



Outside Boards Schedule

Community Economic Development Comm.

October 31, 2018

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Schedule Number Series Title

OS001 Administration Files

To maintain a record of the administration of the commission.

MEMO:

This series includes subject files dealing with: Administrative, Advertising, Clubs & Agencies, Consultants, Education Institutions, Legal, Governmental and Special Projects, budgets, policies, procedures, personnel issues, purchasing and training. These files will become superceded/obsolete when they are no longer used on a regular basis. Previously, the material in this series was designated OS001 and PB116.

This series was previously designated CM163, until Sept. 2006 when Tourism & Economic Dev. was transferred from the CAO's Office. to Community Economic Dev. Commission, Outside Board and OS001 was re-activated.

Department Retention: 1 Year
Total Retention: 10 Years

Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

Archives Review

OS002 Case Files

To provide a record of client projects.

MEMO:

This series contains project details including some 3rd party financial/commercial proposals and projections, confidential personnel information, press releases and correspondence. Information collected includes: Payroll and benefits information, 3rd party commercial financial proposals and plans. Users: Development Thunder Bay Staff Individuals in Bank: Clients Official Responsible: Manager - Development Thunder Bay. Originally this series was OS002 and later changed to CM181 under Tourism & Economic Dev.-CAO's Office. On Sept. 2006 OS002 has been being re-activated under Community Economic Dev. Commission, Outside Board.

Department Retention: 1 Year
Total Retention: 10 Years

Final Disposition: Destruction

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: PIB - PERSONAL INFORMATION BANK

Archives Review

OS003 Financial Records

To maintain a record of the Commission's financial operations

MEMO:

This series includes capital, marketing and operating budgets, status reports, projections, purchase requisitions, projects, invoices and accounts. Previously, the material in this series was covered by OS003 and then PB118.

This series was previously designated as CM17 until Sept. 2006 when Tourism & Economic Dev. was transferred from the CAO's Office. to Community Economic Dev. Commission, Outside Board and OS003 was re-activated.

Department Retention: 1 Year
Total Retention: 7 Years

Final Disposition: Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

Archives Review



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Schedule Number Series Title

OS004 Personnel Files

To maintain a record of employee related matters.

COPIES: Human Resources

MEMO:

This series includes the personnel files which contain documentation concerning personnel changes, training, vacation, evaluations, education and sick time. Information collected includes: Employee name and number, payroll, evaluations, TB483, benefit (pension, UIC, WCB), SIN, vacation, sick time, education, resumes, training. Users: Community Economic Dev. Commission Individuals in Bank: Employees Official Responsible: Manager - Community Economic Dev. Commission These files will become superceded/obsolete when they are no longer required on a regular basis.

THIS SCHEDULE/SERIES HAS BEEN SUPERCEDED AS THE RESULT OF AN ORGANIZATIONAL CHANGE.

Previously, the material in this series was covered by CS456 and OS004. This series was previously designated PB119, until 2005 when Tourism and Economic Development was transferred from the Development Dept. to the CAO's Office in the CAO's Office. Prior to 2006, these records were included in CMI 72 in the former Tourism & Economic Development Div. in the CAOs Office. The previous OS004 designation was reactivated in 2006 when the series was returned to Outside Boards.

Department Retention:	1 Year
Total Retention:	3 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition: Destruction

FOI Designation: PIB - PERSONAL INFORMATION BANK

Archives Review

OS006 Reports/Studies

Research and feasibility studies to enhance services provided by Development Thunder Bay.

MEMO:

This series includes, interviews, stats, comparative studies, pictures and magazines.

This series was previously designated OS006. This series was previously designated PB131, until 2005 when Tourism and Economic Development was transferred from the Development Dept. to the CAO's Office. Prior to Sept. 2006, this series was designated as CMI 82 in the Tourism & Economic Dev. Div.

On Sept. 2006 OS006 has been being re-activated under Community Economic Dev. Commission, Outside Board.

Department Retention:	5 Years
Total Retention:	5 Years

Final Disposition: Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

Archives Review

OS048 Special Projects - Miscellaneous

To serve as a record of various special projects undertaken by the commission.

This series includes files containing correspondence and reports on short and long term projects in the city and region. These records will become superceded/obsolete after the project has been completed. This series was previously designated PB127, unit 2005 when Tourism and Economic Development was transferred from the Development Dept. to the CAO's Office.

Department Retention:	1 Year
Total Retention:	5 Years

Final Disposition: Permanent

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

Archives Review