



Tbaytel Schedule Finance & Administration

November 02, 2018

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Schedule Number Series Title

TS130 Financial Manager's Office Files

To maintain a record of the operation and co-ordination of the Finance Section (now Accounting).

MEMO:

This series includes the following subjects: budgets, depreciation, leases, tolls, earnings, travel, vehicles, buildings property records, continuing property records, OTSC, finance, inventory, accounts receivable misc., and personnel.. Under By-Law 409-2005, the total retention for this series was 3 years. Prior to 2008, the title for this series was Financial Supervisor's Office Files. On January 1, 1999, TS133 Capital Budget Submissions were added to this schedule. In 2011 and under the 2012 By-Law, TS141 Financial Accounting - Accounting Manager's Working Papers was added to this series as of January 1, 2007.

Department Retention: 2 Years
Total Retention: 6 Years

Final Disposition: Destruction

Archives Review

FOI Designation: A* - SOME EXEMPTIONS APPLY

TS138 Revenue Accounting - Accounts Receivable Files

To provide detailed back-up information for invoices.

MEMO:

This series includes invoice copies, purchase orders, correspondence, copies of work orders, journals, trouble ticket billings, City to Telephone, reconciliations, and customer SAP payments. Under By-Law 14-2006, the title for this series was Accounts Receivable Records. On January 1, 2009 the department retention of this schedule was reduced from 2 years to 1 year, and the total retention was increased from 2 years to 7 years.

Department Retention: 1 Year
Total Retention: 7 Years

Final Disposition: Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

TS156 General Ledger

To serve as a listing of all account balances.

Series Closed: 12-31-1998

COPIES: microfiche

MEMO:

This series includes account location number code, account description, source code, posting date, amount. *Retain fiche, shred paper. This series has been superseded by SAP.

As of Sept. 5, 2008 there records for this schedule from Jan 1, 1984 to Dec 31, 1998 are unaccounted for. This schedule will be deleted after the final box is destroyed/processed.

Department Retention: 2 Years
Total Retention: 5 Years

Final Disposition: Permanent

FOI Designation: A* - SOME EXEMPTIONS APPLY



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Schedule Number **Series Title**

TS166 **Contracts**

To provide background information regarding collections on accounts in arrears.

MEMO:

This series includes contracts for disconnected service, collection information and telephone bills. Under By-Law 2000-79, the retention period for this series was 6 years in the department, the total retention period was 25 years and the final disposition was destroy.

Department Retention:	6 Years
Total Retention:	20 Years
Final Disposition:	Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

TS181 **Revenue Accounting - N.S.F. Records**

To facilitate the checking of account entries.

COPIES: Customer Services

MEMO:

This series includes photocopies of vouchers listing details of N.S.F. cheques, customer's name, account number, telephone number, N.S.F. number, amount and total, and journals.

Department Retention:	1 Year
Total Retention:	2 Years
Final Disposition:	Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

TS183 **Revenue Accounting - Refund Records**

To provide a record of refunds issued to customers.

MEMO:

This series includes refund reports, cancelled cheques and refund cheques issued. Under By-Law 14-2006 the total retention for this series was 2 years. In 2009 TS262 N.S.F. Cheque Records were added to this series.

Department Retention:	1 Year
Total Retention:	3 Years
Final Disposition:	Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

TS184 **Regulatory - Bell Settlements**

To provide a convenient record of debits and credits with Bell Canada.

MEMO:

This series includes settlement printouts, settlement accounts, toll messages, commissions, statements of other charges and credits, adjustments, customer equipment records, message summaries.

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

FOI Designation: A* - SOME EXEMPTIONS APPLY



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Schedule Number	Series Title
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TS190 Cellular Bills (Stubs)

To provide a record of cellular billing payments.

Series Closed: 01-15-2007

MEMO:

This series includes cellular bill stubs, cash transmittal sheets, adding machine tapes. Under By-Law 409-2005 the department retention for this series was 2 years. This series closed as of January 15, 2007 as it was merged with Schedule TS263. As of Sept. 5, 2008 the records for this schedule from Jan 1, 1989 to Dec 31, 1989 are unaccounted for. This schedule will be deleted after the final box is destroyed/processed.

