



Corporate Services & Long Term Care Schedule Administration CSLTC

November 02, 2018

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Schedule Number **Series Title**

FI067 **South Core Files (Victoriaville)**

To document the creation of the South Core Business Improv. area & provide for its administration.

MEMO:
This series consists of financial statements, agreements, correspondence, copies of by-laws, notes, reports, copies of resolutions and copies of leases.

Previous to the 2015 By-law the owner location for these series was known as Administration FIN.

| | |
|-----------------------|---------------------------------------|
| Department Retention: | 10 Years |
| Total Retention: | 15 Years |
| Final Disposition: | Destruction <i>Archives Review</i> |

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI068 **Debenture Issues Files**

To serve as a record of the issuing of debentures.

COPIES: Orig. By-Laws & Resol. in City Clks

MEMO:
This series consists of correspondence, memoranda, copies of resolutions, copies of by-laws, reports, capital projects control ledgers and copies of debentures. These files will become superceded/obsolete when the debentures have matured.

Previous to the 2015 By-law the owner location for these series was known as Administration FIN.

| | |
|-----------------------|-------------|
| Department Retention: | 3 Years |
| Total Retention: | 9 Years |
| Final Disposition: | Destruction |

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED
FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI069 **General Office Files**

To support the operation and administration of the Finance Department.

MEMO:
This series consists of correspondence, reports, agreements, financial records and financial statements. These records will become superceded/obsolete when they are no longer used on a regular basis. Under By-Law 409-205 the department retention for this series was 5 years and there wasn't any retention condition.

Previous to the 2015 By-law the owner location for these series was known as Administration FIN.

| | |
|-----------------------|----------|
| Department Retention: | 1 Year |
| Total Retention: | 10 Years |

| | |
|--|------------------------------|
| Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED | Final Disposition: Permanent |
| FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED | <i>Archives Review</i> |



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Schedule Number **Series Title**

FI072 **Reserve Fund Bylaws Files**

To provide information regarding the purpose of each fund and how funds may be used.

COPIES: Original By-Laws in City Clerk's

MEMO:
This series consists of copies of by-laws, notes and reports.

Previous to the 2015 By-law the owner location for these series was known as Administration FIN.

| | |
|-----------------------|-------------------------------------|
| Department Retention: | 10 Years |
| Total Retention: | 20 Years |
| Final Disposition: | Permanent <i>Archives Review</i> |

FOI Designation: A* - SOME EXEMPTIONS APPLY

FI074 **Year End Files**

To produce reports and schedules for year end statements.

MEMO:
This series consists of budget statements and working papers.

Previous to the 2015 By-law the owner location for these series was known as Administration FIN.

| | |
|-----------------------|---------------------------------------|
| Department Retention: | 2 Years |
| Total Retention: | 5 Years |
| Final Disposition: | Destruction <i>Archives Review</i> |

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI099 **Employee Suggestion Program**

To document the operation of the Employee Suggestion Program.

MEMO:
This series consists of suggestion forms, memoranda and tracking sheets. Under By-Law 56-2004, the retention period for this series was 2 years in the department, the total retention was 5 years and the final disposition was destroy. In 2011 and under the 2012 By-Law, this series was moved from Accounting and Budgets to the Finance Administration Division, as well the total retention was increased from 5 years to 7 and the final disposition was changed from permanent to destruction.

Previous to the 2015 By-law the owner location for these series was known as Administration FIN.

| | |
|-----------------------|-------------|
| Department Retention: | 2 Years |
| Total Retention: | 7 Years |
| Final Disposition: | Destruction |

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



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| Schedule Number | Series Title |
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|--------------|-----------------------------------|
| FI213 | Attendance/Absence Reports |
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To maintain a record of employee attendance

MEMO:

This series consists of reports that give the employee name and number, date, number of hours, coding, the reason for the absence and the totals for the month and year. Information collected includes employee name, number, SIN, hours of work and details of absences. Users: Finance Administrative Staff Individuals in Bank: Finance Employees Official Responsible: General Manager, Finance

Previous to the 2015 By-law the owner location for these series was known as Administration FIN.

| | |
|-----------------------|-------------|
| Department Retention: | 1 Year |
| Total Retention: | 4 Years |
| Final Disposition: | Destruction |

FOI Designation: PIB - PERSONAL INFORMATION BANK
