



# Corporate Services & Long Term Care Schedule

## Financial Services

May 05, 2022

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

**FI075.02**                      **Accounts Payable Files**

**To document the payment of permanent vendor's accounts.**

**Series Closed: 12-31-2003**

MEMO:

System Input. The files contain material received reports, duplicate cheques, invoices, purchase orders, accounts payable inquiry forms and credit notes. This series includes yellows filed alphabetically, after the account payable files. In order to comply with the requirements of the revised Limitations Act, this Schedule will apply only to those records generated prior to December 31, 2003. Any records generated after this date will be covered by FI075.02A.

"December-16-2014 at 4:26:28 PM (GMT-05:00) Wakefield, Christina:"  
 Previous to 2015 By-Law, owner location was Accounting & Budgets.

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

FOI Designation:      A\* - SOME EXEMPTIONS APPLY

**FI075.02A**                      **Accounts Payable Files**

**To document the payment of permanent vendor's accounts.**

MEMO:

System Input. The files contain material received reports, issued cheque reports, electronic fund transfer reports, duplicate cheques, invoices, purchase orders, accounts payable inquiry forms and credit notes. This series includes yellows filed alphabetically, after the account payable files. THE RECORDS COVERED BY THIS SCHEDULE DATE FROM JANUARY 1, 2004. Prior to 2004, the records generated in this series were subject to a longer retention period. However, as a result of the passage of the revised Limitations Act, the total retention period for this material has been reduced to 3 years. Under By-Law 26-2007, the total retention period for this series was 3 years. After the 2007 By-Law was passed the total retention was changed to 4 years. In the 2008 By-Law the total retention was increased to 7 years to conform with Retail Sales Tax Accounting Records.

"December-16-2014 at 4:26:28 PM (GMT-05:00) Wakefield, Christina:"  
 Previous to 2015 By-Law, owner location was Accounting & Budgets.

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

FOI Designation:      A\* - SOME EXEMPTIONS APPLY

**FI078A**                              **Bulk Batches**

**To document the payment of refunds on behalf of City departments.**

MEMO:

This series consists of duplicate cheques and authorities for payment. THE RECORDS COVERED BY THIS SCHEDULE DATE FROM JANUARY 1, 2004. Prior to 2004, the records generated in this series were subject to a longer retention period. However, as a result of the passage of the revised Limitations Act, the total retention period for this material has been reduced to 3 years. In 2007 the total retention was increased to 7 years to conform with Retail Sales Tax Records.

"December-16-2014 at 4:26:28 PM (GMT-05:00) Wakefield, Christina:"  
 Previous to 2015 By-Law, owner location was Accounting & Budgets.

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

FOI Designation:      A\* - SOME EXEMPTIONS APPLY



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

**FI081A**                      **GST/HST Returns**

**To provide a record of GST/HST collected by the City.**

MEMO:  
 The information contained in the returns includes the amount collected and the tax. THE RECORDS COVERED BY THIS SCHEDULE DATE FROM JANUARY 1, 2004. Prior to 2004, the records generated in this series were subject to a longer retention period. However, as a result of the passage of the revised Limitations Act, the total retention period for this material has been reduced to 6 years. In 2007 the total retention was increased to 7 years to conform with Retail Sales Tax Records. In 2010 the title for this series changed to GST/HST Returns from GST Returns.

"December-16-2014 at 4:26:29 PM (GMT-05:00) Wakefield, Christina:"  
 Previous to 2015 By-Law, owner location was Accounting & Budgets.

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

FOI Designation:      A - FULLY ACCESSIBLE

**FI085**                      **Temporary Vendors Files**

**To document the payment of temporary vendors' accounts.**

MEMO:  
 This series consists of material received reports, duplicate cheques, invoices, purchase orders, accounts payable invoices and aprons. Information collected includes: Employee name, number, address, phone number, SIN, marital status, birth date, salary, benefits, deductions. Users: Finance Staff Individuals in Bank: Temporary Vendors Official Responsible: Manager, Accounting

"December-16-2014 at 4:26:32 PM (GMT-05:00) Wakefield, Christina:"  
 Previous to 2015 By-Law, owner location was Accounting & Budgets.

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

FOI Designation:      PIB - PERSONAL INFORMATION BANK

**FI086**                      **Voided Cheques Records**

**To verify the number of cheques used by accounts payable to ensure cheque numbers are not reused.**

MEMO:  
 This series consists of improperly completed cheques which were never issued (voided).

"December-16-2014 at 4:26:32 PM (GMT-05:00) Wakefield, Christina:"  
 Previous to 2015 By-Law, owner location was Accounting & Budgets.

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

FOI Designation:      FOI - A FORMAL REQUEST MUST BE SUBMITTED



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

**FI088**                      **Budget Documents**

**To serve as a concise record of the development and approval of budgets.**

COPIES: Dept. Budget Files, City Clerk's

**MEMO:**

This series consists of budget summaries, budget manuals, budget process records and correspondence. Under the 2014 By-Law, "ranking ballot books" was removed from the notes.

"December-16-2014 at 4:26:32 PM (GMT-05:00) Wakefield, Christina:"  
Previous to 2015 By-Law, owner location was Accounting & Budgets.

Department Retention:	2 Years
Total Retention - Review:	5 Years
Final Disposition:	Permanent

FOI Designation:      A\* - SOME EXEMPTIONS APPLY

**FI089**                      **Budget Memos**

**To maintain a record of all memoranda relating to budget issues.**

COPIES: Originals with Departments

**MEMO:**

This series consists of copies of all memoranda relating to the operating and capital budgets and are sometimes filed with the Budget Documents series.

"December-16-2014 at 4:26:32 PM (GMT-05:00) Wakefield, Christina:"  
Previous to 2015 By-Law, owner location was Accounting & Budgets.

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

FOI Designation:      A\* - SOME EXEMPTIONS APPLY

**FI090**                      **Budget Resolutions**

**To maintain a record of all Council resolutions relating to budgets.**

COPIES: Original in City Clerk's

**MEMO:**

This series consists of correspondence and copies of Council resolutions.

"December-16-2014 at 4:26:32 PM (GMT-05:00) Wakefield, Christina:"  
Previous to 2015 By-Law, owner location was Accounting & Budgets.

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

FOI Designation:      A\* - SOME EXEMPTIONS APPLY



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

**FI094**                      **Capital Budget Files**

**To maintain a record of the preparation and administration of capital budgets.**

COPIES: Departments

MEMO:  
This series consists of forecasts, priority ranking listings, checklists, project details and requests for appropriation changes. Under By-Law 56-2004, the retention period for this series was 2 years in the department, the total retention was 5 years and the final disposition was permanent subject to review. Under the 2014 By-Law, the department retention was changed from 1 year to 2 years.

"December-16-2014 at 4:26:32 PM (GMT-05:00) Wakefield, Christina:"  
Previous to 2015 By-Law, owner location was Accounting & Budgets.

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

FOI Designation:      FOI - A FORMAL REQUEST MUST BE SUBMITTED

**FI100**                      **Financial Assistance Files**

**To document the provision of fin. assis. to various cultural, recreational & social organizations.**

MEMO:  
This series consists of agreements, correspondence, applications, budgets, financial statements, forms, policy, notes, program descriptions and may include minutes, fee schedules, etc.

"December-16-2014 at 4:26:33 PM (GMT-05:00) Wakefield, Christina:"  
Previous to 2015 By-Law, owner location was Accounting & Budgets.

