



Development and Emergency Services Schedule

Realty Services

October 31, 2018

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Schedule Number Series Title

PB104 Manual Files

To serve as a record of all transactions involving City-owned properties.

MEMO:

This series consists of files documenting a range of activities involving land, including purchases, sales, options/leases, "Sandy Beach leases" easements, encroachments and street/lane closings. Easement and encroachment agreements are to be retained permanently. Under By-Law 89-1999, the retention period for this series was 2 years in the department, the total retention was 25 years, the condition was after transaction completed and the final disposition was destroy except for material deemed to have permanent value. These files will become superceded/obsolete after the expiry of the lease, mortgage or contract. Prior to the incorporation of the Realty Services Division into the Development Dept., this series was designated as TS071 in the Telephone & Corporate Services Dept. Previously it had been designated as CR206 in the former Corporate Services Dept. As of the 2011 By-law, this series now contains records formerly listed under CR204, PB105, PB106, PB107, PB112, PB113, PB114, PB115.

Department Retention:	1 Year
Total Retention:	25 Years

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

Final Disposition:	Permanent
	<i>Archives Review</i>

PB109 Administration Files

To document the operation of the Division.

MEMO:

This series consists of files which cover a range of subjects including advertising, associations, budgets, corporate policies, environmental policies, FOI, legal opinions, legislation, official plans, OMB, proposals, surveying, systems and tenders. These files will become superceded/obsolete when they are no longer required on a regular basis. "AMANDA" reports are also included in this series. Prior to the incorporation of the Realty Services Division into the Development Dept., this series was designated as TS076 in the Telephone & Corporate Services Dept. Previously, it was designated as CR201 in the former Corporate Services Dept.

Department Retention:	2 Years
Total Retention:	7 Years

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

Final Disposition:	Destruction
	<i>Archives Review</i>

PB117 Appraisal Reports

To serve as a record of the determination of values for properties the City is buying or selling.

MEMO:

This series consists of reports which include photographs of properties, neighbourhood analyses, site analyses, land use control information, assessment/tax information, improvements and valuations. Under By-Law 89-1999, the retention period for this series was 4 years in the department, the total retention was 10 years, the condition was after transaction completed and the final disposition was destroy except for material deemed to have permanent value. The reports will become superceded/obsolete after the transaction has been completed. Prior to the incorporation of the Realty Services Division into the Development Dept., this series was designated as TS069 in the Telephone & Corporate Services Dept. Previously, it was designated as CR202 in the former Corporate Services Dept.

Prior to the 2016 Bylaw, these records had a disposition of Destroy, Subject to Review.

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
	<i>Archives Review</i>