



Community Services Schedule

Recreation and Culture

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Schedule Number	Series Title
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CS234	Daily Cash Summaries Services
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To maintain a daily record of cash receipts.

Series Closed: 12-31-2015

COPIES: Finance Dept.

MEMO:

Series includes cash summary form which contains a break-down of credits, cash register tapes, deposit summaries, cash summary recaps, duplicate slips and deposit recaps. THIS SERIES WAS PREVIOUSLY RETAINED IN THE FACILITY ENTERPRISES DIVISION

This series is closed as of the 2016 Bylaw.

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

FOI Designation: A - FULLY ACCESSIBLE

CS259	Older Adults: Thunder Bay 55+ Centre Administrative Files
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To provide administrative correspondence for the Thunder Bay 55 Plus Centre.

Series Closed: 12-31-2015

MEMO:

This series includes Centre administration, Board of Directors, Sub-Committees & Clubs & News & Views. This series formerly included income tax records and e-files, but these have been removed and put in the custody of Revenue Canada as of 2010. Prior to 2006, the department retention for this series was 3 years.

Prior to the 2011 By-Law this series was titled "55+ Centre Administrative Files.

This series is closed as of the 2016 Bylaw.

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

FOI Designation: A* - SOME EXEMPTIONS APPLY

CS260	Thunder Bay 55 Plus Board of Directors Files
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To provide a record of administrative correspondence for the Board of Directors.

Series Closed: 12-31-2015

MEMO:

This series includes Board Treasurer's correspondence, banking documentation, financial data and daily activity correspondence. These files will become superceded/obsolete when they are no longer required on a regular basis. Previously, in the 2006 By-Law this series was titled "Daily Activity Files", the department retention was 1 month, the total retention was 1 month and the final disposition was destruction.

This series is closed as of the 2016 Bylaw.

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition: Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY



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Schedule Number	Series Title
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CS261	Older Adults: Support Services Programs - Discontinued Matches
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To provide client information.

Series Closed: 12-31-2015

MEMO:

Information collected includes monthly follow-ups, volunteer and client registration particulars including name, address, phone number, special conditions. Users: Program Coordinator, Volunteer Staff Individuals in Bank: Friendly Visiting Program clients and volunteers. Official Responsible: Program Coordinator. These files will become superceded/obsolete when the individual is no longer in the program.

As of the 2011 By-Law, this series also includes records formerly stored with CS271, "Telephone Assurance Program - Discontinued Clients." Prior to the 2011 By-Law this series was titled "Friendly Visiting Program - Active/Discontinued Matches."

This series is closed as of the 2016 Bylaw.

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition: Destruction

FOI Designation: PIB - PERSONAL INFORMATION BANK

CS262	Older Adults: Support Services Programs Administration Files
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To provide admin. correspondence relating to the Friendly Visitor or Telephone Assurance Programs.

Series Closed: 12-31-2015

MEMO:

This series consists of records of the Friendly Visiting Program, Telephone Assurance Program, and other support services. Includes directories; monthly files; and volunteer files. Prior to 2007, this series was titled "Friendly Visiting Program Administration Files," and prior to 2011 this series was titled "Support Services Programs, Friendly Visiting/TAP Administration Files."

This series is closed as of the 2016 Bylaw.

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

Final Disposition: Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

CS264	Northwest Senior Games Files
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To provide correspondence on the Northwest Senior Games.

Series Closed: 12-31-2015

MEMO:

This series includes correspondence relating to advertising, banking information, condensed rules, District Games Manual, evaluations, mailing labels, promotional materials, registrations and technical package material.

This series is closed as of the 2016 Bylaw.

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

Final Disposition: Permanent

FOI Designation: A* - SOME EXEMPTIONS APPLY



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CS266	Older Adults: Registered Program Files
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To provide administrative correspondence relating to programming and part time and full time staff.

Series Closed: 12-31-2015

MEMO:

This series includes budget correspondence, advertising, training, revenue, marketing and promotion, part time staff employee files, programming, operations and attendance.

Prior to the 2011 By-law this series was titled "Registered Program Files" and had a disposition of "permanent subject to review."

This series is closed as of the 2016 Bylaw.

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

Final Disposition:	Destruction, subject to R
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FOI Designation: A* - SOME EXEMPTIONS APPLY

CS267	Older Adults: Thunder Bay 55+ Centre Food Program Inc. / Centre Cafe Operations
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To serve as a record of the operation of the cafeteria.

Series Closed: 12-31-2015

MEMO:

This series includes cash register till tapes, suppliers' information, daily cash summary reports, payroll information and administration files.. These files will become superceded/obsolete when they are no longer required on a regular basis. Previously, in the 2006 By-Law the title for this series was "Resource Files", the department retention was 1 month, the total retention was 1 month, the FOI Designation was "A" and its purpose was "To provide information on Senior Programs and other community groups.

Prior to the 2011 By-law this series was titled "55 Plus Food Program Inc - Centre Cafe Operations"

This series is closed as of the 2016 Bylaw.

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

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

FOI Designation: A* - SOME EXEMPTIONS APPLY

CS269	Older Adults: Herb Carroll 55+ Centre Administrative Files
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To provide a record of administrative correspondence for the Herb Carroll Centre.

Series Closed: 12-31-2015

MEMO:

This series includes correspondence, schedules, contact names and publicity information.

Prior to the 2011 By-law this series was titled "Special Events Programming (Herb Carroll)" and had a department retention of 5 years and total retention of 5 years.

This Series is closed as of the 2016 Bylaw.

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

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



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Schedule Number	Series Title
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CS270	Older Adults: Supervisor of Community Recreation Files
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To provide a record of older adult activities.

Series Closed: 12-31-2015

MEMO:

This series includes minutes of Herb Carroll and 55+ Centre Advisory Board, budget reports, budgets, program files, personnel files, correspondence and records related to D.A.

Prior to the 2011 By-law this series was titled "Supervisor of Community Recreation (Older Adults) Files"

This Series is closed as of the 2016 Bylaw.

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

FOI Designation: A* - SOME EXEMPTIONS APPLY

CS273	Older Adults: Volunteer Program
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To administer the older adult unit volunteer program at the Thunder Bay and Herb Carroll 55+ Centres.

Series Closed: 12-31-2015

MEMO:

Series includes policies and volunteer records. Much of the information is stored electronically. Since 2006, volunteer hours have been recorded in Volunteer Works, a volunteer management database program. This series also includes records formerly stored under CS272, "Volunteer Applications." Prior to 2007, the department retention for this series was 3 years, and total retention was 3 years.

Prior to the 2011 By-law this series was titled "Volunteer Programs Files"

Information collected includes: Names, addresses, phone numbers

Users: Older Adult Unit staff

Individuals in Bank: Older adult volunteers

Official Responsible: Supervisor, Older Adults

This Series is closed as of the 2016 Bylaw.

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

FOI Designation: PIB - PERSONAL INFORMATION BANK

CS281	Ontario Games for the Physically Disabled Files
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To provide information regarding the Physically Disabled Games.

Series Closed: 12-31-1993

MEMO:

This series includes information relating to media relations, promotions, Hospitality Committee, Services Committee, media conference, grants - foundations, planning guides, Games Organizing Committee, facility bookings, G.O.C. orientation information, 93 games recruitment, Fresh Approach Grant and Fund Raising Committee.

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

FOI Designation: A* - SOME EXEMPTIONS APPLY



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Schedule Number	Series Title
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CS286	Volunteer Coordinator's Files
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To maintain a record of volunteer recruitment, participation, and activities.

Series Closed: 12-31-2015

COPIES: Some originals in Central Files

MEMO:

Cultural Services & Events Section: This series includes correspondence, budgets, newsletters, reference material, reports, training materials, volunteer contact lists, and workshops. As of the 2011 By-law, the series also contains records previously administered as CS284, CS285, CS288. Meeting minutes should be considered for permanent retention. Prior to 2011, these records were kept for a department retention of 1 month and total retention of 1 month.

This Series is closed as of the 2016 Bylaw.

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

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

CS292	Community Program Coordinator: Community Centre Files
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To administer management of community centres and related recreation activities.

Series Closed: 12-31-2015

COPIES: Some copies with Community Centres

MEMO:

Series includes correspondence, meeting minutes, maintenance files, budget files, resource files, marketing/promotion, and volunteer records. As of the 2011 By-law, this series also contains records previously administered under CS308. Minutes and financial statements of community centres should be kept permanently.

The Department retention was changed from 3 years TO 2 years for the 2011 By-law.

This Series is closed as of the 2016 Bylaw.

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

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



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Schedule Number	Series Title
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CS303	Special Events Developer Files
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To document records related to the co-ordination, delivery, and support of City-wide events.

Series Closed: 12-31-2015

COPIES: Community Recreation - Supervisors

MEMO:

Series includes correspondence, meeting minutes, reports, fundraising, current project related records, budget material, and administrative files. As of the 2011 By-Law this series includes records previously administered under CS304. Files are closed when the event has occurred. Special event project files should be considered for permanent retention.

Prior to 2011, these records were kept for a department retention of 3 years and total retention of 10 years.

This Series is closed as of the 2016 Bylaw.

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition: Permanent

FOI Designation: A* - SOME EXEMPTIONS APPLY

CS482	PRO Kids Application Files
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To maintain a record of applications to the Pro-Kids program

Series Closed: 12-31-2015

This series includes completed applications, lists of applications, correspondence and copies of invoices. These files are arranged alphabetically by activity and organization.

This Series is closed as of the 2016 Bylaw.

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

Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

CS483	Pro-Kids Advisory Committee Minutes
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To serve as a record of Pro-Kids Advisory Committee decisions

Series Closed: 12-31-2015

This Series is closed as of the 2016 Bylaw.

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

Final Disposition: Permanent

FOI Designation: A* - SOME EXEMPTIONS APPLY



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Schedule Number	Series Title
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CS509	Older Adults: Wellness Program Files
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To maintain a record of administrative correspondence relating to Wellness programming at the Thunder Bay 55+ Centre and Herb Carroll 55+ Centre.

Series Closed: 12-31-2015

This series includes documentation relating to the Wellness program, the Wellness fair, health information, & blood pressure clients. Prior to 2011 this series was titled "Health & Wellness Program Files."

This Series is closed as of the 2016 Bylaw.

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

FOI Designation: A* - SOME EXEMPTIONS APPLY

CS514	Billing Input Records
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Input for AP/Receivable System.

Series Closed: 12-31-2015

MEMO:

This series includes invoice stubs.

Previously, this schedule was designated CS001.04 in the Ontario Works division.

Prior to 2009 this schedule was designated SS080.04 in the Child Care division of the District of Thunder Bay Social Services Administration Board.

This Series is closed as of the 2016 Bylaw.

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

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

CS515	Day Care Accounts Receivable Journal Sheets (SS2011)
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To provide a record of accounts receivable.

Series Closed: 12-31-2015

MEMO:

Report includes account centre, debit/credit code, effective date, description.

Previously, this schedule was designated CS001.06 in the Ontario Works division.

Prior to 2009 this schedule was designated SS080.06 in the Child Care division of the District of Thunder Bay Social Services Administration Board.

This Series is closed as of the 2016 Bylaw.

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

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



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Schedule Number	Series Title
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CS519	Usage Summary Statistics (SS4070)
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To provide statistics regarding day care usage.

Series Closed: 12-31-2015

MEMO:

Previously, this schedule was designated CS001.14 in the Ontario Works division.

Prior to 2009 this schedule was designated SS080.14 in the Child Care division of the District of Thunder Bay Social Services Administration Board.

This Series is closed as of the 2016 Bylaw.

