



City Manager's Office Schedule

Tourism

October 31, 2018

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Schedule Number Series Title

CS496 Administration Files

To maintain a record of the administration of the Division.

This series includes subject files dealing with administrative issues, advertising, clubs and agencies, consultants, educational institutions, legal issues, governments, special projects, budgets, policies, procedures, personnel issues, purchasing and training. These files will become superceded/obsolete when they are no longer used on a regular basis. Previously, the material in this series was designated CR212, CS449, and OS001. This series was previously designated PB116, until 2005 when Tourism and Economic Development was transferred from the Development Dept. to the CAO's Office
 Prior to 2006, these records were included in series CM163 in the former Tourism & Economic Development Division in the CAO's office.

Department Retention: 1 Year
 Total Retention: 7 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

Archives Review

CS497 Financial Records

To maintain a record of the Division's financial operations.

This series includes capital, marketing and operating budgets, status reports, projections, purchase requisitions, projects, invoices and accounts. Previously, the material in this series was covered by CS452, CR215, and OS003. This series was previously designated PB118, until 2005 when Tourism and Economic Development was transferred from the Development Dept. to the CAO's Office.
 Prior to 2006, these records were included in series CM171 in the former Tourism & Economic Development Division in the CAO's office.

Department Retention: 1 Year
 Total Retention: 7 Years

Final Disposition: Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

Archives Review

CS498 Personnel Files

To maintain a record of employee related matters.

This series includes the personnel files which contain documentation concerning personnel changes, training, vacation, evaluations, education and sick time. These files will become superceded/obsolete when the individuals are terminated.
 Information collected includes: Employee name and number, payroll, evaluations, TB483, benefit (pension, UIC, WCB), SIN, vacation, sick time, education, resumes, training.
 Users: Tourism and Development Administration
 Individuals in Bank: Employees
 Official Responsible: Manager, Tourism and Development
 Previously, the material in this series was covered by CS456 and OS004. This series was previously designated PB119, until 2005 when Tourism and Economic Development was transferred from the Development Dept. to the CAO's Office in the CAO's Office
 Prior to 2006, these records were included in series CM172 in the former Tourism & Economic Development Division.

Department Retention: 1 Year
 Total Retention: 3 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition: Destruction

FOI Designation: PIB - PERSONAL INFORMATION BANK

Archives Review



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Schedule Number Series Title

CS500 Travel Trade and Media Files

To document the activities of the Travel Trade and Media Officer relating to the market segmentation program, and the marketing of Thunder Bay via public relations activities for travel writers.

This series includes records relating to i) group travel, and ii) travel media. Group travel records include documentation regarding marketing initiatives and projects for types of group travel such as motorcoach tours, trade shows, student travel, cruises, and sports travel. Travel media records include newsletters from organizations which the City is a member of, trade show documentation, and records relating to staging of familiarization tours. Prior to 2006, this series was designated as CM162 in the former Tourism & Economic Development Div. in the CAOs Office.

Department Retention: 4 Years

Total Retention: 4 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition: Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

Archives Review

CS501 Convention Files

To report on conventions and conferences.

MEMO:

This series is maintained for basic convention reporting and includes files containing correspondence and convention booking reports. These files will become superceded/obsolete after the conclusion of the convention. This series was previously designated CS451 and CR214.

This series was previously designated PB121, until 2005 when Tourism and Economic Development was transferred from the Development Dept. to the CAO's Office. Prior to 2006, this series was designated as CM173 in the former Tourism & Economic Development Div. in the CAOs Office.

Department Retention: 1 Year

Total Retention: 5 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition: Destruction

FOI Designation: A - FULLY ACCESSIBLE

Archives Review

CS502 Marketing and Advertising Files

To provide a record of advertising and the development of tourism marketing.

MEMO:

This series includes files relating to advertising, samples, insertion orders, correspondence, proposals and marketing agreements. Series merges former CS450 Advertising Files (previously CR213) and CS453 International Marketing Files (previously CR216). These files will become superceded/obsolete when they are no longer required on a regular basis. This series was previously designated PB122, until 2005 when Tourism and Economic Development was transferred from the Development Dept. to the CAO's Office. Prior to 2006, this series was designated as CM174 in the former Tourism & Economic Development Div. in the CAOs Office.