Department Retention:	6 Months
Total Retention:	7 Years
Final Disposition:	Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

TS193 Roamer A/R Records

To maintain a record of accounts receivable for roamer calls.

MEMO:

This series includes monthly details of roamer calls, bills to partners with backup, payments from partners with SAP and Syniverse records. Previously this series covered G. T. E. Access Receivable Reports. Under By-Law 14-2006, the department retention for this series was 1 year with a total retention of 2 years and the title for this series was G.T.E. Access Receivable Reports. This series is filed chronologically and alphabetically by Company.

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

FOI Designation: A* - SOME EXEMPTIONS APPLY

TS194 Roamer A/P Records

To maintain a record of accounts payable for roamer calls.

MEMO:

This series includes monthly details of roamer calls, bills from partners with backup, payments to partners and Syniverse records. Previously this Schedule covered G.T.E. Access Payable Reports. Under By-Law 14-2006, the department retention for this series was 1 year with a total retention of 2 years and the title was G.T.E. Access Payable Reports. This series is filed chronologically and alphabetically by Company.

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

FOI Designation: A* - SOME EXEMPTIONS APPLY

TS195 Cellular Journal Cash Sheets

To assist in balancing cellular payments.

Series Closed: 01-01-2007

MEMO:

This series includes source code number, last date of revenue period, company number, account centre, debit, credit, date, description, totals and signature of individual that completed the cash sheet. This schedule was closed on Jan. 1, 2007.

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

FOI Designation: A* - SOME EXEMPTIONS APPLY



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Schedule Number **Series Title**

TS200 **Revenue Accounting - Payment Reports and Payment Batch Control**

To list all payments entered into the system.

MEMO:
 This series includes daily balance control, daily payment reconciliation and journal, edited batch file, batch control report, payment edit control report, depository reports (Telpay & OCR) and mail reports. Under By-Law 409-2005 the department retention for this series was 2 years. On January 1, 2006 TS197 Problem Reports and TS201 Daily Cash Reports were added to this schedule.

Department Retention:	1 Year
Total Retention:	7 Years
Final Disposition:	Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

TS216 **Chief Financial Officer's Office Files**

To maintain a record of the coordination of the Finance and Administration Division.

MEMO:
 This series includes depreciation, audits, budgets, insurance, equipment, procedures, billings rates, employees, taxes, vehicles, CRTC System documentation, correspondence, agreements, projects, working papers and procurement card statements. These files will become superceded/obsolete when they are no longer required on a regular basis. On January 1, 2009 the department retention of this schedule was reduced from 2 years to 1 year and the total retention was increased from 2 years to 7 years.

Department Retention:	1 Year
Total Retention:	7 Years
Final Disposition:	Permanent <i>Archives Review</i>

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A* - SOME EXEMPTIONS APPLY

TS217 **Manager - Revenue Accounting's Office Files**

To maintain a record of the operation of the Accounting Section.

MEMO:
 This series includes access, alarm changes, Bell Canada, city administration, equity costs, customer notices, digital network services, directories, extended area service, mobile radios, OTSC, memoranda, rates, refunds, tolls. Prior to 2007, the title of this series was "Accounting Supervisors Office Files" and the department retention was 5 years.

Department Retention:	1 Year
Total Retention:	5 Years
Final Disposition:	Permanent <i>Archives Review</i>

FOI Designation: A* - SOME EXEMPTIONS APPLY

TS219 **Cellular Regulatory Matters**

To maintain a record of original cost prices for cellular equipment.

Series Closed: 01-01-1994

MEMO:
 This series includes correspondence, OTSC orders, memoranda, applications, agreements, exhibits, hearing transcripts, CRTC orders. This schedule was closed on Jan. 1, 1994.

Department Retention:	5 Years
Total Retention:	7 Years
Final Disposition:	Permanent <i>Archives Review</i>

FOI Designation: A* - SOME EXEMPTIONS APPLY



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Schedule Number **Series Title**

TS220 **General Rate Application Records**

To provide background information regarding applications for general rate increases.

MEMO:
This series includes correspondence, memoranda, balance sheets, income statements, budget summaries, rate schedules, trouble analysis history reports. These records will become superceded/obsolete after the completion of the rate application.

Department Retention: 3 Years
Total Retention: 10 Years

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

Final Disposition: Permanent
Archives Review

TS221 **OTSC Orders**

To serve as a record of Ontario Telephone Services Commission Orders.

Series Closed: 12-31-1994

MEMO:
This series includes OTSC orders and correspondence. As of Sept. 5, 2008 the records for this schedule from Jan 1, 1960 to Dec 31, 1969 are unaccounted for. This schedule will be deleted after the final box is destroyed/processed.

Department Retention: 1 Year
Total Retention: 5 Years

FOI Designation: A - FULLY ACCESSIBLE

Final Disposition: Destruction
Archives Review

TS222 **Record of Disputed Tolls**

To document requests for credits from Bell Canada.

Series Closed: 12-31-1997

MEMO:
This series includes (domestic and overseas calls) telephone number, date of call, location, telephone number called, time of call, duration of call, type of call, serial number, charges, discount, miscellaneous, net charge. This series was closed as of December 31, 1997 as it has been superceded by SOMS. As of Sept. 5, 2008 the records for this schedule from Jan 1, 1990 to Dec 31, 1997 are unaccounted for. This schedule will be deleted after the final box is destroyed/processed.

Department Retention: 2 Years
Total Retention: 5 Years

FOI Designation: A* - SOME EXEMPTIONS APPLY

Final Disposition: Permanent
Archives Review

TS223 **Regulatory Filings**

To maintain a record of filings on regulatory matters

MEMO:
This series includes correspondence, OTSC orders, memoranda.

Department Retention: 3 Years
Total Retention: 7 Years

FOI Designation: A - FULLY ACCESSIBLE

Final Disposition: Permanent
Archives Review



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Schedule Number **Series Title**

TS224 **Regulatory - Carrier Relations**

To provide a record of dealing with Carriers.

COPIES: General Tariff Series

MEMO:

This series includes memoranda, correspondence, agreements, circuit orders/requests, and documentation for and supporting arrangements with Carriers. On January 1, 2009 the department retention of this series was reduced from 5 years to 3 years. In 2009, the title for this series was changed from Tariff Application to Regulatory - Carrier Relations.

Department Retention:	3 Years
Total Retention:	7 Years
Final Disposition:	Permanent

FOI Designation: A - FULLY ACCESSIBLE

TS225 **Regulatory - Tariff Notice Applications**

To maintain a record of original cost prices for equipment, services and features.

MEMO:

This series includes memoranda, correspondence, rate request forms, rate determination work sheets and technical documentation.

Department Retention:	5 Years
Total Retention:	7 Years
Final Disposition:	Permanent <i>Archives Review</i>

FOI Designation: A* - SOME EXEMPTIONS APPLY

TS226 **Regulatory - Telcom Decisions/Orders**

To provide reference point on Telcom Decisions and/or orders.

COPIES: CRTC Website

MEMO:

This series includes public notices, Telecom Decisions and Orders related CRTC documentation, and related filings and materials from TBayTel and other interested parties.

Department Retention:	1 Year
Total Retention:	5 Years
Final Disposition:	Destruction <i>Archives Review</i>

FOI Designation: A - FULLY ACCESSIBLE

TS227 **Thunder Bay Telephone vs. Teleco Records**

To document the resolution of the dispute between Thunder Bay Telephone - Teleco.

Series Closed: 12-31-1991

MEMO:

This series includes memoranda, OTSC orders, reports, income statements, transcripts of proceedings, financial statements, sales division reports. On September 5, 2008 the date closed was changed from December 31, 1989 to December 31, 2002 to reflect new transfers. On January 1, 2009 the date closed was changed from December 31, 2002 to December 31, 1991.

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

FOI Designation: A* - SOME EXEMPTIONS APPLY



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Schedule Number **Series Title**

TS241 **Cash Reports**

To maintain a record of cash intake.