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

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

Schedule Number	Series Title
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CS520	Child Care Administration Files
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To document the administration of the day care program.

Series Closed: 12-31-2015

MEMO:

This series consists of admissions, terminations, cheque pick-ups, invoices, Employment Services Initiative, committee minutes, notices of suspension, correspondence, memos concerning regulations for private home daycare and providers, providers' data, purchase of service, refunds, stop payments and journals.

Previously, this schedule was designated CS002 in the Ontario Works division.

Prior to 2009 this schedule was designated SS081 in the Child Care division of the District of Thunder Bay Social Services Administration Board.

This Series is closed as of the 2016 Bylaw.

Department Retention:	2 Years
Total Retention - Review:	7 Years
Final Disposition:	Permanent

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

Schedule Number	Series Title
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CS521	Day Care Centre Administration Files
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To maintain a record of Administration Files

Series Closed: 12-31-2015

MEMO:

This series consists of memos, reports, correspondence, directives, journal sheets, purchase requisitions, work requests, financial records, MRR's and petty cash records. This series is maintained at all 4 Daycare locations within the City.

Previously, this schedule was designated CS004 in the Ontario Works division.

Prior to 2009 this schedule was designated SS083 in the Child Care division of the District of Thunder Bay Social Services Administration Board.

This Series is closed as of the 2016 Bylaw.

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

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



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Schedule Number	Series Title
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CS522	Day Care Centre Attendance Files
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To maintain a record of daily attendance.

Series Closed: 12-31-2015

MEMO:

This series consists of daily attendance registers which indicate time of arrival and departure. This series is maintained at all 4 daycare locations within the City.

Previously, this schedule was designated CS005 in the Ontario Works division.

Prior to 2009 this schedule was designated SS084 in the Child Care division of the District of Thunder Bay Social Services Administration Board.

This Series is closed as of the 2016 Bylaw.

Department Retention: 2 Years

Total Retention - Destruction: 7 Years

Final Disposition: Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

CS523	Day Care Centre Children's Files
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To provide background information concerning children who are enrolled in the centre.

Series Closed: 12-31-2015

MEMO:

This series consists of enrollment schedules, applications, parent interviews, parent's consent forms, copies of suspension notices, contracts, accident reports and child care health reports. Information collected includes the information noted above plus client name, address, phone number, client history sheets, intake referrals, provider visiting records, agreement renewals, child care requests.

This series is maintained at all 4 daycare locations within the City. Users: Administrative Accounting Staff Individuals in Bank: Day Care Clients Official Responsible: General Supervisor, Child Care Services. These files will become superceded/obsolete after children leave the program.

Previously, this schedule was designated CS006 in the Ontario Works division.

Prior to 2009 this schedule was designated SS085 in the Child Care division of the District of Thunder Bay Social Services Administration Board.

This Series is closed as of the 2016 Bylaw.

Department Retention: 2 Years

Total Retention - Destruction: 2 Years

Final Disposition: Destruction

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: PIB - PERSONAL INFORMATION BANK



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Schedule Number	Series Title
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CS524	Day Care Centre Programming Files
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To serve as a record of the administration of day care programs.

Series Closed: 12-31-2015

MEMO:

This series consists of field trips, health reports, field trip consents and medications. Information collected includes information noted above plus client name, address, phone number, client history sheets, intake referrals, provider records, agreement renewals, child care request forms. This series is maintained at all 4 daycare locations within the City. Users: Administration & Accounting Staff Individuals in Bank: Day Care Clients Official Responsible: General Supervisor, Child Care Services Previously, this schedule was designated CS007 in the Ontario Works division. Prior to 2009 this schedule was designated SS086 in the Child Care division of the District of Thunder Bay Social Services Administration Board.

This Series is closed as of the 2016 Bylaw.

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

FOI Designation:	PIB - PERSONAL INFORMATION BANK
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CS526	General Supervisor's Office Files
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To document the administration of the children's services program.

Series Closed: 12-31-2015

MEMO:

This series consists of copies of reports, copies of resolutions, statistics, correspondence, memoranda, budget material and copies of committee minutes. These files will become superceded/obsolete when they are no longer required on a regular basis. Previously, this schedule was designated CS010 in the Ontario Works division.

This Series is closed as of the 2016 Bylaw.

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

Retention Condition:	RFC - RETENTION APPLIES AFTER FILE CLOSED
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FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED
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Final Disposition:	Permanent
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CS527	Provider Accounts
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To serve as a record of private home day care services provided.

Series Closed: 12-31-2015

MEMO:

This series consists of private home day care accounts, attendance registers and computerized attendance registers.

This Series is closed as of the 2016 Bylaw.

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

Final Disposition:	Destruction
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FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED
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Schedule Number	Series Title
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CS528	Provider Files
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To provide a record of private home day care operators dealing with the City.

Series Closed: 12-31-2015

MEMO:

Information collected includes, provider name, address, phone number, information related to the operation of private home day care. Provider files include a copy of the total annual earnings. Users: Day Care Staff Individuals in Bank: Day Care Providers Official Responsible: General Supervisor, Child Care Services. These files will become superceded/obsolete when the provider is terminated.

Previously, this schedule was designated CS013 in the Ontario Works division.

Prior to 2009 this schedule was designated SS091 in the Child Care division of the District of Thunder Bay Social Services Administration Board.

This Series is closed as of the 2016 Bylaw.

Department Retention: 2 Years

Total Retention - Destruction: 7 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition: Destruction

FOI Designation: PIB - PERSONAL INFORMATION BANK

CS529	Accounts Payable Ledger
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To maintain a record of accounts payable.

Series Closed: 12-31-2015

MEMO:

This series indicates the date of payment, worker number, code indicating type of service, amount, authorization number, recipient name, case I.D. and person served.

Previously, this schedule was designated CS014 in the Ontario Works division.

Prior to 2009 this schedule was designated SS092 in the Child Care Division of the District of Thunder Bay Social Services Administration Board.

This Series is closed as of the 2016 Bylaw.

Department Retention: 1 Year

Total Retention - Permanent: 7 Years

Final Disposition: Permanent

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

CS533	Recreation & Culture Manager's Files
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To maintain a record of the administration of the Recreation & Culture Division

Series Closed: 12-31-2015

This series includes correspondence, reports, meeting minutes, current project related records, and budget files. Includes records formerly stored under CS256 and CS257

This Series is closed as of the 2016 Bylaw.

Department Retention: 2 Years

Total Retention - Review: 5 Years

Final Disposition: Permanent

FOI Designation: A* - SOME EXEMPTIONS APPLY



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CS536	Community Partnerships Supervisor's Files
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To maintain a record of the administration of the Community Partnerships section

Series Closed: 12-31-2015

This series consists of records relative to the development and administration of programs, services, and facilities with community partners. Series includes correspondence, meeting minutes, reports, current project related records, budget files, and administrative files.

This Series is closed as of the 2016 Bylaw.

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

FOI Designation: A* - SOME EXEMPTIONS APPLY

CS537	Support Services (PRO Kids) Coordinator's Files
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To maintain a record of the PRO Kids program

Series Closed: 12-31-2015

Documents decisions and discussions of the Advisory Committee and the PRO Kids program. Includes correspondence, meeting minutes of the PRO Kids Advisory Committee and PRO Kids staff meetings. Board minutes are to be retained permanently. Includes records formerly stored under CS483 and CS484.

This Series is closed as of the 2016 Bylaw.

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

FOI Designation: A - FULLY ACCESSIBLE

CS539	Family Physician Recruitment Specialist Files
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To maintain a record of the recruitment of physicians

Series Closed: 12-31-2015

Community Partnerships section: Series includes correspondence, itineraries, administrative files, community needs assessments. Contains some files formerly administered as CS480.

This Series is closed as of the 2016 Bylaw.

