



Infrastructure & Operations Schedule Environment

May 05, 2022

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Schedule Number **Series Title**

TW074 **Sewer and Water Connections**

To provide a record of sewer and water connections.

MEMO:

This series includes drawings of sewer and water connections. Drawings are scanned for quick reference purposes. The original paper drawings will be transferred to the records centre annually. Copies of the scanned drawings will be transferred to the records centre every six months. Prior to 2009 this series was maintained by the Engineering Division and the department retention was 1 year.

Department Retention:	3 Years
Total Retention - Permanent:	10 Years
Final Disposition:	Permanent

FOI Designation: A - FULLY ACCESSIBLE

TW085 **Environment Central Filing System**

To provide a record of the administration of the Environment division.

COPIES: WTP, WPCP, S&W

MEMO:

This series includes minutes, correspondence, reports, memos, budgets and other records relating to administration, budgeting, computers, engineering and equipment, construction, equipment maintenance, labour relations, purchasing, safety, sampling and laboratory, sewers and vehicles. These files will become superceded/obsolete when they are no longer required on a regular basis. In By-Law 14-2003, the retention for this series was 2 years in the department, with a total retention of 5 years. Prior to 2009 this series also included records pertaining to landfill.

Department Retention:	2 Years
Total Retention - Review:	10 Years
Final Disposition:	Permanent

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A* - SOME EXEMPTIONS APPLY

TW086 **Personnel Files**

To provide a record of department personnel.

COPIES: Original in Human Resources

MEMO:

This series includes personnel change notifications, TB489's, recruitment records and discipline records, memos, correspondence, accident reports, damage reports, doctor's certificates, evaluations and employee injury reports. This schedule may be used for all personnel records held by the Environment division. Information collected includes employee name and number, SIN, salaries, job descriptions and competitions, training taken, incident reports, seminars, memberships, seniority lists and licenses. Users: Manager, Supervisors, Control Clerk, Clerk Typist Individuals in Bank: Transportation and Works employees OfficialResponsible: Manager, Transportation and Works. THESE FILES WILL BECOME SUPERCEDED/OBSOLETE WHEN THE INDIVIDUALS ARE TERMINATED. In By-Law 14-2003, the retention for this series was 1 year in the department with a total retention of 1 year.

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



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Schedule Number	Series Title		
TW088	Annual Reports		
To provide an annual report of conditions at the Water Pollution Control Plant, Water Treatment Plant (Drinking Water), and the John Street Landfill Site.			
MEMO: This series includes report of monthly and annual statistics related to the maintenance and operation of the Water Pollution Control Plant, as well as official annual reports of the Water Treatment Plant (Drinking Water), and John Street Landfill Site.			
		Department Retention:	10 Years
		Total Retention - Permanent:	20 Years
		Final Disposition:	Permanent
FOI Designation:	A - FULLY ACCESSIBLE		
TW089	As Built Drawings		
To serve as a reference regarding the sewage handling facilities.			
COPIES: Engineering			
MEMO: This series includes plans of sewers, sewage treatment plants, pumping stations and sewage lift stages as well as some specifications. Master copies are kept at Engineering as TW106.			
		Department Retention:	1 Month
		Total Retention - Review:	1 Month
Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED	Final Disposition:	Destruction
FOI Designation:	A - FULLY ACCESSIBLE		
TW090	Daily Attendance Logs - WPCP		
To record daily attendance of staff members.			
MEMO: This series consists of a log which includes employees signature, time in, time out, code, hours and overtime.			
		Department Retention:	2 Years
		Total Retention - Destruction:	2 Years
		Final Disposition:	Destruction
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED		
TW091	Daily Operational Logs - WPCP		
To provide a record of the operator's responsibility for the plant.			
MEMO: This series includes a log indicating the date, time operator on duty, brief description of work performed, material removed, sludge to digester, supernatant decanted and any unusual occurrences.			
		Department Retention:	2 Years
		Total Retention - Permanent:	10 Years
		Final Disposition:	Permanent
FOI Designation:	A - FULLY ACCESSIBLE		



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Schedule Number **Series Title**

TW092 **Daily Plant Reports - WPCP**

To provide a record of daily plant inspections and performance.

MEMO:
This series includes daily inspection reports, sludge dewatering building daily inspection reports and centrifuge performance reports.

Department Retention: 2 Years
Total Retention - Review: 20 Years

Final Disposition: Destruction

FOI Designation: A - FULLY ACCESSIBLE

TW094 **Equipment Files**

To provide background and reference information on plant equipment.

MEMO:
This series includes plans, manuals, maintenance and operating instructions and purchase orders. These files will become superceded/obsolete after the equipment is taken out of service.

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

Final Disposition: Destruction

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A - FULLY ACCESSIBLE

TW095.04 **Work Orders**

To provide a record of scheduled and emergency equipment maintenance tasks.

MEMO:
OUTPUT. This series includes work order reports generated by the Operator 10 system. Reports include work order number, scheduled maintenance date, expected completion date, equipment number and description location, priority completion date, number of hours, parts used and employee type. These records are used to assign tasks to staff. Prior to the 2007 By-Law, the total retention for this series was 2 years.

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

Final Disposition: Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

TW096 **Process Flow Monitoring Charts**

To record the daily volume of sewage received by the Water Pollution Control Plant.

MEMO:
This series consists of charts which indicate the volume in imperial gallons per day. This series combines the previous TW096 "Flow Meter Charts", TW101 "Raw Sludge Pumping Flow Rate Charts", and TW105 "Wet Well Level Charts" as of January 1, 2007. These series were listed separately prior to the 2010 By-Law.

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

Final Disposition: Destruction

FOI Designation: A - FULLY ACCESSIBLE



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Schedule Number **Series Title**

TW098 **Purchase Orders**

To provide a record of purchases.

COPIES: Original in Finance

MEMO:

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

Final Disposition: Destruction

FOI Designation: A - FULLY ACCESSIBLE

TW099 **Remote Pumping Station Daily Report**

To provide a record of the daily operation of the remote station.

Series Closed: 12-31-2007

MEMO:
This series consists of a report which tracks starts, run time, flow rate, level and current draw. Daily high, low, average and totals are also reported. The series is closed as of December 31, 2007 as reports are no longer being created.

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

Final Disposition: Destruction

FOI Designation: A - FULLY ACCESSIBLE

TW101 **Raw Sludge Pumping Flow Rate Charts**

To monitor the operation of the sludge pump.

Series Closed: 12-31-2006

MEMO:
These records are filed under TW096 as of the 2010 By-Law.

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

Final Disposition: Destruction

FOI Designation: A - FULLY ACCESSIBLE

TW103 **Water Pollution Control Plant Central File**

To maintain a record of the operation of the Water Pollution Control Plant.

MEMO:
This series includes minutes, correspondence, reports, memos, budgets and other records relating to administration, budgeting, computers, engineering and equipment, construction, equipment maintenance, labour relations, purchasing, safety, sampling and laboratory, sewers and vehicles. This record will become superceded/obsolete when it is no longer required on a regular basis. In By-Law 14-2003, the retention for this series was 3 years in the department and the total retention was 10 years.

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



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Schedule Number	Series Title
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TW104 Water Pollution Control Plant Construction Project Files

To provide a record of Water Pollution Control Plant construction projects.

COPIES: Engineering

MEMO:

This series includes correspondence, memos, contracts, test results, maintenance manuals, copies of change orders and drawings. Records are filed by numerically by spec. number and engineering code. These files will become superceded/obsolete when they are no longer referred to on a regular basis. Under By-Law 56-2004 the disposition for this series was destroy subject to review.

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

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

TW105 Wet Well Level Charts

To monitor sewage levels in the wet well and to govern sewage pumping.

Series Closed: 12-31-2006

MEMO:

This series consists of charts which indicate sewage levels in terms of feet. These records are filed under TW096 as of the 2010 By-Law. As of February 27, 2009 these charts are no longer created.

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

Final Disposition: Destruction

FOI Designation: A - FULLY ACCESSIBLE

TW106 As Built Drawings

To provide a record of construction and modifications to water treatment facilities.