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

FOI Designation:      FOI - A FORMAL REQUEST MUST BE SUBMITTED

**FI101**                      **General Budget Files**

**To maintain a record of routine housekeeping matters which do not correspond to a specific dept.**

MEMO:  
This series consists of correspondence and printing requisitions.

"December-16-2014 at 4:26:33 PM (GMT-05:00) Wakefield, Christina:"  
Previous to 2015 By-Law, owner location was Accounting & Budgets.

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

FOI Designation:      A\* - SOME EXEMPTIONS APPLY



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

**FI102**                      **General Office Files**

**To maintain a record of routine administrative matters.**

COPIES: Some originals with City Clerk's

MEMO:  
 This series consists of reports, contracts, warranties, purchase orders and printing orders. This series also consists of budget files, statistics, correspondence, purchase orders, job descriptions, and personnel records. FI115 Administration Files was combined with this series in 1997.

"December-16-2014 at 4:26:33 PM (GMT-05:00) Wakefield, Christina:"  
 Previous to 2015 By-Law, owner location was Accounting & Budgets.

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

FOI Designation:      FOI - A FORMAL REQUEST MUST BE SUBMITTED

**FI111**                      **Operating Budget Files**

**To provide a record of operating budget submissions from all departments.**

COPIES: Departments

MEMO:  
 This series consists of operating budget submission documentation. Under By-Law 56-2004, the retention period for this series was 2 years in the department, the total retention was 5 years and the final disposition was permanent subject to review. Under the 2014 By-Law, the department retention was changed from 1 year to 2 years.

"December-16-2014 at 4:26:33 PM (GMT-05:00) Wakefield, Christina:"  
 Previous to 2015 By-Law, owner location was Accounting & Budgets.

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

FOI Designation:      FOI - A FORMAL REQUEST MUST BE SUBMITTED



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**Schedule Number      Series Title**

**FI118A                      Bank Reconciliations**

**To reconcile bank account balances with Finance records.**

MEMO:  
 This series consists of statements of account, computer print-outs, bank reconciliation statements, adding machine tapes, journal sheets, memoranda, deposit summaries, account reconciliations and transaction journals. THE RECORDS COVERED BY THIS SCHEDULE DATE FROM JANUARY 1, 2004. Prior to 2004, the records generated in this series were subject to a longer retention period. However, as a result of the passage of the revised Limitations Act, the total retention period for this material has been reduced to 3 years. This series also consists of cheque number, date, vendor number, invoice number, the gross amount, any discount, the net amount, the application area, the batchdate, cheque reconciliations, update registers and update reports of manual adjustment transactions. The series FI075.01 Cheque Register was amalgamated with this series in January 1999.

"December-16-2014 at 4:26:33 PM (GMT-05:00) Wakefield, Christina:"  
 Previous to 2015 By-Law, owner location was Accounting & Budgets.

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

FOI Designation:      A\* - SOME EXEMPTIONS APPLY

**FI119A                      Bank Statements**

**To provide a record of the status of the various City bank accounts.**

MEMO:  
 This series consists of account statements, cancelled cheques, adding machine tapes, memoranda and merchant advices. THE RECORDS COVERED BY THIS SCHEDULE DATE FROM JANUARY 1, 2004. Prior to 2004, the records generated in this series were subject to a longer retention period. However, as a result of the passage of the revised Limitations Act, the total retention period for this material has been reduced to 3 years.

"December-16-2014 at 4:26:34 PM (GMT-05:00) Wakefield, Christina:"  
 Previous to 2015 By-Law, owner location was Accounting & Budgets.

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

FOI Designation:      A\* - SOME EXEMPTIONS APPLY

**FI123A                      Cancelled Cheques**

**To maintain a record of cheques which have been issued by the City.**

MEMO:  
 This series consists of general and Social Services cancelled cheques. THE RECORDS COVERED BY THIS SCHEDULE DATE FROM JANUARY 1, 2004. Prior to 2004, the records generated in this series were subject to a longer retention period. However, as a result of the passage of the revised Limitations Act, the total retention period for this material has been reduced to 3 years.

"December-16-2014 at 4:26:34 PM (GMT-05:00) Wakefield, Christina:"  
 Previous to 2015 By-Law, owner location was Accounting & Budgets.

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

FOI Designation:      A\* - SOME EXEMPTIONS APPLY



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

**FI125A**                      **Cash Sheets**

**To provide a record of revenue received by various departments.**

MEMO:  
 This series consists of details of revenues, copies of deposit slips, revenue reports, and adding machine tapes. THE RECORDS COVERED BY THIS SCHEDULE DATE FROM JANUARY 1, 2004. Prior to 2004, the records generated in this series were subject to a longer retention period. However, as a result of the passage of the revised Limitations Act, the total retention period for this material has been reduced to 3 years.

"December-16-2014 at 4:26:34 PM (GMT-05:00) Wakefield, Christina:"  
 Previous to 2015 By-Law, owner location was Accounting & Budgets.

Department Retention:	1 Year
Total Retention - Destruction:	3 Years
Final Disposition:	Destruction

FOI Designation:      A\* - SOME EXEMPTIONS APPLY

**FI128**                      **Cemetery Application Forms**

**To serve as a record of applications for burials at City-owned cemeteries.**

**Series Closed: 12-31-2003**

MEMO:  
 The applications indicate the date of the application, the name and address of the applicant, the burial #, details re the deceased and next of kin, the identity of the medical attendant, religious affiliation, the date and time of the funeral, the minister, the funeral director and the burial fees. This series was no longer generated after December 31, 2003.

"December-16-2014 at 4:26:34 PM (GMT-05:00) Wakefield, Christina:"  
 Previous to 2015 By-Law, owner location was Accounting & Budgets.

Department Retention:	5 Years
Total Retention - Permanent:	15 Years
Final Disposition:	Permanent

FOI Designation:      FOI - A FORMAL REQUEST MUST BE SUBMITTED

**FI129**                      **Cemetery Indentures**

**To maintain a record of the sales of graves or lots in City-owned cemeteries.**

**Series Closed: 01-31-2001**

MEMO:  
 The indentures indicate the date of purchase, the identity of the purchaser, the description of the grave or lot and the purchase price. This series was no longer generated after January 31, 2001.

"December-16-2014 at 4:26:34 PM (GMT-05:00) Wakefield, Christina:"  
 Previous to 2015 By-Law, owner location was Accounting & Budgets.

Department Retention:	5 Years
Total Retention - Permanent:	15 Years
Final Disposition:	Permanent

FOI Designation:      A\* - SOME EXEMPTIONS APPLY



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

**FI130**                      **Cemetery Journals**

**To serve as a record of fees received by cemeteries.**

**MEMO:**

The journals indicate the date, the receipt #, the name and address of the individual/funeral home making the payment, the name of the deceased, the type of charge, the location of the lot or grave and details of the fees.

"December-16-2014 at 4:26:34 PM (GMT-05:00) Wakefield, Christina:"  
 Previous to 2015 By-Law, owner location was Accounting & Budgets.

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

FOI Designation:      A\* - SOME EXEMPTIONS APPLY

**FI131**                      **Cemetery Lot Transfers**

**To document the transfer of ownership of lots or graves in City cemeteries.**

**Series Closed: 01-31-2001**

**MEMO:**

The Transfers indicate the names of the transferee and transferor, the description of the lot or grave and the date of the transfer. This series was no longer generated after January 31, 2001.

"December-16-2014 at 4:26:34 PM (GMT-05:00) Wakefield, Christina:"  
 Previous to 2015 By-Law, owner location was Accounting & Budgets.

Department Retention:	5 Years
Total Retention - Permanent:	15 Years
Final Disposition:	Permanent

FOI Designation:      A\* - SOME EXEMPTIONS APPLY

**FI134A**                      **Dishonoured Cheque Reimbursements**

**To verify the collection or writing off of accounts for which dishonoured chqs. have been received.**

**MEMO:**

This series consists of invoices, dishonoured cheques, journal sheets, memoranda, bank documentation re dishonoured cheques. THE RECORDS COVERED BY THIS SCHEDULE DATE FROM JANUARY 1, 2004. Prior to 2004, the records generated in this series were subject to a longer retention period. However, as a result of the passage of the revised Limitations Act, the total retention period for this material has been reduced to 3 years.

"December-16-2014 at 4:26:35 PM (GMT-05:00) Wakefield, Christina:"  
 Previous to 2015 By-Law, owner location was Accounting & Budgets.

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

FOI Designation:      FOI - A FORMAL REQUEST MUST BE SUBMITTED





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

**FI135**                      **Disinterments**

**To serve as a record of the removal of remains from cemeteries.**

**Series Closed: 12-31-1999**

COPIES: Cemet., Pks & Rec., Med. Health Off.

MEMO:

This series consists of the consent of the lot owner, the consent of the medical officer of health, the declaration of the cemetery foreman and the certificate of the medical officer of health. This series was no longer generated after December 31, 1999.

"December-16-2014 at 4:26:35 PM (GMT-05:00) Wakefield, Christina:"  
Previous to 2015 By-Law, owner location was Accounting & Budgets.

Department Retention:	5 Years
Total Retention - Permanent:	15 Years
Final Disposition:	Permanent

FOI Designation:      FOI - A FORMAL REQUEST MUST BE SUBMITTED

**FI140.01A**                **Budget Statements**

**To provide a bi-weekly summary of all trans. posted to account centres. % spent.**

**Series Closed: 12-31-1998**

MEMO:

Microfiche. Output. Used for verification. 5 yrs. available on line. Transaction Journal may be filed with budget statements.

"December-16-2014 at 4:26:36 PM (GMT-05:00) Wakefield, Christina:"  
Previous to 2015 By-Law, owner location was Accounting & Budgets.

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

FOI Designation:      A - FULLY ACCESSIBLE

**FI144**                      **Investment Reconciliation Statements**

**To track investments so that reports may be prepared for council.**

COPIES: Orig. rpts. to council in City Clks

MEMO:

This series consists of monthly statements from the Investment Manager, and memoranda. The series FI147 Net Position Worksheets was amalgamated with this series in 2001. Previously this series was titled "Investment Files".

"December-16-2014 at 4:26:38 PM (GMT-05:00) Wakefield, Christina:"  
Previous to 2015 By-Law, owner location was Accounting & Budgets.

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

FOI Designation:      A\* - SOME EXEMPTIONS APPLY



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

**FI149**                      **OHRP Permanent Files**

**To maintain a record of the administration of the Ontario Home Renewal Program.**

MEMO:  
 This series consists of correspondence, memoranda, reports and financial records. Information collected includes applicant's name, address, phone no., financial information (mortgage, banking, credit ratings), tax returns, payment schedules. Users: Accounting Staff Individuals in Bank: OHRP Applicants Official Responsible: Manager, Accounting. These files will become superceded/obsolete when they are no longer required on a regularbasis.

"December-16-2014 at 4:26:39 PM (GMT-05:00) Wakefield, Christina:"  
 Previous to 2015 By-Law, owner location was Accounting & Budgets.

Department Retention:                      1 Year  
 Total Retention - Review:                      3 Years

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

**FI153A**                      **P.S.T. Returns**

**To document the payment of taxes to & the receipt of rebates from the Prov. Gov.**

MEMO:  
 This series consists of transaction journals, invoice aprons, journal sheets, copies of tax returns and working papers. THE RECORDS COVERED BY THIS SCHEDULE DATE FROM JANUARY 1, 2004. Prior to 2004, the records generated in this series were subject to a longer retention period. However, as a result of the passage of the revised Limitations Act, the total retention period for this material has been reduced to 3 years. In 2007 the total retention was increased to 7 years to conform with Retail Sales Tax Records.

"December-16-2014 at 4:26:39 PM (GMT-05:00) Wakefield, Christina:"  
 Previous to 2015 By-Law, owner location was Accounting & Budgets.

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

FOI Designation:                      FOI - A FORMAL REQUEST MUST BE SUBMITTED                      Final Disposition:                      Destruction

**FI158**                      **Year End Statements**

**To report the City's financial situation at the end of the fiscal year.**

MEMO:  
 This series consists of memoranda, correspondence, financial reports and working papers. The records from this series also consist of year end budget statements. The series FI092 Budget Statements (year end) was added to this series when SAP was implemented in January 1999. Previously, in the 2006 By-Law, the total retention for this series was 10 years. In 2013, the department retention was changed from 5 years to 3 years.

"December-16-2014 at 4:26:39 PM (GMT-05:00) Wakefield, Christina:"  
 Previous to 2015 By-Law, owner location was Accounting & Budgets.

Department Retention:                      3 Years  
 Total Retention - Review:                      10 Years

FOI Designation:                      FOI - A FORMAL REQUEST MUST BE SUBMITTED                      Final Disposition:                      Permanent



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

**FI167A**                      **Petty Cash and Change Fund Control Sheets**

**To provide a record of petty cash and change funds issued.**

MEMO:  
 This series includes petty cash - change fund advance confirmation, forms, memos, general ledger - screen GTO222 printouts and internal invoices. THE RECORDS COVERED BY THIS SCHEDULE DATE FROM JANUARY 1, 2004. Prior to 2004, the records generated in this series were subject to a longer retention period. However, as a result of the passage of the revised Limitations Act, the total retention period for this material has been reduced to 3 years.

"December-16-2014 at 4:26:40 PM (GMT-05:00) Wakefield, Christina:"  
 Previous to 2015 By-Law, owner location was Accounting & Budgets.

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

FOI Designation:      A - FULLY ACCESSIBLE

**FI178**                      **Manager's Office Files**

**To document the administration of the Division.**

MEMO:  
 COPIES: Personnel Files available in Human Resources  
 This series includes correspondence and memoranda re purchasing policies and procedures, budgets, reference material and working papers. It also includes purchase orders and other financial records from the print shop. Originally, this series was designated CR067. In 2009 FI176 General Administration Files was added to this series as of Jan. 1, 1998; FI191 Financial Records as of Jan. 1, 2004; and FI179 Personnel Files was added to this series as of May 1, 2003. Personnel files will become superceded/obsolete after an individual is terminated. In 2009 the total retention was increased from 5 years to 7 years and the FOIDesignation was changed from A - Fully Accessible to PIB - Personal Information Bank. Information collected includes name, address, telephone number, social insurance number, evaluations, absence reports, application for employment, payroll/benefits information, courses and certificates. Users: Manager, Individuals in Bank: Materials Management Employees, Official Responsible: Manager. In 2012 the title of the Materials Management Division was changed to Supply Management.

