



# Schedule City Manager's Office

November 02, 2018

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**Schedule Number      Series Title**

**CM130                      Committee Meeting Minutes**

**To record management studies analyst attendance for the City Manager at community based group meetings.**

MEMO:  
This series contains meeting minutes for various groups which the Management Studies Analysts attend regularly on behalf of the City, ie. Fast Forward - Information Technology Committee - Eye in the Sky Committee. These records will become superceded/obsolete when they are no longer required on a regular basis.

Department Retention:      1 Year  
Total Retention:              2 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED      Final Disposition:      Permanent  
FOI Designation:      A - FULLY ACCESSIBLE      *Archives Review*

**CM131                      Corporate Project Management Files**

**To serve as reference material in preparation of reports on Corporate Wide Projects.**

COPIES: Electronic copies of final reports

MEMO:  
This series contains background material used to prepare reports. Contents include material from other sources, industry information, best practices, performance measurement, legislation, government directives, position papers and reports compiled from other sources. These files will become superceded/obsolete when they are no longer required on a regular basis.

Department Retention:      1 Year  
Total Retention:              6 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED      Final Disposition:      Permanent  
FOI Designation:      A\* - SOME EXEMPTIONS APPLY      *Archives Review*

**CM133                      Corporate Administration Issues Files**

**To document corporate wide administrative issues, initiatives and incentives.**

MEMO:  
This series includes operational reviews, reports, administrative processes, information on corporate culture and philosophy (ACT-Vision and Values), corporate strategic planning, benchmarking and performance measurement (Municipal Performance Measurement Plan), Council issues and enquiries, and the Municipal Act. Some of the information files will become superceded/obsolete when they are no longer required on a regular basis.

Department Retention:      1 Year  
Total Retention:              5 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED      Final Disposition:      Permanent  
FOI Designation:      FOI - A FORMAL REQUEST MUST BE SUBMITTED      *Archives Review*

**CM134                      Department and Division Files**

**To compile reference material on all city departments and divisions.**

MEMO:  
This series contains operational reviews, memos, letters, reports, e-mail, information obtained from other sources such as Committee of the Whole meetings, or articles relevant to department/divisional operations. This series may contain background information on personnel and issues relating to departments/divisions as well as complaints from citizens, litigation, and correspondence from lawyer.

Department Retention:      1 Year  
Total Retention:              4 Years

FOI Designation:      A\* - SOME EXEMPTIONS APPLY      Final Disposition:      Permanent  
*Archives Review*



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**Schedule Number      Series Title**

**CM135                      Government and Administration Files**

**To record progress of initiatives and/or projects driven from Federal or Provincial Governments.**

MEMO:  
This series contains material relating to major issues driven by other levels of Governments. Contents include legislation, financing and funding correspondence, agreement documentation and some minutes. Ontario Property Assessment Corporation is included here, as well as projects shifting from provincial to municipal service delivery.

Department Retention:	1 Year
Total Retention:	4 Years
Final Disposition:	Permanent <i>Archives Review</i>

FOI Designation:      A\* - SOME EXEMPTIONS APPLY

**CM136                      Legal Opinions File**

**To document correspondence from city solicitor(s) on miscellaneous issues.**

COPIES: some duplicates to other depts.

MEMO:  
This series contains documentation of legal opinions and litigation received on miscellaneous issues dealt within departmental, corporate or council areas. (ie. licencing and enforcement, claims, insurance issues, risk assessment, accidents, environmental issues.)

Department Retention:	1 Year
Total Retention:	7 Years
Final Disposition:	Permanent <i>Archives Review</i>

FOI Designation:      FOI - A FORMAL REQUEST MUST BE SUBMITTED

**CM137                      Membership Files**

**To document membership of city/city manager in organizations & to supply info on related activities**

MEMO:  
This series includes meeting minutes, legislation from Association of Municipalities Ontario and other information and correspondence relating to memberships organizations.

Department Retention:	1 Year
Total Retention:	3 Years
Final Disposition:	Destruction <i>Archives Review</i>

FOI Designation:      A - FULLY ACCESSIBLE

**CM138                      Office Administration Files**

**To document general office administration activities.**

MEMO:  
This series includes print orders, Mastercard purchases, accounts payable invoices, staff attendance records, telephone and photocopier service, travel, subscriptions, and membership renewals.

Department Retention:	1 Year
Total Retention:	7 Years
Final Disposition:	Destruction

FOI Designation:      A\* - SOME EXEMPTIONS APPLY



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**Schedule Number      Series Title**

**CM139                      Personnel Files**

**To record personnel at general management level and staff of City Managers Office Department**

COPIES: HR

To record personnel information of General Managers, Division Managers operating under the City Manager's Office, and staff of the City Manager's Office.

MEMO:

This series includes details regarding hiring and performance of general managers, as well as human resources data on Divisional Managers and immediate staff under the City Manager. Confidential emergency contact information is also filed here. These files will become superceded/obsolete when the employees are terminated.

Department Retention:	1 Year
Total Retention:	1 Year

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition: Destruction

FOI Designation: PIB - PERSONAL INFORMATION BANK

*Archives Review*

**CM140                      EMT/SMT Meeting Minutes and Background Material**

**To serve as the official record of senior management team minutes.**

COPIES: K drive on B. Hamalainen's computer

MEMO:

This series includes agendas, minutes, outstanding lists, and other material circulated to members of the Executive Management Team. Topics may include budgets, reports and proposals, CTB finances, and various issues raised for review/discussion.

Due to an administrative change, Senior Management Team (SMT) was phased out in 2014, and Executive Management Team (EMT) was phased in. 2015 By-law added Executive Management Team (EMT) to notes and title.

Department Retention:	1 Year
Total Retention:	6 Years

Final Disposition: Permanent

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

**CM141                      Community Based Issues**

**Serve as reference, record details regarding larger issues which often require direction re-council**

MEMO:

This series may contain consultants' files, reports, memos, internal communications and minutes which document the administration of large scale issues. Issues addressed are generally those which affect the municipality at large (such as negotiations with First Nations, Water Supply & Casino), but may include issues generated on a smaller level. This series contain administrative records of issues raised & addressed by council. These records will become superceded/obsolete when they are no longer required on a regular basis.

Department Retention:	2 Years
Total Retention:	7 Years

Final Disposition: Permanent

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A\* - SOME EXEMPTIONS APPLY

*Archives Review*



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<b>Schedule Number</b>	<b>Series Title</b>
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<b>CM142</b>	<b>Committee Files</b>
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**To document activities of various committees.**

COPIES: elsewhere -i.e. clerks

MEMO:

This series contains materials related to Ad Hoc committees, boards of education committee, Chamber of Commerce, and TBayTel, as well as any other special unique committees that arise. (e.g. Waterfront committee) These files will become superceded/obsolete when they are no longer required on a regular basis.

Department Retention:	1 Year
Total Retention:	6 Years

Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED
FOI Designation:	A* - SOME EXEMPTIONS APPLY

Final Disposition:	Destruction
	<i>Archives Review</i>

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