City of Winnipeg Records Schedule "C"

Departmental Records Schedules

(Classes of records that are not common to all City Departments, and that support internal departmental operations)

HOW TO INTERPRET THIS DOCUMENT

The purpose of the Records Retention and Classification Schedule is to describe and classify types of records in City of Winnipeg Departments, and to specify how long records must be kept before they may be destroyed or transferred to the Archives.

The LIST OF RECORDS CLASSIFICATIONS is provided in alphabetical order by department. (The special operating agencies have been grouped together under the heading Special Operating Agencies.) Within each department are set out the categories and subcategories of records for which that department is responsible.

Because of reorganizations and changes of name within the City administrative structure, the order of the records classification has changed from the order in By-law No. 166/2003. As a result the records classification numbers are no longer sequential. Nevertheless, for purposes of continuity and administration, the records classification numbers have been retained and are provided in brackets. However, new section and subsection numbers immediately preceding the name of the department and subcategory of record now reflect the location of the records classification in Schedule C.

The RETENTION AND DISPOSITION SCHEDULES after the List of Records Classifications contain descriptions of the classes of records, and examples of the types of documents that may be found in each class, with instructions regarding retention and disposition. As with the List of Records Classifications, they are provided in alphabetical order by department with sequential section numbers provided before the heading and a classification number immediately following the heading.

FUNCTION means the function that is supported by the class of records.

DESCRIPTION is a description of the types of documents that might be found in a class of records.

RETENTION AND DISPOSITION indicates the minimum period of time that records must be kept before they may be destroyed. Departments may keep records longer than the retention period indicated as required. Where there are conflicts between retention periods in Schedule B and C, the class with the longer retention period shall be used.

The ARCHIVAL. disposition means that records must be transferred to the City Archives after they are no longer operationally useful and shall be retained or destroyed by the City Archivist. The purpose of the Records Retention and Classification Schedule is to describe and classify types of records in City of Winnipeg Departments, and to specify how long records must be kept before they may be destroyed or transferred to the Archives.

CITY OF WINNIPEG SCHEDULE "C": LIST OF RECORDS CLASSIFICATIONS

ASSESSMENT AND TAXATION DEPARTMENT

1. PROPERTY ASSESSMENT
    - 1(1) City Assessor's Files (93.01)
    - 1(2) Property Assessment Files (93.02)
    - 1(2) Property Assessment Rolls (93.03)
2. ASSESSMENT RESEARCH
    - 2(1) Assessment Research Files (94.01)
3. ASSESSMENT REVIEW AND APPEALS
    - 3(1) Assessment Appeal Files (95.01)
4. ASSESSMENT ROLL PREPARATION
    - 4(1) Building Permit Records (96.01)
    - 4(2) Field Forms (96.02)
    - 4(3) Legal Description Records (96.03)
    - 4(4) Property Records Information System (96.04)
    - 4(5) Plans of Subdivisions & Maps (96.05)
    - 4(6) Property Improvement Image Files (96.06)
    - 4(7) Real Estate Sales Records (96.07)
5. BUSINESS ASSESSMENT
    - 5(1) Business Assessment Files (97.01)
    - 5(2) Business Assessment Rolls (97.02)
    - 5(3) Net Income Statements (97.03)
6. PERSONAL PROPERTY ASSESSMENT
    - 6(1) Personal Property Assessment Files (98.01)
    - 6(2) Personal Property Assessment Rolls (98.02)
7. TAXATION
    - 7(1) Business Tax Rolls (52.01)
    - 7(2) Realty Tax Roll Records (52.02)
    - 7(3) Tax Bill Receipts (52.03)
    - 7(4) Tax Sale Records (52.04)

AUDIT DEPARTMENT

8. AUDITING
    - 8(1) Audit Reports (11.00)
    - 8(2) Audit Working Papers (11.02)

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

9. OFFICE OF THE CAO
    - 9(1) Chief Administrative Officer's (CAO's) Files (12.00)
10. MANAGING STRATEGIC INITIATIVES
    - 10(1) Planning Working Papers (13.01)
    - 10(2) Strategic Planning Records (13.02)
11. ORGANIZATIONAL PLANNING, INTERNAL COMMUNICATIONS AND

