



# City Manager's Office Schedule

## Human Resources and Corporate Safety

November 02, 2018

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**Schedule Number      Series Title**

**CM001                      Administration Files**

**To maintain a record of employee attendance.**

**Series Closed: 08-27-2014**

MEMO:

This series includes a range of subjects covering subjects such as budgets, personnel issues, policies and procedures, salaries, staff and vacations. This series was previously designated CR002 in the old Corporate Services department.

This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

Department Retention:      2 Years

Total Retention:              7 Years

Final Disposition:            Permanent

FOI Designation:      FOI - A FORMAL REQUEST MUST BE SUBMITTED

*Archives Review*

**CM004                      Departmental Files**

**To serve as a record of activity on personnel issues involving individual City Departments.**

**Series Closed: 08-27-2014**

COPIES: In other sections

MEMO:

This series includes memoranda, correspondence, copies of City Council resolutions, reports, Ontario Labour Relations Board decisions, copies of by-laws, minutes of meetings and arbitration board decisions. This series was previously designated CR005 in the old Corporate Services department.

This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

Department Retention:      5 Years

Total Retention:              7 Years

Final Disposition:            Permanent

FOI Designation:      A\* - SOME EXEMPTIONS APPLY

*Archives Review*

**CM005                      Invoices (Miscellaneous)**

**To maintain a record of miscellaneous charges levied by the Division.**

**Series Closed: 08-27-2014**

COPIES: Finance

MEMO:

This series was previously designated CR006 in the old Corporate Services department.

This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

Department Retention:      2 Years

Total Retention:              7 Years

Final Disposition:            Destruction

FOI Designation:      A - FULLY ACCESSIBLE



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Schedule Number	Series Title
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<b>CM006</b>	<b>Manager's Union Files</b>
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**To maintain a record of issues relating to City unions.**

**Series Closed: 08-27-2014**

MEMO:

This series includes reports, proposals, memoranda and correspondence and is also on a database. This series was previously designated CR007 in the old Corporate Services department.

This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

Department Retention: 2 Years

Total Retention: 2 Years

Final Disposition: Permanent

*Archives Review*

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

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<b>CM007</b>	<b>Manager's Working Files</b>
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**To provide a record of the development and implementation of personnel policies.**

**Series Closed: 08-27-2014**

MEMO:

This series includes files covering subjects such as corporate structure, salaries, consultants' reports, down-sizing, budgets, direct deposit, employment equity, employee assistance program, retirement incentive program, grievances, human rights and performance evaluations. These files will become superceded/obsolete when they are no longer required on a regular basis. This series was previously designated CR008 in the old Corporate Services department. Prior to 2007, dept retention was 1 year and Total retention was 5 years.

On Sept. 17, 2008 the final disposition was changed FROM Destruction TO Destruction, Subject to Review. A Human Resources representative must review the files prior to the records being eligible for destruction.

This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

Department Retention: 3 Years

Total Retention: 5 Years

Final Disposition: Destruction

*Archives Review*

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

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**Schedule Number**      **Series Title**

**CM008**                      **Weekly Reports**

**To provide a weekly summary of activities relating to personnel issues.**

**Series Closed: 08-27-2014**

MEMO:

This series includes information regarding grievances, negotiations, actions before boards of inquiry, arbitrations, staffing level comparisons, personnel inventories and explanations of vacancies. This series was previously designated CR009 in the old Corporate Services department.

This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

Department Retention:      5 Years

Total Retention:              7 Years

Final Disposition:          Permanent

*Archives Review*

FOI Designation:      A - FULLY ACCESSIBLE

**CM010**                      **Reference Files**

**To provide a source of information for reference purposes on a variety of personnel issues.**

**Series Closed: 08-27-2014**

MEMO:

This series includes information on a wide variety of subjects including air quality, union agreements, benefits, disabled employees, flexible hours, GST, FOI, insurance, human rights, negotiations, personnel policies, pensions, payroll, political activities, sick leave, strike plans and smoking policy. These files will become superceded/obsolete when they are no longer required on a regular basis.

This series was previously designated CR011 in the old Corporate Services department. Prior to 2007, the Dept. Retention was 1 yr and total Retention 5 years.

This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

Department Retention:      2 Years

Total Retention:              5 Years

Final Disposition:          Destruction

*Archives Review*

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation:      A\* - SOME EXEMPTIONS APPLY



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**Schedule Number      Series Title**

**CM011                      Arbitration Files**

**To serve as a record of arbitrations and to document the grievance process.**

**Series Closed: 08-27-2014**

MEMO: This series was previously designated CR012 in the old Corporate Services department. Information collected includes correspondence, arbitrators decisions, completed grievance forms, memoranda, disposition of grievances, requests for appointment of arbitrator, personnel changes notifications, copies of union agreements, requests to attend meetings, terms of settlement, position descriptions, resumes and exhibits. The arbitrators' decisions are to be retained permanently. Users: Human Resources Staff, City Solicitor, Managers    Individuals in Bank: City Employees    Official Responsible: Manager - Human Resources

This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

Department Retention:	5 Years
Total Retention:	30 Years
Final Disposition:	Destruction <i>Archives Review</i>

FOI Designation:      PIB - PERSONAL INFORMATION BANK

**CM012                      Collective Agreements**

**To serve as a record of all collective agreements with the various bargaining units.**

**Series Closed: 08-27-2014**

MEMO: This series was previously designated CR013 in the old Corporate Services department. This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

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

FOI Designation:      A - FULLY ACCESSIBLE

**CM013                      Grievances**

**To maintain a record of all grievances lodged against the Corporation by unions.**

**Series Closed: 08-27-2014**

MEMO: This series includes, correspondence, memoranda, completed grievance forms, position descriptions, personnel changes notifications, copies of job applications, reports and decisions. The files are arranged by union name. This series was previously designated CR014 in the old Corporate Services department.

This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

Department Retention:	5 Years
Total Retention:	30 Years
Final Disposition:	Destruction <i>Archives Review</i>

FOI Designation:      FOI - A FORMAL REQUEST MUST BE SUBMITTED



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**Schedule Number**      **Series Title**

**CM014**                      **Union Files**

**To maintain a record of interaction with unions.**

**Series Closed: 08-27-2014**

MEMO:

This Series includes the union files consisting of correspondence, memoranda, agreements and reports. These files will become superceded/obsolete when they are no longer required on a regular basis. This series was previously designated CR015 in the old Corporate Services department.

This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

Department Retention:	2 Years
Total Retention:	10 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED  
 FOI Designation:        A\* - SOME EXEMPTIONS APPLY

Final Disposition:	Destruction <i>Archives Review</i>
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**CM015**                      **Negotiations**

**To provide a record of contract negotiations with the various bargaining units.**

**Series Closed: 08-27-2014**

MEMO:

This series includes copies of existing agreements with proposed changes and annotations, working papers, requests for conciliation officers, minutes of meetings, correspondence and memoranda. This series was previously designated CR016 in the old Corporate Services department.

On January 1, 2009 the TOTAL RETENTION of this series was increased from 10 to 50 years.

This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

Department Retention:	7 Years
Total Retention:	50 Years

FOI Designation:        FOI - A FORMAL REQUEST MUST BE SUBMITTED

Final Disposition:	Destruction <i>Archives Review</i>
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**Schedule Number**      **Series Title**

**CM016**                      **Specialist's Files**

**To document the co-ordination of labour relations activities.**

**Series Closed: 08-27-2014**

MEMO:

This series includes, correspondence, reports, working papers, studies and memoranda. These files will become superceded/obsolete when they are no longer required on a regular basis. This series was previously designated CR017 in the old Corporate Services department.

This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

Department Retention:	1 Year
Total Retention:	10 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition: Permanent

FOI Designation: A\* - SOME EXEMPTIONS APPLY

*Archives Review*

**CM017**                      **Non-Union Termination Files**

**To document the terminations of non-union city employees.**

**Series Closed: 08-27-2014**

MEMO:

Information collected includes correspondence with the employee, the employee's solicitor and the city's solicitor. Users: Human Resources Employees, City Solicitor, Managers and Supervisors. Individuals in Bank: CityEmployees - Non Union Official Responsible: Manager - Human Resources. These files will become superceded/obsolete after the individual has been terminated. This series was previously designated CR018 in the old Corporate Services department.

On Sept. 17, 2008 the final disposition was changed FROM Destruction TO Destruction, Subject to Review. A Human Resources representative must review the files prior to the records being eligible for destruction.

This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

Department Retention:	1 Year
Total Retention:	25 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**

**CM018**                      **Project Files**

**To provide a record of various projects undertaken by the Labour Relations Section.**

**Series Closed: 08-27-2014**

MEMO:

This series include projects such as, SCOPE, strike contingency plans, the social contract, active arbitrations, etc. These files will become superceded/obsolete when the project has been completed. This series was previously designated CR019 in the old Corporate Services department.

This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

Department Retention:	1 Year
Total Retention:	7 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED	Final Disposition: Permanent
FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED	<i>Archives Review</i>

**CM021**                      **Audiometric Testing Records**

**To determine that an employee is medically fit to perform normal duties & to monitor hearing loss.**

**Series Closed: 08-27-2014**

MEMO:

Information collected includes names of the employee, background information, work history, recreation history, learning test results and recommendations. Users: Human Resources staff Individuals in Bank: City Employees Official Responsible: Manager - Human Resources. These records will become superceded/obsolete after the employee has been terminated. This series was previously designated CR022 in the old Corporate Services department.

This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

Department Retention:	5 Years
Total Retention:	75 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED	Final Disposition: Destruction
FOI Designation: PIB - PERSONAL INFORMATION BANK	



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**Schedule Number      Series Title**

**CM024                      Benefits Files**

**To serve as a record of the development & implementation of employee benefit policies.**

**Series Closed: 08-27-2014**

MEMO:

This series includes insurance policies, insurance proposals, long-term disability, short-term disability, actuarial reviews, group life insurance, premiums and premium reductions. These records will become superseded/obsolete when they are no longer required on a regular basis. This series was previously designated CR024 in the old Corporate Services department.

This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

Department Retention:      1 Year  
Total Retention:              25 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED  
FOI Designation:        A\* - SOME EXEMPTIONS APPLY

Final Disposition:          Destruction

**CM029                      Employee Health Services Files**

**To maintain a comprehensive record of health services provided to city employees.**

**Series Closed: 08-27-2014**

MEMO:

This series includes information relating to short-term disability, long-term disability, WCB claims and rehabilitation. Information collected includes employee name and number, address, telephone number, SIN, injury report detail, medical records, rehabilitation details. Users: Human Resources staff, Workers' Compensation Board, Health and Safety Committees. Individuals in Bank: City Employees. Official Responsible: Manager-Human Resources. These files will become superseded/obsolete after the employee has been terminated. This series was previously designated CR030 in the old Corporate Services department.

This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

Department Retention:      1 Year  
Total Retention:              75 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED  
FOI Designation:        PIB - PERSONAL INFORMATION BANK

Final Disposition:          Destruction





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Schedule Number	Series Title
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<b>CM030</b>	<b>Medical Files</b>
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**To ascertain employees' fitness to effectively perform the normal duties of a position.**

**Series Closed: 08-27-2014**

MEMO:

This series includes medical histories, work histories, medical assessments and physicians assessments. Information collected includes employee name and number, medical assessments and histories, work history. Users: Human Resources staff, Supervisors, Managers Individuals in Bank: City Employees Official Responsible: Manager - Human Resources. These files will become superceded/obsolete after the resignation/retirement of the individuals. This series was previously designated CR031 in the old Corporate Services department.

This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

Department Retention:	1 Year
Total Retention:	75 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition: Destruction

FOI Designation: PIB - PERSONAL INFORMATION BANK

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<b>CM031</b>	<b>Medical Monitoring &amp; Correspondence Files</b>
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**To provide a record of the development and implementation of policies regarding medical issues.**

**Series Closed: 08-27-2014**

MEMO:

This series includes correspondence, memoranda, reports and studies regarding a range of medical issues. These files will become superceded/obsolete when they are no longer required on a regular basis. This series was previously designated CR032 in the old Corporate Services department.

This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

Department Retention:	1 Year
Total Retention:	6 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

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*Archives Review*



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**Schedule Number      Series Title**

**CM040                      OMERS History of Pensionable Earnings and Contributions**

**To provide a record of employee annual earnings and contributions to the OMERS plan.**

**Series Closed: 08-27-2014**

MEMO:

Information collected includes the employee name, number, address, SIN, employment and pension data. Users: Human Resources Staff Individuals in Bank: City Employees Official Responsible: Manager - Human Resources. These records will become superceded/obsolete after the employees are terminated. This series was previously designated CR041 in the old Corporate Services department. These documents are stored electronically on the Corporation's HRIS, effective July 31, 1999.

