



Community Services Schedule

Asset Management

October 31, 2018

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Schedule Number Series Title

FF007 Building Project Files

To provide a record of significant City building and renovation projects.

Series Closed: 12-31-2012

COPIES: Orig. Financial Records in Finance

MEMO:

This series includes memos, correspondence, project specifications, change orders, minutes, progress reports and plans. Original change orders should be kept permanently. Under By-Law 1997-266, the retention period for this series was 5 years in the department, the total retention was 10 years, the condition was after building construction was completed and the final disposition was destroy subject to review. Under By-Law 2000-79, the retention period for this series was 5 years in the department, the total retention was 20 years, the condition was until superceded or obsolete and the final disposition was destroy subject to review. These files will become superceded/obsolete when they are no longer required on a regular basis. Prior to 2006, this series was retained in the Facilities & Equipment Division of the Transportation & Works Department and was designated as TW208. 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 Construction Services (Facilities, Fleet and Transit Services). Because of a Corporate Re-org. in July of 2014, this series now falls under the Asset Management Division, under the Community Services Department.

Department Retention: 2 Years
Total Retention: 20 Years

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

Final Disposition: Destruction
Archives Review

FF011 Equipment Administration Files

To maintain a record of the administration of the Fleet Services Section.

Series Closed: 12-31-2012

MEMO:

This series includes records related to administration, budget, buildings, equipment assignment, fleet training, insurance, licenses, memoranda, Ministry of Transportation, Ministry of Labour, personnel, reports and committees, safety, unions and vehicle maintenance. Under By-Law 14-2003, the retention for this series was 2 years in the department, with a total retention of 5 years. Under By-Law 56-2004, the retention for this series was 2 years in the department, the total retention was 10 years and the final disposition was destroy subject to review. Prior to 2006, this series was retained in the Facilities & Equipment Division of the Transportation & Works Department and was designated as TW212. 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 Fleet Services (Facilities, Fleet and Transit Services). Because of a Corporate Re-org. in July of 2014, this series now falls under the Asset Management Division, under the Community Services Department.

Department Retention: 2 Years
Total Retention: 5 Years

FOI Designation: A* - SOME EXEMPTIONS APPLY

Final Disposition: Destruction
Archives Review



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Schedule Number Series Title

FF013 Facilities and Fleet Department Files

To provide a record of the operations of the division.

Series Closed: 12-31-2012

MEMO:

This series includes records related to division administration, meetings, health and safety, labour relations and personnel. This series also includes division personnel files and records belonging to the division manager -working files, projects and reports. Personnel files should be retained until staff member leaves employment. All other records until superseded or obsolete. All records more than 2 years old should be considered for transfer. Under By-Law 14-2003, the retention for this series was 2 years in the department with a total retention of 5 years. Prior to 2006, this series was retained in the Facilities & Equipment Division of the Transportation & Works Department and was designated as TW214. Prior to 2007, the title for this series was Facilities and Equipment Division Files. 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 Administration FF (Facilities, Fleet and Transit Services). Because of a Corporate Re-org. in July of 2014, this series now falls under the Asset Management Division, under the Community Services Department.

Department Retention: 2 Years

Total Retention: 10 Years

Final Disposition: Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

Archives Review

FF026 Manager's Office Files (Facilities)

To document building maintenance functions.

Series Closed: 12-31-2012

MEMO:

This series includes budget files, staff, purchase orders, schedules, personnel and blank forms. Some material is transferred to All Buildings/Buildings Series after one year. Prior to 2006, this series was retained in the Facilities & Equipment Division of the Transportation & Works Department and was designated as TW231. Prior to 2007, the title for this series was Supervisor's Office Files (Facilities). 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 Facilities Services (Facilities, Fleet and Transit Services). Because of a Corporate Re-org. in July of 2014, this series now falls under the Asset Management Division, under the Community Services Department.

Department Retention: 1 Year

Total Retention: 1 Year

Final Disposition: Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

Archives Review