



Outside Boards Schedule

Victoriaville Management

May 05, 2022

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Schedule Number	Series Title						
OS036	Management Reports						
To provide statistical updates/summaries.							
MEMO: This series includes council reports, monthly summaries, Board Minutes, building specifications - South Core Redevelopment, capital budget, operational. The Board Minutes are to be kept permanently.							
<table> <tr> <td>Department Retention:</td> <td>3 Years</td> </tr> <tr> <td>Total Retention - Review:</td> <td>5 Years</td> </tr> <tr> <td>Final Disposition:</td> <td>Destruction</td> </tr> </table>		Department Retention:	3 Years	Total Retention - Review:	5 Years	Final Disposition:	Destruction
Department Retention:	3 Years						
Total Retention - Review:	5 Years						
Final Disposition:	Destruction						
FOI Designation:	A* - SOME EXEMPTIONS APPLY						
OS037	Building and Renovations Records						
To maintain a record of building specs and renovations.							
MEMO: This series includes drawings - architectural, plumbing, heating, electrical and general correspondence.							
<table> <tr> <td>Department Retention:</td> <td></td> </tr> <tr> <td>Total Retention - Permanent:</td> <td></td> </tr> <tr> <td>Final Disposition:</td> <td>Permanent</td> </tr> </table>		Department Retention:		Total Retention - Permanent:		Final Disposition:	Permanent
Department Retention:							
Total Retention - Permanent:							
Final Disposition:	Permanent						
FOI Designation:	A - FULLY ACCESSIBLE						
OS038	Administration Files						
To record operations of Management Board.							
MEMO: This series includes accounts payable,summary sheets, invoices, accounts receivable, general correspondence, security agreements, cleaning contracts, maintenance contracts, annual reports, promotions and manuals.							
<table> <tr> <td>Department Retention:</td> <td>5 Years</td> </tr> <tr> <td>Total Retention - Destruction:</td> <td>7 Years</td> </tr> <tr> <td>Final Disposition:</td> <td>Destruction</td> </tr> </table>		Department Retention:	5 Years	Total Retention - Destruction:	7 Years	Final Disposition:	Destruction
Department Retention:	5 Years						
Total Retention - Destruction:	7 Years						
Final Disposition:	Destruction						
FOI Designation:	A* - SOME EXEMPTIONS APPLY						
OS039	Tenant Files						
To maintain a record of leasing information.							
MEMO: This series includes leases, correspondence, third party financial/commercial information, floor plans and copies of invoices.							
<table> <tr> <td>Department Retention:</td> <td>3 Years</td> </tr> <tr> <td>Total Retention - Review:</td> <td>4 Years</td> </tr> <tr> <td>Final Disposition:</td> <td>Permanent</td> </tr> </table>		Department Retention:	3 Years	Total Retention - Review:	4 Years	Final Disposition:	Permanent
Department Retention:	3 Years						
Total Retention - Review:	4 Years						
Final Disposition:	Permanent						
Retention Condition:	TENAN - AFTER TENANT LEAVES						
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED						