



Development and Emergency Services Schedule Administration DEV

February 05, 2021

Page 1 of 2

Schedule Number Series Title

PB003 Personnel Files

To maintain a record of the employment of staff in the Department.

COPIES: Human Resources

MEMO:

This series consists of files containing personnel changes notifications, rating reports, correspondence and memoranda. Information collected includes employee name, number, address, social insurance number, telephone number, age/birth date, marital status, benefits, salary, evaluations and leaves. Users: Administrative Staff Individuals in Bank: Employees Official Responsible: General Manager, Planning & Building. These files will become superceded/obsolete when the individuals are terminated.

Department Retention: 1 Year
Total Retention - Destruction: 2 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED
FOI Designation: PIB - PERSONAL INFORMATION BANK

Final Disposition: Destruction

PB004 Personnel Attendance Records

To provide a record of staff attendance.

COPIES: Human Resources

MEMO:

Information collected includes records of absences, time reports, disability claims and overtime. Users: Administrative Staff
Individuals in Bank: Employees Official Responsible: General Manager, Planning & Building

Department Retention: 2 Years
Total Retention - Destruction: 5 Years

FOI Designation: PIB - PERSONAL INFORMATION BANK

Final Disposition: Destruction

PB005 Financial Administration Files

To maintain a record of purchases made by the Department.

COPIES: Finance, Materials Management

MEMO:

This series consists of copies of invoices, purchase orders, material received reports, cash journal sheets, travel claims, mileage claims, procurement card records, and memberships and subscriptions.
Prior to 2010 By-Law this series was entitled "Administration Files."

Department Retention: 2 Years
Total Retention - Destruction: 3 Years

FOI Designation: A - FULLY ACCESSIBLE

Final Disposition: Destruction



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February 05, 2021

Page 2 of 2

Schedule Number **Series Title**

PB007 **Budget Files**

To maintain a record of preparation of the capital and operating budgets for the Department.

MEMO:

This series consists of budget working papers, budget statement, transaction journals, quarterly variance reports, projections, and revisions along with printed capital and operating budgets.

Department Retention: 2 Years
Total Retention - Review: 3 Years

Final Disposition: Destruction

FOI Designation: A - FULLY ACCESSIBLE

PB102 **Miscellaneous Confidential Files**

To maintain a record of confidential and personnel related issues.

COPIES: Some originals in HR

MEMO:

This series includes WSIB files, bi-weekly pay sheets, grievances and clearances. Prior to 2010 this series included DMT minutes, which are to be kept permanently.

Department Retention: 3 Years
Total Retention - Review: 3 Years

Final Disposition: Destruction

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PB136 **Manager's Office Files**

To document the activities and management of the Division.

This series includes general information, memoranda, reports, customer correspondence and correspondence relating to management of the Division. This series also includes minutes of SMT meetings and original minutes of DMT meetings. DMT minutes are to be kept permanently.

This series is for use by the Administration-DEV division, the Licensing and Enforcement division and the Realty Services division.

Department Retention: 2 Years
Total Retention - Review: 5 Years

Final Disposition: Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

PB137 **General Office Files**

To document the operation and general activities of the division.

This series includes general information, memoranda, reports, correspondence, and working papers. This series is intended for use by all divisions in the development department

Department Retention: 2 Years
Total Retention - Review: 5 Years

Final Disposition: Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY
