



City Manager's Office Schedule

Human Resources and Corporate Safety

May 05, 2022

Page 1 of 18

Schedule Number Series Title

CM001 Administration Files

To maintain a record of employee attendance.

Series Closed: 08-27-2014

MEMO:
 This series includes a range of subjects covering subjects such as budgets, personnel issues, policies and procedures, salaries, staff and vacations. This series was previously designated CR002 in the old Corporate Services department.
 This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

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

Final Disposition: Permanent

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

CM004 Departmental Files

To serve as a record of activity on personnel issues involving individual City Departments.

Series Closed: 08-27-2014

COPIES: In other sections
 MEMO:
 This series includes memoranda, correspondence, copies of City Council resolutions, reports, Ontario Labour Relations Board decisions, copies of by-laws, minutes of meetings and arbitration board decisions. This series was previously designated CR005 in the old Corporate Services department.
 This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

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

Final Disposition: Permanent

FOI Designation: A* - SOME EXEMPTIONS APPLY



City Manager's Office Schedule

Human Resources and Corporate Safety

May 05, 2022

Page 2 of 18

Schedule Number Series Title

CM005 Invoices (Miscellaneous)

To maintain a record of miscellaneous charges levied by the Division.

Series Closed: 08-27-2014

COPIES: Finance

MEMO:

This series was previously designated CR006 in the old Corporate Services department.
This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

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

Final Disposition: Destruction

FOI Designation: A - FULLY ACCESSIBLE

CM006 Manager's Union Files

To maintain a record of issues relating to City unions.

Series Closed: 08-27-2014

MEMO:

This series includes reports, proposals, memoranda and correspondence and is also on a database. This series was previously designated CR007 in the old Corporate Services department.
This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

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

Final Disposition: Permanent

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



City Manager's Office Schedule

Human Resources and Corporate Safety

May 05, 2022

Page 3 of 18

Schedule Number Series Title

CM007 Manager's Working Files

To provide a record of the development and implementation of personnel policies.

Series Closed: 08-27-2014

MEMO:
 This series includes files covering subjects such as corporate structure, salaries, consultants' reports, down-sizing, budgets, direct deposit, employment equity, employee assistance program, retirement incentive program, grievances, human rights and performance evaluations. These files will become superceded/obsolete when they are no longer required on a regular basis. This series was previously designated CR008 in the old Corporate Services department. Prior to 2007, dept retention was 1 year and Total retention was 5 years.
 On Sept. 17, 2008 the final disposition was changed FROM Destruction TO Destruction, Subject to Review. A Human Resources representative must review the files prior to the records being eligible for destruction.
 This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

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

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

CM008 Weekly Reports

To provide a weekly summary of activities relating to personnel issues.

Series Closed: 08-27-2014

MEMO:
 This series includes information regarding grievances, negotiations, actions before boards of inquiry, arbitrations, staffing level comparisons, personnel inventories and explanations of vacancies. This series was previously designated CR009 in the old Corporate Services department.
 This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

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

FOI Designation: A - FULLY ACCESSIBLE	Final Disposition:	Permanent
---------------------------------------	--------------------	-----------



City Manager's Office Schedule

Human Resources and Corporate Safety

May 05, 2022

Page 4 of 18

Schedule Number Series Title

CM010 Reference Files

To provide a source of information for reference purposes on a variety of personnel issues.

Series Closed: 08-27-2014

MEMO: This series includes information on a wide variety of subjects including air quality, union agreements, benefits, disabled employees, flexible hours, GST, FOI, insurance, human rights, negotiations, personnel policies, pensions, payroll, political activities, sick leave, strike plans and smoking policy. These files will become superceded/obsolete when they are no longer required on a regular basis. This series was previously designated CR011 in the old Corporate Services department. Prior to 2007, the Dept. Retention was 1 yr and total Retention 5 years. This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

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

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

FOI Designation: A* - SOME EXEMPTIONS APPLY

CM011 Arbitration Files

To serve as a record of arbitrations and to document the grievance process.

Series Closed: 08-27-2014

MEMO: This series was previously designated CR012 in the old Corporate Services department. Information collected includes correspondence, arbitrators decisions, completed grievance forms, memoranda, disposition of grievances, requests for appointment of arbitrator, personnel changes notifications, copies of union agreements, requests to attend meetings, terms of settlement, position descriptions, resumes and exhibits. The arbitrators' decisions are to be retained permanently. Users: Human Resources Staff, City Solicitor, Managers Individuals in Bank: City Employees Official Responsible: Manager - Human Resources

This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

Department Retention:	5 Years
Total Retention - Review:	30 Years

Final Disposition:	Destruction
--------------------	-------------

FOI Designation: PIB - PERSONAL INFORMATION BANK



City Manager's Office Schedule

Human Resources and Corporate Safety

May 05, 2022

Page 5 of 18

Schedule Number **Series Title**

CM012 **Collective Agreements**

To serve as a record of all collective agreements with the various bargaining units.

