



Outside Boards Schedule

Victoriaville Management

February 09, 2026

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Schedule Number	Series Title
OS036	Management Reports
To provide statistical updates/summaries.	
MEMO: This series includes council reports, monthly summaries, Board Minutes, building specifications - South Core Redevelopment, capital budget, operational. The Board Minutes are to be kept permanently.	
Department Retention: 3 Years Total Retention - Review: 5 Years	
FOI Designation:	A* - SOME EXEMPTIONS APPLY
Final Disposition: Destruction	
OS037	Building and Renovations Records
To maintain a record of building specs and renovations.	
MEMO: This series includes drawings - architectural, plumbing, heating, electrical and general correspondence.	
Department Retention: 1 Year Total Retention - Review: 2 Years	
FOI Designation:	A - FULLY ACCESSIBLE
Final Disposition: Permanent, Subject to Review	
OS038	Administration Files
To record operations of Management Board.	
MEMO: This series includes accounts payable,summary sheets, invoices, accounts receivable, general correspondence, security agreements, cleaning contracts, maintenance contracts, annual reports, promotions and manuals.	
Department Retention: 5 Years Total Retention - Destruction: 7 Years	
FOI Designation:	A* - SOME EXEMPTIONS APPLY
Final Disposition: Destruction	
OS039	Tenant Files
To maintain a record of leasing information.	
MEMO: This series includes leases, correspondence, third party financial/commercial information, floor plans and copies of invoices.	
Department Retention: 3 Years Total Retention - Review: 4 Years	
Retention Condition:	TENAN - AFTER TENANT LEAVES
FOI Designation:	FOI - A FORMAL REQUEST MUST BE SUBMITTED
Final Disposition: Permanent	