INITIATIVES

11(1) Administrative Directives (14.01)

11(2) Administrative Reports (14.02)

12. PUBLIC AFFAIRS

12(1) Corporate Communications Records (15.01)

12(2) Corporate Website Records (15.02)

CITY CLERK'S DEPARTMENT

13. CITY CLERK

13(1) Official Oaths (16.01)

14. CITIZEN'S INFORMATION

14(1) Access and Privacy Administration Records (17.01)

14(2) Access and Privacy Complaints (17.02)

14(3) Access and Privacy Coordinator's Files (17.03)

14(4) Applications for Access to Information (17.04)

15. CITY COUNCIL

15(1) Ad Hoc Committee Files (18.01)

15(2) Boards and Commissions Records (18.03)

15(3) By-laws Register (18.04)

15(4) Committee Clerks' Office Files (18.05)

15(5) Community Committee Agendas (18.06)

15(6) Citizens' Service Records (18.07)

15(7) City Clerk's Central File (18.08)

15(8) Clerk's Central File Register (18.09)

15(9) Committee Minutes (18.10)

15(10) Community Committee Meeting Audio/Visual Records (18.11)

15(11) Community Committee Minutes (18.12)

15(12) Community Committee Office Files (18.13)

15(13) Conflict of Interest Disclosures (18.14)

15(14) Consolidated By-laws (18.15)

15(15) Council Agendas (18.16)

15(16) Council Hansard (18.17)

15(17) Council Meeting Transcripts (18.19)

15(19) Councillors' Service Records (18.21)

15(20) Development Hearing Files (18.22)

15(21) Legal Service Records (18.23)

15(22) Licensing Hearing Files (18.24)

15(23) Standing Committees Agenda (18.25)

15(24) Standing Committees Minutes (18.26)

15(25) Ward Communications Accounting Records (18.27)

16. CIVIC ARCHIVES

16(1) City Archivist's Files (19.01)

16(2) Records Centre Administration Records (19.02)

16(3) Records Committee Files (19.03)

17. DECISION APPEALS

17(1) Appeals Committee Agendas (20.01)
17(2) Appeals Committee Minutes (20.02)
17(3) Assessment Revision Applications (20.03)
17(4) Board of Adjustment Agendas (20.04)
17(5) Board of Adjustment and Property and Development Committee Minutes (20.05)
17(6) Board of Revision Chairman's Files (20.06)
17(7) Board of Revision Minutes (20.07)
17(8) Board of Revision Records (20.08)
17(9) Revision Application Hearing Files (20.09)
17(10) Taxation Assessment Appeals (20.10)
17(11) Zoning and Development Appeals (20.11)

18. ELECTIONS

18(1) Ballots and Election Materials (21.01)
18(2) Candidate Registration Files (21.02)
18(3) Elections Payroll Records (21.03)
18(4) Elections Personnel Records (21.04)
18(5) Elections Project Files (21.05)
18(6) Voters List - Official Lists (21.08)
18(7) Nomination Papers (21.09)
18(8) Senior Election Official's Records (21.10)
18(9) Voter's Notice Records (21.12)

COMMUNITY SERVICES DEPARTMENT

19. COMMUNITY SERVICES

19(1) Community Services Director's Files (22.01)
19(2) Managers of Community Services Department's Files (22.02)

20. AQUATICS SERVICES

20(1) Aquatic Programs and Services Files (24.01)

21. ASSINIBOINE PARK ENTERPRISE

21(1) Assiniboine Park Conservancy Records (25.01)
21(2) Horticulture Records (39.01)
21(3) Assiniboine Park Zoo Records (43.01)

22. BY-LAW ENFORCEMENT

22(1) Bicycle Recovery Files (26.01)
22(2) Bicycle Registry (26.02)
22(3) Environmental Health Service Files (33.01)
22(4) Raffle Lottery Licensing Files (40.02)
22(5) Civic Charities Permit Records (40.03)
22(6) License in Lieu of Business Tax Files (41.01)
22(7) Trade Licensing files (42.01)

