



Community Services Schedule Transit

October 31, 2018

Page 1 of 1

Schedule Number Series Title

FF038 Transit Manager's Files

To provide a record of the administration of the transit division.

Series Closed: 12-31-2012

MEMO:

This series includes budget records, complaints, correspondence, information about transit associations, statistics, reports and minutes of meetings. In 2004 the department retention for this series was changed from 5 years to 2 years. Prior to the 2011 By-Law, this series was part of Transportation and Works with series number TW022. This series is closed as of the 2014 By-law, as the Facilities, Fleet, and Transit department is now using the TOMRMS system.

Previously this series fell under Transit (Facilities, Fleet and Transit Services). Because of a Corporate Re-org. in July of 2014, this series now falls under the Transit Division , under the Community Services Department.

Department Retention: 2 Years

Total Retention: 10 Years

Final Disposition: Destruction

Archives Review

FOI Designation: A* - SOME EXEMPTIONS APPLY

FF039 Operations Supervisor's Files and Management Files

To provide a record of the administration of & confidential correspondence to operations section.

Series Closed: 12-31-2012

MEMO:

This series includes correspondence related to unions, WCB, statistics, complaints, charters, health and safety issues, emergency measures, equipment and insurance. Records also include minutes of meetings. This series includes former Schedule TW021 Operations Management Files. Under By-Law 2000-79, the retention period for this series was 2 years in the department, the total retention was 5 years and the final disposition was destroy except for material deemed to have permanent value. Prior to the 2011 By-Law, this series was part of Transportation and Works with series number TW023. This series is closed as of the 2014 By-law, as the Facilities, Fleet, and Transit department is now using the TOMRMS system.

Previously this series fell under Transit (Facilities, Fleet and Transit Services). Because of a Corporate Re-org. in July of 2014, this series now falls under the Transit Division , under the Community Services Department.

Department Retention: 1 Year

Total Retention: 10 Years

Final Disposition: Destruction

Archives Review

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FF047 Administration Supervisor's Files

To serve as a record of the administration supervisory function.

Series Closed: 12-31-2012

This series includes subject files covering a variety of issues relating to customer service, Hansen, Front Office information, race relations and United Way. Prior to the 2011 By-Law, this series was part of Transportation and Works with series number TW265. This series is closed as of the 2014 By-law, as the Facilities, Fleet, and Transit department is now using the TOMRMS system.

Previously this series fell under Transit (Facilities, Fleet and Transit Services). Because of a Corporate Re-org. in July of 2014, this series now falls under the Transit Division , under the Community Services Department.

Department Retention: 2 Years

Total Retention: 5 Years

Final Disposition: Destruction

Archives Review

FOI Designation: A* - SOME EXEMPTIONS APPLY
