



# Infrastructure & Operations Schedule Roads

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**Schedule Number    Series Title**

**TW164                    Accounts Receivable Files**

**To provide a record of invoices for Roads Division.**

COPIES: Finance

MEMO:

This series includes police reports and other documentation not kept electronically in the SAP system. Under By-Law 1997-266, the retention period for this series was 2 years in the department, the total retention was 2 years, and the final disposition was destroy. 01/2001 - superceded by SAP system - Billable work orders. In November 2003 this series was re-opened, as it contains records relating to accounts receivable that are not kept electronically in the SAP system. Under By-Law 14-2003, the total retention for this series was 5 years.

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

FOI Designation:    A - FULLY ACCESSIBLE

**TW166                    Outline Agreements**

**To provide a record of Roads purchasing activities.**

COPIES: Finance, Materials Management

MEMO:

This series includes outline agreements. These records will become superceded/obsolete after the outline agreements have expired. Under By-Law 14-2003, the retention for this series was 1 year in the department and the total retention was 1 year.

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation:    A - FULLY ACCESSIBLE

**TW171                    Diaries and Journals**

**To provide background information concerning claims settlements.**

MEMO:

This series includes notes regarding activities, quantities, equipment, problems, weather conditions and staff assignments. Please ensure that all Diaries and Journals are inscribed, indicating originating section and authorship.

Department Retention:	3 Years
Total Retention:	20 Years
Final Disposition:	Destruction

FOI Designation:    A\* - SOME EXEMPTIONS APPLY

**TW177                    Hot Mix and Cold Mix Patching**

**To provide proof of repairs carried out to streets or sidewalks.**

MEMO:

This series includes the following information: location of work, date and driver's signature. The records in this series are used for insurance claims.

Department Retention:	2 Years
Total Retention:	10 Years
Final Disposition:	Destruction

FOI Designation:    A - FULLY ACCESSIBLE



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**Schedule Number    Series Title**

**TW178                    Inventory Photographs**

**To provide a record of the condition of city roads.**

MEMO:  
This series includes photographs taken during the roads inventory, completed every five years.

Department Retention:    10 Years

Total Retention:            20 Years

Final Disposition:         Permanent

FOI Designation:    A - FULLY ACCESSIBLE

*Archives Review*

**TW182                    Personnel Files**

**To provide a record of Roads Division employees.**

COPIES: Originals in Human Resources

MEMO:  
The files in this series are held in the Division Offices and in supervisors' offices. Information collected includes correspondence, memos, PCN's, injury reports, time sheets, evaluations, vacation schedules and time off requests. Users: Managers, Secretary, Supervisors. Individuals in Bank: City Employees. Official Responsible: Manager - Roads. These files will become superceded/obsolete when the individuals are terminated. Under By-Law 14-2003, the department retention for this series was 2 years. As of 2010, this series also includes records formerly transferred under TW189, Routine Administrative Files.

Department Retention:    1 Year

Total Retention:            2 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition:         Destruction

FOI Designation:    PIB - PERSONAL INFORMATION BANK

**TW183                    Photographs**

**To serve as a photographic record for use in dealing with claims.**

**Series Closed: 12-31-2003**

MEMO:  
This series includes photographs of street scenes, accidents and projects. Under By-Law 14-2003, the retention for this series was 2 years in the department, with a total retention of five years. Under By-Law 14-2006, the total retention for this series was 15 years. This series is closed as of the 2011 By-Law, as these records are maintained with and transferred under TW185, Planning and Research Analyst's Files.

Department Retention:    2 Years

Total Retention:            20 Years

Final Disposition:         Destruction

FOI Designation:    A - FULLY ACCESSIBLE



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**Schedule Number    Series Title**

**TW184                    Co-ordinator Budgets & Planning Files**

**To serve as a record of the budgeting and planning functions.**

**Series Closed: 05-31-2006**

MEMO:

This series includes files relating to administration, budgeting, infrastructure, operations, personnel system, roads needs, systems development, sidewalk inventory and traffic and transportation. Under By-Law 14-2003, the total retention for this series was 5 years. Under By-Law 409-2005, the title for this series was Planning and Development Analyst's Files and its purpose was to serve as a record of the planning and development functions. Under By-Law 14-2006, the department retention for this series was 3 years.

Department Retention:    5 Years  
Total Retention:            10 Years

Final Disposition:        Destruction  
*Archives Review*

FOI Designation:        A\* - SOME EXEMPTIONS APPLY

**TW185                    Planning and Research Analyst's Files**

**To provide a record of planning and research activities.**

COPIES: Some orig. in Finance/Eng./Roads

MEMO:

This series includes correspondence, original stats, external studies and reports, memos, confidential proceedings, drawings, blueprints, copies of requests for quotations, internal reports, routes, draft brochures, measurements, budget, capital charges, legislation, course material, time sheets, notes, surveys and work orders. Subjects include asphalt, claims, cleaning, bridges, budget, tenders, grass cutting, parking, sand and salt, sanitation, snow removal, traffic signals and sidewalk improvements. The records will become superceded/obsolete when they are no longer required on a regular basis. All prints should be retained until superseded or obsolete. Reference material may be destroyed at any time. Under By-Law 56-2004, the retention for this By-Law was 3 years in the department, the total retention was 5 years and the final disposition was destroy subject to review. Under By-Law 14-2006, the department retention for this series was 3 years. Prior to 2009 the records were retained for 5 years in the department with a total retention of 10 years.

Department Retention:    1 Year  
Total Retention:            10 Years

Final Disposition:        Destruction  
*Archives Review*

Retention Condition:    RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation:        A - FULLY ACCESSIBLE

**TW186                    Roads Administration Files**

**To provide a record of the administration and operations of the Roads Division.**

COPIES: Original Claims/Agreements in Clerk

MEMO:

This series includes the following sections: General, Equipment, Traffic Control and Streetlighting, Planning, Roads, Waste Management, Personnel General, Unions, and Landfill. The following subjects are included in this series: asphalt, bridges, concrete, ditching, drainage, fencing, grass cutting, health and safety, plowing, cuts, repairs, purchasing, rentals, equipment, traffic signals, city departments and divisions, committees, complaints, recycling, waste reduction, grievances, interviews, and claims. The following types of records are included in this series: correspondence, memos, statistics, notes, flyers, brochures, budget records, resolutions, minutes and seniority lists. THIS SERIES ALSO INCLUDES THE BUDGET AND PLANNING CO-ORDINATORS RECORDS AS OF MAY 2006. Prior to 2010, some records belonging to this series may have been transferred under TW189, Routine Administrative Files.

Department Retention:    2 Years  
Total Retention:            10 Years

Final Disposition:        Destruction  
*Archives Review*

FOI Designation:        A\* - SOME EXEMPTIONS APPLY



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**Schedule Number    Series Title**

**TW187                    Route Books**

**To provide packer operators with specific directions regarding routes & locations for waste pickup.**

MEMO:

This series includes street maps, names and addresses of location from which waste is to be picked up. These books will become superceded/obsolete when the routes are changed.

Department Retention:    1 Year

Total Retention:            1 Year

Retention Condition:    RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition:        Destruction

FOI Designation:        A - FULLY ACCESSIBLE

**TW188                    Route Plans**

**To document routes of individual machines.**

MEMO:

This series includes plans of routes for street plowing, grass cutting, sidewalk plowing and street sweeping. These plans will become superceded/obsolete when the routes are changed.

Department Retention:    1 Year

Total Retention:            1 Year

Retention Condition:    RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition:        Destruction

FOI Designation:        A - FULLY ACCESSIBLE

**TW190                    Sanding and Salting Records**

**To provide a record of sanding and salting operations for reporting purposes.**

**Series Closed: 12-31-2008**

MEMO:

This series includes information relating to distance travelled, weight of sand/salt spread, vehicle and operator. Under By-Law 14-2003, the retention for this series was 2 years in the department, with a total retention of 7 years. This series is closed as of the 2011 By-Law as records will be transferred as TW010 instead.

Department Retention:    2 Years

Total Retention:            15 Years

Final Disposition:        Destruction

FOI Designation:        A - FULLY ACCESSIBLE

**TW191                    Service Orders**

**To provide a record of service required and completed.**

**Series Closed: 03-31-2000**

MEMO:

This series includes the following information: date, time, received by, location, problem, called in by, call out required, action required, action taken and completed by. One copy is filed in the Street Files (TW193). Under By-Law 26-2007, the total retention for this series was 7 years.

Department Retention:    2 Years

Total Retention:            20 Years

Final Disposition:        Destruction

FOI Designation:        A - FULLY ACCESSIBLE



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**TW193                    Street Files**

**To provide a record of activity related to particular streets.**

**Series Closed: 12-31-1989**

COPIES: Some originals in Clerk's/Engineer.

MEMO:

This series may include boundary road agreements, complaints, correspondence, councilor inquiries, lane agreements, railway agreements, resolutions, roadway agreements, and workorders. Records should remain in the office for minimum of 10 years, file cut-offs should occur every 5 years as required. Since 2008 this series also contains records formerly held separately in TW167, By-law Letters. Prior to 2008 the final disposition was destruction. This series is closed as of the 2011 By-Law as these records are maintained as TW078, Street Maintenance Files (Engineering).

Department Retention:	10 Years
Total Retention:	20 Years
Final Disposition:	Permanent <i>Archives Review</i>

FOI Designation:    A\* - SOME EXEMPTIONS APPLY

**TW194                    Street Sweeping Record**

**To provide a record of street sweeping operations carried out.**

MEMO:

This series includes a volume recording the date, vehicle, operator, shift, curb kilometres travelled and cubic metres. This record will become superceded/obsolete when the volume is complete. Under By-Law 56-2004, the retention period for this series was 1 year in the department with a total retention of 1 year. Under By-Law 14-2006, the total retention for this series was 2 years.

Department Retention:	1 Year
Total Retention:	5 Years
Final Disposition:	Destruction

Retention Condition:    RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation:        A - FULLY ACCESSIBLE

**TW196                    Supervisors' Office Files**

**To provide a record of the daily administration of roads activities and staff.**

MEMO:

This series includes records relating to personnel administration, budgets, equipment, health and safety, snow removal, sidewalks, pavement markings, traffic signals, waste management and staff training. These files will become superceded/obsolete when they are no longer required on a regular basis. Under By-Law 14-2003, the retention for this series was 5 years in the department with a total retention of 5 years. Under By-Law 26-2007, the total retention for this series was 5 years. This series contains records previously maintained as TW195, Supervisor's Memos.

Department Retention:	1 Year
Total Retention:	10 Years
Final Disposition:	Destruction <i>Archives Review</i>

Retention Condition:    RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation:        A\* - SOME EXEMPTIONS APPLY



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**Schedule Number    Series Title**

**TW198                    Time Sheets**

**To document hours of work performed by employees.**

COPIES: Originals in Central Support

MEMO:

This series includes form TB1061, Daily Field Time Sheets which record the description of work, locations, division, employee names/numbers, rates of pay, account centres, labour details and equipment details.

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

FOI Designation:    FOI - A FORMAL REQUEST MUST BE SUBMITTED

**TW252                    Signage Work Order Records**

**To document the placement, maintenance and removal of signs.**

**Series Closed: 12-31-2004**

MEMO:

This series contains requests from departments and from the public relating to the placement, maintenance and removal of signs. Work orders, service orders, diagrams, maps and other related documents may be included. This series is closed as of 2005 as the series is no longer in use.

Department Retention:	2 Years
Total Retention:	10 Years
Final Disposition:	Destruction <i>Archives Review</i>

FOI Designation:    A\* - SOME EXEMPTIONS APPLY

**TW267                    GPS/AVL Records**

**To provide information on the location of service vehicles for dispatch purposes and on the activities undertaken by these vehicles.**

COPIES: Some reports in Manager's & Supervisor's records.

This global positioning system for automated vehicle location is an Internet based system which is designed to monitor the movement and activity of service vehicles throughout the City. The information includes locations, speeds, times, dates and other details concerning the operation of snowplows, sanders, garbage packers, etc. Each record includes approximately 25 to 30 fields of information which is stored by Grey Island Systems International Inc. This series is stored electronically and no records transfers are expected.

Department Retention:	1 Year
Total Retention:	20 Years
Final Disposition:	Destruction

FOI Designation:    FOI - A FORMAL REQUEST MUST BE SUBMITTED

**TW271                    Planning & Research Analyst Landfill & Recycling Records**

**To maintain a record of the functions relating to recycling and landfill which are undertaken by the planning & research analyst.**

This series includes technical reports, specifications, budget reports, records dealing with personnel issues and reference materials regarding the maintenance/operation and special projects relating to recycling and landfill. These files will become superseded/obsolete when they are no longer used on a regular basis. Prior to 2009 this series was administered by the Environment Division.

Department Retention:	1 Year
Total Retention:	7 Years

Retention Condition:    RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition:    Destruction

FOI Designation:    A\* - SOME EXEMPTIONS APPLY

*Archives Review*



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**Schedule Number    Series Title**

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**TW272                    Roads Engineer Project Files**

**To maintain a record of the projects undertaken by the roads engineer.**

**Series Closed: 12-31-2004**

This series includes correspondence, memos, research, reference material, budget records, drawings, photographs and reports relating to special projects and activities. These records will become superceded/obsolete when they are no longer used on a regular basis.

This series is no longer generated as the position has been terminated. Under By-Law 14-2006, the department retention for this series was 1 year.

Department Retention:            3 Years

Total Retention:                    10 Years

Retention Condition:    RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition:                Destruction

FOI Designation:        A\* - SOME EXEMPTIONS APPLY

*Archives Review*

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