



# City Manager's Office Schedule City Solicitor & Corporate Counsel

November 02, 2018

Page 1 of 4

**Schedule Number      Series Title**

**CO001                      City Solicitor and Corporate Counsel's Manager's Files**

**To maintain a record of the administration of the City Solicitor and Corporate Counsel Department.**

**Series Closed: 11-10-2017**

This series includes documentation relating to general administration, reports, associations, organizations, conference, seminars, policies, procedures and budgets. In 2010 the title for this series was changed from Corporate Services General Manager's Files to City Solicitor and Corporate Counsel's Manager's Files as the department was changed from Corporate Services to City Solicitor and Corporate Counsel.

Owner was Legal Services Division prior to July 2014; Due to a re-org in the corporation the Owner is now "City Solicitor and Corporate Counsel.

This Series was closed under the 2018 By-Law.

Department Retention:      1 Year  
Total Retention:              5 Years

Final Disposition:            Permanent

FOI Designation:      FOI - A FORMAL REQUEST MUST BE SUBMITTED

*Archives Review*

**CO002                      City Solicitor's Files**

**To maintain a record of the provision of legal services**

This series consists of several categories of documentation including by-laws, provincial legislation, general legal affairs, appeals and hearings, claims against the city, claims by the city, contracts and agreements, land acquisition and sale, legal opinions and briefs, prosecutions, licences, permits and complaints. In 2010 the department was changed from Corporate Services to City Solicitor and Corporate Counsel.

Owner was Legal Services Division prior to July 2014; Due to a re-org in the corporation the Owner is now "City Solicitor and Corporate Counsel.

Under the 2018 By-Law, the final disposition was changed from "Permanent, Archives Review" to "Permanent"

Department Retention:      1 Year  
Total Retention:              10 Years

Final Disposition:            Permanent

FOI Designation:      FOI - A FORMAL REQUEST MUST BE SUBMITTED



# City Manager's Office Schedule City Solicitor & Corporate Counsel

November 02, 2018

Page 2 of 4

---

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

---

**CO065**                      **Building Appraisals**

**To provide info required to negotiate new insurance policies & make claims on existing policies.**

**Series Closed: 11-10-2017**

COPIES: Realty Services

MEMO:

This series consists of building appraisals.

This schedule was previously designated as FI093 in the Finance Department. Building appraisals do not occur annually. In 2010, under the 2011 By-Law, this schedule was transferred from Health and Safety/Risk Management to General Manager Corporate Services which was renamed City Solicitor and Corporate Counsel.

Owner was Legal Services Division prior to July 2014; Due to are-org in the corporation the Owner is now "City Solicitor and Corporate Counsel.

This Series was closed under the 2018 By-Law.

Department Retention:              5 Years

Total Retention:                      10 Years

Final Disposition:                    Permanent

*Archives Review*

FOI Designation:              A\* - SOME EXEMPTIONS APPLY

---

**CO066**                      **Claims Database**

**To track claims records, for reporting of claims made, costs - necessary for insurance company.**

MEMO:

This database should be maintained so that 10 years are accessible on the computer.

This schedule was previously designated as FI095 in the Finance Department. In 2010, under the 2011 By-Law, this schedule was transferred from Health and Safety/Risk Management to General Manager Corporate Services which was renamed City Solicitor and Corporate Counsel.

Owner was Legal Services Division prior to July 2014; Due to a re-org in the corporation the Owner is now "City Solicitor and Corporate Counsel.

Under the 2018 By-Law, the final disposition was changed from "Destruction" to "Permanent".

Department Retention:              11 Years

Total Retention:                      11 Years

Final Disposition:                    Permanent

FOI Designation:              FOI - A FORMAL REQUEST MUST BE SUBMITTED

---



# City Manager's Office Schedule City Solicitor & Corporate Counsel

November 02, 2018

Page 3 of 4

---

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

**CO068**                      **Claims**

**To maintain a record of the handling of insurance claims.**

**MEMO:**

This series consists of correspondence, reports, statements of claim, and memoranda. It also includes detailed reports of accidents involving city vehicles and equipment, Police Department claims, compensation claims, property claims, error and omission claims, sewer back-up and other claims.

Information collected includes: Employee name, number, Third Party Name, addresses, phone numbers, date of birth, driver's license.

Users: Corporate Services, Health Safety/Risk Management Individuals in Bank: City Employees and General Public Official

Responsible: Manager, Health Safety/Risk Management (Insurance). These files will become superseded/obsolete when the claims have been resolved completely.

This schedule was previously designated as FI097 in the Finance Department.

February 2006: Since all claims are filed together, and all claims are reported to the insurance adjuster, the title of this series has been changed to Claims from Claims - Reported to the Insurance Adjuster (General Liability). Also, the following series have been amalgamated with it: CO064 Accident Reports, CO067 Claims - Reported to the Insurance Adjuster (Motor Vehicle), CO069 Claims - Reported to the City

In 2010, under the 2011 By-Law, this schedule was transferred from Health and Safety/Risk Management to General Manager Corporate Services which was renamed City Solicitor and Corporate Counsel.

Owner was Legal Services Division prior to July 2014; Due to a re-org in the corporation the Owner is now "City Solicitor and Corporate Counsel.

Under the 2018 By-Law, the final disposition was changed from "Destruction Archives Review" to "Permanent".

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition: Permanent

FOI Designation: PIB - PERSONAL INFORMATION BANK

---

**CO070**                      **Inspection Hazard and Photo Books**

**To prov. a rec. of condition of insured city prop. & potential haz. which might result in claims.**

**Series Closed: 12-31-1988**

**MEMO:**

This series consists of photographs and descriptions of all city buildings covered by insurance and photographs of hazards such as stairwells, curbs, etc.

Under the schedule FI103 in the Finance Department, the total retention for this series was ten years. The disposition of this series was previously permanent. These records have not been kept in this form since 1988. This type of information is now maintained in CO065 Building Appraisals. In 2010, under the 2011 By-Law, this schedule was transferred from Health and Safety/Risk Management to General Manager Corporate Services which was renamed City Solicitor and Corporate Counsel.

Owner was Legal Services Division prior to July 2014; Due to a re-org in the corporation the Owner is now "City Solicitor and Corporate Counsel.

Department Retention: 5 Years

Total Retention: 5 Years

Final Disposition: Permanent

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

*Archives Review*

---



# City Manager's Office Schedule City Solicitor & Corporate Counsel

November 02, 2018

Page 4 of 4

**Schedule Number      Series Title**

**CO072                      Insurance Policies (City)**

**To maintain a record of all insurance policies held by the City.**

MEMO:  
This series consists of original policies, correspondence, memoranda and certificates of insurance for fire, liability, accident and vehicle. These records will become superceded/obsolete when they are no longer required on a regular basis. This schedule was previously designated as FI105 in the Finance Department. Prior to 2006, the disposition of this series was Permanent, Subject to Review. In 2010, under the 2011 By-Law, this schedule was transferred from Health and Safety/Risk Management to General Manager Corporate Services which was renamed City Solicitor and Corporate Counsel.

Owner was Legal Services Division prior to July 2014; Due to a re-org in the corporation the Owner is now "City Solicitor and Corporate Counsel.

Department Retention:      1 Year  
Total Retention:              8 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED                      Final Disposition:      Permanent  
FOI Designation:              FOI - A FORMAL REQUEST MUST BE SUBMITTED

**CO074                      Insurance Renewal Files**

**To provide info required for tender & selection of ins. companies, which occurs every 5 years, and to document annual renewals.**

MEMO:  
This series consists of correspondence, quotations, tenders and information regarding city buildings. This schedule was previously designated as FI107 in the Finance Department. In 2006, the department retention of this series was increased from 2 years to 5 years. In 2010, under the 2011 By-Law, this schedule was transferred from Health and Safety/Risk Management to General Manager Corporate Services which was renamed City Solicitor and Corporate Counsel.

Owner was Legal Services Division prior to July 2014; Due to a re-org in the corporation the Owner is now "City Solicitor and Corporate Counsel.

Department Retention:      5 Years  
Total Retention:              5 Years

FOI Designation:              FOI - A FORMAL REQUEST MUST BE SUBMITTED                      Final Disposition:      Destruction  
*Archives Review*

**CO077                      Risk Management Files**

**To provide info about risk management issues & administer risk management committee.**

MEMO:  
This series consists of printed material, minutes, reports, seminar handouts. This schedule was previously designated as FI113 in the Finance Department. February 2006: No records have been created in this series since 1999, as the committee has not been active since 1998. However, it is expected that the committee will be reconstituted in the future. In 2010, under the 2011 By-Law, this schedule was transferred from Health and Safety/Risk Management to General Manager Corporate Services which was renamed City Solicitor and Corporate Counsel.

Owner was Legal Services Division prior to July 2014; Due to a re-org in the corporation the Owner is now "City Solicitor and Corporate Counsel.

Department Retention:      2 Years  
Total Retention:              5 Years

FOI Designation:              FOI - A FORMAL REQUEST MUST BE SUBMITTED                      Final Disposition:      Destruction  
*Archives Review*