Series Closed: 08-27-2014

MEMO: This series was previously designated CR013 in the old Corporate Services department. This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

Department Retention:	5 Years
Total Retention - Permanent:	10 Years
Final Disposition:	Permanent

FOI Designation: A - FULLY ACCESSIBLE

CM013 **Grievances**

To maintain a record of all grievances lodged against the Corporation by unions.

Series Closed: 08-27-2014

MEMO: This series includes, correspondence, memoranda, completed grievance forms, position descriptions, personnel changes notifications, copies of job applications, reports and decisions. The files are arranged by union name. This series was previously designated CR014 in the old Corporate Services department.

This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

Department Retention:	5 Years
Total Retention - Review:	30 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

CM014 **Union Files**

To maintain a record of interaction with unions.

Series Closed: 08-27-2014

MEMO: This Series includes the union files consisting of correspondence, memoranda, agreements and reports. These files will become superceded/obsolete when they are no longer required on a regular basis. This series was previously designated CR015 in the old Corporate Services department.

This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

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



City Manager's Office Schedule

Human Resources and Corporate Safety

May 05, 2022

Page 6 of 18

Schedule Number **Series Title**

CM015 **Negotiations**

To provide a record of contract negotiations with the various bargaining units.

Series Closed: 08-27-2014

MEMO:

This series includes copies of existing agreements with proposed changes and annotations, working papers, requests for conciliation officers, minutes of meetings, correspondence and memoranda. This series was previously designated CR016 in the old Corporate Services department.

On January 1, 2009 the TOTAL RETENTION of this series was increased from 10 to 50 years.

This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

Department Retention:	7 Years
Total Retention - Review:	50 Years

Final Disposition:	Destruction
--------------------	-------------

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

CM016 **Specialist's Files**

To document the co-ordination of labour relations activities.

Series Closed: 08-27-2014

MEMO:

This series includes, correspondence, reports, working papers, studies and memoranda. These files will become superceded/obsolete when they are no longer required on a regular basis. This series was previously designated CR017 in the old Corporate Services department.

This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

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

Final Disposition:	Permanent
--------------------	-----------

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A* - SOME EXEMPTIONS APPLY



City Manager's Office Schedule

Human Resources and Corporate Safety

May 05, 2022

Page 7 of 18

Schedule Number Series Title

CM017 Non-Union Termination Files

To document the terminations of non-union city employees.

Series Closed: 08-27-2014

MEMO:
 Information collected includes correspondence with the employee, the employee's solicitor and the city's solicitor. Users: Human Resources Employees, City Solicitor, Managers and Supervisors. Individuals in Bank: CityEmployees - Non Union Official Responsible: Manager - Human Resources. These files will become superceded/obsolete after the individual has been terminated. This series was previously designated CR018 in the old Corporate Services department. On Sept. 17, 2008 the final disposition was changed FROM Destruction TO Destruction, Subject to Review. A Human Resources representative must review the files prior to the records being eligible for destruction.

This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

Department Retention:	1 Year
Total Retention - Review:	25 Years

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

CM018 Project Files

To provide a record of various projects undertaken by the Labour Relations Section.

Series Closed: 08-27-2014

MEMO:
 This series include projects such as, SCOPE, strike contingency plans, the social contract, active arbitrations, etc. These files will become superceded/obsolete when the project has been completed. This series was previously designated CR019 in the old Corporate Services department. This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

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

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



City Manager's Office Schedule

Human Resources and Corporate Safety

May 05, 2022

Page 8 of 18

Schedule Number Series Title

CM021 Audiometric Testing Records

To determine that an employee is medically fit to perform normal duties & to monitor hearing loss.

Series Closed: 08-27-2014

MEMO:
 Information collected includes names of the employee, background information, work history, recreation history, learning test results and recommendations. Users: Human Resources staff Individuals in Bank: City Employees Official Responsible: Manager - Human Resources. These records will become superceded/obsolete after the employee has been terminated. This series was previously designated CR022 in the old Corporate Services department.

This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

Department Retention:	5 Years
Total Retention - Destruction:	75 Years

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

CM024 Benefits Files

To serve as a record of the development & implementation of employee benefit policies.

Series Closed: 08-27-2014

MEMO:
 This series includes insurance policies, insurance proposals, long-term disability, short-term disability, actuarial reviews, group life insurance, premiums and premium reductions. These records will become superceded/obsolete when they are no longer required on a regular basis. This series was previously designated CR024 in the old Corporate Services department.

This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

Department Retention:	1 Year
Total Retention - Destruction:	25 Years

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



City Manager's Office Schedule

Human Resources and Corporate Safety

May 05, 2022

Page 9 of 18

Schedule Number Series Title

CM029 Employee Health Services Files

To maintain a comprehensive record of health services provided to city employees.

Series Closed: 08-27-2014

MEMO:
 This series includes information relating to short-term disability, long-term disability, WCB claims and rehabilitation. Information collected includes employee name and number, address, telephone number, SIN, injury report detail, medical records, rehabilitation details. Users: Human Resources staff, Workers' Compensation Board, Health and Safety Committees Individuals in Bank: City Employees Official Responsible: Manager-Human Resources. These files will become superceded/obsolete after the employee has been terminated. This series was previously designated CR030 in the old Corporate Services department.
 This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

Department Retention:	1 Year
Total Retention - Destruction:	75 Years

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

FOI Designation: PIB - PERSONAL INFORMATION BANK

CM030 Medical Files

To ascertain employees' fitness to effectively perform the normal duties of a position.

Series Closed: 08-27-2014

MEMO:
 This series includes medical histories, work histories, medical assessments and physicians assessments. Information collected includes employee name and number, medical assessments and histories, work history. Users: Human Resources staff, Supervisors, Managers Individuals in Bank: City Employees Official Responsible: Manager - Human Resources. These files will become superceded/obsolete after the resignation/retirement of the individuals. This series was previously designated CR031 in the old Corporate Services department.
 This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

Department Retention:	1 Year
Total Retention - Destruction:	75 Years

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

FOI Designation: PIB - PERSONAL INFORMATION BANK



City Manager's Office Schedule

Human Resources and Corporate Safety

May 05, 2022

Page 10 of 18

Schedule Number	Series Title
-----------------	--------------

CM031	Medical Monitoring & Correspondence Files
--------------	--

To provide a record of the development and implementation of policies regarding medical issues.

Series Closed: 08-27-2014

MEMO:

This series includes correspondence, memoranda, reports and studies regarding a range of medical issues. These files will become superceded/obsolete when they are no longer required on a regular basis. This series was previously designated CR032 in the old Corporate Services department.

This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

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

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

FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED
------------------	--

CM040	OMERS History of Pensionable Earnings and Contributions
--------------	--

To provide a record of employee annual earnings and contributions to the OMERS plan.

Series Closed: 08-27-2014

MEMO:

Information collected includes the employee name, number, address, SIN, employment and pension data. Users: Human Resources Staff Individuals in Bank: City Employees Official Responsible: Manager - Human Resources. These records will become superceded/obsolete after the employees are terminated. This series was previously designated CR041 in the old Corporate Services department. These documents are stored electronically on the Corporation's HRIS, effective July 31, 1999.

This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

Department Retention:	7 Years
Total Retention - Destruction:	75 Years

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

FOI Designation:	PIB - PERSONAL INFORMATION BANK
------------------	---------------------------------

CM042.25	Payroll System-Bank Reconciliation
-----------------	---

To provide a record of information exchanged with banks.

Series Closed: 11-13-2015

MEMO:

This series includes information regarding payroll debits and credits as well as cancelled cheques. This series was previously designated CR043.25 in the old Corporate Services department.

On January 1, 2008 the Department retention was increased from 1 to 2 years.

This series is closed as of the 2016 Bylaw.

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

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



City Manager's Office Schedule

Human Resources and Corporate Safety

May 05, 2022

Page 11 of 18

Schedule Number **Series Title**

CM042.28 **Voided Cheques**

To maintain a record of all cheques which have been voided and not issued.

Series Closed: 08-27-2014

MEMO: This series was previously designated CR042.28 in the old Corporate Services department. On Jan. 1, 2008 the dept. retention was increased to 7 years from 1 year.
This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

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

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

CM044 **Personnel Files**

To record employees' work history/salary transactions. To plan employee career development.

Series Closed: 08-27-2014

MEMO:
Information collected includes recruitment documentation, personnel change notifications, work history, salary transactions, and performance evaluations. Users: Human Resources staff, Managers, Department Heads Individuals in Bank: City Employees
Official Responsible: Manager - Human Resources. These files will become superceded/obsolete when the employees are terminated.
This series was previously designated CR045 in the old Corporate Services department.
Prior to April 25, 2007 the Local Archives was 2 years and destroy 75 years after date closed,
This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

Department Retention:	1 Year
Total Retention - Destruction:	75 Years
Final Disposition:	Destruction

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: PIB - PERSONAL INFORMATION BANK



City Manager's Office Schedule

Human Resources and Corporate Safety

May 05, 2022

Page 12 of 18

Schedule Number **Series Title**

CM046 **Retroactive Pay Files**

To document the calculation of retroactive pay.