Series Closed: 02-28-2007

MEMO:

This series includes daily balance control reports, cash payment corrections, Visa detail reports, retail sales summaries, deposit slips, debit card slips, journal cash sheets, shift balance control reports, change requirements and interact receipts. Prior to August 2003, these records were used in the former Customer Services Division. Prior to the fall of 2006, this series came under Business and Consumer Markets. On January 1, 2009 the date closed for this series was changed from Jan. 26, 2007 to Feb. 28, 2007 to reflect new transfers.

Department Retention:	1 Year
Total Retention:	7 Years
Final Disposition:	Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

TS242 **Pre Authorized Payment Forms**

To provide a record of pre authorized payment.

MEMO:

This series includes forms which indicate the subscriber's name, address, telephone number, bank name, bank address, bank account numbers. Voided cheques are also included. Information collected includes customer's name, address, phone number, account number, banking details. Users: Customer Service Administration and Accounting Staff Individuals in Bank: Customers/Clients Official Responsible: Supervisor - Customer Service. Prior to August 2003, these records were used in the former Customer Services Division. In 2009 this series was moved to the Finance & Administration Division of TBayTel from Business and Consumer Markets/Strategy and Customer Solutions.

Department Retention:	1 Year
Total Retention:	7 Years
Final Disposition:	Destruction

FOI Designation: PIB - PERSONAL INFORMATION BANK

TS263 **Revenue Accounting - Telephone & Cellular Bill Stubs, and Gift Certificates**

To provide a record of telephone bill payments.

MEMO:

This series consists of telephone bill stubs and batch control slips. Under By-Law 409-2005, the retention period for this series was 1 year in the department, the total retention was 5 years and the final disposition was destruction. As of January 15, 2007, this schedule now includes the cellular bill stubs which were previously covered by TS190. On January 1, 2009, Revenue Accounting was added to the title of this series, the department retention was reduced from 6 months to 3 months and the total retention was increased from 3 years to 7 years. In 2011 and under the 2012 By-Law, TS329 Gift Certificates was added to this schedule as of January 1, 2006 and the department retention for this schedule was increased from 3 months to 6 months.

Department Retention:	6 Months
Total Retention:	7 Years
Final Disposition:	Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY



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Schedule Number Series Title

TS264 Revenue Accounting - OCR Stubs and Reports

To provide a record of OCR telephone and cellular bill payments received at banks & credit unions.

MEMO:
 This series includes both telephone and cellular stubs. On January 1, 2009, the title of this series was changed to Revenue Accounting - OCR Stubs and Reports and the total retention was increased from 5 years to 7 years. In 2011 and under the 2012 By-Law the department retention for this schedule was increased to 6 months from 3 months.

Department Retention:	6 Months
Total Retention:	7 Years
Final Disposition:	Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

TS266 Revenue Accounting - Toll Records

To provide a detailed record of long distance tolls.

MEMO:
 This series consists of toll records which provide details of long distance calls including the date, time, number called from, the number called, the charges, the length of the call, the rate class, the message type, the location from which the call was made, the location to which the call was made and the carrier I.D. This information is input to the telephone billing system.

Department Retention:	6 Months
Total Retention:	3 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

TS268 Revenue Accounting - Directory Advertising Records

To provide a record of the directory advertising process.

MEMO:
 This series includes directory advertising activity statements, reconciliation statements, detailed reports of advertising customers, directory advertising charges and invoices.

Department Retention:	1 Year
Total Retention:	7 Years
Final Disposition:	Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

TS270 Revenue Accounting - Collection Agency Records

To document the collection of overdue accounts by the collection agencies.

MEMO:
 This series includes copies of journal sheets, balance information statements, collection agency statements, internal invoices, agreements, collection agency success reports, payment confirmation faxes, faxes to the collection agency, records sent to the collection agency/customer billings and customer correspondence provided to the collection agency. On January 1, 2009, Revenue Accounting was added to the title of this series, the department retention was reduced from 2 years to 1 year and TS058 Cellular Collections Records were added to this series as of January 1, 2005.

Department Retention:	1 Year
Total Retention:	5 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



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Schedule Number **Series Title**

TS272 **Financial Accounting - Operating Budget Working Papers**

To document the process for the development of the operating budget.

MEMO:

This series includes back-up documentation, old copies, final copies, authorized copies and sundry working papers.

Department Retention:	2 Years
Total Retention:	5 Years
Final Disposition:	Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

TS273 **Revenue Accounting - Security Deposits/Advance Payments Records, & Paystation Reports/Coin Collection**

To assist with daily reconciliation; to document receipt of security deposits and advances.

MEMO:

This series consists of reconciliations for security deposits, advance payments, and paystation reports.

Department Retention:	1 Year
Total Retention:	5 Years
Final Disposition:	Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

TS284 **Carrier Services - Daily Carrier Change Reports**

To document and identify problems in the Martens System.

This series includes change reports. The change reports list the carrier identification code, the batch number, the inter exchange carrier, the date on which the record was received, the transaction code, the status indicator code, the billing telephone number, the working telephone number, the due date and the identification of the original transaction. Exception reports generated by the Suite Solutions system indicate the account number, the telephone number and the carrier and date changed. Under By-Law 14-2006, the title for this series was Daily Carrier Change Reports and the total retention was 1 year. In 2010, the title for this series was changed to Carrier Services - Daily Carrier Change Reports from Carrier Services - Daily Carrier Change & Pay Station Collection Reports. In 2010 TS287 Carrier Services - Exception Reports were transferred to this schedule.

Department Retention:	1 Year
Total Retention:	2 Years
Final Disposition:	Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

TS286 **Carrier Services - Pic Care and Number Portability**

To summarize responses to carry change report.

This series consists of number portability orders, daily summary of responses, and a report which lists the identification of the PIC request, the response to the original PIC request, the access carrier name abbreviation, the status of responses, the creation date, the response date, the response codes, the billing telephone number, the working telephone number, the date, the service order number, the original transaction code and status indicator, the carrier identification code and the user name. The schedule also includes wireless and wireline port ins, port outs, snapbacks, disconnects, cancels, winbacks, internal ports, north/south porting, numport batch reports, Syniverse billing records, Neustar billing records, LNP stats, WNP stats. In 2011 and under the 2012 By-Law, the title for this series was changed to Carrier Services - Pic Care & Number Portability from Carrier Services - Daily Summary of Responses, Number Portability Orders were added to this series, TS363 Carrier Services Porting Records was added to this series, the department retention was changed to 1 year from 1 month and the total retention was increased from 1 month to 7 years.

Department Retention:	1 Year
Total Retention:	7 Years
Final Disposition:	Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY



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Schedule Number **Series Title**

TS307 **Regulatory - Bell 911 Customer Records**

To maintain a record of any additions, deletions or changes to 911 customers in Bell territory.

This series includes documents associated with agreements, correspondence, reports and billings related to the wireline and wireless provision of 911 service by Bell Canada on behalf of Tbaytel commencing in 2010.

Department Retention:	1 Year
Total Retention:	2 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

TS314 **Regulatory - Governmental Affairs**

To maintain a record of regulatory issues involving various government departments and agencies.

This series includes documentation concerning issues associated with municipal, provincial and federal relations as well as with boards and commissions.

Department Retention:	3 Years
Total Retention:	7 Years
Final Disposition:	Permanent <i>Archives Review</i>

FOI Designation: A* - SOME EXEMPTIONS APPLY

TS315 **Regulatory - Wireless**

To maintain a record of regulatory issues involving wireless applications.

This series includes documentation associated with agreements, submissions and carrier relations. On January 1, 2007 TS218 Cellular Files were added to this schedule.

Department Retention:	3 Years
Total Retention:	7 Years
Final Disposition:	Permanent <i>Archives Review</i>

FOI Designation: A* - SOME EXEMPTIONS APPLY

TS317 **Revenue Accounting - Toll Invoices**

To provide a record of payments made to other companies for long distance services.

This series includes invoices and statements of accounts pertaining to the payment and/or settlement of long distance services. This material also includes CDR records.

Department Retention:	1 Year
Total Retention:	7 Years
Final Disposition:	Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

TS318 **Revenue Accounting - Telephone Earnings**

To maintain a record of billing information which has been entered into SAP.

This series includes billing cycle reports and details pertaining to the monthly telephone and mobility earnings journal. On January 1, 2007 Mobility Earnings were added to this schedule.

Department Retention:	1 Year
Total Retention:	4 Years
Final Disposition:	Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY



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Schedule Number **Series Title**

TS320 **Revenue Accounting - Bankruptcy**

To maintain a record of bankruptcies, receiverships, proposals and CCAA filings.

This series includes notices of bankruptcies/receiverships, proof claimed filed, correspondence, reports of trustee on bankrupts, applications for discharge, notices of deemed taxation of trustees accounts and deemed discharges of trustees as well as dividend sheets. Previously these records were included with TS270. Information collected includes financial details of customer bankruptcies and receiverships, receipts and disbursements details and arrangements for discharges of trustees. Users: Accounting and Customer Services staff, Individuals in Bank: TBayTel Customers, Official Responsible: Accounting/Collections Clerk. In 2013, the department retention was reduced from 2 years to 1 year.

Department Retention:	1 Year
Total Retention:	7 Years
Final Disposition:	Destruction

FOI Designation: PIB - PERSONAL INFORMATION BANK

TS321 **Revenue Accounting - Collection Payment Records**

To maintain a record of collection payments and adjustments to the collection status accounts.

Series Closed: 07-31-2007

This series includes payment and adjustment reports on collection status accounts, goodwill adjustments and journal entries. Previously these records were included with TS270. Information collected includes details of payments, rejected payments and adjustments. Users: Accounting and Customer Services staff, Individuals in Bank: TBayTel Customers, Official Responsible: Accounting/Collections Clerk. In 2010 this series was closed as of July 31, 2007.

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

FOI Designation: PIB - PERSONAL INFORMATION BANK

TS322 **Revenue Accounting - Collection Records**

To document the collection of overdue disconnected accounts.

This series includes customer correspondence, payment arrangements, collection letters, small balance write-offs, tax roll transfers and SOMS generated reports re uncollectable accounts. Previously, these records were included with TS270. On January 1, 2009 the department retention of this series was reduced from 2 years to 1 year.

Department Retention:	1 Year
Total Retention:	7 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

TS323 **Revenue Accounting - Dryden Settlement Records**

To maintain a record of charges for services provided to the Dryden Telephone System.

Series Closed: 12-31-2009

This series includes monthly statements, backup reports, TB3's and customer information. Previously these records were included with TS130. On January 1, 2009, Revenue Accounting was added to the title of this series and the department retention was reduced from 2 years to 1 year. Under the 2014 By-Law, this schedule was closed as of Dec. 31, 2009.

Department Retention:	1 Year
Total Retention:	7 Years
Final Disposition:	Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY



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Schedule Number Series Title

TS324 Mobility Earnings

To serve as a record of mobility earnings.

Series Closed: 01-01-2007

This series includes monthly mobility earnings reports, cycle billing reports and journals. Previously these records were included in TS130. On January 1, 2007 this series was closed and amalgamated into TS318 Revenue Accounting- Telephone Earnings.

Department Retention:	1 Year
Total Retention:	7 Years
Final Disposition:	Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

TS325 Mobility Bank Statements

To serve as a record of mobility banking information.

Series Closed: 01-01-2007

This series includes debit and credit information, balancing information and journals. Previously these records were included in TS130. On January 1, 2007 this series was closed and amalgamated into TS330 Revenue Accounting - Bank Statements.

Department Retention:	1 Year
Total Retention:	7 Years
Final Disposition:	Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

TS326 Revenue Accounting - TBayTel Refunds

To serve as a record of mobility refunds.

Series Closed: 12-31-2008

This series includes monthly reports for refunds, TB's, credit card moneris refunds, bank requests and backup documentation. Previously these records were included with TS183. In 2010 this series was closed as of Dec. 31, 2008.

Department Retention:	1 Year
Total Retention:	7 Years
Final Disposition:	Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

TS327 Revenue Accounting - Payment Reports

To serve as a record of telephone bill payments.

This series includes Suite Solutions pre-authorized payment reports, Moneris credit card reports, Bank payment reports, and N.S.F. journals. These reports are generated by the SOMS system. Previously these records were included under TS262.

Department Retention:	1 Year
Total Retention:	7 Years
Final Disposition:	Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY



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Schedule Number **Series Title**

TS328 **Bills for Unclaimed Accounts**

To maintain a record of unclaimed accounts.

Series Closed: 10-01-2006

This series includes copies of telephone bills for unclaimed refunds and unclaimed payments. On October 1, 2006, this series was closed.

Department Retention:	1 Year
Total Retention:	7 Years
Final Disposition:	Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

TS330 **Revenue Accounting - Bank Statements**

To serve as a record of payments for bank by phone, pre-authorized, Epost and refund accounts and to document SAP banking and deposit information.

This series includes bank statements and backup documentation. On January 1, 2007 TS325 Mobility Bank Statements was added to this schedule. On January 1, 2009 SAP deposit and banking information was added to this schedule. In 2011 and under the 2012 By-Law, the department retention for this series was decreased from 2 years to 6 months.

Department Retention:	6 Months
Total Retention:	7 Years
Final Disposition:	Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

TS334 **Billing Reports (Superior Wireless)**

To serve as a record of wireless billings.

Series Closed: 01-31-2007

This series includes reports listing the account number, mobile number, call date, connect time, number called, duration of call and the rate period.

Department Retention:	1 Year
Total Retention:	7 Years
Final Disposition:	Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

TS335 **Acquired Company Records**

To document the files of companies acquired by TBayTel.

This series will include the financial, accounting, client, administration and other files originally belonging to companies purchased by TBayTel. Originally this series was specific to the General Ledger files of Superior Wireless and the title of this series was General Ledger Journal Entries (Superior Wireless). It was broadened to account for all other company files on Feb. 2, 2009. As the acquisition of other firms will vary from year to year, a yearly transfer of files cannot be expected.

Department Retention:	1 Year
Total Retention:	7 Years
Final Disposition:	Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY



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Schedule Number **Series Title**

TS337 **Call Records (Superior Wireless)**

To maintain a record of payments made by credit card.

Series Closed: 07-31-2003

This series consists of credit card payment slips which document payments for service.

Department Retention:	1 Year
Total Retention:	7 Years
Final Disposition:	Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

TS340 **Acquired Company - Legal and Acquisition Records**

To document the acquisition of other companies by TBayTel.

This series will include correspondence, legal agreements, and other files related to the acquisition of other companies by TBayTel. Originally this series was specific to the acquisition of LU-NET and the title of this series was LU-Net Agreement and Purchase Records. It was broadened to account for other companies on Feb. 2, 2009. As the acquisition of other firms will vary from year to year, a yearly transfer of files cannot be expected.

Department Retention:	1 Year
Total Retention:	7 Years
Final Disposition:	Permanent

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

TS344 **Credit Card Statements and Travel Claims**

To serve as a record for all credit card purchases and travel claims for reimbursement in TBayTel.

This series includes corporate credit card statements for all of TBayTel, receipts and other expense claim forms for travel.

Department Retention:	1 Year
Total Retention:	7 Years
Final Disposition:	Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

TS345 **Accounts Payable Files**

To document the payment of permanent vendor's accounts.

This series includes all accounts payable invoices and correspondence.

Department Retention:	1 Year
Total Retention:	7 Years
Final Disposition:	Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

TS365 **Carrier Services - Circuits**

To document requests from other carriers for circuit installations.

This series includes: the order forms and supplementary reports from carriers (Bell, Telus, etc.) requesting circuit installation.

Department Retention:	1 Year
Total Retention:	5 Years
Final Disposition:	Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY



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Schedule Number	Series Title
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TS369	Digital TV Remittances
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File Digital TV remittances, invoices, correspondence and associated reports here.

This series includes: Digital TV remittances, invoices, correspondence and associated reports.

Department Retention:	1 Year
Total Retention:	7 Years

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

Final Disposition:	Destruction
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