



# Infrastructure & Operations Schedule Parks

October 31, 2018

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**Schedule Number    Series Title**

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**TW291                    Parks and Open Spaces Section Administrative Files****To provide information required for the administration of the Parks Division.**

This series includes Division administrative files, correspondence, reports, budget files, and confidential files. This series contains records previously administered as CS116, CS165, CS166, CS171  
The Parks Division was moved from Community Services to Infrastructure & Operations in 2011

Title changed under 2017 By-law from "Parks and Open Spaces Section Administrative Files" to "Parks and Open Spaces Section Administrative Files"

Department Retention:    1 Year  
Total Retention:            5 Years

Retention Condition:    COMPL - AFTER COMPLETION  
FOI Designation:        A\* - SOME EXEMPTIONS APPLY

Final Disposition:        Permanent  
*Archives Review*

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**TW292                    Parks and Open Spaces Section Personnel Records****To maintain employee records for all Parks Division personnel.**

Information collected includes: recruitment and hiring documentation, work history, attendance records, performance evaluation  
Users: Parks Division administrative staff  
Individuals in Bank: Parks Division employees  
Official Responsible: Manager, Parks Division

This series contains recruitment and hiring documentation, work history, attendance records, and performance evaluations. The file becomes closed when the employee leaves Parks Division.  
The Parks Division was moved from Community Services to Infrastructure & Operations in 2011

Title changed under 2017 By-law from "Parks Division Personnel Records" to "Parks and Open Spaces Section Personnel Records"

Department Retention:    1 Year  
Total Retention:            5 Years

Retention Condition:    CLOSE - UNTIL CLOSED  
FOI Designation:        PIB - PERSONAL INFORMATION BANK

Final Disposition:        Destruction

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**TW293                    Parks South Operations Administrative Files****To provide information required for the administration of the Parks South operations.**

This series includes Parks South administrative files, correspondence, reports, Chippewa Park operations, budget files, and accident/incident reports.

The Parks Division was moved from Community Services to Infrastructure & Operations in 2011.

Department Retention:    1 Year  
Total Retention:            5 Years

Retention Condition:    CLOSE - UNTIL CLOSED  
FOI Designation:        A\* - SOME EXEMPTIONS APPLY

Final Disposition:        Destruction  
*Archives Review*

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**TW294                    Parks North Operations Administrative Files**

**To provide information required for the administration of the Parks North operations.**

This series includes Parks North administrative files, correspondence, reports, Marina operations, budget files, and accident/incident reports. This series contains records previously administered as CS201.

The Parks Division was moved from Community Services to Infrastructure & Operations in 2011.

Department Retention:    1 Year  
Total Retention:            5 Years

Retention Condition:    CLOSE - UNTIL CLOSED  
FOI Designation:        A\* - SOME EXEMPTIONS APPLY

Final Disposition:        Destruction  
*Archives Review*

**TW295                    Cemetery Administrative Files**

**To provide information required for the administration of Cemetery Operations.**

This series includes Cemetery administrative files, correspondence, budget files, and accident/incident reports. This series contains records previously administered as CS175 and CS177.

The Parks Division was moved from Community Services to Infrastructure & Operations in 2011.

Department Retention:    5 Years  
Total Retention:            10 Years

FOI Designation:        A\* - SOME EXEMPTIONS APPLY

Final Disposition:        Destruction  
*Archives Review*

**TW296                    Cemetery Burial Records**

**To provide a record of burials and lot ownership.**

This series includes burial files, interment files, pre-need registers, applications, ownership files, and other records of Cemetery operations. Some records will be retained permanently in the Cemetery Office. Some records contain personal information and will require an FOI request for access. This series contains records previously administered as: CS173, CS174, CS176, CS180, CS181, CS182, CS183, CS184, CS185, CS186, CS187, CS487, CS488, CS489.

The Parks Division was moved from Community Services to Infrastructure & Operations in 2011.

Department Retention:    5 Years  
Total Retention:            15 Years

FOI Designation:        A\* - SOME EXEMPTIONS APPLY

Final Disposition:        Permanent

**TW297                    Forestry Administrative Files**

**To provide information required for the administration of Forestry Operations.**

This series includes Forestry administrative files, correspondence, reports, budget files, and accident/incident reports. This series contains records previously administered as CS476 and CS477.

The Parks Division was moved from Community Services to Infrastructure & Operations in 2011.

Department Retention:    3 Years  
Total Retention:            7 Years

Retention Condition:    CLOSE - UNTIL CLOSED  
FOI Designation:        A\* - SOME EXEMPTIONS APPLY

Final Disposition:        Destruction  
*Archives Review*



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**TW298                    Horticulture Administrative Files**

**To provide information required for the administration of Horticulture operations.**

This series includes Horticulture administrative files, Conservatory files, correspondence, reports, budget files, and accident/incident reports.

The Parks Division was moved from Community Services to Infrastructure & Operations in 2011.

Department Retention:    1 Year  
Total Retention:            5 Years

Retention Condition:    CLOSE - UNTIL CLOSED

Final Disposition:        Destruction

FOI Designation:        A\* - SOME EXEMPTIONS APPLY

*Archives Review*

**TW299                    Parks Services Administrative Files**

**To provide information required for the administration of Parks Services operations.**

This series includes Parks Services administrative files, sports schedules, correspondence, reports, budget files, new parks, trail development, parks drawings, maps, plans, specifications, and park development planning. All original parks drawings should be kept permanently. This series includes records previously administered as CS154, CS156, CS164, CS169, CS492, CS493.

The Parks Division was moved from Community Services to Infrastructure & Operations in 2011.

Department Retention:    2 Years  
Total Retention:            5 Years

Retention Condition:    CLOSE - UNTIL CLOSED

Final Disposition:        Destruction

FOI Designation:        A - FULLY ACCESSIBLE

*Archives Review*

**TW314                    Golf Course Administrative Files**

**To provide a record of the administration of the city owned golf courses.**

MEMO:

This series includes committee minutes, records relating to tournaments, organization/planning, bookings, improvements and reserve fund, financial correspondence, user fee, merchandise, drafts, correspondence and policy development. This series was previously retained in the Facility Enterprises Division & moved March 17/04 to Administration Community Services. On March 3, 2005 this series was moved to the newly established Golf division.

Prior to the 2016 Bylaw this series belonged to a separate Golf Division.

Department Retention:    2 Years  
Total Retention:            5 Years

Final Disposition:        Destruction

FOI Designation:        A\* - SOME EXEMPTIONS APPLY

*Archives Review*