This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

Department Retention:      7 Years  
Total Retention:              75 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED  
FOI Designation:          PIB - PERSONAL INFORMATION BANK

Final Disposition:          Destruction

**CM042.25                  Payroll System-Bank Reconciliation**

**To provide a record of information exchanged with banks.**

**Series Closed: 11-13-2015**

MEMO:

This series includes information regarding payroll debits and credits as well as cancelled cheques. This series was previously designated CR043.25 in the old Corporate Services department.

On January 1, 2008 the Department retention was increased from 1 to 2 years.

This series is closed as of the 2016 Bylaw.

Department Retention:      2 Years  
Total Retention:              7 Years

Final Disposition:          Destruction

FOI Designation:          FOI - A FORMAL REQUEST MUST BE SUBMITTED

**CM042.28                  Voided Cheques**

**To maintain a record of all cheques which have been voided and not issued.**

**Series Closed: 08-27-2014**

MEMO: This series was previously designated CR042.28 in the old Corporate Services department. On Jan. 1, 2008 the dept. retention was increased to 7 years from 1 year.

This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

Department Retention:      7 Years  
Total Retention:              7 Years

Final Disposition:          Destruction

FOI Designation:          FOI - A FORMAL REQUEST MUST BE SUBMITTED



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**Schedule Number**      **Series Title**

**CM044**                      **Personnel Files**

**To record employees' work history/salary transactions. To plan employee career development.**

**Series Closed: 08-27-2014**

MEMO:

Information collected includes recruitment documentation, personnel change notifications, work history, salary transactions, and performance evaluations. Users: Human Resources staff, Managers, Department Heads Individuals in Bank: City Employees Official Responsible: Manager - Human Resources. These files will become superseded/obsolete when the employees are terminated. This series was previously designated CR045 in the old Corporate Services department. Prior to April 25, 2007 the Local Archives was 2 years and destroy 75 years after date closed, This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

Department Retention:      1 Year  
Total Retention:              75 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition:          Destruction

FOI Designation:            PIB - PERSONAL INFORMATION BANK

**CM046**                      **Retroactive Pay Files**

**To document the calculation of retroactive pay.**

**Series Closed: 08-27-2014**

MEMO:

Information collected includes employee name and number, rate of pay, hours of work, overtime, deductions/other earnings, adjustments and the amount of retroactive pay. Users: Human Resources Employees, Supervisors, Managers Individuals in Bank: City Employees Official Responsible: Manager - Human Resources. This series was previously designated CR047 in the old Corporate Services department. Under By-law 56-2004, the retention period for this series was 2 years in the department, the total retention was 7 years and the final disposition was destroy. This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

Department Retention:      7 Years  
Total Retention:              20 Years

Final Disposition:          Destruction

FOI Designation:            PIB - PERSONAL INFORMATION BANK

**CM047**                      **Salary Review Files**

**To provide a record of salary studies and salary reviews for city employees.**

**Series Closed: 08-27-2014**

MEMO:

This series was previously designated CR048 in the old Corporate Services department. This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

Department Retention:      10 Years  
Total Retention:              20 Years

Final Disposition:          Permanent

FOI Designation:            FOI - A FORMAL REQUEST MUST BE SUBMITTED

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**Schedule Number**      **Series Title**

**CM049**                      **WSIB Invoices**

**To provide a detailed record of WCB charges.**

**Series Closed: 08-27-2014**

MEMO:

This series includes an invoice which indicates the claim number, the employee's name, the medical aid reference number, the date paid to, the date paid and the amount of the payment. This series was previously designated CR050 in the old Corporate Services department. Prior to 2007, this series title was "WCB Invoices".

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

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

FOI Designation:      FOI - A FORMAL REQUEST MUST BE SUBMITTED

**CM050**                      **Pension Files**

**To document the development and implementation of policies regarding employee pensions.**

**Series Closed: 08-27-2014**

MEMO:

This series includes trust fund statements, correspondence, pension fund surveys, declarations of trust, OMERS agreements and annual reports. These files will become superceded/obsolete when they are no longer required on a regular basis. This series was previously designated CR051 in the old Corporate Services department.

This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

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*

**CM052**                      **Compensation & Benefits Specialist's Files**

**To document the administration of the Compensation and Benefits Section.**

**Series Closed: 08-27-2014**

MEMO:

This series includes information regarding projects and harassment complaints. This series was previously designated CR053 in the old Corporate Services department.

This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

Department Retention:	2 Years
Total Retention:	7 Years

Final Disposition:      Destruction

FOI Designation:      FOI - A FORMAL REQUEST MUST BE SUBMITTED

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**Schedule Number**      **Series Title**

**CM053**                      **Development & Staffing Specialist's Files**

**To document the administration of the development and staffing section.**

**Series Closed: 08-27-2014**

MEMO:

This series includes information regarding recruitment, training and various projects. These files will become superceded/obsolete when they are no longer required on a regular basis. This series was previously designated CR054 in the old Corporate Services department.

This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

Department Retention:      2 Years  
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*

**CM055**                      **Human Rights Files**

**To serve as a record of activity on human rights issues.**

**Series Closed: 08-27-2014**

MEMO:

Information collected includes employee name and number, address, date of birth, documented complaints, investigation reports. Users: Human Resources staff, Department Heads, Managers/Supervisors, City Solicitor    Individuals in Bank: City Employees  
Official Responsible: Manager - Human Resources. These files will become superceded/obsolete when the employees are terminated. This series was previously designated CR056 in the old Corporate Services department. This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

Department Retention:      5 Years  
Total Retention:              75 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED                      Final Disposition:              Permanent  
FOI Designation:              PIB - PERSONAL INFORMATION BANK                      *Archives Review*

**CM056**                      **Job Postings (Job Description & Related Corr)**

**To document the recruitment of staff.**

**Series Closed: 08-27-2014**

MEMO:

This series includes position descriptions, requests to hire personnel and summaries of applications received. This series was previously designated CR057 in the old Corporate Services department. This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

Department Retention:      1 Year  
Total Retention:              20 Years

FOI Designation:              A\* - SOME EXEMPTIONS APPLY                      Final Disposition:              Destruction  
*Archives Review*



# City Manager's Office Schedule

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**Schedule Number**      **Series Title**

**CM057**                      **Job Postings - Applications**

**To maintain a record of unsuccessful applications for posted vacancies.**

**Series Closed: 08-27-2014**

MEMO:

This series includes applications, resumes, correspondence, interview questions and interview/hiring forms.

This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

Department Retention:	1 Year
Total Retention:	15 Years
Final Disposition:	Destruction

FOI Designation:      FOI - A FORMAL REQUEST MUST BE SUBMITTED

**CM059**                      **Student Applications and Related Correspondence**

**To maintain a record of student applications received from the Canadian Employment Centre.**

**Series Closed: 08-27-2014**

MEMO:

This series includes applications, resumes and correspondence. Information collected includes: Applicants name, address, phone number, SIN, education, date of birth. Users: Human Resources Staff Individuals in Bank:Student Applicants Official

Responsible: Manager - Human Resources. This series was previously designated CR060 in the old Corporate Services department.

This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

Department Retention:	1 Year
Total Retention:	12 Years
Final Disposition:	Destruction

FOI Designation:      PIB - PERSONAL INFORMATION BANK

**CM060**                      **Organization Manual**

**To provide a comprehensive record of the structure of the Corporation.**

**Series Closed: 08-27-2014**

MEMO:

This series consists of a manual indicating the structure of the Corporation as a whole as well as the structure of individual Departments and Divisions. The Division organization charts indicate position titles and the number of staff in the respective positions.

This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

Department Retention:	10 Years
Total Retention:	15 Years
Final Disposition:	Permanent

FOI Designation:      A - FULLY ACCESSIBLE



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**Schedule Number**      **Series Title**

**CM119**                      **Settlement Files**

**To document the settlements with staff whose service with the Corporation has terminated.**

**Series Closed: 08-27-2014**

COPIES: Personnel Files

MEMO:

This series includes correspondence, tax deduction waivers, working papers, releases, copies of cheques, copies of minutes of settlement meetings and invoices. Information collected includes employee name, address, phone number, employee number, social insurance number, salary details and negotiation details. Users: Supervisors, payroll administration Individuals in Bank: Employees Official Responsible: Supervisor Payroll. These files will become superceded/obsolete when the employees are terminated. Prior to 2007, the dept. rtn. was 3 yrs. and total rtn. was 7 yrs.

On Sept. 17, 2008 the final disposition was changed FROM Destruction TODestruction, Subject to Review. A Human Resources representative must review the files prior to the records being eligible for destruction.

This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

Department Retention:	3 Years
Total Retention:	25 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition: Destruction

FOI Designation: PIB - PERSONAL INFORMATION BANK

*Archives Review*

**CM153**                      **Immunization Records**

**To document employee's consent for immunization.**

**Series Closed: 08-27-2014**

This series includes the employee's name, department, work location, telephone and signature. These records are filed alphabetically by the employee's name.

Users: H.R. Staff

Individuals in Bank: City Employees

Official Responsible: Supervisor - ESU

This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

Department Retention:	1 Year
Total Retention:	20 Years

Final Disposition: Destruction

FOI Designation: PIB - PERSONAL INFORMATION BANK



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**Schedule Number**      **Series Title**

**CM154**                      **Preplacement Screening and Work Fitness Testing**

**To document employees' consent for immunization and to maintain a record of employee fitness testing**

**Series Closed: 08-27-2014**

Preplacement screening records includes the employee's name, address, telephone number, date of birth, position and department along with a statement regarding the employee's health. Also included are tests and procedures, the nurses comments and the medical classification. Work fitness testing records include statements regarding job placement considerations, reports on the individuals, performance versus the job requirements and copies of billing information. These records are filed alphabetically by year. Work Fitness testing records were previously designated a separate series, CM155 until 2004, when amalgamated because the two types of records are filed together. At thistime, this disposition was changed from destroy to destroy, subject to review

Users: H.R. Staff

Individuals in Bank: City Employees

Official Responsible: Supervisor ESU

This series has been closed as of the 2015 By-law.

This series was previously under Human Resources, City Manager's Dept. until July 2014, but due to a corporate Re-org Human Resources division has moved under Corp. Services & Long Term Care Dept.

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

FOI Designation:      PIB - PERSONAL INFORMATION BANK

**CM188**                      **Administration Files**

**To document the administration of the corporate safety division functions.**

**Series Closed: 11-13-2015**

MEMO:

This series include budget statements, memoranda, working papers, purchase orders, printing orders, first aid results and year-end reports. These records will become superceded/obsolete when they are no longer required on aregular basis.

Originally, this schedule was designated as CR026 in the former Corporate Services Dept. With the dissolution of the former Corporate Services Dept. in August 1998, the series was transferred to the City Manager'sOffice and was given the designation CM025. In 2000, this series was transferred to the Health & Safety/Rick Management Division which was moved from the Finance Dept. to the new Corporate Services Dept. in 2003. In 2006, CO076 Manager's Office Files was amalgamated with this series, and as a result the FOI designation was changed from A\* to FOI since the records in CO076 had been designated FOI. Prior to 2006, this series was known as Corporate Safety Admin Files.

Previously this series was CO078 and part of the Corporate Services department, it was changed to CM188 and moved to the City Manager's Office in 2010. Under the 2015 By-Law, this series was moved to Corporate Services & Long Term Care. The division was previously Corporate Safety and is now part of Human Resources and Corporate Safety.

This Series is closed as of the 2016 Bylaw

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*





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**Schedule Number**      **Series Title**

**CM189**                      **Corporate Safety Departmental Correspondence**

**To maintain a record of correspondence to city departments and agencies regarding safety issues.**

**Series Closed: 11-13-2015**

**MEMO:**

This series includes external surveys, newsletters, studies, correspondence, memoranda, reports, copies of Health & Safety Committee minutes and copies of Plant Safety audits. These records will become superceded/obsolete when they are no longer required on a regular basis.

Originally, this schedule was designated as CR027 in the former Corporate Services Dept. With the dissolution of the former Corporate Services Dept. in August 1998, the series was transferred to the City Manager's Office and was given the designation CM026. In 2000, this series was transferred to the Health & Safety/Rick Management Division which was moved from the Finance Dept. to the new Corporate Services Dept. in 2003. In 2006, CO080 Corporate Safety Resource Files was added to this as these records are maintained together. Previously this series was CO079 and part of the Corporate Services Department, it was changed to CM189 and moved to the City Manager's Office in 2010. Under the 2015 By-Law, this series was moved to Corporate Services & Long Term Care. The division was previously Corporate Safety and is now part of Human Resources and Corporate Safety.

This Series is closed as of the 2016 Bylaw.

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*