22(8) Enforcement Inspection Files (88.01)
22(9) Prosecution Files (88.02)
23. COMMUNITY RESOURCE AND PROTECTION SERVICES
23(1) Community Resource Area Records (27.01)
24. COMMUNITY DEVELOPMENT AND RECREATION SERVICES
24(1) Aquatics Programs and Services Files (24.01)
24(2) Recreation Services (28.01)
24(3) Children and Youth Recreation (28.02)
24(4) Community Recreation Development (28.03)
24(5) Community Centres (29.01)
24(6) Facility Development (29.02)
24(7) Recreation Facilities Complaints (29.03)
24(8) Community Incentive Grants Files (40.01)
25. CITIZEN CRISIS RESPONSE
25(1) Citizen Crisis Response Service Records (31.01)
26. PREPAREDNESS AND RESPONSE
26(1) Emergency Health and Social Service Files (32.01)
27. JOB PLACEMENT PROJECT
27(1) Job Placement Records (35.01)
28. LIBRARY SERVICES
28(1) Branch Files (36.02)
28(2) Children and Youth Library Services (36.03)
28(3) French Library Services Files (36.04)
28(4) Library Information and Reference (36.05)
28(5) Library Material Use Records (36.06)
28(6) Library Outreach (36.07)
28(7) Library Patron Registry (36.08)
CORPORATE FINANCE DEPARTMENT
29. CORPORATE FINANCE
29(1) Chief Financial Officer's Files (44.01)
30. FINANCING AND CASH MANAGEMENT
30(1) Capital Projects Records (45.01)
30(2) Debentures (45.02)
30(3) Investment Records (45.03)
30(4) Sinking Fund Records (45.04)
31. FINANCIAL PLANNING & BUDGETING
31(1) Preliminary and Adopted Budgets (46.01)
31(2) Operating and Capital Budget Records (46.02)
32. FINANCIAL REPORTING
32(1) General Journal (47.01)
32(2) General Ledger (47.02)
33. MATERIALS AND SUPPLIES MANAGEMENT

33(1) Materials Management Records (48.01)

34. PAYROLL

34(1) Payroll Administration Records - Daily Records (49.01)

34(2) Employment Insurance Records (49.02)

35. RISK MANAGEMENT

35(1) Building Values Records (50.01)

35(2) Claims Experience Reports (50.02)

35(3) Insurance Claims Records (50.03)

35(4) Insurance Policies - Casualty (50.04)

35(5) Insurance Policies - Contractors' (50.05)

35(6) Insurance Policies - Property (50.06)

35(7) Insurance Premium Ledger (50.07)

35(8) Worker's Compensation Files (50.08)

35(9) Tree Root Claim Records (50.09)

36. AGREEMENTS REGISTRY

36(2) Agreements Register (18.02)

CORPORATE SUPPORT SERVICES DEPARTMENT

37. CORPORATE SUPPORT SERVICES

37(1) Corporate Support Services Director's Files (58.01)

38. HUMAN RESOURCE MANAGEMENT

38(1) Human Resource Files (59.01)

38(2) Job Classification Records (59.02)

38(3) Compensation and Benefits Plan Records (59.03)

39. INTRACORPORATE COMMUNICATIONS

39(1) Corporate Communications Files (60.01)

39(2) Corporate Information Files (60.02)

40. EMPLOYMENT CONTRACT ADMINISTRATION

40(1) Collective Bargaining Agreements (61.01)

40(2) Collective Bargaining Records (61.02)

40(3) Labour Relations Files (61.03)

41. EMPLOYEE COUNSELLING

41(1) Employee Assistance Program Files (62.01)

42. CORPORATE INFORMATION TECHNOLOGY

42(1) Information Technology Files (53.01)

43. DATA MANAGEMENT

43(1) System Backup Files (54.01)

44. ELECTRONIC COMMUNICATION INFRASTRUCTURE

44(1) Network Administration Records (55.01)

45. INFORMATION SYSTEMS

45(1) System Documentation Records (56.01)

