City Manager's Office Schedule
Corporate Strategic Services

Schedule Number **Series Title**

CM158 **Corporate Communications and Strategic Initiatives Manager's Office Files**

To serve as a record on routine administrative issues.

MEMO:
This series includes working papers and files dealing with budgets, equipment and workplans. These files will become superceded/obsolete when they are no longer required on a regular basis.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: Destruction
FOI Designation: A* - SOME EXEMPTIONS APPLY

CM159 **Corporate Communications and Strategic Initiatives Manager's Reference Files**

To provide a source of reference material on a wide range of issues.

MEMO:
This series consists of eleven categories of subject reference files. These categories include the following: Corporate, Departments, Strategic Initiatives (including Annual Reports, Citizen Surveys, and Strategic Plans), Corporate Communications, Committees, Advertising, Media, Projects, Special Events, General and Annual Communications Plans. These files will become superceded/obsolete when they are no longer required on a regular basis.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: Destruction
FOI Designation: A* - SOME EXEMPTIONS APPLY
Archives Review

CM160 **Corporate Communications and Strategic Initiatives Office Files**

To provide a record of Corporate Communications and Strategic Initiatives operations

This series includes Corporate Communications Team Minutes and subject files.

Department Retention: 2 Years
Total Retention: 5 Years

Final Disposition: Destruction
FOI Designation: A - FULLY ACCESSIBLE
Archives Review

CM185 **Publications**

To document official City of Thunder Bay publications

This series includes Reports/newsletters to residents [currently called Your City], City Voice newsletter to employees, Annual Reports, Strategic Plans and Updates to the Strategic Plans. The City Voice Publication is not accessible to the public.
In 2010 the department retention was decreased from 2 years to 1 year.

Department Retention: 1 Year
Total Retention: 2 Years

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