



# Infrastructure & Operations Schedule Administration IO

October 31, 2018

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**Schedule Number    Series Title**

**TW033                    General Manager's Administrative Files (TWK)**

**To provide a record of Transportation and Works administration and activities.**

COPIES: Some originals in Admin. files

MEMO:

This series includes DMT Minutes, correspondence, reports, notes, budget statements and memos. Subjects include senior management, Transportation and Works Department and its divisions and budgets. The DMT Minutes are to be retained permanently. In 2004, the disposition for this series was changed from "Destroy Subject to Review" to "Permanent Subject to Review". In 2008 the department retention for this series was changed from 5 years to 2 years with a retention condition of superceded/obsolete. This series also includes records integrated from series TW034.

Department Retention:    2 Years  
Total Retention:            10 Years

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

Final Disposition:        Permanent  
*Archives Review*

**TW035                    Grievances**

**To provide a record of ongoing grievances for Transportation and Works staff.**

COPIES: Originals in Human Resources

MEMO:

This series includes copies of records related to grievance handling. Information collected includes employee name and number, performance evaluations, grievance documentation. Users: Managers, Supervisors Individuals in Bank: City Employee Official Responsible: Manager Transportation & Works. These records will become superceded/obsolete after the grievances have been resolved.

Department Retention:    3 Years  
Total Retention:            3 Years

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

Final Disposition:        Destruction

**TW036                    Temporary Street Closing Files**

**To provide a record of requests for temporary street closings.**

MEMO:

This series includes correspondence requesting street closings for special events and approvals.

Department Retention:    1 Year  
Total Retention:            1 Year

FOI Designation:        A - FULLY ACCESSIBLE

Final Disposition:        Destruction