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

FOI Designation: A* - SOME EXEMPTIONS APPLY



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CS540	Inclusion Coordinator's Files
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To document the Inclusion Services program

Series Closed: 12-31-2015

Includes records of equipment and supplies, administrative files, correspondence, meeting minutes, training files, budget files, and special events. As of the 2011 By-law this series includes records formerly administered under CS274, CS279, CS281, CS282, and CS283.

This Series is closed as of the 2016 Bylaw.

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

FOI Designation: A* - SOME EXEMPTIONS APPLY

CS541	Photographs
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To provide a visual record of recreation activities

Series Closed: 12-31-2015

This series includes slides, photographs, photo albums, and video recordings of community recreation events and participants. This series may be used by any section or program within Recreation and Culture. Contains records formerly administered under CS246 and CS305.

This Series is closed as of the 2016 Bylaw.

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition: Permanent

FOI Designation: A - FULLY ACCESSIBLE

CS542	Aquatics and Wellness Supervisor Files
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To maintain a record of aquatics and wellness programs, services, and facilities.

Series Closed: 12-31-2015

Records relate to programs, services, and facilities at Canada Games Complex, Volunteer Pool, Churchill Pool, Outdoor Pools, and Waterfront. Series includes administrative files, correspondence, meeting minutes, reports, current project related records, budget files, equipment inventory reports, WHMIS training, assessments, promotions and marketing, and special events. As of the 2011 By-law, this series includes records formerly administered under CS199, CS203, CS206, CS207, CS213, CS232.

This Series is closed as of the 2016 Bylaw.

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

FOI Designation: A* - SOME EXEMPTIONS APPLY



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Schedule Number Series Title

CS543 Aquatics and Wellness Incident Reports

To maintain records of accidents and incidents occurring at aquatics and wellness programs, services, and facilities.

Series Closed: 12-31-2015

This series includes accident reports, incident reports, theft reports, and reports of unusual events. It is to be used for records held at the Canada Games Complex, Volunteer Pool, Churchill Pool, outdoor pools, and waterfront. As of the 2011 By-law, this series contains records previously administered under CS196, CS204, CS209, and CS211.

This Series is closed as of the 2016 Bylaw.

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

Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

CS546 Canada Games Complex Aquatics Program Supervisor Files

To maintain programming records related to aquatics at the Canada Games Complex

Series Closed: 12-31-2015

Aquatics and Wellness section: Series includes correspondence, reports, budget files, resource files, health and safety, administration, memberships, locker files, registration, financial records, Life Saving, and Learn to Swim program. As of the 2011 By-law, this series includes records that were previously administered as CS241, CS243, CS245, CS247, CS252.

This Series is closed as of the 2016 Bylaw.

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

Final Disposition: Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

CS547 Canada Games Complex Program Supervisor's Files

To maintain records of the Service section of the Canada Games Complex.

Series Closed: 12-31-2016

Aquatics and Wellness section: Series includes financial records, customer service, budget files, correspondence, reports, meeting minutes, gift certificates, purchase orders, credit vouchers, daily cash summaries, and facility bookings. As of the 2011 By-law, this series contains records previously administered as CS198, CS200, CS202, CS208, CS212, CS234, CS236, CS237.

This Series is closed as of the 2016 Bylaw.

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

Final Disposition: Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY



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CS548	Canada Games Complex: Membership Files
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To maintain a record of all memberships to the Canada Games Complex.

Series Closed: 12-31-2015

Includes membership files, credit vouchers, and direct debit records. As of the 2011 By-law, this series includes records previously administered as CS233, CS235, CS238, CS239.01, CS239.02, CS239.03. Files will be closed when the individual's membership ceases.

FOI REVIEW REQUIRED: o YES

Information collected includes: billing program, locker information, name, address, type of service and payment information, information about terminated members.

Users: Aquatics and Fitness section employees.

Individuals in Bank: CGC members and participants in Aquatics and Fitness programs.

