



# Corporate Services & Long Term Care Schedule

## Corporate Information Technology

May 05, 2022

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**Schedule Number**      **Series Title**

**FI240**                      **Computer Training Materials**

**To provide a record of the development of in house training materials.**

MEMO:

This series includes handouts prepared for computer training courses offered by the Corporate Information Technology division . These records will become superceded/obsolete when they are no longer required on a regular basis. Previously this schedule was designated as TS005. These records are now retained in an electronic format.

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED                      Final Disposition:                      Destruction  
FOI Designation:                      A - FULLY ACCESSIBLE

**FI241**                      **Database and Storage Administration Working Files**

**To serve as a reference for database administration and support activities.**

MEMO:

This series includes notes, correspondence, system background information, ie. forms, procedures, system development and revision notes, program printouts, database layouts and software reference material. These records will become superceded/obsolete when they are no longer required on a regular basis.

Previously this schedule was designated as TS006. Some of these records are now retained in an electronic format. Under By-Law 026-2007, the title for this series was "Database Administration Files".

Under the 2013 By-Law, the series title changed from "Database Administration Working Files" to "Database and Storage Administration Working Files".

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED                      Final Disposition:                      Destruction  
FOI Designation:                      A - FULLY ACCESSIBLE

**FI242**                      **Information Systems Plan Records**

**To provide a record of City Information requirements.**

**Series Closed: 12-31-2001**

MEMO:

This series includes correspondence, interview summary forms, isp reports (these include identification of information and application needs and business functions of each department).

Previously this schedule was designated as TS008.

Department Retention:                      5 Years  
Total Retention - Review:                      10 Years

Final Disposition:                      Permanent

FOI Designation:                      A - FULLY ACCESSIBLE





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**Schedule Number**      **Series Title**

**FI252                      Business Applications Working Files**

**To serve as a reference for activities within the Business Applications section**

MEMO:  
 This series includes system documentation, task descriptions, technical reports, working notes, training material, trouble reports, system printouts, notes, system/program index, user instruction manuals and design documents. These files will become superceded/obsolete when they are no longer required on a regular basis. Previously this schedule was designated as TS018. Prior to 2006 this series was titled "Programmers Working Files." These files include the records of the application developer, ERP, Web and GIS technician. Most of these records are retained in an electronic format.

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED                      Final Disposition:                      Destruction  
 FOI Designation:                      A - FULLY ACCESSIBLE

**FI253                      Business Applications Supervisor's Administrative Files**

**To serve as a record of the operation of the Business Application section.**

MEMO:  
 This series includes personnel files, budget documents, vendor product information, RFP responses and evaluations, correspondence, employee time cards, project information correspondence, reports, notes, workplan, absencereports, meeting minutes, performance evaluations, interview questions and summary reports. These files will become superceded/obsolete when they are no longer required on a regular basis. Previously this schedule was designated as TS019. Prior to 2006 this series was titled "Programming Supervisor's Administration Files". Some of these records are now maintained electronically.

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

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

**FI254                      Project Analyst Working Files**

**To serve as a reference for Network & Technology Services Project Analyst and Business Applications Project Analyst activities.**

MEMO:  
 This series includes minutes, correspondence, training certificates, job descriptions, notes, training material, reference material and some records relating to projects - primarily copies and drafts. These files will become superceded/obsolete when they are no longer required on a regular basis. Previously this schedule was designated as TS020. Prior to 2006 this series was titled "Project Specialists Administration Files." Some of these records are now retained electronically. Under By-Law 026-2007, the title for this series was "Client Services Consultants' Files".  
 Under the 2013 By-Law, the title was changed from "Client Services Consultant's Working Files" to "Project Analyst Working Files".

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED                      Final Disposition:                      Destruction  
 FOI Designation:                      A - FULLY ACCESSIBLE



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**Schedule Number**      **Series Title**

**FI256**                      **Network & Technology Services Working Files**

**To provide a record of network & technology services activities.**

MEMO:  
 This series includes notes, user instructions, installation instructions, system development records and record layouts. These files will become superceded/obsolete when they are no longer required on a regular basis. Previously this schedule was designated as TS022. These records are now retained in an electronic format. Under By-Law 026-2007, the title for this series was "Network Solutions Files". Prior to August 2011, the title for this series was "Network Solutions Working Files". This series contains the working files of the administrators for the following areas: hardware, data centre, enterprise server, software, network infrastructure.

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED                      Final Disposition:              Destruction  
 FOI Designation:              A - FULLY ACCESSIBLE

**FI257**                      **Source Code Repository**

**To maintain a record of all City custom written computer programs and updates.**

MEMO:  
 Source Safe and Team Foundations maintain a master and delta copy of all custom written computer programs developed for use computers for the City. Also includes the program files previously covered by FI251 and the systems project files previously covered by FI259. The programs will become superceded/obsolete when they are no longer required on a regular basis. Previously this schedule was designated as TS023. These records are now in an electronic format. Prior to August 2011, the title for this series was "Source Safe".

Department Retention:                      1 Year  
 Total Retention - Review:                      1 Year

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

**FI258**                      **System Documentation**

**To provide a record of programs developed for use by City Departments.**

MEMO:  
 This series includes user manuals, flow charts, database design, program listings, objectives, design documents, program narrative, requirements documents and code for all Corporate Information Technology supported applications used in the Corporation. This documentation will become superceded/obsolete when the system is replaced. Previously this schedule was designated as TS024. These records are now retained in an electronic format.

Department Retention:                      1 Year  
 Total Retention - Review:                      1 Year

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



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**Schedule Number**      **Series Title**

**FI260**                      **Tape Management System**

**To provide a record of backups and their locations.**

**Series Closed: 12-31-2016**

MEMO:

This series includes the following information: file name, media (tape, disk, cartridge), number of generations to be maintained, expiry date and ID number. This system is used to print reports of tapes and cartridges which may be scratched. These records will become superseded/obsolete when they are no longer required on a regular basis.

Previously this schedule was designated as TS026. These records are now filed in Lotus Notes Series folders. These records are now in an electronic format. In May 2008 this schedule was changed from "A - Fully Accessible" to "FOI - A Formal Request Must Be Submitted".

This Series closed under 2017 By-Law.

Department Retention:                      1 Month  
Total Retention - Destruction:            1 Month

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED                      Final Disposition:                      Destruction

FOI Designation:                      FOI - A FORMAL REQUEST MUST BE SUBMITTED

**FI264**                      **IT Request for Services**

**To provide a record of requests for IT services.**

MEMO:

These records are retained in electronic format.

This series includes requests which are received by email, or entered into system by a user. Previously retained under TS265. This series is stored electronically in a vendor solution "Track-IT" database. Previously this schedule was designated as TS030. This series was previously known as "Request for Program Services". Under By-Law 026-2007, the title for this series was "IT Request for Services/SAP Service Requests".

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

Final Disposition:                      Destruction

FOI Designation:                      A - FULLY ACCESSIBLE

**FI266**                      **Help Desk Calls**

**To provide a record of reported system problems.**

MEMO:

These records are retained in electronic format in "Track-IT" system.

This series consists of trouble reports which indicate the time/date when the problem was reported, the location of the problem, the description of the problem, the action taken and the action requested. Previously this schedule was designated as TS032. Since January 1, 2003, these records have been retained in an electronic format. Previously this series was titled "Trouble Reports".

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

Final Disposition:                      Destruction

FOI Designation:                      A - FULLY ACCESSIBLE



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**Schedule Number**      **Series Title**

**FI267**                      **SAP Transports**

**To document the implementation of SAP changes through the different environments.**

**MEMO:**

This electronic series includes information regarding requests for specific changes which have been implemented. Previously this information was retained in documentation control forms. Previously this schedule was designated as TS033. In the 2006 By-Law, the title for this series was Documentation Control Forms and the department retention was 5 years. Under By-Law 026-2007, the title for this series was "SAP Transports/IT Service Requests", the department retention was 10 years and the total retention was 10 years. These records are now retained in an electronic format.

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

FOI Designation:      A - FULLY ACCESSIBLE

**FI271**                      **Technology Services Support Analyst Working Files**

**To document Help Desk activities.**

This series consists of e-mail and includes records relating to data integrity/back ups, asset inventorying, requests for software and/or services, and financial information relating to these requests. Prior to 2006 this series was titled Help Desk Administration Files. Under By-Law 026-2007, the title for this series was "Client Services Support Administration Files" and the total retention was 3 years. In 2009 the title for this series was changed from Client Services Analyst Working Files to Client Services Support Analyst Working Files. In August 2011, the title for this series was changed to "Technology Services Support Analyst Working Files".

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

FOI Designation:      A\* - SOME EXEMPTIONS APPLY

**FI276**                      **CIT Manager's Administrative Files**

**To provide a record of the administration of the CIT Division.**

**MEMO:**

This series includes records related to budgeting, departments, projects, meetings, agreements, lease agreements, information systems planning, and consists of correspondence, memos, reports, copies of purchase orders, agreements, reference material, overtime reports, notes, implementation plans and workplans. These records will become superceded/obsolete when they are no longer required on a regular basis.

This series was designated as TS007 until January 2005 when the Corporate Information Systems division was moved from TBayTel to the Finance Department. At that time responsibility for TBayTel's information systems was transferred from Corporate Information Systemsto TBayTel's newly created Information Technology and Process Improvement division. Under By-Law 026-2007, the title for this series was "Information Systems Manager's Administrative Files". Title was changed from "Corp. Information & Technology Manager's Administrative Files" to "CIT Manager's Administrative Files" under the 2015 By-law.

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition:                         Permanent

FOI Designation:      A\* - SOME EXEMPTIONS APPLY



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**Schedule Number**      **Series Title**

**FI281**                      **CIT Contracts**

**To document information technology contracts entered into by the Corporation.**

This series includes contracts, comments and summaries.

Department Retention:                      3 Years  
Total Retention - Destruction:            12 Years

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

**FI282**                      **IT Compliance and Risk Specialist Files**

**To identify and implement improvements for IT controls and minimize IT risk.**

This series includes reports, correspondence, financial records (charges to departments, quotes), copies of grant applications, outlines for training programs, audit information, benchmarking results, and licence agreements.

License agreements or other contracts will be closed upon the termination of the agreement.

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

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

**FI308**                      **Corporate Credit Card Files**

**To provide a record of Mastercard statements.**

This series includes Corporate Credit Card statements and accompanying documentation. Under the 2013 By-Law, the series name was changed from "Mastercard Statements" to "Corporate Credit Card Files" at the request of the Records Committee.

Department Retention:                      2 Years  
Total Retention - Destruction:            7 Years

FOI Designation:                      A - FULLY ACCESSIBLE                      Final Disposition:                      Destruction