COPIES: Engineering

MEMO:

This series includes drawings of water treatment plant, watermains and filtration plant. These drawings will become superceded/obsolete when they are no longer required on a regular basis.

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

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

TW108 Circular Recording Charts

To provide a record of the amount of residual chlorine before and after filtration.

Series Closed: 12-31-2011

MEMO:

This series consists of charts which show the chlorine measured in milligrams per litre. This series is closed as of the 2012 By-Law, as records are now maintained electronically as TW302.

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

Final Disposition: Destruction

FOI Designation: A - FULLY ACCESSIBLE



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Schedule Number **Series Title**

TW111 Daily Operational Logs - WTP and Sewer & Water

To document operator's responsibility for the plant and to record exceptional occurrences.

MEMO:
 This series consists of Water Treatment Plant Daily Operational Logs (TB1468)(Water Treatment Plant Daily Operational Log done on electronic database Daily Operational Log Book at <http://tbayenv-dolb.info>. TB1468 still used if database shuts down) and Water Distribution Operational Logs from Sewer & Water North, South, and Contract Project Services. Records include date, time, remarks, and operator's signature. Bound volumes will be eligible for transfer when the volume is complete.
 Prior to 2009 this series was kept for 2 years in the department with a 10 year total retention.
 Prior to the 2012 By-law, this series was titled "Daily Operational Logs - WTP" and had a department retention of 1 year and a total retention of 10 years.

Department Retention: 5 Years
 Total Retention - Permanent: 5 Years

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

TW112 Daily Plant Reports - WTP

To provide a record of filtration treatment, distribution and water quality.

MEMO:
 This series consists of routine operations reports, system reports, lead and bacteriological sampling, and customer concerns. Forms used include TB2008(rev02/14), TB2126A(rev02/14), TB2126(rev02/14), TB2092(rev02/14), TB1963(rev02/14), TB2340(rev02/14), TB5057(rev02/14), TB3966(rev09/14) Water Treatment Plant Daily Attendance Log, TB1874.
 Prior to 2009 this series was held in the department for 2 years with a total retention of 20 years.
 Prior to the 2012 By-law these records had a department retention of 1 year and a total retention of 20 years.
 Prior to the 2013 By-law, these records had a department retention of 1 year.

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

Final Disposition: Destruction

FOI Designation: A - FULLY ACCESSIBLE

TW113 Daily Work Schedules

To provide a record of assignments for operators and maintenance staff.

MEMO:
 This series uses form TB4169(rev04/12). This series includes details of individual assignments. Operators and maintenance staff are filed separately.
 Prior to the 2012 By-law these records were kept for a total of 1 year before destruction.

Department Retention: 1 Year
 Total Retention - Destruction: 5 Years

Final Disposition: Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY



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Schedule Number	Series Title
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TW115 **Linear Recording Charts**

To provide a comprehensive record of water various system functions.

Series Closed: 12-31-2011

MEMO:
This series includes twenty-five individual linear charts providing daily 24 hour record of flows, volumes, water pressures, reservoir levels, chlorine residuals, turbidity and relative acidity.
This series is closed as of the 2012 By-Law, as records are now maintained electronically in TW302.

Department Retention:	1 Year
Total Retention - Destruction:	7 Years
Final Disposition:	Destruction

FOI Designation: A - FULLY ACCESSIBLE

TW116 **New Water Mains Records**

To serve as a record of the introduction of new water mains into service.

Series Closed: 12-31-2011

COPIES: Engineering

MEMO:
This series includes background information, details re pressure testing, disinfection, flushing, sampling and valve opening. This series may also include water sample reports. These records will become superceded/obsolete when they are no longer required on a regular basis.
This series is closed as of the 2012 By-Law as records are now maintained electronically in TW302.

Department Retention:	2 Years
Total Retention - Review:	20 Years
Final Disposition:	Destruction

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A - FULLY ACCESSIBLE

TW117 **Water Quality Complaints**

To document the handling of complaints regarding water quality.

Series Closed: 12-31-2011

MEMO:
This series includes adverse water samples and sample reports.
This series is closed as of the 2012 By-Law as the records are now maintained electronically in TW302.

Department Retention:	2 Years
Total Retention - Destruction:	20 Years
Final Disposition:	Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY



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Schedule Number Series Title

TW118 Water Sample Reports

To provide a record of water test results.

Series Closed: 12-31-2011

COPIES: M.O.E. some tests

MEMO:

This series includes routine water samples from water distribution system, special water samples taken in response to specific issues and samples submitted to the Ministry of Environment. Each type is filed separately. Information collected for samples includes sample number, location, location description, sample description, lab number, sampling date, zone and results

This series is closed as of the 2012 By-Law as the records are now maintained electronically as TW302.

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

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

TW119 Water Sample Submission Numbers Log

To serve as a record of water samples submitted to the Ministry of Environment laboratory.

Series Closed: 12-31-2011

MEMO:

This series includes a log of the following: routine samples - week, submission number, special samples - date, submission number, location and reason for sample. As of 2001, this series also contains the information previously captured in Series TW 107 Chlorine Residual Notebooks.

This series is closed as of the 2012 By-Law as the records are now maintained electronically in TW302.

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

Final Disposition:	Destruction
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FOI Designation: A - FULLY ACCESSIBLE

TW120 Water Treatment Plant File System

To maintain a record of the operation of the Bare Point Water Treatment Plant.

COPIES: Transportation & Works, Front & Egan

MEMO:

This series includes minutes, correspondence, reports, memos, budgets and other records relating to administration, budgeting, computers, engineering and equipment, construction, equipment maintenance, instrumentation, labour relations, purchasing, safety, sampling and laboratory, sewers, telecommunications, and vehicles. These files will become superceded/obsolete when they are no longer required on a regular basis. In By-Law 14-2003 the retention for this series was 5 years in the department, with a total retention of 10 years.

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

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



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Schedule Number Series Title

TW124 Daily Work Log

To serve as a daily record of work undertaken.

MEMO:

This series includes details of sewer and water activity and locations of work carried out. Under By-Law 1997-266, the retention period for this series was 2 years in the department, the total retention was 2 years, and the final disposition was destroy. Prior to the 2012 By-Law, this series had a department retention of 5 years and a total retention of 20 years.

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

Final Disposition: Destruction

FOI Designation: A - FULLY ACCESSIBLE

TW127 Hydrant Maintenance Reports

To maintain a record on hydrant maintenance.

MEMO:

This series consists of Flushing Program Distribution System Reports TB2898(rev12/13), indicating the location, details of hydrant condition and performance, date of inspection, inspector's signature, date of correction of defects, and workman's signature. The series also includes Hydrant Defect Report TB297(rev04/13) and Hydrant Inspection Report TB479(2). This series was closed between 1996 and 2011 as records were maintained in the Hansen database. It has been reopened as of the 2012 By-Law.

Department Retention: 1 Year
Total Retention - Destruction: 7 Years

Final Disposition: Destruction

FOI Designation: A - FULLY ACCESSIBLE

TW131 Overtime Reports

To serve as a record of overtime accumulated on daily trouble call out and standby.

MEMO:

This series uses form TB274(06/06). Information collected includes time of call, location, nature of call, caller's name, time in, total hours, employee signature and foreman verification. Users: Supervisor, Control Clerk, Clerk Typist Individuals in Bank: Infrastructure & Operations Employees Official Responsible: Manager - Sewer and Water
Prior to the 2012 By-Law these records had a department retention of 1 year and a total retention of 2 years.

Department Retention: 1 Year
Total Retention - Destruction: 5 Years

Final Disposition: Destruction

FOI Designation: PIB - PERSONAL INFORMATION BANK



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Schedule Number Series Title

TW132 Service Maintenance Reports

To provide a record of sewer/water service maintenance.

MEMO:

This series includes hydrant repairs, valve repairs, service thawing reports, sewer manhole and catchbasin maintenance reports, and valve maintenance reports. The paper copies of these work orders are created in Hansen with information including the date, person completing form, location/address, nature of trouble, nature of work (valve, hydrant, sanitary or storm sewer, water/sewer, catchbasin/manhole maintenance, locate information, and work performed.) Includes hydrant, sewer, manhole, catchbasin, and valve maintenance reports.

This series includes forms TB4305(2)(rev07/13), TB4281(rev04/14), TB2071(rev03/12).

Department Retention:	1 Year
Total Retention - Destruction:	7 Years
Final Disposition: Destruction	

FOI Designation: A* - SOME EXEMPTIONS APPLY

TW134 Sewer and Water Central Filing System

To document the operation of the sewer and water section.

MEMO:

This series includes the following subjects: budgets, catch basin cleanings, claims, complaints, correspondence, employees, equipment, grievances, health and safety, layoffs, meters, overtime, payroll, personnel, services, staffing, summaries of expenditures, thawing, traffic control, workmen's compensation, vehicles and weekly reports. Under By-Law 14-2003, the retention for this series was 2 years in the department with a total retention of 7 years. Prior to 2009 this series was held for 2 years in the department with a total retention of 10 years.

Department Retention:	1 Year
Total Retention - Review:	7 Years
Final Disposition: Destruction	

FOI Designation: A* - SOME EXEMPTIONS APPLY

TW137 Sewer Connection Inspections

To document the handling of sewer trouble calls.

MEMO:

This series includes form TB278 which consists of a request for sewer connection inspection, sewer's crews report and sketch showing location of blockage.

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

FOI Designation: A* - SOME EXEMPTIONS APPLY

TW138 Sewer Manhole and Catchbasin Maintenance Reports

To provide a record of maintenance carried out on sewers, manholes and catchbasins.

MEMO:

This series includes form TB808 and TB809 which indicates the location, nature of trouble or work required, reported by, date of report, work performed, date of performance of work and name of workman.

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

FOI Designation: A - FULLY ACCESSIBLE



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Schedule Number **Series Title**

TW140 **Valve Maintenance Reports**

To provide a record of valve maintenance.

MEMO:

This series consists of reports which indicate the location, details of valve condition and performance, maintenance carried out, inspection details and date of correction of defects.

Department Retention:	1 Year
Total Retention - Destruction:	7 Years
Final Disposition:	Destruction

FOI Designation: A - FULLY ACCESSIBLE

TW141 **Valve Record Cards**

To serve as a record of valve maintenance and inspection.

MEMO:

This series consists of cards which indicate the location, number, valve details, maintenance and inspection record. South Ward records include diagrams. These cards will become superseded/obsolete when they are no longer required on a regular basis.

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

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

TW143 **Water Delivery Records**

To maintain a record of the number of water deliveries per customer.

MEMO:

This series uses form TB1170(rev06/13). Information collected includes customer's name, address, telephone number, location and description of property, well locations and contract details. Users: Manager, Supervisors, Secretary Individuals in Bank: Water Delivery Customers Official Responsible: Manager - Sewer and Water. Water deliveries are now recorded in Hansen. However, water delivery tickets are still used. Because Finance-Revenue retains their copies of water delivery tickets for seven years, in 2004 the retention period for this series was decreased. Under By-Law 14-2003 the retention was 2 years in the department, with a total retention of seven years.

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

FOI Designation: PIB - PERSONAL INFORMATION BANK



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Schedule Number	Series Title
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TW241 **Locates Form - Gas, Telephone, Hydro**

To provide a record of locate requests and locates prepared for outside organizations.

MEMO:

This series uses form TB1032(2)(rev11/14).

This series includes requests to complete locates received from excavators directly or through ON1Call, and responses to excavators requesting locates, including notification of clearances, drawings and instructions relevant to digging around City buried infrastructure. City requests for locates to other utilities directly or through ON1Call, and responses from the utilities including notification of clearances, drawings and instructions relevant to excavating around buried infrastructure. Under By-Law 56-2004, the retention period for this series was 1 year in the department, with a total retention of 2 years. Prior to 2009 this series was entitled "Locate Records for Underground Utilities."

Department Retention:	1 Year
Total Retention - Destruction:	7 Years
Final Disposition:	Destruction

FOI Designation: A - FULLY ACCESSIBLE

TW243 **Planning and Research Analyst's Files**

To provide a record of planning and research activities.

MEMO:

This series includes files relating to complaints, internal and external studies and reports, course materials, statistics, sewer and water operations memos and correspondence, committees, computer programs, meeting notes and proceedings. Subjects include sewers, hydrants, pressure testing, valves, claims, safety, regulations, water conservation and Hill Court Estates. Series includes some drawings and blueprints. Reference material may be destroyed at any time.

Department Retention:	3 Years
Total Retention - Review:	5 Years
Final Disposition:	Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

TW244 **Purchasing Records**

To maintain a record of purchases by the Section.

COPIES: Finance

MEMO:

This series includes purchase orders, material received reports and field purchase orders.

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

FOI Designation: A - FULLY ACCESSIBLE



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Schedule Number Series Title

TW245 Records of Excavation

To provide a record of excavations and cuts.

COPIES: Mountdale & North

MEMO:
This series uses forms TB175 and TB176(rev02/10) which indicate the City department carrying out the excavation, commencement of work, location and nature of work, completed by, notification of utilities, maintenance, restoration and remarks.

Department Retention:	3 Years
Total Retention - Destruction:	7 Years
Final Disposition:	Destruction

FOI Designation: A - FULLY ACCESSIBLE

TW246 Watermain Failure Reports

To provide a record of watermain failures and action taken to repair them.

COPIES: database at Engineering

MEMO:
This series uses form TB5020(rev10/14) which includes the location of watermain failure and repair information as well as materials, used, failure type and repair type. Details concerning excavation for repair, corrosion of water and flushing required are also included. The forms are used to update a database to track watermain failures.

Department Retention:	3 Years
Total Retention - Review:	7 Years
Final Disposition:	Permanent

FOI Designation: A - FULLY ACCESSIBLE

TW248 Supervisors' Office Files

To provide a record of daily administration of sewer and water activities and staff.

MEMO:
This series includes records relating to personnel, schedules, staff training and general correspondence. These files will become superceded/obsolete when they are no longer required on a regular basis.

Department Retention:	1 Year
Total Retention - Review:	5 Years

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**

TW251 **Environmental Site Assessment Records for TWK Properties**

To provide a record of all site assessments which have been completed.

Series Closed: 12-31-2001

COPIES: various departments

MEMO:

This series includes original completed Environmental Site Assessments and Audits which have been prepared for properties in which the Corporation has some interest (e.g. properties to be sold for back taxes, city-owned lands being considered for sale and lands being investigated for purchase) Environmental Site Assessment binders are updated as required. The series may include photographs, maps, aerial photographs and drawings. These records will become superceded/obsolete when they are no longer required on a regular basis. This series closed in 2002 when the position of Environmental Auditor was moved to Realty Services.

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED	Final Disposition:	Permanent
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FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

TW254 **Chief Chemist's Files**

To document administrative and planning activities of the Chief Chemist.

COPIES: in electronic format

MEMO:

This series contains information on drinking water, environmental site assessment requests, water pollution and control plant laboratory, PCB's, projects, hazardous waste, landfill, sewer use, correspondence and memos to the Ministry of Environment. Some series material duplicates material found in Series TW085 Environment Central Filing System.

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

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

TW255 **Planning Research Analyst Files**

To serve as a record of the planning and development functions.

MEMO:

This series contains files relating to the purchase of equipment, including statistics and budget information as well as project files relating to water treatment, sewage treatment and landfill facilities, tenders, purchase orders and invoices. This series may also include files pertaining to emergency preparedness (i.e. Y2K) in areas of sewage treatment, water treatment and landfill.

Department Retention:	1 Year
Total Retention - Review:	5 Years

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



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Schedule Number **Series Title**

TW256 **Sewer Use Control Officer's Files**

To maintain field data for reference purposes.

This series contains logs, reports and correspondence of the sewer use control officer. Documentation details sampling and monitoring programs at the Landfill site, flow monitoring program of the sewer system and details regarding the waste monitoring of industries surcharge agreements. Lab results data in this series is likely duplicated in the WPCP Central Files under sampling and laboratory. Some documentation relates to environmental site assessments. This series is to be integrated into Series TW103 Water Pollution Control Plant Central File.

Department Retention: 3 Years
 Total Retention - Destruction: 3 Years
 Final Disposition: Integration

FOI Designation: A* - SOME EXEMPTIONS APPLY

TW269 **WPCP Process Engineer Records**

To maintain a record of functions carried out by the process engineer.

This series includes project management files and technical research related to plant process optimization and asset management. These records will become superceded/obsolete when they are no longer referred to on a regular basis.

Department Retention: 1 Year
 Total Retention - Destruction: 7 Years

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

FOI Designation: A* - SOME EXEMPTIONS APPLY

TW270 **WPCP Planning and Research Analyst Records**

To maintain a record of the functions undertaken by the planning and research analyst.

This series includes technical reports and reference material as well as research and project design for both water and waste water. These records will become superceded/obsolete when they are no longer referred to on a regular basis.

Department Retention: 1 Year
 Total Retention - Review: 7 Years

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

FOI Designation: A* - SOME EXEMPTIONS APPLY

TW280 **CEAP Co-ordinator's Files**

To maintain a record of the functions undertaken by the CEAP Co-ordinator.

This series includes community group correspondence and reference materials related to the development of a Community Environmental Action Plan and an environmental policy for the City of Thunder Bay under the banner of "EarthwiseThunder Bay". These records will become superceded/obsolete when they are no longer required on a regular basis.

Department Retention: 1 Year
 Total Retention - Review: 7 Years

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

TW281 Training & Quality Assurance Co-ordinator Files

To maintain a record of the training and quality assurance functions.

This series includes budget documentation, training manuals, reports, special project documentation as well as training and certification records including a computerized training and certification database (ACCESS). This series consists of textual and electronic records. These records will become superceded/obsolete when they are no longer required on a regular basis.

Department Retention: 1 Year
Total Retention - Review: 7 Years

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

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

TW282 Report Back-Up Tapes

To back up the reports for the remote pumping station, sludge dewatering, main pumping station, primary sludge handling systems, secondary treatment and gas handling systems.

These back-up tapes replace the previously generated hard copy reports for the Remote Pumping Station (TW099) and the Sludge Dewatering Reports (TW100). The tapes contain newly created datalog files, the PLC programs directory, the MHI project directory, newly created alarm files, antero data, LIMS data and operator 10 data. After one month, the back-up tapes will be transferred to the City Archives for retention for four years prior to recycling in the department.

Department Retention: 1 Month
Total Retention - Destruction: 4 Years

Final Disposition: Destruction

FOI Designation: A - FULLY ACCESSIBLE

TW287 Ministry of Labour Notification of Projects

To provide a record of window cleaning, trenching, commercial diving, and asbestos removal.

This series consists of Form 1870 as required by the Ministry of Labour when a field visit is made for window cleaning, trenching, commercial diving, and asbestos removal type III. Forms are submitted by fax, although notification can also be made by telephone and by electronic form submission. Project details are included, listing the location/address, estimated workforce, start and end dates, and project description. These records will become superceded/obsolete after the project is completed.

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

TW302 Water Quality Database System Records

To maintain records of regular sampling and adverse reports.

This series consists of the records of the Water Quality Database System (WQDS) electronic database. The database is accessed at <http://tbayenv-wqds.info>. Information in the database includes Operational Adverse, Special Sample Lead-City Building, Daily Routine Sampling, Adverse Field Report, Consumer Concern, Special Sample, New Watermain and Temporary New Watermain. Some personal information may be included in some reports; otherwise, data should be open to the public. Prior to the 2013 By-law this series was titled Water Quality Reporting System Records.

Department Retention: Total Retention - Permanent:

Final Disposition: Permanent in Office

FOI Designation: A* - SOME EXEMPTIONS APPLY



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Schedule Number Series Title

TW303 Audit and Management Review Files

To maintain a record of internal audits and management review.

This series consists of records of internal audit and review processes including the Internal Audit Reports, External Audit Reports, Management Review Reports and Corrective Actions. Some material exists in electronic format. Corrective Actions are only found on the QMS database at <http://tbayenv-qms.info>. Other listed reports are also uploaded onto this database.

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

Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

TW304 Occurrence Log Sheets

To maintain a record of all occurrences at the Water Treatment Plant.

This series consists of Occurrence Log Sheets, TB2139(rev01/11).

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

Final Disposition: Destruction

FOI Designation: A - FULLY ACCESSIBLE

TW305 Annual Calibration Reports

To keep a record of equipment maintenance at the Water Treatment Plant.

This series consists of calibration reports and other equipment maintenance reports for Water Treatment Plant equipment. Records are scanned and stored electronically.

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

Final Disposition: Destruction

FOI Designation: A - FULLY ACCESSIBLE

TW306 Plans, Manuals, and Policies

To keep a record of operational plans and policies for the Water Treatment Plant.

This series consists of the policies, procedures, manuals, and plans required for the operation of the Water Treatment Plant. Included: Operational Plan, Operations Manuals, Quality Management Standard Policy, Drinking Water Works Permit, Permit to Take Water, Certificate of Accreditation and Municipal Drinking Water Licence. Stored electronically on the Quality Management System database at <http://tbayenv-qms.info> and/or on the Standard Operating Procedure database at <http://tbayenv-sops.info>. Active records are stored electronically and in hard copy; expected accessions will be in the form of paper records. Retention on hard copies and electronic is permanent. Prior to the 2013 By-law these records had a department retention of 1 month.

Department Retention: 5 Years
Total Retention - Permanent: 5 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition: Permanent

FOI Designation: A - FULLY ACCESSIBLE



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Schedule Number	Series Title
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TW307 Drinking Water System Construction and Modifications

To maintain a record of the construction of all elements of the Drinking Water System.

This series consists of forms (Form 1, Form 2, Form 3) and drawings concerning construction, modifications, and replacements of elements of the Drinking Water System. As-built drawings are included. Drawings should not be transferred to archives until superseded. Copies of some records may be held by Engineering Division.

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

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

TW308 Antero Work Order and Equipment Maintenance Records

To maintain a record of work orders and equipment maintenance records at the Water Treatment Plant.

This series consists of work orders and equipment maintenance records maintained in the Antero database. Records are kept electronically.

Department Retention:
Total Retention - Permanent:

Final Disposition: Permanent in Office

FOI Designation: A - FULLY ACCESSIBLE

TW309 Water Treatment Training Records

To maintain a record of training of Water Treatment Plant employees.

This series consists of training, quality assurance training, and educational records for Water Treatment Plant employees. Records are retained while employees remain with the Water Treatment Plant; after employment is terminated the records will be kept an additional five years. Where electronic records exist these are considered the record and paper copies may be destroyed at will.

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

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

TW310 Water Treatment Plant Operations Testing and Lab Reports

To maintain a record of testing and lab reports.

This series consists of testing results and lab reports including monthly lab reports, weekly LRV and MIT results, chemical washes, sodium hypo tank verification, sodium hypo checks, ZeeWeed recovery cleaning log, and daily lab reports. Records are stored electronically on Operator 10 on the Bare Point Server. These are held indefinitely.

Prior to the 2013 By-law the records were titled Water Treatment Plant Chief Operator's Files and the final disposition was destruction.

Department Retention:
Total Retention - Permanent:

Final Disposition: Permanent in Office

FOI Designation: A - FULLY ACCESSIBLE



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Schedule Number **Series Title**

TW311 **Fire Hydrant Flow Tests**

To maintain a record of fire hydrant flow testing.

This series consists of the records of fire hydrant flow testing, form TB4379. This also includes Hydrant Inspection Report Assignments and Flushing Schedule.

Department Retention: 1 Year
Total Retention - Destruction: 7 Years
Final Disposition: Destruction

FOI Designation: A - FULLY ACCESSIBLE

TW312 **Application for Sewer and Water Connections**

To maintain a record of applications for new sewer and water connections.

This series consists of applications made for new sewer and water connections form TB93(rev10/11).

Department Retention: 1 Year
Total Retention - Destruction: 7 Years
Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED
