



Tbaytel Schedule Administration Tbaytel

November 02, 2018

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Schedule Number	Series Title
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TS034 TBayTel Photographs

To provide a record of events and employees of TBayTel.

Series Closed: 01-01-2004

MEMO:

This series includes photographs of staff, retirements and telephone department activities and events. Under By-Law 56-2004, the title for this series was Telephone Photographs, the retention for this series was 5 years in the department, the total retention was 10 years and the final disposition was permanent subject to review. This schedule was closed on January 1, 2004.

Department Retention:	1 Year
Total Retention:	10 Years
Final Disposition:	Permanent

FOI Designation: A* - SOME EXEMPTIONS APPLY

Archives Review

TS035 TBayTel President & CEO Administration Files

To provide a record of the administration of TBAYTEL.

COPIES: some with divisions

MEMO:

This series includes correspondence, memos, minutes, reports related to staffing, associations, other telephone companies (ATT, Bell, Canadian Ind. Telephone Assoc., etc.) CRTC, City departments and divisions, Federal Government, budgeting and telephone divisions. Records also include, copies of corporate reports and resolutions, customer complaints (original), station reports, authority for payments, m.c. billings, mileage claims, mvc reports, supply requisitions, printing order forms, purchase orders, and field purchase orders.. Minutes include EMT, and Ad Hoc Committees. These files will become superceded/obsolete when they are no longer required on a regular basis. Under By-Law 56-2004, the title for this series was Telephone and Information Systems Manager's Administration Files, the retention period was 2 years in the department, the total retention was 5 years, the retention condition was superceded/obsolete and the final disposition was permanent subject to review. Under By-Law 409-2005, the title for this Series was TBayTel General Manager's Administration Files. On January 1, 1998 allofficial contracts and legal agreements were removed from this schedule and placed under TS343 TBayTel Agreements and Contracts. On January 1, 2004 all Board of Director's files were removed from this series and placed into TS342 Board of Director's files. On January 1, 2005 all files related to employees in this series were placed with TBayTel Human Resources, and in that year TS037 President & CEO's Office Files were combined with this schedule."

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



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Schedule Number **Series Title**

TS037 **President & CEO's Office Files**

To provide a record of routine office administration activities.

Series Closed: 01-01-2005

MEMO:

This series includes authority for payments, employee listings, job postings (Telephone), m.c. billings, mileage claims, mvc reports (copies), employee notices, supply requisitions, printing order forms, purchase orders, field purchase orders and requests to hire. Request to hire forms will be retained indefinitely. Under By-Law 56-2004, the title for this series was Manager's Office Files, the retention period was 2 years in the department, the total retention was 3 years and the final disposition was destroy subject to review. Under By-Law 409-2005, the title for this Series was General Manager's Office Files. On January 1, 2005 all employee related files were removed from this series, and this series was amalgamated into TS035 TBayTel President & CEO Administration Files.

Department Retention: 1 Year
Total Retention: 3 Years

Final Disposition: Destruction
Archives Review

FOI Designation: A* - SOME EXEMPTIONS APPLY

TS342 **TBayTel Board of Director's Files**

To provide a record of the decisions of the Board of Directors of TBayTel.

This series includes the minutes, memo's, correspondence, reports, Board compensation, and presentation files from the Board of Director's. Prior to Jan 1, 2004 these files were kept under TS035 TBayTel President & CEO Administration Files. In 2013 the department retention was changed from 1 year to 6 months.

Department Retention: 6 Months
Total Retention: 5 Years

Final Disposition: Permanent
Archives Review

FOI Designation: A* - SOME EXEMPTIONS APPLY

TS343 **TBayTel Agreements and Contracts**

To document all legal agreements and contracts for TBayTel.

This series includes the official contracts and agreements entered for TBayTel. Prior to Jan. 1, 1998 these files were kept under TS035 President & CEO Administration Files. In 2009 TS039 Generator Advertising Files were added to this series as of Jan. 1, 1999. Under the 2018 By-law, this series changed from "Permanent in Office" to "Permanent".

Department Retention: 5 Years
Total Retention: 12 Years

Final Disposition: Permanent

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A* - SOME EXEMPTIONS APPLY
