



Corporate Services & Long Term Care Schedule

Internal Audit & Continuous Improvement

November 02, 2018

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Schedule Number **Series Title**

FI297 **Internal Audit and Continuous Improvement Operational Reviews**

To document reviews of divisions & departments to identify plans for improving service delivery.

COPIES: Electronic copy of final report

MEMO:

This series includes reports and background material for operational reviews for improved service delivery. Contents may include studies from other related agencies, standards for the industry or area of operations, budget information, articles, surveys, correspondence, cost calculations, meeting minutes and notes, project outlines and terms of reference, tender documents from other municipalities, collective agreements, as well as feedback from the client. These records will become superseded/obsolete when they are no longer required on a regular basis. This series was previously located under Office of the CAO. It was transferred to Management Studies in 2005 when this was created as a distinct section within the Corporation. At this time, the disposition of the series was changed from Permanent, Subject to Review, to Permanent, and the Department Retention was increased from 5 to 7 years. In 2011 and under the 2012 By-Law Internal Audit and Management Studies was transferred from the City Manager's department to the Finance and Corporate Services department. The schedule number was formerly CM132.

Under the 2018 By-law, the series title was changed from "Management Studies Operational Reviews" to "Internal Audit and Continuous Improvement Operational Reviews."

Department Retention: 7 Years
Total Retention: 10 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition: Permanent

FOI Designation: A* - SOME EXEMPTIONS APPLY

FI298 **Budget Files**

To serve as a record of budget preparation

This series includes Internal budget worksheets and files. These are principal or operational records that are directly related to the mandate of our office. Correspondence on request for budget changes and related records.

In 2011 and under the 2012 By-Law Internal Audit and Management Studies was transferred from the City Manager's department to the Finance and Corporate Services department. The schedule number was formerly CM164.

Department Retention: 3 Years
Total Retention: 3 Years

Final Disposition: Destruction
Archives Review

FOI Designation: A* - SOME EXEMPTIONS APPLY

FI299 **Procurement Card Records**

To document the use of procurement cards throughout the corporation

This series includes Master Card holder activity reports provided by materials management. Records relevant to the Master Card Audit. These records include correspondence, opinions, and analyses.

In 2011 and under the 2012 By-Law Internal Audit and Management Studies was transferred from the City Manager's department to the Finance and Corporate Services department. The schedule number was formerly CM165.

Department Retention: 5 Years
Total Retention: 7 Years

Final Disposition: Destruction
Archives Review

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



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Schedule Number **Series Title**

FI300 **MBNCanada/OMBI/BMA Performance Measurement Records**

To document participation in the Ontario Municipal Benchmarking

This series includes correspondence, memorandums, reports, minutes of meeting, bulletins and other related records. In 2011 and under the 2012 By-Law Internal Audit and Management Studies was transferred from the City Manager's department to the Finance and Corporate Services department. The schedule number was formerly CM166.

Under the 2018 By-law, the series title was changed from "OMBI Records" to "MBNCanada/OMBI/BMA Performance Measurement Records."

Department Retention: 3 Years
 Total Retention: 7 Years

Final Disposition: Permanent
Archives Review

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI301 **Surveys**

To gather information for benchmarking

This series includes correspondence, communication, and survey responses. In 2011 and under the 2012 By-Law Internal Audit and Management Studies was transferred from the City Manager's department to the Finance and Corporate Services department. The schedule number was formerly CM167.

Department Retention: 7 Years
 Total Retention: 10 Years

Final Disposition: Destruction
Archives Review

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI302 **Audit Reports and Compliance Reviews**

To document audits and reviews of city departments, divisions, and processes.

This series includes correspondence, records relevant to audits. Records to include work papers, communications, drafts sent for comment or approval, conclusions, opinions, analysis, or financial data related to the audit or review. In 2011 and under the 2012 By-Law Internal Audit and Management Studies was transferred from the City Manager's department to the Finance and Corporate Services department. The schedule number was formerly CM168.

Department Retention: 7 Years
 Total Retention: 10 Years

Final Disposition: Permanent
Archives Review

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI303 **MPMP Records**

To document participation in provincial Municipal Performance Measures Program

This series includes correspondence, memorandums, reports, minutes of meetings and other related records. In 2011 and under the 2012 By-Law Internal Audit and Management Studies was transferred from the City Manager's department to the Finance and Corporate Services department. The schedule number was formerly CM169.

Department Retention: 5 Years
 Total Retention: 7 Years

Final Disposition: Permanent
Archives Review

FOI Designation: A* - SOME EXEMPTIONS APPLY



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Schedule Number	Series Title
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FI304	Administrative Files
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To document daily administration of the office.

This series includes Records concerning daily administration of the office. Files include correspondence, memorandum, reports and other related records.

In 2011 and under the 2012 By-Law Internal Audit and Management Studies was transferred from the City Manager's department to the Finance and Corporate Services department. The schedule number was formerly CM170.

Department Retention: 5 Years

Total Retention: 7 Years

Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

Archives Review
