

City Clerk's Department

Records related to the activities and responsibilities of the City Clerk who supports the efforts of Council and all its committees by recording minutes of all regular and special meetings, communicating decisions, maintaining by-laws and historical records, providing public information services, and administrative and clerical support for the Board of Revision and Board of Adjustment and conducting municipal elections and by-elections. Also includes records related to assistance provided to committee chairpersons and committee members with agenda preparation, policy formation and research and clerical support.

13. City Clerk

13. City Clerk		Function	Description	Retention and Disposition
13(1) / (16.01)	Official Oaths	To provide a record of official oaths taken by Commissioners for Oaths.	Signed declarations of oath.	Destroy 6 years after record creation.

14. Citizen's Information

14. Citizen's Information		Function	Description	Retention and Disposition
14(1) / (17.01)	Access and Privacy Administration Records	To record the day-to-day administration of access to information and protection of privacy legislation as carried out by City personnel under By-Law 7272/98.	Correspondence, routine reports, publications and other documents related to administration of access to information and protection of privacy legislation by City personnel.	Destroy 5 years after record creation.

14. Citizen's Information		Function	Description	Retention and Disposition
14(2) / (17.02)	Access and Privacy Complaints	To maintain a record of complaints concerning the City of Winnipeg made under The Freedom of Information and Protection of Privacy Act (FIPPA) or The Protection of Personal Health Information Act (PHIA).	Correspondence with the Manitoba Ombudsman and City departments pertaining to complaints concerning the City of Winnipeg and the administration of FIPPA or PHIA.	Destroy 5 years after file closure.
14(3) / (17.03)	Access and Privacy Coordinator's Files	To record the administration of The Freedom of Information and Protection of Privacy Act (FIPPA) as carried out by the City of Winnipeg.	Correspondence, legal opinions, legislation, reports and other records related to the general administration of FIPPA and review of applications for access to records by the Access and Privacy Coordinator for the City of Winnipeg. Includes records related to the administration of personal information banks and publication of the City of Winnipeg Access and Privacy Records Directory.	Archival.
14(4) / (17.04)	Applications for Access to Information	To maintain a record of all applications received by the City of Winnipeg under The Freedom of Information and Protection of Privacy Act (FIPPA).	Applications for access to information and records under FIPPA received by the City's Access and Privacy Coordinator, related correspondence and notes.	Destroy 5 years after file closure.

15. City Council

15. City Council		Function	Description	Retention and Disposition
15(1) / (18.01)	Ad Hoc Committee Files	To maintain a record of Ad Hoc and other Council committees.	Meeting agenda and minutes, dispositions of items, notes, correspondence and other documents related to Ad Hoc and other committees of Council.	Archival.

15. City Council		Function	Description	Retention and Disposition
15(2) / (18.03)	Boards and Commissions Records	To maintain a record of City Boards and Commissions, Task Forces and Ad Hoc Committees.	Lists of City Boards and Commissions adopted by Council at its Organizational meetings. Lists include descriptions of all City Boards and Commissions and their member appointments, as well as descriptions of external Boards, Task Forces, and Committees on which the City is represented.	Archival.
15(3) / (18.04)	By-laws Register	To maintain a record of all by-laws passed by Council.	Original signed copies of by-laws and index to by-laws.	Archival.
15(4) / (18.05)	Committee Clerks' Office Files	To maintain a record of the day-to-day administration of duties as carried out by clerks of Council committees including Standing, Community and Ad Hoc committees.	Meeting agenda and minutes, dispositions of items, notes, routine reports, submissions, correspondence, working papers, drafts and other documents related to professional support provided to a committee of Council by Committee clerks.	Destroy 2 years after file closure.
15(5) / (18.06)	Community Committee Agendas	To provide a record of the agendas of Community Committee meetings.	Agendas prepared for Community Committee meetings.	Destroy 1 year after record creation.
15(6) / (18.07)	Citizens' Service Records	To maintain a current record of citizens appointed to Council Committees, Boards and Commissions.	Lists of names of citizens appointed to Committees of Council, Boards and Commissions of the City of Winnipeg and their years of service.	Destroy 2 years after obsolete or superseded.
15(7) / (18.08)	City Clerk's Central File	To maintain records of Council and local government processes as specified under The City of Winnipeg Charter and carried out by the City Clerk.	Council and committee correspondence, reports, legislation, notes, orders, dispositions of items, agreements, policies and procedures, submissions, reference material and other documents filed by the City Clerk.	Archival.
15(8) / (18.09)	Clerk's Central File Register	To maintain records of Council and local government processes as specified under The City of Winnipeg Charter.	File key and indexes detailing the organization and arrangement of the City Clerk's file system.	Archival.

15. City Council		Function	Description	Retention and Disposition
15(9) / (18.10)	Committee Minutes	To maintain a record of the deliberations and decisions of Council Committees.	Minutes that record the deliberations and decisions of Council committees.	Archival.
15(10) / (18.11)	Community Committee Meeting Audio/Visual Records	To record the proceedings of Community Committees in moving images or sound or both.	Audio-visual recordings of Community Committees meetings.	Destroy 2 years after record creation.
15(11) / (18.12)	Community Committee Minutes	To record the decisions of Community Committees.	Minutes of Community Committee meetings.	Archival.
15(12) / (18.13)	Community Committee Office Files	To record the daily administration of Community Committee offices.	Correspondence, policies and procedures, reports, presentations, working papers, budget and planning material and other documents related to the administration of community committee offices.	Destroy 2 years after file closure.
15(13) / (18.14)	Conflict of Interest Disclosures	To maintain a record of Council disclosures as required under The Municipal Conflict of Interest Act.	Conflict of interest reports submitted by City councillors to fulfil the requirements of The Municipal Council Conflict of Interest Act.	Archival.
15(14) / (18.15)	Consolidated By-laws	To maintain a record of current City of Winnipeg by-laws.	Consolidations of active regulatory City by-laws formatted specifically to incorporate current amendments that have been passed by Council as well as related files.	Archival.
15(15) / (18.16)	Council Agendas	To provide a record of the agendas of Council meeting.	Agendas prepared for regular and special meetings of council.	Destroy 1 year after record creation.
15(16) / (18.17)	Council Hansard	To provide a record of the publication of the Council Hansard.	City Clerk's official copies of Council Hansard.	Archival.
15(17) / (18.19)	Council Meeting Transcripts	To record the verbatim proceedings of Council for purposes of the publication of Council Hansard.	Recordings and transcripts of the verbatim proceedings of regular and special meetings of Council made for the purpose of their publication in Hansard.	Destroy 1 year after publication of Hansard.

15. City Council		Function	Description	Retention and Disposition
15(18) / (18.20)	Council Minutes	To record the decisions of Council.	Minutes of meetings of City Council.	Archival.
15(19) / (18.21)	Councillors' Service Records	To maintain a current record of Councillors and their dates of service.	Lists of names of members of City Council and their dates of service.	Destroy 2 years after obsolete or superseded.
15(20) / (18.22)	Development Hearing Files	To maintain a record of development applications heard by the Appeals Committee.	Development applications, supporting documentation and related correspondence.	Archival.
15(21) / (18.23)	Legal Service Records	To maintain a record of legal notices or other legal documents that have been served on the City of Winnipeg.	Copies of all legal documents that have been served on the City.	Archival.
15(22) / (18.24)	Licensing Hearing Files	To maintain a record of license applications for hearing by the Appeals Committee.	License applications, exhibits, letters of opposition and support, related notes and correspondence.	Archival.
15(23) / (18.25)	Standing Committees Agenda	To provide a record of the agendas of Standing Committees.	Agendas prepared for meetings of Standing Committees.	Destroy 1 year after record creation.
15(24) / (18.26)	Standing Committees Minutes	To record the decisions of a standing Committee of Council.	Minutes of Standing Committee meetings.	Archival.
15(25) / (18.27)	Ward Communications Accounting Records	To maintain a record of the administration and payment of ward communication accounts.	Correspondence, invoices, reports and other documents related to the administration and payment of ward communication accounts.	Destroy 10 years after record creation.

16. Civic Archives

16. Civic Archives		Function	Description	Retention and Disposition
16(1) / (19.01)	City Archivist's Files	To provide a record of the management, retention, safekeeping and disposition of records as provided for under The City of Winnipeg Charter and carried out by the City Archivist.	Correspondence, reports and other records related to the administration of the City Archives and the corporate records management program, including the acquisition, treatment and preservation of Archival records, as well as records related to the transfer, storage and disposition of temporary records including authorizations and records of transfer and destruction. Includes inventory and transfer lists, indexes and other finding aids, appraisal reports, donor, transfer and research agreements, approved records schedules, by-laws and other records related to management and general administration of the City Archives and records management program.	Archival.
16(2) / (19.02)	Records Centre Administration Records	To maintain a record of the day-to-day administration of Archives and Records Centre facilities and operations.	Correspondence, reports and other records related to routine archives and records centre operations. Includes records retrieval and transfer requests and reference inquiries.	Destroy 2 years after record creation.
16(3) / (19.03)	Records Committee Files	To provide a record of the decisions of the Records Committee as provided for under The City of Winnipeg Charter.	Dispositions of Records Committee meetings and related reports and correspondence.	Archival.

17. Decision Appeals

17. Decision Appeals		Function	Description	Retention and Disposition
17(1) / (20.01)	Appeals Committee Agendas	To maintain a record of agendas of the Appeals Committee.	Agendas, letters of appeal variance and conditional use applications, correspondence and supporting documentation and other related documents for consideration by the Appeals Committee.	Destroy 1 year after record creation.
17(2) / (20.02)	Appeals Committee Minutes	To maintain a record of the decisions of the Appeals Committee	Signed minutes of the meetings of the Appeals Committee and its predecessors.	Archival.
17(3) / (20.03)	Assessment Revision Applications	To maintain a record of applications for revision of assessment filed but not considered by the Board of Revision.	Applications and correspondence related to applications for revision that have been filed but not considered by the Board including late and non-complying applications.	Destroy 1 year after record creation.
17(4) / (20.04)	Board of Adjustment Agendas	To provide a record of the agendas for public hearings of the Board of Adjustment.	Agendas prepared for public hearings held by the Board of Adjustment.	Destroy 1 year after record creation.
17(5) / (20.05)	Board of Adjustment and Property and Development Committee Minutes	To provide a record of public hearings of the Board of Adjustment and the Standing Policy Committee on Property and Development.	Minutes of public hearings held by the Board of Adjustment and the Standing Policy Committee on Property and Development.	Archival.
17(6) / (20.06)	Board of Revision Chairman's Files	To provide a record of matters relating to the Board of Revision for the presiding officer of the Board.	Correspondence, agendas, reports, notes, working papers, reference material and other documents related to the assessment appeals process and administration of the Board of Revision.	Destroy immediately after expiration of Chairman's term.
17(7) / (20.07)	Board of Revision Minutes	To maintain a record of the decisions of the Board of Revision.	Minutes of the meetings of the Board of Revision.	Archival.

17. Decision Appeals		Function	Description	Retention and Disposition
17(8) / (20.08)	Board of Revision Records	To record the general administration of the assessment appeal process as carried out by the Board of Revision Branch.	Correspondence, legislation, hearing dispositions, agreements, reports, legal opinions, statistics and other documents related to the operation of the office of the Board of Revision and the administration of the appeal process.	Destroy 10 years after record creation.
17(9) / (20.09)	Revision Application Hearing Files	To provide a record of Board of Revision application hearings.	Dockets, agendas, minutes and other documents related to hearing proceedings.	Destroy 10 years after record creation.
17(10) / (20.10)	Taxation Assessment Appeals	To maintain a record of property and business taxation appeals filed with the Board of Revision.	Applications for revision, notices of appeal and hearing, exhibits, copies of Board correspondence and other documents pertaining to the hearing of an application by the Board of Revision. May also include correspondence, board orders and other documents related to appeal of a Board order to the Municipal Board, Court of Queen's Bench and/or Court of Appeal. Includes withdrawn appeals and re-instated appeals.	Destroy 10 years after record creation.
17(11) / (20.11)	Zoning and Development Appeals	To maintain a record of zoning and development appeals filed with the Board of Adjustment.	Records related to receipt and processing of zoning and development appeals including completed applications, Appeal Committee orders, exhibits, copies of Board decisions and related correspondence.	Destroy 1 year after record creation.

18. Elections

18. Elections		Function	Description	Retention and Disposition
18 (1) / (21.01)	Ballots and Election Materials	To provide a record of voting for each civic election voting station.	Ballots and other documents and materials related to an election or vote on a question specified under the Municipal Councils and School Boards Elections Act.	Destroy 6 months after the election results are declared, subject to an application to challenge the results or a court order.
18 (2) / (21.02)	Candidate Registration Files	To provide a record of mayoralty candidates including candidates' campaign expenses and contributions filed with the Campaign Expenses and Contributions Officer as required under By-law No. 20/2006.	Candidates' Notices of Registration, correspondence, audited financial statements and other documents filed as required under the By-law.	Destroy 6 years after record creation.
18 (3) / (21.03)	Elections Payroll Records	To maintain a record of remuneration paid to persons hired to work as civic election officers.	Attendance records, pay statements, correspondence, accounting system reports, cancelled cheques and other documents related to the remuneration of election workers.	Destroy 6 years after record creation.
18 (4) / (21.04)	Elections Personnel Records	To maintain a record of persons hired to work as civic election officers.	Correspondence, applications, oaths of office and other documents related to the appointment of election officers and their records of attendance.	Destroy immediately after date of next civic election.
18 (5) / (21.05)	Elections Project Files	To record the administration of civic elections and by-elections as carried out by the City Clerk's Department.	Correspondence, manuals, forms, maps, signage, meeting minutes, agreements, routine reports, training materials, publications, reference material, working papers and other documents related to planning and administration of a civic election.	Destroy 6 years after file closure.
18 (6) / (21.08)	Voters List - Official Lists	To provide a record of the official voter lists used to conduct elections or byelections.	Voters lists established by the Senior Election Official under The Municipal Councils and School Boards Elections Act.	Archival.

18. Elections		Function	Description	Retention and Disposition
18 (7) / (21.09)	Nomination Papers	To provide a record of nomination papers filed with the Senior Election Official.	Signed candidate nominations, declarations of qualification, acceptances, certificates and other documents received by the Senior Election Official.	Archival.
18 (8) / (21.10)	Senior Election Official's Records	To provide a record of civic elections and election proceedings as administered by the Senior Election Official.	Correspondence, reports, agreements, legal opinions, policies and procedures and other documents related to the discharge of the Senior Election Official's duties as set out under The Municipal Councils and School Boards Elections Act.	Archival.
18 (9) / (21.12)	Voter's Notice Records	To record the dispatch of notice to where to vote to eligible voters.	Mailing lists, returned mail, receipts, correspondence and other documents related to mailing and distribution of voter notices to eligible voters on the voters list.	Destroy 6 months after election results are declared, subject to an application to challenge the results or a court order.