Series Closed: 08-27-2014

MEMO:
 Information collected includes employee name and number, rate of pay, hours of work, overtime, deductions/other earnings, adjustments and the amount of retroactive pay. Users: Human Resources Employees, Supervisors, Managers Individuals in Bank: City Employees Official Responsible: Manager - Human Resources. This series was previously designated CR047 in the old Corporate Services department. Under By-law 56-2004, the retention period for this series was 2 years in the department, the total retention was 7 years and the final disposition was destroy.
 This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

Department Retention:	7 Years
Total Retention - Destruction:	20 Years
Final Disposition:	Destruction

FOI Designation: PIB - PERSONAL INFORMATION BANK

CM047 **Salary Review Files**

To provide a record of salary studies and salary reviews for city employees.

Series Closed: 08-27-2014

MEMO:
 This series was previously designated CR048 in the old Corporate Services department.
 This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

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

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

CM049 **WSIB Invoices**

To provide a detailed record of WCB charges.

Series Closed: 08-27-2014

MEMO:
 This series includes an invoice which indicates the claim number, the employee's name, the medical aid reference number, the date paid to, the date paid and the amount of the payment. This series was previously designated CR050 in the old Corporate Services department. Prior to 2007, this series title was "WCB Invoices".

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

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

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



City Manager's Office Schedule

Human Resources and Corporate Safety

May 05, 2022

Page 13 of 18

Schedule Number Series Title

CM050 Pension Files

To document the development and implementation of policies regarding employee pensions.

Series Closed: 08-27-2014

MEMO:

This series includes trust fund statements, correspondence, pension fund surveys, declarations of trust, OMERS agreements and annual reports. These files will become superceded/obsolete when they are no longer required on a regular basis. This series was previously designated CR051 in the old Corporate Services department.

This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition: Permanent

FOI Designation: A* - SOME EXEMPTIONS APPLY

CM052 Compensation & Benefits Specialist's Files

To document the administration of the Compensation and Benefits Section.

Series Closed: 08-27-2014

MEMO:

This series includes information regarding projects and harassment complaints. This series was previously designated CR053 in the old Corporate Services department.

This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

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

Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

CM053 Development & Staffing Specialist's Files

To document the administration of the development and staffing section.

Series Closed: 08-27-2014

MEMO:

This series includes information regarding recruitment, training and various projects. These files will become superceded/obsolete when they are no longer required on a regular basis. This series was previously designated CR054 in the old Corporate Services department.

This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

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

Final Disposition: Destruction

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



City Manager's Office Schedule

Human Resources and Corporate Safety

May 05, 2022

Page 14 of 18

Schedule Number Series Title

CM055 Human Rights Files

To serve as a record of activity on human rights issues.

Series Closed: 08-27-2014

MEMO:
 Information collected includes employee name and number, address, date of birth, documented complaints, investigation reports.
 Users: Human Resources staff, Department Heads, Managers/Supervisors, City Solicitor Individuals in Bank: City Employees
 Official Responsible: Manager - Human Resources. These files will become superceded/obsolete when the employees are terminated.
 This series was previously designated CR056 in the old Corporate Services department.
 This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

Department Retention:	5 Years
Total Retention - Review:	75 Years

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

CM056 Job Postings (Job Description & Related Corr)

To document the recruitment of staff.

Series Closed: 08-27-2014

MEMO:
 This series includes position descriptions, requests to hire personnel and summaries of applications received. This series was previously designated CR057 in the old Corporate Services department.
 This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

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

Final Disposition: Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

CM057 Job Postings - Applications

To maintain a record of unsuccessful applications for posted vacancies.

Series Closed: 08-27-2014

MEMO:
 This series includes applications, resumes, correspondence, interview questions and interview/hiring forms.
 This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

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

Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



City Manager's Office Schedule

Human Resources and Corporate Safety

May 05, 2022

Page 15 of 18

Schedule Number Series Title

CM059 Student Applications and Related Correspondence

To maintain a record of student applications received from the Canadian Employment Centre.

Series Closed: 08-27-2014

MEMO:
 This series includes applications, resumes and correspondence. Information collected includes: Applicants name, address, phone number, SIN, education, date of birth. Users: Human Resources Staff Individuals in Bank: Student Applicants Official Responsible: Manager - Human Resources. This series was previously designated CR060 in the old Corporate Services department. This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

Department Retention:	1 Year
Total Retention - Destruction:	12 Years
Final Disposition:	Destruction

FOI Designation: PIB - PERSONAL INFORMATION BANK

CM060 Organization Manual

To provide a comprehensive record of the structure of the Corporation.

Series Closed: 08-27-2014

MEMO:
 This series consists of a manual indicating the structure of the Corporation as a whole as well as the structure of individual Departments and Divisions. The Division organization charts indicate position titles and the number of staff in the respective positions. This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

Department Retention:	10 Years
Total Retention - Permanent:	15 Years
Final Disposition:	Permanent

FOI Designation: A - FULLY ACCESSIBLE



City Manager's Office Schedule

Human Resources and Corporate Safety

May 05, 2022

Page 17 of 18

Schedule Number Series Title

CM154 Preplacement Screening and Work Fitness Testing

To document employees' consent for immunization and to maintain a record of employee fitness testing

Series Closed: 08-27-2014

Preplacement screening records includes the employee's name, address, telephone number, date of birth, position and department along with a statement regarding the employee's health. Also included are tests and procedures, the nurses comments and the medical classification. Work fitness testing records include statements regarding job placement considerations, reports on the individuals, performance versus the job requirements and copies of billing information. These records are filed alphabetically by year. Work Fitness testing records were previously designated a separate series, CM155 until 2004, when amalgamated because the two types of records are filed together. At thistime, this disposition was changed from destroy to destroy, subject to review

Users: H.R. Staff

Individuals in Bank: City Employees

Official Responsible: Supervisor ESU

This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

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

Final Disposition:	Destruction
--------------------	-------------

FOI Designation: **PIB - PERSONAL INFORMATION BANK**

CM188 Administration Files

To document the administration of the corporate safety division functions.

Series Closed: 11-13-2015

MEMO:

This series include budget statements, memoranda, working papers, purchase orders, printing orders, first aid results and year-end reports. These records will become superceded/obsolete when they are no longer required on aregular basis.

Originally, this schedule was designated as CR026 in the former Corporate Services Dept. With the dissolution of the former Corporate Services Dept. in August 1998, the series was transferred to the City Manager'sOffice and was given the designation CM025. In 2000, this series was transferred to the Health & Safety/Rick Management Division which was moved from the Finance Dept. to the new Corporate Services Dept. in 2003. In 2006, CO076 Manager's Office Files was amalgamated with this series, and as a result the FOI designation was changed from A* to FOI since the records in CO076 had been designated FOI. Prior to 2006, this series was known as Corporate Safety Admin Files.

Previously this series was CO078 and part of the Corporate Services department, it was changed to CM188 and moved to the City Manager's Office in 2010. Under the 2015 By-Law, this series was moved to Corporate Services & Long Term Care. The division was previously Corporate Safety and is now part of Human Resources and Corporate Safety.

This Series is closed as of the 2016 Bylaw

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

Retention Condition: **RFC - RETENTION APPLIES AFTER FILE CLOSED**

Final Disposition:	Destruction
--------------------	-------------

FOI Designation: **FOI - A FORMAL REQUEST MUST BE SUBMITTED**



City Manager's Office Schedule Human Resources and Corporate Safety

May 05, 2022

Page 18 of 18

Schedule Number	Series Title
-----------------	--------------

CM189 Corporate Safety Departmental Correspondence

To maintain a record of correspondence to city departments and agencies regarding safety issues.

Series Closed: 11-13-2015

MEMO:

This series includes external surveys, newsletters, studies, correspondence, memoranda, reports, copies of Health & Safety Committee minutes and copies of Plant Safety audits. These records will become superceded/obsolete when they are no longer required on a regular basis.

Originally, this schedule was designated as CR027 in the former Corporate Services Dept. With the dissolution of the former Corporate Services Dept. in August 1998, the series was transferred to the City Manager's Office and was given the designation CM026. In 2000, this series was transferred to the Health & Safety/Rick Management Division which was moved from the Finance Dept. to the new Corporate Services Dept. in 2003. In 2006, CO080 Corporate Safety Resource Files was added to this as these records are maintained together. Previously this series was CO079 and part of the Corporate Services Department, it was changed to CM189 and moved to the City Manager's Office in 2010. Under the 2015 By-Law, this series was moved to Corporate Services & Long Term Care. The division was previously Corporate Safety and is now part of Human Resources and Corporate Safety.

This Series is closed as of the 2016 Bylaw.

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

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

Final Disposition: Permanent