Official Responsible: Supervisor of Services, CGC

This Series is closed as of the 2016 Bylaw.

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition: Destruction

FOI Designation: PIB - PERSONAL INFORMATION BANK

CS550	Churchill Pool, Volunteer Pool Aquatics Program
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To maintain a record of aquatics programming at Churchill Pool and Volunteer Pool.

Series Closed: 12-31-2015

Aquatics and Wellness Section: Series consists of records of aquatics programming at Churchill Pool and Volunteer Pool. Includes correspondence, reports, budget files, resource files, health and safety, and administration.

This Series is closed as of the 2016 Bylaw.

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

Final Disposition: Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY



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Schedule Number	Series Title
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CS551	Community Programs (Children & Youth) Supervisor Files
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To maintain a record of the management of the Community Programs section

Series Closed: 12-31-2015

This series consists of records related to children & youth programs, services, and facilities, including Municipal Child Care Centres. Series includes correspondence, reports, budget files, and meeting minutes. As of the 2011 By-law, this series includes records previously administered as CS290, CS302.

This Series is closed as of the 2016 Bylaw.

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

FOI Designation: A* - SOME EXEMPTIONS APPLY

CS552	Community Programs (Children & Youth) Program Supervisor Files
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To maintain a record of children & youth programming

Series Closed: 12-31-2015

Consists of records related to children & youth programming, Youth Zones, NRP, Playgrounds, Summer Camps, Skating Community Programs. Includes correspondence, meeting minutes, reports, budget files, resource files, health and safety, and administration. As of the 2011 By-law, this series contains records previously administered as CS289, CS299, CS301, CS306. Program planning records should be considered for permanent retention.

This Series is closed as of the 2016 Bylaw.

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

FOI Designation: A* - SOME EXEMPTIONS APPLY

CS554	Cultural Services & Events Supervisor's Files
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To maintain a record of the administration of the Cultural Services & Events section

Series Closed: 12-31-2015

This series consists of records of cultural services and development, City-delivered events and festivals, and volunteer management. Includes correspondence, meeting minutes, reports, current project related records, budget files, and grant files. As of the 2011 By-law, this series contains records previously administered as CS276, CS277, CS278. Project files should be considered for permanent retention.

This Series is closed as of the 2016 Bylaw.

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

FOI Designation: A* - SOME EXEMPTIONS APPLY



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Schedule Number	Series Title
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CS558	Festivals and Events Files
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To maintain records of Recreation & Culture event programming

Series Closed: 12-31-2015

This series includes records of the planning, implementation, and delivery of City events including Summer In The Parks, Canada Day, Kite Festival, Teddy Bears' Picnic, and Riverfest. Includes financial records, concessions & merchandise, children's activities, site work, performance contracts, customer service, equipment listing, minutes of meetings, and sponsorship. As of the 2011 By-law, this series contains records previously administered as CS291, CS293, CS295, CS307. Meeting minutes and event planning files should be considered for permanent retention.

This series is closed as of the 2016 Bylaw.

Department Retention: 2 Years

Total Retention - Review: 5 Years

Final Disposition: Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

CS559	Aquatic Operations Supervisor's Files
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To maintain records of the maintenance and operations of aquatic facilities

Series Closed: 12-31-2015

Series includes maintenance and operational files for the Canada Games Complex, Churchill Pool, Volunteer Pool, and outdoor pools, equipment maintenance, budget files, supplies, administration, plans, and facility drawings. As of the 2011 By-law, this series contains records previously administered as CS223, CS224, CS225, CS226, CS227, CS228, CS230, CS231, CS249, CS250. All plans and facility drawings should be kept permanently.

This series is closed as of the 2016 Bylaw.

Department Retention: 2 Years

Total Retention - Review: 5 Years

Final Disposition: Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

CS567	Meeting Transcripts
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To provide captioning of meetings and open house events to meet requirements under the Accessibility of Ontarians with Disabilities Act.

Series Closed: 12-31-2015

This series includes digital transcriptions of meetings and open house events.

