

## Legal Services Department

### 53. Legal Services Files

Records related to Legal Services.

53. Legal Services Files		Function	Description	Retention and Disposition
53(1) / (63.01)	Agreements Registry	To maintain a record of agreements between the City and external bodies, as well as supporting records, for which legal advice and assistance has been provided.	Files include contracts, purchase orders, bid opportunities, funding agreements (involving both funding provided by and to the City).	Destroy 10 years after expiration of agreement (except employment contracts – see 3.06 of Schedule B).
53(2) / (63.02)	General Government Files	To maintain a record of legal advice and activities undertaken on behalf of a variety of departments.	Files include formal legal opinions, records of electronic and telephone contacts with departmental staff, records relating to the development of by-laws and by-law amendments.	Destroy 10 years after file closure.
53(3) / (63.03)	Litigation	To maintain a record of legal actions taken by or against the City of Winnipeg.	Files include correspondence with departmental staff, legal counsel, claimants and parties, court officials and law enforcement agencies; legal opinions, transcripts of proceedings and exhibits, including log books, ledgers, videotapes and other court documents.	Destroy 10 years after file closure.
53(4) / (63.04)	Real Property and Development	To maintain a record of legal assistance provided on all matters related to real property, including real estate transactions, planning controls and local improvements.	Files include conveyancing documentation; development, subdivision, zoning and variance agreements and documentation; local improvement petitions and by-laws.	Destroy 10 years after file closure.
53(5) / (63.05)	Special Constable Appointment Records	To maintain a record of special constable appointments and revocations made by Legal Services on behalf of the Chief Administrative Officer	Records include requests for special constable appointments, appointments and revocations, criminal records checks, indemnities provided by non-City organizations	10 years after file closure