46. INFORMATION TECHNOLOGY OPERATIONS

46(1) Application Development Records (57.01)

46(2) Computer Hardware Documentation Records (57.02)
46(3) Technical Support Records (57.03)
47. MAIL DISTRIBUTION
48(1) Mail Distribution Records (64.01)
48. OCCUPATIONAL HEALTH AND SAFETY ASSESSMENT
48(1) Corporate Safety Records (65.01)
48(2) Accident Reports (65.02)
48(3) Workers Compensation Claim Files (65.03)
48(4) Occupational Health Program Records (65.04)
48(5) Audiometric Testing Records (65.05)
49. OCCUPATIONAL HYGIENE ASSESSMENT
49(1) Occupational Hygiene Assessment Records (66.01)
50. STAFF DEVELOPMENT
50(1) Corporate Education Program Records (67.01)
50(2) Training and Development Records (67.02)
51. TRANSLATION
51(1) Translation Service Records (68.01)
52. 311 CONTACT CENTRE
52(1) Service and Information Call Voice Recordings (128.01)
52(2) Lagan System Tracking Records (128.02)

LEGAL SERVICES DEPARTMENT

53. LEGAL SERVICES FILES
53(1) Agreements Registry (63.01)
53(2) General Government Files (63.02)
53(3) Litigation (63.03)
53(4) Real Property and Development (63.04)
53(5) Special Constable Appointment Records (63.05)

OFFICE OF THE MAYOR

54. OFFICE OF THE MAYOR
54(1) Mayor's Office Files (76.01)

PLANNING, PROPERTY AND DEVELOPMENT DEPARTMENT

55. PLANNING, PROPERTY AND DEVELOPMENT
55(1) Planning, Property and Development Director's Files (77.01)
56. BUILDING PERMITS AND INSPECTIONS
56(1) Building Permit Records (78.01)
56(2) Building Inspection Records (78.02)
56(3) Occupancy Permit Inspection Records (78.03)
56(4) Occupancy Permit Index (78.04)
56(5) Occupant Load Permit Applications (78.05)
56(6) Plan Examination Records (78.06)
57. CITY PLANNING
57(1) City Planning Records (79.01)

58. CEMETERIES
    58(1) Cemetery Services and Operations Records (80.01)
    58(2) Cemetery General Records (80.02)
59. HISTORIC BUILDING DESIGNATION
    59(1) Historic Building Conservation Records (82.01)
60. IMPROVING HOUSING STOCK
    60(1) Residential Rehabilitation Assistance & Minimum Home Repair Program Records (83.01)
61. LAND TRANSACTION MANAGEMENT
    61(1) Real Estate Files (84.01)
62. NEIGHBOURHOOD REVITALIZATION
    62(1) Neighbourhood Planning Records (85.01)
63. PHYSICAL ASSET MANAGEMENT
    63(1) Accommodations Project Files (87.01)
    63(2) Civic Buildings and Facilities Inventory (87.02)
64. PROPERTY BY-LAW ENFORCEMENT
    64(1) Enforcement Inspection Files (88.01)
    64(2) Prosecution Files (88.02)
65. RIVERBANK MANAGEMENT
    65(1) Riverbank Management Records (89.01)
66. SURPLUS CITY PROPERTY LEASING
    66(1) Accommodation Leases (90.01)
67. SURVEY INFRASTRUCTURE MANAGEMENT
    67(1) City Land Inventory (91.01)
    67(2) Map Inventory (91.02)
    67(3) Registered Plans (91.03)
    67(4) Residential Lot Inventory (91.04)
    67(5) Street Opening and Closing Records (91.05)
    67(6) Survey Field Books (91.06)
    67(7) Survey Monument Index (91.07)
    67(8) Survey Monument Records (91.08)
    67(9) Miscellaneous Plans (91.09)
68. ZONING AND LAND DEVELOPMENT
    68(1) Conditional Use Applications (92.01)
    68(2) Development/Servicing Agreements (92.02)
    68(3) Encroachment Files (92.03)
    68(4) Home Occupation Permit Applications (92.04)
    68(5) Mobile Sign Applications (92.05)
    68(6) Plumbing and Electrical Contractors' Licensing Records (92.06)
    68(7) Subdivision, Rezoning and Development Applications (92.07)
    68(8) Street Name Records (92.08)
    68(9) Zoning Atlas Sheets (92.09)

68(10) Zoning Compliance Letters (92.10)
68(11) Zoning Inspection Files (92.11)
68(12) Zoning Memorandum (92.12)
68(13) Zoning Variance Applications (92.13)
69. BUILDING MANAGEMENT
69(1) Building Maintenance Records (101.01)
69(2) Building Alterations and Repairs Records (101.02)
69(3) Building Security Records (101.03)
69(5) Utility Usage Records (101.04)
PUBLIC WORKS DEPARTMENT
70. PUBLIC WORKS
70(1) Public Works Director's Files (99.01)
70(2) Public Works Record Drawings (99.02)
70(3) Capital and Local Improvement Project Files (99.03)
70(4) Customer Service Records (99.04)
70(5) Flood Control Records (99.05)
70(6) Map Inventory (99.06)
71. GRAFFITI CONTROL
71(1) Graffiti Control and Removal Records (102.01)
72. PUBLIC WORKS PERMITS
72(1) Public Works Permit Applications (103.01)
73. STREETS CONSTRUCTION AND MAINTENANCE
73(1) Bridge Inventory Records (104.01)
73(2) Streets Maintenance Records (104.02)
74. STREETS PLANNING AND TRAFFIC MANAGEMENT
74(1) Street System Records (105.01)
74(2) Traffic Control Device Records (105.02)
74(3) Street Sign Records (105.03)
74(4) Transportation Planning Records (105.04)
75. PARKS AND OPEN SPACES
75(1) Parks Inventory Records (106.01)
75(2) Parks Operations Records (106.02)
75(3) Playground Safety Inspection Records (106.02)
75(4) City Naturalist's Office Files (38.01)
75(5) Living Prairie Museum Records (38.02)
75(6) Insect Control Branch Service Files (34.01)
76. PUBLIC EVENTS SUPPORT
76(1) Special Event Files (107.01)
77. PHYSICAL ASSET MANAGEMENT
77(1) Asset Management Records (108.01)
78. LOCATING UNDERGROUND INFRASTRUCTURE
78(1) Underground Infrastructure Records (109.01)

SPECIAL OPERATING AGENCIES

WINNIPEG GOLF SERVICES

79. GOLF COURSES

79(1) Golf Course Records (81.01)

79(2) Golf Course Operations Records (81.02)

WINNIPEG PARKING AUTHORITY

80. OFF-STREET PARKING

80(1) Parking Applications (86.01)

80(2) Enforcement Staffing - Employee Files (86.02)

80(3) Enforcement Program Records (86.03)

80(3) Permits Program Records (86.04)

80(4) Liens and Seizures - Vehicle Lien Records (86.05)

81. ON-STREET PROGRAM

81(1) On Street Meter Program (86.06)

ANIMAL SERVICES AGENCY - ANIMAL CARE AND CONTROL

82. CHIEF OPERATING OFFICER - ANIMAL SERVICES

82(1) Chief Operating Officer of Animal Services Agency Files (23.01)

83. ANIMAL SERVICES

83(1) Animal Control Inquiries and Complaints (23.02)

83(2) Dog Licensing Records (23.03)

83(3) Rabies Testing Records (23.04)

MATERIALS AND SUPPLIES MANAGEMENT

84. GLACIAL SAND AND GRAVEL

84(1) Glacial Sand and Gravel Records (100.01)

TRANSIT DEPARTMENT

85. WINNIPEG TRANSIT

85(1) Transit Director's Files (110.01)

86. PUBLIC TRANSIT

86(1) Bus Stop Platform Records (111.01)

86(2) Lost Property Records (111.02)

86(3) Transit Bus Fleet Records (111.03)

86(4) Transit Bus Operator Training Records (111.04)

86(5) Transit Inspection Records (111.05)

86(6) Transit Operations Planning Records (111.06)

