



Outside Boards Schedule

Thunder Bay Community Auditorium

October 31, 2018

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Schedule Number Series Title

OS027 Daily Box Office Sales Reports

To maintain a record of sales at Box Office.

MEMO:

This series contains statements of shows and symphony sales.

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

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

OS028 Board Minutes

To maintain a record of Board Minutes.

MEMO: This series contains records of Board Minutes.

Department Retention:	35 Years
Total Retention:	40 Years
Final Disposition:	Permanent

FOI Designation: A* - SOME EXEMPTIONS APPLY

OS029 Architectual/Building Files

To maintain a record of building specs and renovations.

COPIES: Transportation and Works

MEMO:

This series includes architectural drawings and plans, contracts, building permits and supporting warranties for all work completed. Some copies exist at Transportation & Works.

Department Retention:	35 Years
Total Retention:	40 Years
Final Disposition:	Permanent

FOI Designation: A* - SOME EXEMPTIONS APPLY

OS030 Show/Event Files

To maintain a record of performances.

MEMO:

This series includes contract faces, settlement reports, booking memos and performance details.

Department Retention:	35 Years
Total Retention:	40 Years
Final Disposition:	Permanent

FOI Designation: A* - SOME EXEMPTIONS APPLY

Archives Review



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Schedule Number Series Title

OS031 Fund Raising Files

To maintain a record of fund raising activities.

MEMO:
This series includes marketing material, working files, projections, correspondence and event files.

Department Retention: 5 Years
Total Retention: 10 Years
Final Disposition: Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

OS032 Tax Receipts

To maintain a record of taxation details.

MEMO:
This series contains records of taxation details.

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

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

OS033 Donor Cards

To maintain a record of donors.

MEMO:
Information collected includes: name, address and telephone number for each donor plus credit card particulars etc. Users:
Administration Individuals in Bank: Donors to Community Auditorium Official Responsible: General Manager

Department Retention: 5 Years
Total Retention: 10 Years
Final Disposition: Destruction
Archives Review

FOI Designation: PIB - PERSONAL INFORMATION BANK

OS034 Grant Files

To maintain a record of grant applications.

MEMO:
This series includes correspondence, applications, background materials and information and reference particulars etc.

Department Retention: 5 Years
Total Retention: 10 Years
Final Disposition: Destruction
Archives Review

FOI Designation: A* - SOME EXEMPTIONS APPLY



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Schedule Number Series Title

OS035 Personnel Files

To maintain a record of the employment of staff.

COPIES: Human Resources - 141 S. May St.

MEMO:

This series is maintained by the manager and includes correspondence, personnel change notifications, absence reports, evaluations, performance agreements and accident reports. Information collected includes: Employee name, number, SIN, address, telephone no., age, performance evaluations, attendance reports, correspondence etc. Users: Manager and HR Administration Individuals in Bank: Employees -Community Auditorium Official Responsible: General Manger. These files will become superceded/obsolete when the employee has been terminated.

Department Retention: 1 Year
Total Retention: 3 Years
Final Disposition: Destruction

Retention Condition: TERM - TERMINATION
FOI Designation: PIB - PERSONAL INFORMATION BANK
