



# Infrastructure & Operations Schedule Engineering

May 05, 2022

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**Schedule Number      Series Title**

**TW037                      Central Administration Files**

**To provide a record of engineering division activities and administration.**

COPIES: Some originals in Clerk's & Finance

MEMO:  
This series includes correspondence, minutes, reports related to accidents, committees, administration, bridges, budget, departments, special projects, equipment, other governments, housing, property, sanitation, sewer and water, streets, traffic, works and development. In 2007 heavy and oversized permits and applications, driveway permits and applications, and utility cut permits and applications were added to this series. Under By-Law 14-2003, the title for this series was Administration Files and the department retention for this series was 5 years. The records in this series will become superceded/obsolete when they are no longer required on a regular basis. In 2012, Active Transportation files were added to this series. These records include meeting minutes, reports, proposals, correspondence, and other material undertaken by the Active Transportation Coordinator and Active Transportation Advisory Committee.

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		

**TW039                      Aerial Photographs**

**To provide a record of city development.**

MEMO:  
This series includes aerial photographs of various sections of Thunder Bay, produced about every 4-5 years. These photographs will become superceded/obsolete when they are no longer required on a regular basis.

Department Retention:	1 Year
Total Retention - Review:	6 Years

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

**TW041                      Marked Up As Built Prints**

**To provide a record of projects as built.**

MEMO:  
This series includes marked up construction drawings which are prepared by field men to reflect any changes from planned project, used to prepare original as built drawings. May be required for MTO audit of subsidised projects. Prior to 2004, this series was titled "As Built Drawings (Field Men). Prior to the 2015 By-Law these records had a retention of 2 years in office, 5 years total.

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

FOI Designation:      A - FULLY ACCESSIBLE	Final Disposition:	Destruction
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**Schedule Number      Series Title**

**TW043                      Bridge Drawings**

**To provide a record of bridges in Thunder Bay.**

MEMO:  
This series includes copies of blueprints received from outside agencies of bridges in Thunder Bay. These drawings are used when planning bridge repairs and replacements and are referenced infrequently. These drawings will become superceded/obsolete when bridge is replaced.

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

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

**TW044                      By-Law Drawings**

**To provide a record of by-law drawings.**

COPIES: Reduced version with City Clerk's

MEMO:  
This series includes original drawings prepared for use in city by-laws. Indexed. After records are not required in the office on a regular basis, department staff will identify drawings eligible for transfer, drawings more than 10 years old should be considered for transfer. These drawings will become superceded/obsolete when they are no longer required on a regular basis.

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

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

**TW046                      Preliminary Project Drawings**

**To provide a record of engineering projects which were cancelled.**

MEMO:  
This series includes drawings for roads, streets, and sewer projects which have been created and circulated but not yet tendered. Drawings are in various stages of completion. Drawings will be kept in the office until no longer needed. In 2004, the disposition for this series was changed from destruction to destruction subject to review. Prior to the 2015 By-Law this series was titled Cancelled Project Drawings.

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

Final Disposition:                      Destruction

FOI Designation:                      A - FULLY ACCESSIBLE



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**Schedule Number      Series Title**

**TW048                      Construction Drawings**

**To provide a record of drawings for construction projects.**

MEMO:

This series includes original contract drawings for the construction of buildings, structures, sewers, roads and watermains. These drawings are prepared from the field notes. Three subseries of the drawings make up this series. The Port Arthur drawings date from 1900 to 1957 and are arranged by drawing number. The Fort william drawings date from 1900 to 1969 and are filed by drawing type and then by drawing number. This subseries is arranged alphanumerically, letters denote the type of drawing: 'F' (paving), 'D' (sewers), 'M' (misc.), 'G' (railway) and 'B' (water). The final subseries is made up of Port Arthur drawings created after 1957, when a new numbering system was established, and City of Thunder Bay drawings which were subsequently interfiled. After records are not required in the office on a regular basis, department staff will identify drawings eligible for transfer, drawings more than 20 years old should be considered for transfer. 'D' and 'B' Fort William drawings should remain in the office until an automated solution for quick reference, ie. scanning, is implemented. These drawings will become superceded/obsolete when they are no longer required on a regular basis. In 2004 the disposition for this series was changed from permanent subject to review to permanent.

Department Retention:	1 Year
Total Retention - Permanent:	11 Years

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

**TW049                      Consultants' Drawings**

**To provide a record of drawings for construction projects prepared by consultants.**

**Series Closed: 12-31-2000**

MEMO:

This series includes original contract drawings and blueprints for the construction of buildings, structures, sewers, roads and watermains prepared by outside consultants. Before project completion a print is filed with the department. After project is completed an as built original and one or more prints is filed with the department. There are drawings for the following areas: miscellaneous, sewers, subdivisions. This series is related to the preliminary Consultant's Information series. After records are not required in the office on a regular basis, department staff will identify drawings eligible for transfer, drawings more than 10 years old should be considered for transfer. These drawings will become superceded/obsolete when they are no longer required on a regular basis. This series is closed as of the 2015 By-Law as these records are now transferred as part of TW048.

Department Retention:	1 Year
Total Retention - Review:	11 Years

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

**TW050                      Consultants' Preliminary Information**

**To provide a record of engineering projects prepared by outside consultants.**

MEMO:

This series includes drawings and information about projects from outside consultants. Projects include: streets, water, sewers, buildings, etc. Under By-Law 2000-79, the retention period for this series was 2 years in the department, the total retention was 2 years, the condition was after guarantee period expires and the final disposition was destroy. This information will become superceded/obsolete after the guarantee period has expired. Under By-Law 14-2003, the retention for this series was 5 years in the department, with a total retention of 5 years.

Department Retention:	5 Years
Total Retention - Destruction:	7 Years

Retention Condition: GUARA - AFTER GUARANTEE PER. EXP.	Final Disposition:	Destruction
FOI Designation: A - FULLY ACCESSIBLE		



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**Schedule Number      Series Title**

**TW051                      Consultants' Reports and Studies**

**To provide a record of reports prepared for the engineering division.**

COPIES: Copy with consultant

MEMO:  
This series includes reports prepared for the division on the following topics, administration, emergency measures, water, sewage, drainage, roads, bridges, railway, traffic engineering, soils, underpasses, waste management and environmental assessments. There may be related records held in the Administration File series. These records will become superceded/obsolete when they are no longer required on a regular basis. A copy of all studies and reports should be added to the library. Prior to the 2011 By-Law these reports had a department retention of 1 year and a total retention of 1 year.

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

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

**TW052                      Contract Financial Files**

**To provide a record of payments and progress on contracts.**

COPIES: Original payments with Finance

MEMO:  
This series includes record of payments, daily inspectors reports, correspondence, truck register sheets, records of progress payments and extra costs. These files will become superceded/obsolete when the contract has been completed. Prior to 2011, this series was titled "Contract Files".

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

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

**TW053                      Contracts**

**To provide a record of activities related to contracts for the City of Thunder Bay.**

COPIES: Original contract with Finance

MEMO:  
This series includes correspondence, copy of contract, progress information and claims. Includes original change orders. Index available. File is closed when the contract is completed.

Department Retention:	1 Year
Total Retention - Review:	10 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**

**TW055                      Diaries**

**To provide a record of observations by field staff.**

MEMO:  
This series includes diaries prepared by field staff which record notes, memos, statistics, working conditions, etc. Prior to the 2015 By-Law these records had a department retention of 1 year.

Department Retention:                      5 Years  
Total Retention - Review:                20 Years

Final Disposition:                          Destruction

FOI Designation:                      A - FULLY ACCESSIBLE

**TW056                      Field Work Envelopes**

**To provide a record of information obtained by field staff.**

MEMO:  
This series includes survey data, preliminary research, project start-up information, design information, maps and drawings and correspondence. May also include information stored on computer disk. Series is filed alphabetically by street name, however, an alpha-numeric code is also assigned. The code consists of a consecutive letter and number between 1 and 99, for example A99, B1, B2. This series may also include print photographs and/or digital images on CDs. This series contains textual, electronic and graphic records. These records will become superceded/obsolete after the as built drawings are complete. Under By-Law 14-2003, the title of this series was "Field Notes".

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

Final Disposition:                          Destruction

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation:                      A - FULLY ACCESSIBLE

**TW058                      Utility Location Permits**

**To provide a record of utility extensions approved by the City.**

COPIES: Original with gas company

MEMO:  
This series includes blueprints, inspections, and permits of utility lines and mains submitted for City review and approval. Prior to the 2015 By-Law the series was titled Gas Main Extensions and had a total retention of 10 years.

Department Retention:                      5 Years  
Total Retention - Destruction:            20 Years

Final Disposition:                          Destruction

FOI Designation:                      A - FULLY ACCESSIBLE

**TW061                      Local Improvement Drawings**

**To provide a record of local improvement projects.**

MEMO:  
This series includes drawings for local improvement projects which result from local improvement petitions, used to assess frontage and charges. These drawings will become superceded/obsolete after the projects have been completed.

Department Retention:                      1 Year  
Total Retention - Permanent:            20 Years

Final Disposition:                          Permanent

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation:                      A - FULLY ACCESSIBLE



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**TW062 Local Improvement Work Sheets**

To provide a record of local improvement costs and assessments.

MEMO:

This series includes ledger book with transcription of assessment information relating to each local improvement project. Information recorded includes tax roll number, owners, mailing address, legal description, frontage, assessed frontage, commutation and annual payment. These records will become superceded/obsolete when the volume is complete. Prior to the 2015 By-Law these records had a department retention of 1 year.

Department Retention: 10 Years  
Total Retention - Destruction: 20 Years

Retention Condition: VOLUM - VOLUME COMPLETE

Final Disposition: Destruction

FOI Designation: A\* - SOME EXEMPTIONS APPLY

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**TW065 MOE Certificates of Approval, Municipal Drinking Water Licences, Drinking Water Works Permits**

To provide a record of project approvals received from the Ministry of the Environment and issued by the Municipal Drinking Water Licensing Program.

COPIES: Ministry of Environment

MEMO:

This series includes certificates of approval, prints, correspondence, and work specifications. Prior to 2009, all Certificates were issued by the Ontario Ministry of the Environment. Since 2009, Municipal Drinking Water Licences and Drinking Water Works Permits are issued by the City of Thunder Bay's Municipal Drinking Water Licensing Program. Ministry of Environment Applications and Forms include TB 2015, 2016, 2038, 2039, 2040.

Department Retention: 5 Years  
Total Retention - Review: 15 Years

Final Disposition: Permanent

FOI Designation: A - FULLY ACCESSIBLE

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**TW067 Personnel Files - Engineering**

To provide a record of employees for administrative purposes.

COPIES: Original in Human Resources

MEMO:

This series includes forms, vacation and leave requests, evaluations and attendance information. Information collected includes employee name and number, pension information, vacation/sick leave information, employee evaluations, payroll information and TB483's. Users: General Manager, Managers, Supervisors and Support Staff Individuals in Bank: Engineering Staff Official Responsible: General Manager - Transportation and Works. These files will become superceded/obsolete when the individuals are terminated. Under By-Law 14-2003, this series was retained in the department for 1 year, and had a total retention of 1 year. Between 2006 and August 2008, this series included the personnel files for school crossing guards which had previously been covered by TW068. As of September 2008, personnel files for administrative support staff and schoolcrossing guards are kept in TW 009 under Central Support.

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition: Destruction

FOI Designation: PIB - PERSONAL INFORMATION BANK

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**Schedule Number      Series Title**

**TW069                      Petitions for Local Improvement**

**To provide a record of petitions for local improvements.**

**MEMO:**

This series consists of petitions received for local improvements. Petitions for completed projects are forwarded to the engineering clerk for processing and are filed separately from petitions for projects which are not yet approved. This series does not contain unsuccessful petitions. Retention applies after the local improvement projects have been completed. Prior to the 2011 By-Law this series had a department retention of 10 years, a total retention of 20 years, and were destroyed.

Department Retention:                      10 Years  
Total Retention - Permanent:            20 Years

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

**TW071                      Private Connections - Sewer and and Water**

**To provide a record of private sewer and water connections.**

COPIES: Orig. W.O. at S & W, Bills at Fin.

**MEMO:**

This series includes worksheets, copies of bills, sewer and water connections, work descriptions, copies of applications, breakdown of costs to account numbers. Index listing available arranged by street showing total cost and payment. Any associated drawings are transferred under TW048. Under By-Law 56-2004, the retention period for this series was 2 years in the department, with a total retention of 3 years.

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

Final Disposition:                      Destruction

FOI Designation:                      A\* - SOME EXEMPTIONS APPLY

**TW073                      Service Maps**

**To provide a record of service locations and lot dimensions.**

**MEMO:**

This series includes original large format general services maps, available for sanitary sewers, storm sewers, water mains, and street lights in Port Arthur, Fort William, Neebing and McIntyre areas. General service maps provide a summary of all services on a single map, although with less detail than the individual service maps. Cut sheet versions of the maps are produced to prepare book maps for everyday use. Blueprints of the large format maps are also produced. The book maps are updated as projects are completed or discrepancies discovered. The original maps are updated annually to reflect these changes. New cut sheets and book map pages are created if the number of updates warrants. **RETAIN SAMPLE BOOKS AS EVIDENCE OF THE EXTENT AND TYPE OF SERVICES FOR EACH DECADE.** These maps will become superseded/obsolete when they are no longer required on a regular basis.

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

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



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**TW075 Sewer/Water/Roads Inventory Management Projects**

**To prov. a rec. of the develop. & implementation of an automated sys. to manage city infrastructure.**

MEMO:

This series includes data input sheets, drawings, service maps, template files, documentation, manuals. A database is maintained of the most current date and is backed up weekly, monthly and yearly. Custom output reports are generated only on request. Database should be maintained with current information only. Backups may be deleted as required.

Department Retention: 1 Year  
Total Retention - Permanent: 15 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition: Permanent

FOI Designation: A - FULLY ACCESSIBLE

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**TW076 Special Projects**

**To provide a record of one-time projects for the engineering division.**

MEMO:

This series includes drawings, photographs and reports from one-time projects on a variety of topics. Records from each project are filed together and used primarily for reference. Some examples include: 1965 Storm Drainage projects, Landfill Aerial Plans and Current River Dam and systems projects. These projects will become superceded/obsolete after the projects have been completed.

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition: Permanent

FOI Designation: A - FULLY ACCESSIBLE

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**TW077 Statistics**

**To provide a record of engineering division statistics.**

MEMO:

This series includes worksheets with statistics for storm sewers, roads and water mains and year end summaries. These statistics are used for MTO and MOE reporting requirements and for departmental planning.

Department Retention: 10 Years  
Total Retention - Review: 20 Years

Final Disposition: Permanent

FOI Designation: A - FULLY ACCESSIBLE

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**TW078 Street Maintenance Files**

**To provide a record of information related to all city streets.**

MEMO:

This series includes correspondence, memos, traffic information, information related to repairs and works. This series was established by the City of Port Arthur and has been continued by the City of Thunder Bay. Records should remain in the office for a minimum of 10 years, file cut-offs should occur every 5 years or as required, and records should be transferred every 10 years. Records of major arteries may be retained the total 20 years in the office before transfer to archives. This series is also used by the Roads division, and contains records previously listed under TW193, Street Files (Roads).

Department Retention: 10 Years  
Total Retention - Review: 20 Years

Final Disposition: Permanent

FOI Designation: A\* - SOME EXEMPTIONS APPLY

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

**TW079**                      **Street Traffic Files**

**To provide a record of traffic on city streets.**

MEMO:  
This series includes memos, work orders, traffic counts, reports and traffic investigations. As of the 2015 By-Law the retention for these records was changed to Permanent Subject to Review from Destruction as Engineering requires that the full history of all City streets be kept for future projects.

Department Retention:                      5 Years  
Total Retention - Review:                20 Years

Final Disposition:                          Permanent

FOI Designation:      A - FULLY ACCESSIBLE

**TW080**                      **Subdivision Files**

**To provide a record of subdivision agreements and activity.**

COPIES: Original agreement in Clerk's

MEMO:  
This series includes prints, correspondence, status reports, by-laws and inspections. These files will become superceded/obsolete after the development of the subdivision has been completed. Prints/drawings will be retained permanently. Prior to 2011, these records were retained for a total of 10 years. Under the 2012 By-Law the retention was extended to 50 years at the request of Engineering staff.

Department Retention:                      1 Year  
Total Retention - Review:                50 Years

Final Disposition:                          Destruction

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation:      A\* - SOME EXEMPTIONS APPLY

**TW081**                      **Traffic Accident Reports**

**To provide a record of motor vehicle accidents.**

COPIES: Original with Police

MEMO:  
This series includes copies of traffic accident report forms from the Police department. The information captured includes address, phone number, insurance company, drawing and police notes. This information is entered into a database so that reports and statistics on the volume of accidents in particular locations may be generated. DATABASE SHOULD BE MAINTAINED FOR 3-5 YEARS SO STATISTICAL REPORTS CAN BE GENERATED. Prior to the 2007 By-Law, the department retention for this series was 1 year and the total retention was 1 year. All traffic accident reports have been received electronically since 2013. No physical transfers of these are expected.

Department Retention:                      3 Years  
Total Retention - Destruction:            5 Years

Final Disposition:                          Destruction

FOI Designation:      FOI - A FORMAL REQUEST MUST BE SUBMITTED



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**TW082                      Traffic Signal, Pavement Markings & Sign Drawings**

**To provide a record of traffic, light and sign projects.**

MEMO:

This series includes original contract drawings for traffic signal installations, repairs and sites. Blueprints may also be on file. REVIEW ALL FILES MORE THAN 20 YEARS OLD. These drawings will become superceded/obsolete after the projects have been completed. Under By-Law 14-2003, the title for this series was "Traffic Lights, Pavement Markings and Sign Drawings".

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

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

**TW084                      Traffic Volume Counts**

**To provide a record of traffic volume counts at intersections.**

MEMO:

This series includes directional traffic flow diagrams and turning movement summary sheets. Number of surveys done each year varies. An index of intersections studies each year is available. Information captured on the flowdiagrams is used to update overall city flow maps which show traffic volume.

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

Final Disposition:	Destruction
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FOI Designation: A - FULLY ACCESSIBLE

**TW199                      Traffic Signal Programs**

**To provide a record of the timing and phasing of intersections.**

MEMO:

This series includes records related to traffic signal controllers for intersections. Intersection diagrams are maintained by the Engineering Division. Records are filed by program and intersection number. These programs will become superceded/obsolete when the system is replaced. Under By-Law 14-2003, this series was included in the Roads Division.

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		