86(7) Transit Service Route Records (111.07)

86(8) Audio/Visual Surveillance On-board Buses (AVSOB) Records (111.08)

87. HANDI-TRANSIT

87(1) Handi-Transit Customer Files (112.01)

87(2) Handi-Transit Records (112.02)

WATER AND WASTE DEPARTMENT

88. WATER AND WASTE

88(1) Water and Waste Director's Files (113.01)

88(2) Emergency Calls Records (113.02)
88(3) Engineering Reports (113.03)
88(4) Facility and Infrastructure Records (113.04)
88(5) Facility and Product Standards (113.05)

89. ENVIRONMENTAL STANDARDS
89(1) Laboratory Research and Testing Records (113.06)
89(2) Product Approvals (113.07)
89(3) Rivers and Streams Records (113.08)
89(4) Survey Records (113.09)
89(5) Compliance Reporting Records (113.10)
89(6) Hauled Wastewater Manifest Records (113.11)
89(7) Special and Hazardous Waste (113.12)
89(8) Hauled Wastewater Records (113.13)
89(9) Wastewater Disposal Vehicle Records (113.14)
89(10) Sewered Overstrength Program Records (113.15)
89(11) Private Wastewater System Records (113.16)
89(12) Cross Connection and Backflow Prevention Records (119.02)

90. FLOOD CONTROL
90(1) Flood Response Preparation Records (114.01)

91. LANDFILL OPERATION
91(1) Environmental Monitoring Records (115.01)
91(2) Weigh Scale Records (115.02)

92. SOLID WASTE COLLECTION
92(1) Solid and Hazardous Waste Records (116.01)
92(2) Recycling Program Records (116.02)

93. STORM AND LAND DRAINAGE SEWERS
93(1) Land Drainage Records (117.01)
93(2) Lot Grading By-law Administration Records (117.02)
93(3) Lot Grading Servicing Requests (117.03)
93(4) Rainfall/Hydraulic Management Records (117.04)

94. WASTE WATER COLLECTION AND TREATMENT
94(1) Sewer Connection and Inspection Records (118.01)
94(2) Wastewater Collection and Treatment Records (118.02)

95. WATER PRODUCTION AND DISTRIBUTION
95(1) Aqueduct Files (119.01)
95(2) Water Connection and Inspection Records (119.03)
95(3) Water Supply Records (119.04)
95(4) Water Treatment Chemical Transport Records (119.05)
95(5) Water main Repair Records (119.06)

WINNIPEG FIRE PARAMEDIC SERVICE

96. FIRE PARAMEDIC SERVICE
96(1) “911” Emergency Call Recordings (70.01)

96(2) Fire and Paramedic Chief's Files (70.02)
96(3) Fire and Paramedic Daily Incident Reports (70.03)

97. FIRE CODE INSPECTION
97(1) Fire Code Inspection Records (71.01)
97(2) Fire Inspection Reporting Records (71.02)

98. FIRE INVESTIGATION
98(1) Investigation Records (72.01)

99. FIRE SAFETY EDUCATION
99(1) Public Education Records (73.01)

100. FIRE AND RESCUE
100(1) Fire Reports (74.01)
100(2) Platoon Management Minutes (74.02)

101. WFPS TRAINING RECORDS
101(1) Academy Records (128.01)
101(2) Training Records (128.02)

102. MEDICAL EMERGENCY RESPONSE
102(1) Ambulance Reports (75.01)

103. SUPPORTING EMERGENCY PREPAREDNESS
103(1) Emergency Preparedness Coordinator's Files (51.01)

WINNIPEG POLICE SERVICE

104. WINNIPEG POLICE SERVICE
104(1) Chief of Police Files (120.01)
104(2) Police Internal Investigation Records (120.02)
104(3) Criminal Record Check Files (120.03)

105. CRIME INVESTIGATIONS
105(1) Criminal Records (121.01)
105(2) The DNA Act Records (121.02)
105(3) Evidence Control Records (121.03)
105(4) Fatality Report Records (121.04)
105(5) The Identification of Criminals Act Records (121.05)
105(6) Lockup Records (121.06)
105(7) Missing Persons Files (121.07)
105(8) Missing Persons Files (Unusual Circumstances) (121.08)
105(9) Pawn Seizure Records (121.09)
105(10) Pawn Tracking Records (121.10)
105(11) Police Investigative Report Files (121.11)
105(12) Provincial Court Docket Records (121.12)
105(13) RCMP Crime Lab Records (121.13)
105(14) Stolen Vehicle Location Records (121.14)
105(15) Stolen Vehicle Records (121.15)
105(16) Vehicle Identification Number Assignments (121.16)
105(17) Violent Crime Linkage Analysis Reports (ViClas) (121.17)

106. CRIME PREVENTION
- 106(1) Alarm Permit Records (122.01)
- 106(2) Community Notification Advisory Committee Records (122.02)
- 106(3) Firearm Acquisition Certificate Records (122.03)
- 106(4) Firearm Prohibition Records (122.04)
- 106(5) Firearms Dealers and Museums Files (122.05)
- 106(6) Firearms Disposal Records (122.06)
- 106(7) Firearms Interest Person (FIP) Files (122.07)
- 106(8) Firearms Transfer Records (122.08)
- 106(9) Gun Collector Records (122.09)
- 106(10) Parole Records (122.10)
- 106(12) Restricted Firearms Registrations (122.11)
- 106(13) Record Review Board File (122.12)
- 106(14) Vulnerable Persons Client Records (122.13)

107. CRIME STATISTICS
- 107(1) Crime Statistical Records (123.01)

108. DEPARTMENTAL HUMAN RESOURCES MANAGEMENT
- 108(1) Behavioural Health Services Program Files (124.01)
- 108(2) Police Psychological Testing Records (124.02)

109. POLICE ACADEMY
- 109(1) Academy Class Lists (125.01)
- 109(2) Member Training Records (125.02)
- 109(3) Recruit and Non-Member Training Records (125.03)

110. POLICE RESPONSE
- 110(1) Compassionate to Locate Records (126.01)
- 110(2) Dispatch and Call History Records (126.02)
- 110(3) High Speed Pursuit Records (126.03)

111. TRAFFIC LAW ENFORCEMENT
- 111(1) Accident Enquiry Board Reports (127.01)
- 111(2) Escort and Weigh Scale Records (127.02)
- 111(3) Serious Motor Vehicle Accident Files (127.03)
- 111(4) Impaired Drivers Records (127.04)
- 111(5) Speed Timing Device Calibration Records (127.06)
- 111(6) Speedometer Accuracy Cards (127.07)
- 111(7) Traffic Not Guilty Plea Records (127.08)
- 111(8) Vehicle Mechanical Checks (127.10)
- 111(9) Fatal Motor Vehicle Accident Files (127.11)

Assessment and Taxation Department

Includes records related to the Assessment and Taxation Department and its respective service responsibilities. Includes records related to the valuation and classification of all real property, personal property, and business occupancies within the City of Winnipeg for the purpose of distributing taxes fairly to the City's citizens. Also includes records related to the activities and responsibilities of the City Assessor as specified under The Municipal Assessment Act and The City of Winnipeg Charter. Also includes records relating to tax collection, taxation rolls and tax sales.

1. Property Assessment

1. Property Assessment		Function	Description	Retention and Disposition
1(1) / 93.01	City Assessor's Files	To provide a record of general administration of the Assessment and Taxation Department as carried out by the City Assessor.	Correspondence, reports, agreements, directives, minutes, legal opinions and advice and other documents related to the management, direction and control of the Assessment and Taxation Department.	Archival.
1(2) / 93.02	Property Assessment Files	To maintain a record of assessments of real property parcels and related services provided to the property owner or occupants. Includes commercial property parcels.	Correspondence, reports and other records pertaining to ownership, subdivision, or other real property transactions. May include copies of permits, by-laws, change forms, photographs and other documents relating to changes to the property and its taxable value as determined by assessment or tax personnel. May also include documents pertaining to errors and omissions to assessment roll including correspondence, tax certificates and other documents related to assessment roll or tax roll adjustments or exemptions. Commercial property files include Income and Expense statements, cost letters, real estate information, income approach and other documents related to income based valuation of a commercial property. Where an application has been made to the Board of Revision for revision of the	Destroy 10 years after file closure.

