



Community Services Schedule

Central Support (CS)

October 31, 2018

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Schedule Number Series Title

CS115 Accounts Receivable Administrative Files

To provide administrative correspondence relating to Accounts Receivable for Parks & Recreation.

Series Closed: 12-31-2010

This series is closed as of the 2014 By-law, due to conversion to the TOMRMS system.

MEMO:

This series includes purchase requisitions, internal invoices, sales tax reports, campsite reservations, rental charges, user fee booklet, NSF cheques, football and soccer revenue splits, cemetery invoices, monument markers and correspondence relating to Master Card/Visa payments and policy and procedure manuals.

Previously this series was held in Planning & Administration and moved to Parks on August 1, 2004

Previously this series was held in Parks and moved to Administration in January 2007.

On January 1, 1992 CS132.14 Refund File was added to this series. On January 1, 1996 CS131.10 Journal Entry was added to this series.

As of the 2012 By-law, this series also includes transmittal slips previously administered as CS442.

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

FOI Designation: A* - SOME EXEMPTIONS APPLY

CS124 Central Files (Admin., Parks, Comm. Recreation)

To provide information about the operation and activities of the Community Services Department.

Series Closed: 12-31-2008

This series is closed as of the 2014 By-law, due to conversion to the TOMRMS system.

COPIES: Some material in City Clerk's

MEMO:

This series includes records related to the Administration Division, Parks Division and Recreation and Culture Division of the Community Services Dept. The series contains correspondence, reports, minutes, City publications, external publications, draft reports and brochures. It also contains information about the city organization and other activities.

Previously this series was held in Planning & Administration and moved to Parks on August 1, 2004 - then moved to Community Services on June 13/05. On Feb 21, 2008 the department retention for this series was reduced to 2 years.

Department Retention:	2 Years
Total Retention:	5 Years
Final Disposition:	Permanent <i>Archives Review</i>

FOI Designation: A* - SOME EXEMPTIONS APPLY

CS131.01 External Invoices (TB115)

To provide a record of invoices to customers for monies owed to Parks/Recreation.

Series Closed: 12-31-2009

This series is closed as of the 2014 By-law, due to conversion to the TOMRMS system.

MEMO:

Input.

Previously this series was held in Planning & Administration and moved to Parks on August 1, 2004

Previously this series was held in Parks and moved to Administration in January 2007.

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

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



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Schedule Number Series Title

CS131.04 GST Reports

To provide a record of GST collected by Parks areas and to answer public inquiries.

Series Closed: 12-31-2009

This series is closed as of the 2014 By-law, due to conversion to the TOMRMS system.

MEMO:

Output.
 Previously this series was held in Planning & Administration and moved to Parks on August 1, 2004
 Previously this series was held in Parks and moved to Administration in January 2007.

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

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

CS131.06 Credit Card Report

To provide a record of credit card transactions.

Series Closed: 12-31-2009

This series is closed as of the 2014 By-law, due to conversion to the TOMRMS system.

MEMO:

Output. Report generated and sent to Finance to balance G.L., also available online for 3 years.
 Previously this series was held in Planning & Administration and moved to Parks on August 1, 2004
 Previously this series was held in Parks and moved to Administration in January 2007.

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

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

CS131.09 Refunds (TB3)

To refund monies for Parks/Recreation programs.

Series Closed: 12-31-2009

This series is closed as of the 2014 By-law, due to conversion to the TOMRMS system.

MEMO:

Input.
 Previously this series was held in Planning & Administration and moved to Parks on August 1, 2004
 Previously this series was held in Parks and moved to Administration in January 2007.

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

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



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Schedule Number Series Title

CS191 Administrative Files

To provide a record of the administration of the Community Services Dept.

Series Closed: 01-01-2010

This series is closed as of the 2014 By-law, due to conversion to the TOMRMS system.

COPIES: Some copies with Division Managers

MEMO:

This series includes memos, resolutions, correspondence, reports, minutes, public inquiries, councillor inquiries, council agenda material, reports and correspondence, and records relating to budgets, department and division administration, budget material and personnel. Prior to 1998, additional General Managers series were maintained separately as follows; Budget Files (CS192), Confidential Administration Files (CS193), Council Reports and Resolutions (CS194) and Division Files (CS195).

Department Retention: 2 Years

Total Retention: 5 Years

Final Disposition: Permanent

Archives Review

FOI Designation: A* - SOME EXEMPTIONS APPLY

CS481 Pioneer Ridge Litigation Files

To document the legal issues relating to Pioneer Ridge construction

Series Closed: 12-31-2002

This series consists of master sets of productions, copy sets of client productions, photographs, drawings, video recordings, affidavits of documents, answers to undertakings and reports.

Total Retention: 7 Years

Final Disposition: Destruction

Archives Review

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED