

## Audit Department

Records related to the activities and responsibilities of the City Auditor who supports City Council and the Civic Administration. These records include the examinations and recommendations on the operations and procedures of the City or an affiliated body. Also includes records related to special audits and examinations as directed by Council on anything done by the City or an affiliated body.

### 8. Auditing

8. Auditing		Function	Description	Retention and Disposition
8(1) / (11.00)	Audit Reports	To provide a record of audits and examinations carried out under The City of Winnipeg Charter (104-105).	Correspondence, reports and other records related to the execution of the duties of the City Auditor as provided for under The City of Winnipeg Charter.	Archival..
8(2) / (11.01)	Audit Working Papers	To maintain a record of activities related to the preparation of reports by the City Auditor.	Correspondence, draft reports, working papers and other documents related to examinations and audits and the preparation of reports by the City Auditor including annual audit, examination of operations, audit of trusts and grantees, special audit and other financial and procedural audit reports.	Destroy 10 years after record creation.