Office of the Chief Administrative Officer

Records related to the activities and responsibilities of the Chief Administrative Officer (CAO), the administrative head of Winnipeg. Also include records related to the CAO Office, a group of professional staff with capabilities in the areas of policy/report analysis and coordination, issues management, communications, media and public affairs, project/event coordination and other such areas as the CAO determines are required to assist in the effective discharge of his/her duties. The CAO Office works in close cooperation with the Mayor’s Office and upon request and at the discretion of the CAO, ensures that administrative information and advice is provided to the Mayor’s Office in support of its role in fiscal, policy and strategic analysis, research, communication and the scheduling of agendas for Executive Policy and Standing Committees.

9. Office of the CAO

<table>
<thead>
<tr>
<th>Function</th>
<th>Description</th>
<th>Retention and Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>9(1) / (12.00) Chief Administrative Officer’s (CAO’s) Files</td>
<td>To record the management and administration of the City of Winnipeg as carried out by the Chief Administrative Officer (CAO) as provided for under The City of Winnipeg Charter.</td>
<td>Archival.</td>
</tr>
</tbody>
</table>

10. Managing Strategic Initiatives

<table>
<thead>
<tr>
<th>Function</th>
<th>Description</th>
<th>Retention and Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>10(1) / (13.01) Planning Working Papers</td>
<td>To maintain a record of activities related to the preparation of business plans.</td>
<td>Destroy 6 years after record creation.</td>
</tr>
<tr>
<td>10. Managing Strategic Initiatives</td>
<td>Function</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------------</td>
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</tr>
<tr>
<td>10(2) / (13.02) Strategic Planning Records</td>
<td>To record the strategic planning process as carried out by the Chief Administrative Officer (CAO).</td>
<td>Correspondence, business plans, proposals and agreements, reports, presentations, statistical data and other records related to the corporate planning process and the development of major corporate projects and initiatives.</td>
</tr>
</tbody>
</table>

**11. Organizational Planning, Internal Communications and Initiatives**

<table>
<thead>
<tr>
<th>11. Organizational Planning, Internal Communications and Initiatives</th>
<th>Function</th>
<th>Description</th>
<th>Retention and Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>11(1) / (14.01) Administrative Directives</td>
<td>To maintain a record of all Administrative Directives approved by the Chief Administrative Officer (CAO).</td>
<td>Approved administrative directives.</td>
<td>Archival.</td>
</tr>
<tr>
<td>11(2) / (14.02) Administrative Reports</td>
<td>To maintain a record of all Administrative Reports presented to the Council.</td>
<td>Administrative reports, related correspondence and other records related to the preparation and presentation of administrative reports by the CAO Office.</td>
<td>Archival.</td>
</tr>
</tbody>
</table>
## 12. Public Affairs

| 12(1) / (15.01) | Corporate Communications Records | To record the creation, development and implementation of corporate communications and public relations programs and activities including corporate communication standards, publications and public relations materials | Correspondence, reports, publications including brochures, newsletters and photographs, art work, posters, transcripts, audio and video-tape copies of speeches, interviews and presentations, multimedia and other records related to corporate information and the administration of corporate communications and promotion of the City of Winnipeg. | Archival. |
| 12(2) / (15.02) | Corporate Website Records | To maintain a record of the administration of the City of Winnipeg website. | Correspondence, reports, publications and other records related to the development and placement of information on the City of Winnipeg website. Also includes records related to policies and procedures pertaining to website administration and maintenance as well as the generation and capture of web-based records. | Destroy 2 years after obsolete or superseded. |