Department Retention: 1 Year

Total Retention: 5 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition: Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

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Schedule Number Series Title

CS503 Manager's Office Files

To provide a record of personnel and labour relations for the Division.

MEMO:

This series includes personnel files, performance agreements, performance evaluations, workplans and strike contingency plans. These files will become superceded/obsolete when they are no longer required on a regular basis. This series was previously designated CS454 and CR217.

This series was previously designated PB123, until 2005 when Tourism and Economic Development was transferred from the Development Dept. to the CAO's Office. Prior to 2006, this series was designated as CM175 in the former Tourism & Economic Development Div. in the CAOs Office.

Department Retention:	1 Year
Total Retention:	5 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

Archives Review

CS504 Organization Files

To maintain a record of the interaction with organizations involved in tourism & convention.

MEMO:

This series includes files containing correspondence, memoranda, reports, and studies with external organizations. These files will become superceded/obsolete when they are no longer required on a regular basis. This series was previously designated CR218 and CS455.

This series was previously designated PB124, until 2005 when Tourism and Economic Development was transferred from the Development Dept. to the CAO's Office. Prior to 2006, this series was designated as CM176 in the former Tourism & Economic Development Div. in the CAOs Office.

Department Retention:	1 Year
Total Retention:	5 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition: Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

Archives Review

CS505 Team Project Files

To maintain a record of projects undertaken by Tourism Teams.

MEMO:

With re-organization in 2000, this series now includes projects relating to tourism development teams in the following areas: attractions and events; winter; three season outdoor; visitor services; marketing and conventions and S.T.A.R. Former series CR220 - Project Files. These files will become superceded/obsolete when the work on the project has been completed.

This series was previously designated PB125, until 2005 when Tourism and Economic Development was transferred from the Development Dept. to the CAO's Office. Prior to 2006, this series was designated as CM177 in the former Tourism & Economic Development Div. in the CAOs Office.

Department Retention:	1 Year
Total Retention:	5 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition: Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

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Schedule Number Series Title

CS506 Sister Cities Files

To provide a record of the operation of the Sister Cities program.

MEMO:

This series includes files containing reports, correspondence, travel itineraries, copies of minutes and protocol agreements. In 2000 this service was contracted out. Series exists, but volume is reduced. These files will become superceded/obsolete when they are no longer required on a regular basis. This series was previously designated CS458, and CR221.

This series was previously designated PB126, until 2005 when Tourism and Economic Development was transferred from the Development Dept. to the CAO's Office. Prior to 2006, this series was designated as CM178 in the former Tourism & Economic Development Div. in the CAOs Office.

Department Retention: 1 Year
Total Retention: 5 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition: Permanent

FOI Designation: A* - SOME EXEMPTIONS APPLY

Archives Review

CS507 Visitor Statistics Files

To provide statistics on tourist activity in Thunder Bay.

MEMO:

This series includes files consisting of statistical reports on tourist registrations at the tourism bureaus and on hotel room occupancy generated by the visitor services team. Former series CR223 Tourism Files. This series was previously designated CS460.

This series was previously designated PB128, until 2005 when Tourism and Economic Development was transferred from the Development Dept. to the CAO's Office. Prior to 2006, this series was designated as CM180 in the former Tourism & Economic Development Div. in the CAOs Office.

Department Retention: 5 Years
Total Retention: 10 Years

Final Disposition: Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

Archives Review

CS508 Special Projects - Miscellaneous

To serve as a record of various special projects undertaken by the Division.

MEMO:

This series includes files containing correspondence and reports on short and long term projects in the city and region. These records will become superceded/obsolete after the project has been completed. Under By-law 14-2003, the final disposition for this series was destruction, subject to review. This series was previously designated CR222, and CS459.

This series was previously designated PB127, until 2005 when Tourism and Economic Development was transferred from the Development Dept. to the CAO's Office, Prior to 2006, this series was designated as CM179 of the former Tourism & Economic Development Div. in the CAOs Office.

Department Retention: 1 Year
Total Retention: 5 Years

Final Disposition: Permanent

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Archives Review

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED