



# Development and Emergency Services Schedule

## Realty Services

February 19, 2021

Page 1 of 1

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

**PB109**                      **Administration Files**

**To document the operation of the Division.**

**Series Closed: 10-07-2018**

MEMO:

This series consists of files which cover a range of subjects including advertising, associations, budgets, corporate policies, environmental policies, FOI, legal opinions, legislation, official plans, OMB, proposals, surveying, systems and tenders. These files will become superceded/obsolete when they are no longer required on a regular basis. "AMANDA" reports are also included in this series.

Prior to the incorporation of the Realty Services Division into the Development Dept., this series was designated as TS076 in the Telephone & Corporate Services Dept.. Previously, it was designated as CR201 in the former Corporate Services Dept.

This series was closed under the 2021 By-Law. All Administration Files are now kept under the appropriate A series in TOMRMS.

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

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

**PB117**                      **Appraisal Reports**

**To serve as a record of the determination of values for properties the City is buying or selling.**

**Series Closed: 10-07-2018**

MEMO:

This series consists of reports which include photographs of properties, neighbourhood analyses, site analyses, land use control information, assessment/tax information, improvements and valuations. Under By-Law 89-1999, the retention period for this series was 4 years in the department, the total retention was 10 years, the condition was after transaction completed and the final disposition was destroy except for material deemed to have permanent value. The reports will become superceded/obsolete after the transaction has been completed.

Prior to the incorporation of the Realty Services Division into the Development Dept., this series was designated as TS069 in the Telephone & Corporate Services Dept. Previously, it was designated as CR202 in the former Corporate Services Dept.

Prior to the 2016 Bylaw, these records had a disposition of Destroy, Subject to Review.

This series was closed under the 2021 By-law. All Appraisal Reports are now kept under TOMRMS series L05 "Insurance Appraisals" or L07 "Land Acquisition and Sale."

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

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