Previous to the 2015 By-Law, the owner location for this series was Supply Management. Because of a Corp. Re-org. in July of 2014, Supply Management is no longer a division and now falls under the Financial Services Division in the Corporate Services & Long Term Care Department.

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

FOI Designation:      PIB - PERSONAL INFORMATION BANK



# Corporate Services & Long Term Care Schedule Financial Services

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**Schedule Number      Series Title**

**FI180                      Proposals**

**To make purchases for which there are no fixed amounts and no guidelines on the value of items.**

MEMO:  
This series includes bidder lists, correspondence with bidders, requests for proposals and summaries of proposals. Under By-Law 79-2000, the retention period for this series was 3 years in the department, the total retention was 7 years and the final disposition was destroy. Under By-Law 14-2003, the total retention period was 12 years. Originally, this series was designated CR069 in the former Corporate Services Dept. Under By-Law 409-2005 the total retention for this series was 7 years.

In 2012 the title of the Materials Management Division was changed to Supply Management.

Previous to the 2015 By-Law, the owner location for this series was Supply Management. Because of a Corp. Re-org. in July of 2014, Supply Management is no longer a division and now falls under the Financial Services Division in the Corporate Services & Long Term Care Department.

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

FOI Designation:      FOI - A FORMAL REQUEST MUST BE SUBMITTED

**FI183                      Quotations**

**To provide a record of quotations used by the City for amounts between \$5,000.00 - \$10,000.00.**

MEMO:  
This series includes lists of suppliers, requests for quotations (TB 1128) and summaries of quotations (TB640.) Under By-Law 79-2000, the retention period for this series was 3 years in the department, the total retention was 5 years and the final disposition was destroy. Under By-Law 14-2003, the total retention period for this series was 7 years. Originally this series was designated CR072 in the former Corporate Services Dept.

In 2012 the title of the Materials Management Division was changed to Supply Management.

Previous to the 2015 By-Law, the owner location for this series was Supply Management. Because of a Corp. Re-org. in July of 2014, Supply Management is no longer a division and now falls under the Financial Services Division in the Corporate Services & Long Term Care Department.

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

FOI Designation:      A\* - SOME EXEMPTIONS APPLY



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

**FI184**                      **Tenders**

**To provide a record of information for purchases over \$10,000.00.**

**Series Closed: 12-31-2003**

MEMO:

This series includes bidder lists, copies of advertisements, correspondence with bidders and summaries of tenders/quotations. Under By-Law 79-2000, the retention period for this series was 3 years in the department, the total retention was 7 years and the final disposition was destroy. Under By-Law 14-2003, the total retention period for this series was 12 years. Originally, this series was designated CR073 in the former Corporate Services Dept. In order to comply with the requirements of the revised Limitations Act, this Schedule will apply only to those records generated prior to December 31, 2003. Any records generated after this date will be covered by Schedule FI184A.

In 2012 the title of the Materials Management Division was changed to Supply Management.

Previous to the 2015 By-Law, the owner location for this series was Supply Management. Because of a Corp. Re-org. in July of 2014, Supply Management is no longer a division and now falls under the Financial Services Division in the Corporate Services & Long Term Care Department.

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

FOI Designation:      A\* - SOME EXEMPTIONS APPLY

**FI184A**                      **Tenders**

**To provide a record of information for purchases over \$10,000.00.**

This series includes bidder lists, copies of advertisements, correspondence with bidders and summaries of tenders/quotations. Under By-Law 79-2000, the retention period for this series was 3 years in the department, the total retention was 7 years and the final disposition was destroy. Under By-Law 14-2003, the total retention period for this series was 12 years. Originally, this series was designated CR073 in the former Corporate Services Dept. The records covered by this schedule date from January 1, 2004. Prior to 2004, the records generated in this series were subject to a longer retention period. However, as a result of the passage of the revised Limitations Act, the total retention period for this material has been reduced to 5 years.

In 2012 the title of the Materials Management Division was changed to Supply Management.

Previous to the 2015 By-Law, the owner location for this series was Supply Management. Because of a Corp. Re-org. in July of 2014, Supply Management is no longer a division and now falls under the Financial Services Division in the Corporate Services & Long Term Care Department.

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

FOI Designation:      A\* - SOME EXEMPTIONS APPLY



# Corporate Services & Long Term Care Schedule

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

**FI186**                      **Weigh Scale Tickets**

**To provide a record of weights for City departments and for incoming material.**

MEMO:  
Originally, this series was designated CR075.

In 2012 the title of the Materials Management Division was changed to Supply Management.

Previous to the 2015 By-Law, the owner location for this series was Supply Management. Because of a Corp. Re-org. in July of 2014, Supply Management is no longer a division and now falls under the Financial Services Division in the Corporate Services & Long Term Care Department.

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

Final Disposition:	Destruction
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FOI Designation:      A - FULLY ACCESSIBLE

**FI188**                      **City Forms and Publications Files**

**To maintain a record of all forms, reports, booklets, and other materials printed for City departments and agencies.**

MEMO:  
ELECTRONIC This series includes forms control cards, samples of forms, form specification sheets, master copies of forms, samples of reports and booklets and printing/graphic orders, as well as the records formerly covered by FI192, including samples, sketches, illustrations, crests, designs and logos. These files will become superceded/obsolete when they are no longer required on a regular basis. Originally, this series was designated CR077 in the old Corporate Services Department. In 2009 the title of this series was changed from City Forms Files to City Forms and Publications Files. Also, in 2009 FI195 Miscellaneous Book Files was added to this series as of December 31, 2004, and FI203 Union Agreement Files was added as of January 1, 2005.

In 2012 the title of the Materials Management Division was changed to Supply Management.

Previous to the 2015 By-Law, the owner location for this series was Supply Management. Because of a Corp. Re-org. in July of 2014, Supply Management is no longer a division and now falls under the Financial Services Division in the Corporate Services & Long Term Care Department.

Department Retention:	1 Year
Total Retention - Destruction:	3 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

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



# Corporate Services & Long Term Care Schedule

## Financial Services

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

**FI190**                      **Election Forms**

**To provide a record of all forms produced for City elections.**

**Series Closed: 01-01-2004**

MEMO:

This series includes samples of all election forms. These forms will become superceded/obsolete when they are no longer required on a regular basis. Originally, this series was designated CR079 in the old Corporate Services Department. Under By-Law 409-2005, the department retention for this series was 1 year. In 2009 this series was closed as of January 1, 2004 as printing/graphics no longer supplies these.

In 2012 the title of the Materials Management Division was changed to Supply Management.

Previous to the 2015 By-Law, the owner location for this series was Supply Management. Because of a Corp. Re-org. in July of 2014, Supply Management is no longer a division and now falls under the Financial Services Division in the Corporate Services & Long Term Care Department.

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

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

Final Disposition: Destruction

**FI191**                      **Financial Records**

**To serve as a record of the financial administration of the Section.**

**Series Closed: 01-01-2004**

COPIES: Finance Dept.

MEMO:

This series includes purchase orders, tenders, quotations, cost tables, budget files and sales tax records. Originally, this series was designated CR080 in the old Corporate Services Department. This series now includes the records previously covered by FI202. In 2009 this series was closed as of January 1, 2004 and amalgamated into FI178 Manager's Office Files. Materials Management can not account for records from January 1, 1987 to December 31, 1992 and from January 1, 1998 to December 31, 1998.

