



Outside Boards Schedule Victoriaville Management

October 31, 2018

Page 1 of 1

Schedule Number Series Title

OS036 Management Reports

To provide statistical updates/summaries.

MEMO:

This series includes council reports, monthly summaries, Board Minutes, building specifications - South Core Redevelopment, capital budget, operational. The Board Minutes are to be kept permanently.

Department Retention:	3 Years
Total Retention:	5 Years
Final Disposition:	Destruction <i>Archives Review</i>

FOI Designation: A* - SOME EXEMPTIONS APPLY

OS037 Building and Renovations Records

To maintain a record of building specs and renovations.

MEMO:

This series includes drawings - architectural, plumbing, heating, electrical and general correspondence.

Department Retention:	
Total Retention:	
Final Disposition:	Permanent

FOI Designation: A - FULLY ACCESSIBLE

OS038 Administration Files

To record operations of Management Board.

MEMO:

This series includes accounts payable,summary sheets, invoices, accounts receivable, general correspondence, security agreements, cleaning contracts, maintenance contracts, annual reports, promotions and manuals

Department Retention:	5 Years
Total Retention:	7 Years
Final Disposition:	Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

OS039 Tenant Files

To maintain a record of leasing information.

MEMO:

This series includes leases, correspondence, third party financial/commercial information, floor plans and copies of invoices.

Department Retention:	3 Years
Total Retention:	4 Years
Final Disposition:	Permanent

Retention Condition: TENAN - AFTER TENANT LEAVES

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

Archives Review