



# Infrastructure & Operations Schedule

## Administration IO

May 05, 2022

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**Schedule Number      Series Title**

**TW033                      General Manager's Administrative Files (TWK)**

**To provide a record of Transportation and Works administration and activities.**

COPIES: Some originals in Admin. files

MEMO:  
 This series includes DMT Minutes, correspondence, reports, notes, budget statements and memos. Subjects include senior management, Transportation and Works Department and its divisions and budgets. The DMT Minutes are to be retained permanently. In 2004, the disposition for this series was changed from "Destroy Subject to Review" to "Permanent Subject to Review". In 2008 the department retention for this series was changed from 5 years to 2 years with a retention condition of superceded/obsolete. This series also includes records integrated from series TW034.

Department Retention:	2 Years
Total Retention - Review:	10 Years

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

**TW035                      Grievances**

**To provide a record of ongoing grievances for Transportation and Works staff.**

COPIES: Originals in Human Resources

MEMO:  
 This series includes copies of records related to grievance handling. Information collected includes employee name and number, performance evaluations, grievance documentation. Users: Managers, Supervisors Individuals in Bank: City Employee Official Responsible: Manager Transportation & Works. These records will become superceded/obsolete after the grievances have been resolved.

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

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

**TW036                      Temporary Street Closing Files**

**To provide a record of requests for temporary street closings.**

MEMO:  
 This series includes correspondence requesting street closings for special events and approvals.

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

FOI Designation:      A - FULLY ACCESSIBLE	Final Disposition:	Destruction
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