In 2012 the title of the Materials Management Division was changed to Supply Management.

Previous to the 2015 By-Law, the owner location for this series was Supply Management. Because of a Corp. Re-org. in July of 2014, Supply Management is no longer a division and now falls under the Financial Services Division in the Corporate Services & Long Term Care Department.

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

FOI Designation: A\* - SOME EXEMPTIONS APPLY

Final Disposition: Destruction



# Corporate Services & Long Term Care Schedule

## Financial Services

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

**FI195**                      **Miscellaneous Book Files**

**To provide a record of the printing of reports and booklets for City depts. and agencies.**

**Series Closed: 12-31-2004**

COPIES: City departments

MEMO:  
 This series includes samples of reports and booklets and printing/graphic orders. These files will become superceded/obsolete when they are no longer required on a regular basis. Originally, this series was designated CR084. Under By-Law 409-2005, the department retention for this series was 1 year. In 2009 this series was closed as of December 31, 2004 and amalgamated into FI188 City Forms and Publications Files.

In 2012 the title of the Materials Management Division was changed to Supply Management.

Previous to the 2015 By-Law, the owner location for this series was Supply Management. Because of a Corp. Re-org. in July of 2014, Supply Management is no longer a division and now falls under the Financial Services Division in the Corporate Services & Long Term Care Department.

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

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

**FI196**                      **Miscellaneous Office Files**

**To document the administration of the Printing and Graphics Section.**

MEMO:  
 This series includes correspondence, stock check lists and reference material. These files will become superceded/obsolete when they are no longer required on a regular basis. Originally, this series was designated CR085.

In 2012 the title of the Materials Management Division was changed to Supply Management.

Previous to the 2015 By-Law, the owner location for this series was Supply Management. Because of a Corp. Re-org. in July of 2014, Supply Management is no longer a division and now falls under the Financial Services Division in the Corporate Services & Long Term Care Department.

Department Retention:	1 Year
Total Retention - Review:	3 Years

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





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

**FI200**                      **Press Production Sheets**

**To maintain a statistical record of the operation and production of the various presses.**

**Series Closed: 12-31-2004**

MEMO:  
 This series includes sheets which indicate the date, the City department/agency, print order number, the number of originals, the number of copies, total number of sheets, the total number of impressions, the approximate runtime, form numbers and the operators' initials. This series is filed by month and press number. Originally, this series was designated CR089. This series is no longer generated after December 31, 2004.

In 2012 the title of the Materials Management Division was changed to Supply Management.

Previous to the 2015 By-Law, the owner location for this series was Supply Management. Because of a Corp. Re-org. in July of 2014, Supply Management is no longer a division and now falls under the Financial Services Division in the Corporate Services & Long Term Care Department.

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

FOI Designation:      A - FULLY ACCESSIBLE

**FI201**                      **Print Orders**

**To provide a detailed record of all print orders.**

COPIES: Departments

MEMO:  
 This series includes form TB43 (Rev 09/95). Originally, this series was designated CR090. Under By-Law 409-2005, the department retention for this series was 2 years and the total retention was 5 years.

In 2012 the title of the Materials Management Division was changed to Supply Management.

Previous to the 2015 By-Law, the owner location for this series was Supply Management. Because of a Corp. Re-org. in July of 2014, Supply Management is no longer a division and now falls under the Financial Services Division in the Corporate Services & Long Term Care Department.

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

FOI Designation:      A - FULLY ACCESSIBLE



# Corporate Services & Long Term Care Schedule

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

**FI202**                      **Supply and Equipment Records**

**To serve as a record of the purchase of supplies and equipment.**

**Series Closed: 01-31-2007**

COPIES: Finance

MEMO:

This series includes copies of purchase orders, memoranda, copies of invoices, catalogues and brochures. Originally, this series was designated CR091. This series is no longer generated after January 31,2007. These records are now kept with Schedule FI191 - Financial Records.

In 2012 the title of the Materials Management Division was changed to Supply Management.

Previous to the 2015 By-Law, the owner location for this series was Supply Management. Because of a Corp. Re-org. in July of 2014, Supply Management is no longer a division and now falls under the Financial Services Division in the Corporate Services & Long Term Care Department.

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

FOI Designation:      A\* - SOME EXEMPTIONS APPLY

**FI203**                      **Union Agreement Files**

**To provide a record of contracts printed for City unions.**

**Series Closed: 01-01-2005**

COPIES: Human Resources

MEMO:

This series includes samples of contracts, printing/graphic orders and master copies of contracts. These files will become superceded/obsolete when they are no longer required on a regular basis.Originally, this series was designated CR092. In 2009 this series was closed as of January 1, 2005 and amalgamated into FI188 Forms and Publications Files.

In 2012 the title of the Materials Management Division was changed toSupply Management.

Previous to the 2015 By-Law, the owner location for this series was Supply Management. Because of a Corp. Re-org. in July of 2014, Supply Management is no longer a division and now falls under the FinancialServices Division in the Corporate Services & Long Term Care Department.

Department Retention:	1 Year
Total Retention - Destruction:	3 Years
Final Disposition:	Destruction

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation:      FOI - A FORMAL REQUEST MUST BE SUBMITTED



# Corporate Services & Long Term Care Schedule

## Financial Services

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

**FI204**                      **Daily Fuel Inventory Control Record**

**To provide a daily record of the content of fuel storage tanks.**

MEMO:  
 This series consists of a record which indicates the measurement of the contents of each tank, the measurement of the amount of product withdrawn from and delivered to each tank, a reconciliation of the daily content with the amounts withdrawn and added and a measurement of the water content of each tank. This series is generated at the following sites: Front & Egan yard, Mountdale yard, Transit, Telephone - 1050 Lithium, Fire - 330 Vickers St., North, Landfill - John St. Rd. and McIntyre yard. Under By-Law 14-2003, the department retention for this series was 2 years. Originally, this series was designated CR149 in the former Corporate Services Dept. In 2009 the department retention of this series was reduced from 1 year and 4 months to 1 year.

In 2012 the title of the Materials Management Division was changed to Supply Management.

Previous to the 2015 By-Law, the owner location for this series was Supply Management. Because of a Corp. Re-org. in July of 2014, Supply Management is no longer a division and now falls under the Financial Services Division in the Corporate Services & Long Term Care Department.

Department Retention:	1 Year
Total Retention - Destruction:	3 Years

Retention Condition: TANKS - AFTER DECOMMISSIONING

Final Disposition: Destruction

FOI Designation: A - FULLY ACCESSIBLE

**FI207**                      **City Contracts**

**To document the review of contracts entered into by the Corporation.**

COPIES: Engineering

MEMO:  
 This series includes, in addition to the actual contracts, comments and summaries. In 2009 the department retention of this series was increased from 2 years to 3 years.

In 2012 the title of the Materials Management Division was changed to Supply Management.

Previous to the 2015 By-Law, the owner location for this series was Supply Management. Because of a Corp. Re-org. in July of 2014, Supply Management is no longer a division and now falls under the Financial Services Division in the Corporate Services & Long Term Care Department.

Previous to the 2015 By-Law, the owner location for this series was Supply Management. Because of a Corp. Re-org. in July of 2014, Supply Management is no longer a division and now falls under the Financial Services Division in the Corporate Services & Long Term Care Department.