Note: Copies kept by transcription provider should be retained no longer than 1 year.

This series is closed as of the 2016 Bylaw.

Department Retention: 1 Year

Total Retention - Review: 1 Year

Final Disposition: Permanent

FOI Designation: A* - SOME EXEMPTIONS APPLY



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Schedule Number	Series Title
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CS568	Arenas and Stadia Administrative Files
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To provide information required for the administration of Arenas & Stadia.

Series Closed: 12-31-2015

This series includes administrative files, billings, building files, correspondence, reports and budget files. This series contains records previously administered as CS133, CS137, CS138, CS143, CS147.

The Parks Division was moved from Community Services to Infrastructure & Operations in 2011.

As of the 2016 Bylaw, this series is moved to Recreation and Culture from Parks, and is closed.

Department Retention:	1 Year
Total Retention - Review:	5 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

CS569	Facility Booking and Events Files
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To provide a record of Arenas & Stadia operations.

Series Closed: 12-31-2015

This series contains records of Arenas & Stadia operations including event files, bookings, rental journals, daily cash summary sheets, and dead wood tickets. Event listings should be considered for permanent retention. This series contains records previously administered as: CS139, CS141.02, CS141.04, CS142, CS144, CS145, CS146, TW301. Daily cash summary sheets prior to 2011 will be found under CS131.02.

The Parks Division was moved from Community Services to Infrastructure & Operations in 2011.

As of the 2016 Bylaw, this series is moved to Recreation and Culture from Parks, and is closed.

Department Retention:	1 Year
Total Retention - Review:	10 Years
Final Disposition:	Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY



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Transit

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Schedule Number	Series Title
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FF038	Transit Manager's Files
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To provide a record of the administration of the transit division.

Series Closed: 12-31-2012

MEMO:

This series includes budget records, complaints, correspondence, information about transit associations, statistics, reports and minutes of meetings. In 2004 the department retention for this series was changed from 5 years to 2 years. Prior to the 2011 By-Law, this series was part of Transportation and Works with series number TW022. This series is closed as of the 2014 By-law, as the Facilities, Fleet, and Transit department is now using the TOMRMS system.

Previously this series fell under Transit (Facilities, Fleet and Transit Services). Because of a Corporate Re-org. in July of 2014, this series now falls under the Transit Division , under the Community Services Department.

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

FOI Designation: A* - SOME EXEMPTIONS APPLY

FF039	Operations Supervisor's Files and Management Files
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To provide a record of the administration of & confidential correspondence to operations section.

Series Closed: 12-31-2012

MEMO:

This series includes correspondence related to unions, WCB, statistics, complaints, charters, health and safety issues, emergency measures, equipment and insurance. Records also include minutes of meetings. This series includes former Schedule TW021 Operations Management Files. Under By-Law 2000-79, the retention period for this series was 2 years in the department, the total retention was 5 years and the final disposition was destroy except for material deemed to have permanent value. Prior to the 2011 By-Law, this series was part of Transportation and Works with series number TW023. This series is closed as of the 2014 By-law, as the Facilities, Fleet, and Transit department is now using the TOMRMS system.

Previously this series fell under Transit (Facilities, Fleet and Transit Services). Because of a Corporate Re-org. in July of 2014, this series now falls under the Transit Division , under the Community Services Department.

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FF047	Administration Supervisor's Files
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To serve as a record of the administration supervisory function.

Series Closed: 12-31-2012

This series includes subject files covering a variety of issues relating to customer service, Hansen, Front Office information, race relations and United Way. Prior to the 2011 By-Law, this series was part of Transportation and Works with series number TW265. This series is closed as of the 2014 By-law, as the Facilities, Fleet, and Transit department is now using the TOMRMS system.

Previously this series fell under Transit (Facilities, Fleet and Transit Services). Because of a Corporate Re-org. in July of 2014, this series now falls under the Transit Division , under the Community Services Department.

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

Final Disposition: Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY
