENTS	52
6.5	AGREEMENTS - GOVERNMENT PROTOCOLS AND COST-SHARING AGREEMENTS	52
6.6	CLAIMS	52
6.7	CONTRACTS	52

TABLE OF CONTENTS

6.8	EASEMENTS AND RIGHTS OF WAY	53
6.9	LEASES	53
6.10	LEGAL OPINIONS	53
6.11	LITIGATION	53
VII	PERSONNEL	55
7.1	PERSONNEL - GENERAL	55
7.2	ACCIDENTS AND INJURIES	55
7.3	ATTENDANCE RECORDS	55
7.4	AWARDS AND HONORS	55
7.5	CLASSIFICATION - GENERAL	56
7.6	CLASSIFICATION - APPEALS AND RECLASSIFICATIONS	56
7.7	EMPLOYEES - GENERAL	56
7.8	EMPLOYEES - CURRENT	56
7.9	EMPLOYEES - TERMINATED	57
7.10	HEALTH AND SAFETY	57
7.11	HOURS OF WORK AND OVERTIME	57
7.12	LABOUR RELATIONS - GENERAL	58
7.13	LABOUR RELATIONS - COLLECTIVE AGREEMENTS	58
7.14	LABOUR RELATIONS - DISCIPLINE	58
7.15	LABOUR RELATIONS - GRIEVANCES	58
7.16	LABOUR RELATIONS - NEGOTIATIONS	59
7.17	LABOUR RELATIONS - UNION RELATIONS	59
7.18	LEAVE MANAGEMENT	59
7.19	PERFORMANCE PLANNING AND REVIEW	59
7.20	REPORTS AND STATISTICS	59
7.21	RETIREMENTS AND PRE-RETIREMENTS	60
7.22	SEPARATIONS AND LAYOFFS	60
7.23	STAFFING - GENERAL	60
7.24	STAFFING - APPLICATIONS	60
7.25	STAFFING - COMPETITIONS	61
7.26	TRAINING AND DEVELOPMENT - GENERAL	61
7.27	TRAINING AND DEVELOPMENT - COURSES	61
7.28	VOLUNTEERS	62
VIII	LAND ADMINISTRATION	64
8.1	LAND ADMINISTRATION - GENERAL	64
8.2	CROWN LAND	64
8.3	DEVELOPMENT - GENERAL	64
8.4	DEVELOPMENT PERMITS	64
8.5	DEVELOPMENT VARIANCE PERMITS	65
8.6	DEVELOPMENT COST CHARGES	65

TABLE OF CONTENTS

8.7	PROPERTIES - GENERAL	65
8.8	PROPERTIES - INDIVIDUAL	65
8.9	STRATA TITLE - PROPERTIES	66
8.10	SUBDIVISION CONTROL	66
8.11	ZONING AND REZONING	66
IX	LEGISLATIVE AND REGULATORY SERVICES	68
9.1	LEGISLATIVE AFFAIRS - GENERAL	68
9.2	BOARD OF VARIANCE	68
9.3	BUILDING REGULATIONS - GENERAL	68
9.4	BUILDING REGULATIONS - PLUMBING PERMITS AND INSPECTIONS	68
9.5	BY-LAWS	69
9.6	BY-LAW ENFORCEMENT - GENERAL	69
9.7	BY-LAW ENFORCEMENT - ISSUANCES	69
9.8	CEMETERY ADMINISTRATION	69
9.9	ELECTIONS	70
9.10	LICENSES - GENERAL	70
9.11	LICENSES - INDIVIDUAL	70
9.12	PERMITS - GENERAL	71
9.13	PERMITS - INDIVIDUAL	71
X	COMMUNITY SERVICES	73
10.1	COMMUNITY SERVICES - GENERAL	73
10.2	CHILD CARE SERVICES	73
10.3	COMMUNITY CARE	73
10.4	HANDICAPPED AND DISABLED SERVICES	73
10.5	LONG TERM CARE	74
10.6	PUBLIC HEALTH - GENERAL	74
10.7	PUBLIC HEALTH - LOCAL BOARD OF HEALTH	74
10.8	SENIOR CITIZENS' SERVICES	74
10.9	SOCIAL HOUSING	75
10.10	SOCIAL PLANNING	75
10.11	YOUTH SERVICES	75
XI	ENGINEERING AND PUBLIC WORKS	77
11.1	ENGINEERING AND PUBLIC WORKS - GENERAL	77
11.2	DRAINAGE AND FLOOD CONTROL	77
11.3	ENGINEERING - GENERAL	77
11.4	ENVIRONMENTAL MANAGEMENT - GENERAL	78
11.5	INSPECTION AND TESTING	78
11.6	LOCAL IMPROVEMENT PROJECTS	78

TABLE OF CONTENTS

11.7	PUBLIC WORKS PROJECTS	79
11.8	SEWERAGE	79
11.9	SOLID WASTE DISPOSAL	79
11.10	STREETS AND ROADS	80
11.11	STREET NAMES	80
11.12	TRAFFIC CONTROL	81
11.13	UTILITIES	81
11.14	WATER SUPPLY AND DISTRIBUTION	82
XII	PARKS ADMINISTRATION	84
12.1	PARKS ADMINISTRATION - GENERAL	84
12.2	PARKS ADMINISTRATION - CLAIMS	84
12.3	BOULEVARDS	84
12.4	CONCESSIONS	84
12.5	FIELDS	85
12.6	GOLF COURSES	85
12.7	GREENHOUSES	85
12.8	MAINTENANCE	85
12.9	PARK DESIGN	86
12.10	PARK PLANNING	86
12.11	PARKS - GENERAL	86
12.12	PARKS	86
12.13	PLAYGROUNDS	87
12.14	PROJECTS	87
12.15	STREET AMENITIES	87
12.16	TREES - MAINTENANCE AND REGULATION	87
12.17	CHEMICALS	88
XII	PLANNING AND DEVELOPMENT	90
13.1	PLANNING AND DEVELOPMENT - GENERAL	90
13.2	COMMUNITY PLANNING - GENERAL	90
13.3	OFFICIAL COMMUNITY PLAN	90
13.4	COMMUNITY PLANNING - INDIVIDUAL AREAS	90
13.5	DEMOGRAPHIC DATA	91
13.6	DEVELOPMENT - GENERAL	91
13.7	DEVELOPMENT - COMMERCIAL	91
13.8	DEVELOPMENT - RESIDENTIAL	91
13.9	ECONOMIC DEVELOPMENT	92
13.10	HERITAGE CONSERVATION AND PRESERVATION	92
13.11	INDUSTRIAL DEVELOPMENT	92
13.12	TOURISM	92
13.13	REVITALIZATION AND REDEVELOPMENT	92

TABLE OF CONTENTS

XIV	PROTECTIVE SERVICES	94
14.1	PROTECTIVE SERVICES - GENERAL	94
14.2	AMBULANCE SERVICES	94
14.3	EMERGENCY SERVICES - GENERAL	94
14.4	EMERGENCY SERVICES - PROVINCIAL EMERGENCY PLANS	95
14.5	EMERGENCY PLANNING	95
14.6	FIRE PROTECTION - GENERAL	95
14.7	FIRE PROTECTION - ARSON	95
14.8	FIRE PROTECTION - COMMUNITY EDUCATION	95
14.9	FIRE PROTECTION - FIRE ALARM SYSTEMS	96
14.10	FIRE PROTECTION - FIRE INSPECTIONS	96
14.11	FIRE PROTECTION - FIRE INVESTIGATIONS	96
14.12	FIRE PROTECTION - FIRE SAFETY AND PREVENTION PROGRAMS	96
14.13	FIRE PROTECTION - FOREST FIRES	97
14.14	FIRE PROTECTION - PRE-FIRE PLANNING	97
14.15	FIRE PROTECTION - SPRINKLERS	97
14.16	POLICE SERVICES - GENERAL	97
14.17	POLICE SERVICES - POLICE COMMUNITY RELATIONS	98
14.18	POLICE SERVICES - TRAFFIC ENFORCEMENT	98
XV	RECREATION AND CULTURAL SERVICES	100
15.1	RECREATION AND CULTURAL SERVICES - GENERAL	100
15.2	CULTURAL ACTIVITIES	100
15.3	FACILITY ADMINISTRATION	100
15.4	MUSEUMS AND ARCHIVES	100
15.5	PUBLIC LIBRARIES - GENERAL	101
15.6	RECREATION PROGRAMS - GENERAL	101
15.7	RECREATION PROGRAMS - INDIVIDUAL	101
15.8	SPECIAL EVENTS	102
15.9	SPECIAL NEEDS GROUPS	102
XVI	TRANSPORTATION AND TRANSIT SERVICES	104
16.1	TRANSPORTATION - GENERAL	104
16.2	AIRPORTS	104
16.3	BUS TRANSIT - GENERAL	104
16.4	TRANSPORTATION FOR THE DISABLED	104
16.5	TRANSPORTATION PLANNING	105