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

Final Disposition: Destruction

FOI Designation: A\* - SOME EXEMPTIONS APPLY



# Corporate Services & Long Term Care Schedule Financial Services

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Schedule Number	Series Title
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**FI208                      Consultants Tenders**

**To serve as a source of information regarding tenders; to assist in responding to inquiries and handling disputes.**

**Series Closed: 12-31-2003**

MEMO:

This series includes bidder lists, copies of advertisements, detailed specifications, correspondence with bidders and summaries of tenders/quotations. Under By-Law 14-2003, the total retention period for this series was 12years. In order to comply with the requirements of the revised Limitations Act, this Schedule will apply only to those records generated prior to December 31, 2003. Any records generated after this date will be covered by Schedule FI208A.

In 2012 the title of the Materials Management Division was changed to Supply Management.

Previous to the 2015 By-Law, the owner location for this series was Supply Management. Because of a Corp. Re-org. in July of 2014, Supply Management is no longer a division and now falls under the Financial Services Division in the Corporate Services & Long Term Care Department.

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

FOI Designation:      A\* - SOME EXEMPTIONS APPLY

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**FI208A                      Consultants' Tenders**

**To serve as a source of information regarding tenders; to assist in responding to inquiries and handling disputes.**

This series includes bidder lists, copies of advertisements, detailed specifications, correspondence with bidders and summaries of tenders/quotations. Under By-Law 14-2003, the total retention period for this series was 12 years. The records covered by this schedule date from January 1, 2004. Prior to 2004, the records generated in this series were subject to a longer retention period. However, as a result of the passage of the revised Limitations Act, the total retention period for this material has been reduced to 5 years. In 2009 the department retention of this series was increased from 2 years to 3 years.

In 2012 the title of the Materials Management Division was changed to Supply Management.

Previous to the 2015 By-Law, the owner location for this series was Supply Management. Because of a Corp. Re-org. in July of 2014, Supply Management is no longer a division and now falls under the Financial Services Division in the Corporate Services & Long Term Care Department.

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

FOI Designation:      A\* - SOME EXEMPTIONS APPLY

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# Corporate Services & Long Term Care Schedule

## Financial Services

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

**FI209**                      **Expressions of Interest**

**To ascertain if eligible firms are interested in providing goods and services to the corporation.**

**Series Closed: 12-31-2003**

MEMO:  
 This series includes correspondence to and from vendors. Under By-Law 14-2003, the total retention period for this series was 12 years. In order to comply with the requirements of the revised Limitations Act, this Schedule will apply only to those records generated prior to December 31, 2003. Any records generated after this date will be covered by Schedule FI209A.

In 2012 the title of the Materials Management Division was changed to Supply Management.

Previous to the 2015 By-Law, the owner location for this series was Supply Management. Because of a Corp. Re-org. in July of 2014, Supply Management is no longer a division and now falls under the Financial Services Division in the Corporate Services & Long Term Care Department.

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

FOI Designation:      FOI - A FORMAL REQUEST MUST BE SUBMITTED

**FI209A**                      **Expressions of Interest, Requests for Information, and Requests for Qualification**

**To ascertain if firms are interested, able to, or have the ability to provide goods and services required by the corporation.**

This series includes correspondence to and from vendors. Under By-Law 14-2003, the total retention period for this series was 12 years. The records covered by this schedule date from January 1, 2004. Prior to 2004, the records generated in this series were subject to a longer retention period. However, as a result of the passage of the revised Limitations Act, the total retention period for this material has been reduced to 3 years. In 2009 Requests for Information, and Requests for Qualification were added to the title of this series. In 2009 the department retention of this series was increased from 2 years to 3 years, and FI210 A Requests for Information and FI211A Requests for Qualification were added to this series as of January 1, 2004.

In 2012 the title of the Materials Management Division was changed to Supply Management.

Previous to the 2015 By-Law, the owner location for this series was Supply Management. Because of a Corp. Re-org. in July of 2014, Supply Management is no longer a division and now falls under the Financial Services Division in the Corporate Services & Long Term Care Department.

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

FOI Designation:      FOI - A FORMAL REQUEST MUST BE SUBMITTED



# Corporate Services & Long Term Care Schedule

## Financial Services

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

**FI210**                      **Requests for Information**

**To determine if firms are able to provide goods and services required by the corporation.**

**Series Closed: 12-31-2003**

MEMO:  
 This series includes detailed proposals regarding goods and services which are being offered to the Corporation. Under By-Law 14-2003, the total retention period for this series was 12 years. In order to comply with the requirements of the revised Limitations Act, this Schedule will apply only to those records generated prior to December 31, 2003. Any records generated after this date will be covered by Schedule FI210A.

In 2012 the title of the Materials Management Division was changed to Supply Management.

Previous to the 2015 By-Law, the owner location for this series was Supply Management. Because of a Corp. Re-org. in July of 2014, Supply Management is no longer a division and now falls under the Financial Services Division in the Corporate Services & Long Term Care Department.

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

FOI Designation:      FOI - A FORMAL REQUEST MUST BE SUBMITTED

**FI210A**                      **Requests for Information**

**To determine if firms are able to provide goods and services required by the corporation.**

**Series Closed: 01-01-2004**

This series includes detailed proposals regarding goods and services which are being offered to the Corporation. Under By-Law 14-2003, the total retention period for this series was 12 years. The records covered by this schedule date from January 1, 2004. Prior to 2004, the records generated in this series were subject to a longer retention period. However, as a result of the passage of the revised Limitations Act, the total retention period for this material has been reduced to 3 years. In 2009 this schedule was closed as of January 1, 2004 and amalgamated into FI209A Expressions of Interest.

In 2012 the title of the Materials Management Division was changed to Supply Management.

Previous to the 2015 By-Law, the owner location for this series was Supply Management. Because of a Corp. Re-org. in July of 2014, Supply Management is no longer a division and now falls under the Financial Services Division in the Corporate Services & Long Term Care Department.

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

FOI Designation:      FOI - A FORMAL REQUEST MUST BE SUBMITTED



# Corporate Services & Long Term Care Schedule

## Financial Services

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

**FI211**                      **Requests for Qualification**

**To ascertain if firms have the ability to provide specified goods and services to the city.**

**Series Closed: 12-31-2003**

MEMO:  
 This series includes curriculum vitae, information regarding staff and details of projects undertaken by firms. Under By-Law 14-2003, the total retention period for this series was 12 years. In order to comply with the requirements of the revised Limitations Act, this Schedule will apply only to those records generated prior to December 31, 2003. Any records generated after this date will be covered by Schedule FI211A.

In 2012 the title of the Materials Management Division was changed to Supply Management.

Previous to the 2015 By-Law, the owner location for this series was Supply Management. Because of a Corp. Re-org. in July of 2014, Supply Management is no longer a division and now falls under the Financial Services Division in the Corporate Services & Long Term Care Department.

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

FOI Designation:      FOI - A FORMAL REQUEST MUST BE SUBMITTED

**FI211A**                      **Requests for Qualification**

**To ascertain if firms have the ability to provide specified goods and services to the city.**

**Series Closed: 01-01-2004**

This series includes curriculum vitae, information regarding staff and details of projects undertaken by firms. Under By-Law 14-2003, the total retention period for this series was 12 years. The records covered by this schedule date from January 1, 2004. Prior to 2004, the records generated in this series were subject to a longer retention period. However, as a result of the passage of the revised Limitations Act, the total retention period for this material has been reduced to 3 years. In 2009 this schedule was closed as of January 1, 2004 and amalgamated into FI209A Expressions of Interest.

In 2012 the title of the Materials Management Division was changed to Supply Management.

Previous to the 2015 By-Law, the owner location for this series was Supply Management. Because of a Corp. Re-org. in July of 2014, Supply Management is no longer a division and now falls under the Financial Services Division in the Corporate Services & Long Term Care Department.

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

FOI Designation:      FOI - A FORMAL REQUEST MUST BE SUBMITTED



# Corporate Services & Long Term Care Schedule Financial Services

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

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**FI212**                      **Surplus Sales Records**

**To document the sale of surplus equipment in compliance with By-law 218-1997.**

**Series Closed: 12-31-2003**

MEMO:

This series includes bids received and copies of cheques. Under By-Law 14-2003, the total retention period for this series was 7 years. In order to comply with the requirements of the revised Limitations Act, this Schedule will apply only to those records generated prior to December 31, 2003. Any records generated after this date will be covered by Schedule FI212A.

In 2012 the title of the Materials Management Division was changed to Supply Management.

Previous to the 2015 By-Law, the owner location for this series was Supply Management. Because of a Corp. Re-org. in July of 2014, Supply Management is no longer a division and now falls under the Financial Services Division in the Corporate Services & Long Term Care Department.

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

FOI Designation:      A\* - SOME EXEMPTIONS APPLY

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**FI212A**                      **Surplus Sales Records**

**To document the sale of surplus equipment in compliance with By-law 218-1997.**

This series includes bids received and copies of cheques. Under By-Law 14-2003, the total retention period for this series was 7 years. The records covered by this schedule date from January 1, 2004. Prior to 2004, the records generated in this series were subject to a longer retention period. However, as a result of the passage of the revised Limitations Act, the total retention period for this material has been reduced to 3 years.

In 2012 the title of the Materials Management Division was changed to Supply Management.

Previous to the 2015 By-Law, the owner location for this series was Supply Management. Because of a Corp. Re-org. in July of 2014, Supply Management is no longer a division and now falls under the Financial Services Division in the Corporate Services & Long Term Care Department.

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

FOI Designation:      A\* - SOME EXEMPTIONS APPLY

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

**FI214A**                      **Banking and Investment Officer Files**

**To document the correspondence and activities of the Banking and Investment Officer.**

MEMO:  
 This series includes reserve/trust fund debentures and short term investment files, bank proposal (worksheets, submissions etc.), bank instruction booklets, other banking correspondence and information, safekeeping and safety deposit information, correspondence from City departments on banking and other issues (ie dishonoured cheques, petty cash etc.), commutation tax records and schedules and miscellaneous non banking files (to be identified in box description upon transfer to archives). THE RECORDS COVERED BY THIS SCHEDULE DATE FROM JANUARY 1, 2004. Prior to 2004, the records generated in this series were subject to a longer retention period. However, as a result of the passage of the revised Limitations Act, the total retention period for this material has been reduced to 3 years.

"December-16-2014 at 4:26:43 PM (GMT-05:00) Wakefield, Christina:"  
 Previous to 2015 By-Law, owner location was Accounting & Budgets.

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

FOI Designation:      FOI - A FORMAL REQUEST MUST BE SUBMITTED

**FI215A**                      **RBC express daily print-out**

**To monitor bank account activity for account reconciliations and to determine investment amounts. This system was transferred from Cash Command to RBC Express Daily printouts in September 2005.**

MEMO:  
 This series includes consolidated balance reports and chequing balance reports printed daily to monitor account activity on all city (revenue) accounts. Users: Banking investment officers. THE RECORDS COVERED BY THIS SCHEDULE DATE FROM JANUARY 1, 2004. Prior to 2004, the records generated in this series were subject to a longer retention period. However, as a result of the passage of the revised Limitations Act, the total retention period for this material has been reduced to 3 years.

"December-16-2014 at 4:26:43 PM (GMT-05:00) Wakefield, Christina:"  
 Previous to 2015 By-Law, owner location was Accounting & Budgets.

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

FOI Designation:      FOI - A FORMAL REQUEST MUST BE SUBMITTED



# Corporate Services & Long Term Care Schedule

## Financial Services

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

**FI216A**                      **Bank Reconciliation - Monthly Journals**

**To assist with and document bank reconciliations.**

MEMO:  
 This series includes the following standard types of entries from account assignment model as well as back up documentation from the bank; adjusting entries, general journal (revenue fund), visa discount, mastercard, sundry (ie dishonoured cheques), interest journal, reserve trust fund, pre-authorized payment, bank by phone journal, debenture interest journal, cancelled cheques journal etc.. Users: Banking investment officers. THE RECORDS COVERED BY THIS SCHEDULE DATE FROM JANUARY 1, 2004. Prior to 2004, the records generated in this series were subject to a longer retention period. However, as a result of the passage of the revised Limitations Act, the total retention period for this material has been reduced to 3 years.

"December-16-2014 at 4:26:43 PM (GMT-05:00) Wakefield, Christina:"  
 Previous to 2015 By-Law, owner location was Accounting & Budgets.

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

FOI Designation:      FOI - A FORMAL REQUEST MUST BE SUBMITTED

**FI217**                      **General Ledger Reconciliations**

**To assist in balancing various General Ledger Accounts.**

**Series Closed: 12-31-2003**

MEMO:  
 This series includes accounts which cover local improvements, investments, petty cash, chlorine cylinders inventory, postage inventory, cemeteries, revenue, Provincial Sales Tax, Federal Sales Tax, accounts receivable, dishonoured cheques and temporary loans payable. In order to comply with the requirements of the revised Limitations Act, this Schedule will apply only to those records generated prior to December 31, 2003. Any records generated after this date will be covered by FI217A.

"December-16-2014 at 4:26:43 PM (GMT-05:00) Wakefield, Christina:"  
 Previous to 2015 By-Law, owner location was Accounting & Budgets.

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

FOI Designation:      FOI - A FORMAL REQUEST MUST BE SUBMITTED

**FI217A**                      **General Ledger Reconciliations**

**To assist in balancing various General Ledger Accounts.**

MEMO:  
 This series includes accounts which cover local improvements, investments, petty cash, cemeteries, revenue, Provincial Sales Tax, Goods and Services Tax, revenue, dishonoured cheques and temporary loans payable. THE RECORDS COVERED BY THIS SCHEDULE DATE FROM JANUARY 1, 2004. Prior to 2004, the records generated in this series were subject to a longer retention period. However, as a result of the passage of the revised Limitations Act, the total retention period for this material has been reduced to 3 years.

"December-16-2014 at 4:26:43 PM (GMT-05:00) Wakefield, Christina:"  
 Previous to 2015 By-Law, owner location was Accounting & Budgets.

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

FOI Designation:      FOI - A FORMAL REQUEST MUST BE SUBMITTED



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

**FI221**                      **Consortium Tenders**

**To provide a record on consortium purchases.**

Under By-Law 14-2003, the total retention period for this series was 12 years.

In 2012 the title of the Materials Management Division was changed to Supply Management.

Previous to the 2015 By-Law, the owner location for this series was Supply Management. Because of a Corp. Re-org. in July of 2014, Supply Management is no longer a division and now falls under the Financial Services Division in the Corporate Services & Long Term Care Department.

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

FOI Designation:      FOI - A FORMAL REQUEST MUST BE SUBMITTED

**FI222**                      **Procurement Card Reports**

**To review and monitor procurement card purchases.**

**Series Closed: 12-31-2003**

This series consists of invoices, billing summary reports, individual billing reports, central billing reports and year-end billing reports. This series serves as a back-up to on-line information. Under By-Law 14-2003, the retention period in the office was 1 year, 4 months. In order to comply with the requirements of the revised Limitations Act, this Schedule will apply only to those records generated prior to December 31, 2003. Any records generated after this date will be covered by Schedule FI222A.

In 2012 the title of the Materials Management Division was changed to Supply Management.

Previous to the 2015 By-Law, the owner location for this series was Supply Management. Because of a Corp. Re-org. in July of 2014, Supply Management is no longer a division and now falls under the Financial Services Division in the Corporate Services & Long Term Care Department.

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

FOI Designation:      A\* - SOME EXEMPTIONS APPLY



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

**FI222A                      Procurement Card Reports**

**To review and monitor procurement card purchases.**

**Series Closed: 01-01-2004**

This series consists of invoices, billing summary reports, individual billing reports, central billing reports and year-end billing reports. This series serves as a back-up to on-line information. Under By-Law 14-2003, the retention period in the office was 1 year, 4 months. The records covered by this schedule date from January 1, 2004. Prior to 2004, the records generated in this series were subject to a longer retention period. However, as a result of the passage of the revised Limitations Act, the total retention period for this material has been reduced to 3 years. In 2009 this schedule was closed as of January 1, 2004.

In 2012 the title of the Materials Management Division was changed to Supply Management.

Previous to the 2015 By-Law, the owner location for this series was Supply Management. Because of a Corp. Re-org. in July of 2014, Supply Management is no longer a division and now falls under the Financial Services Division in the Corporate Services & Long Term Care Department.

Department Retention:	1 Year
Total Retention - Destruction:	3 Years
Final Disposition:	Destruction

FOI Designation:      A\* - SOME EXEMPTIONS APPLY

**FI235                      Debenture Records**

**To document the issuing of debentures and payments made to investors.**

This series includes debentures and matured coupons. These records will become superceded/obsolete when the debentures mature.

"December-16-2014 at 4:26:44 PM (GMT-05:00) Wakefield, Christina:"  
 Previous to 2015 By-Law, owner location was Accounting & Budgets.

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation:      A\* - SOME EXEMPTIONS APPLY

**FI273.01                  SAP - Purchase Requisitions**

**To serve as a record of all purchase requisitions.**

This series includes specific data contained in purchase requisitions. The number range is 10000000 - 19999999.

In 2012 the title of the Materials Management Division was changed to Supply Management.

Previous to the 2015 By-Law, the owner location for this series was Supply Management. Because of a Corp. Re-org. in July of 2014, Supply Management is no longer a division and now falls under the Financial Services Division in the Corporate Services & Long Term Care Department.

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

FOI Designation:      A - FULLY ACCESSIBLE



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## Financial Services

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

**FI273.02                      SAP - Purchase Orders**

**To provide a record of all purchases made by City Departments.**

This series includes specific data of three types of purchase orders, i.e. Corporate purchase orders (or standard purchase orders), Field purchase orders and Call-off purchase orders. The number range of Corporate purchase orders(standard purchase orders) is 4500000000 - 4599999999. The number range of Field purchase orders is 4700000000 - 4799999999. the number range of Call-off purchase orders is 4800000000 - 4800000000. This schedule supercedes FI174, FI181 and FI182.

In 2012 the title of the Materials Management Division was changed to Supply Management.

Previous to the 2015 By-Law, the owner location for this series was Supply Management. Because of a Corp. Re-org. in July of 2014, Supply Management is no longer a division and now falls under the Financial Services Division in the Corporate Services & Long Term Care Department.

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

FOI Designation:      A - FULLY ACCESSIBLE

**FI273.03                      SAP - Outline Agreements/Contracts**

**To serve as a record of outline agreements/contracts.**

This series includes specific data contained in outline agreements/contracts. The number range is 4600000000 - 4699999999.

In 2012 the title of the Materials Management Division was changed to Supply Management.

Previous to the 2015 By-Law, the owner location for this series was Supply Management. Because of a Corp. Re-org. in July of 2014, Supply Management is no longer a division and now falls under the Financial Services Division in the Corporate Services & Long Term Care Department.

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

FOI Designation:      A - FULLY ACCESSIBLE

**FI273.04                      SAP - Goods Movement**

**To serve as a record of goods movement in stores.**

This series includes data regarding goods movement stores, such as goods issue and goods transfer. The number range is 4900000000 - 4999999999.

In 2012 the title of the Materials Management Division was changed to Supply Management.

Previous to the 2015 By-Law, the owner location for this series was Supply Management. Because of a Corp. Re-org. in July of 2014, Supply Management is no longer a division and now falls under the Financial Services Division in the Corporate Services & Long Term Care Department.

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

FOI Designation:      A - FULLY ACCESSIBLE



# Corporate Services & Long Term Care Schedule

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

**FI273.05**                      **SAP - Physical Inventory**

**To serve as a record of inventory for stores.**

This series consists of data regarding annual physical inventory activities including inventory lists, inventory counts and difference lists. The number range is 1000000000 - 1999999999. This schedule supercedes FI177.01 and FI177.03. The series FF018.01 MFMS - American Trucking Association Inventory and FF018.05 MFMS - Parts Inventory File, were added to this series on August 1, 2002.

In 2012 the title of the Materials Management Division was changed to Supply Management.

Previous to the 2015 By-Law, the owner location for this series was Supply Management. Because of a Corp. Re-org. in July of 2014, Supply Management is no longer a division and now falls under the Financial Services Division in the Corporate Services & Long Term Care Department.

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

FOI Designation:      A - FULLY ACCESSIBLE

**FI273.06**                      **SAP - Master Data - Material**

**To serve as a record of all materials and/or services that are being purchased, inventoried or expensed.**

In 2012 the title of the Materials Management Division was changed to Supply Management.

Previous to the 2015 By-Law, the owner location for this series was Supply Management. Because of a Corp. Re-org. in July of 2014, Supply Management is no longer a division and now falls under the Financial Services Division in the Corporate Services & Long Term Care Department.

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition:      Destruction

FOI Designation:      A - FULLY ACCESSIBLE

**FI273.07**                      **SAP Master Data - Vendor**

**To serve as a record of vendors.**

Copies in Finance - Accounting Division.

In 2012 the title of the Materials Management Division was changed to Supply Management.

Previous to the 2015 By-Law, the owner location for this series was Supply Management. Because of a Corp. Re-org. in July of 2014, Supply Management is no longer a division and now falls under the Financial Services Division in the Corporate Services & Long Term Care Department.

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

Final Disposition:      Destruction

FOI Designation:      A - FULLY ACCESSIBLE



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

**FI280**                      **Cheque and E.F.T. Payments**

**To document funds paid by the Corporation to vendors.**

This series includes cheques and paper copies of electronic funds transfers.

"December-16-2014 at 4:26:45 PM (GMT-05:00) Wakefield, Christina:"  
 Previous to 2015 By-Law, owner location was Accounting & Budgets.

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

FOI Designation:      FOI - A FORMAL REQUEST MUST BE SUBMITTED