1. Property Assessment		Function	Description	Retention and Disposition
			assessment roll, files include copies of applications for revision, Board notices, Board orders and other documents related to Board hearings, decisions and changes made to an assessment and a revision made to the assessment roll. Where an appeal has been made of a decision, files include copies of notice of appeal, briefs, orders and other documents related to an appeal to the Court of Queens Bench (for liability for taxation) or the Municipal Board (for assessed value amount or classification of property) and confirmation of an assessment, a reassessment, or changes made to an assessment and a revision made to the assessment roll. If an assessment is further appealed, files include copies of notice of appeal, briefs, proceedings, decision and other documents related to an appeal made to the Court of Appeal.	
1(3) / 93.03	Property Assessment Rolls	To provide a record of the current year property assessment as carried out under The Municipal Assessment Act.	Certified assessment rolls are filed by assessment year. Entries are for assessable realty parcels and personal property subject to assessment by the City Assessor under The Municipal Assessment Act.	Archival.

2. Assessment Research

2. Assessment Research		Function	Description	Retention and Disposition
2(1) / 94.01	Assessment Research Files	To maintain a record of research findings related to property valuation and tax liability issues.	Correspondence, studies and reports, legislation, policies and procedures and other documents related to tax liability, realty valuation, assessment practices, classification of properties, allocation of assessed values, revision and appeal processes and other issues related to the assessment of real property and related tax liability issues.	Archival.

3. Assessment Review and Appeals

3. Assessment Review and Appeals		Function	Description	Retention and Disposition
3(1) / 95.01	Assessment Appeal Files	To maintain a record of Board of Revision and Municipal Board appeals.	Appeal briefs, correspondence, appraisal reports, maps, memos, photographs, board orders, notices of appeal, notices of hearings and hearing transcripts.	Destroy 2 years after obsolete or superseded.

4. Assessment Roll Preparation

4. Assessment Roll Preparation		Function	Description	Retention and Disposition
4(1) / 96.01	Building Permit Records	To maintain reference copies of building permits for property assessment purposes.	Copies of building permits and related assessment notes.	Destroy 2 years after obsolete or superseded.
4(2) /(96.02)	Field Forms	To provide a record of residential, commercial and business assessment values and descriptive property information based on assessors' field inspections and notes. Includes residential and commercial property assessment forms and business assessment field forms.	Field forms include assessors' entries for property parcels (identified by a Property Identification Number) or a business (Business Identification Number). Entries provide detailed information about properties, business owners and premises, including registered owners, street address, legal description, information about land and improvements (buildings, fixtures and structures), sales information and calculations. Includes sketches, assessment information, assessor's remarks, inspection data and notes, sales data and permit information related to properties, business operations and premises. New entries are made as required to record changes that affect assessed property value, rental value or tax liability.	Archival.
4(3) / 96.03	Legal Description Records	To provide a record of legal descriptions for the purpose of identifying assessable properties.	Includes correspondence, reports and other documents related to business tax assessment.	Destroy 2 years after obsolete or superseded.
4(4) / (96.04)	Property Records Information System	To maintain a record of current assessment information for individual property parcels for inspection purposes.	Includes source documents (property record cards), reports and other records related to individual property parcels and current assessment information.	Destroy 2 years after obsolete or superseded.

4. Assessment Roll Preparation		Function	Description	Retention and Disposition
4(5) / (96.05)	Plans of Subdivisions & Map	To maintain a record of registered plans of subdivisions and reference maps that pertain to the City of Winnipeg for purposes of property valuation and tax assessment.	Registered plans for all subdivisions, parcel plans, road plans, drain plans, special plot plans, township survey plots, atlases and assessment maps.	Destroy 2 years after obsolete or superseded.
4(6) / (96.06)	Property Improvement Image Files	To provide a visual record of property improvements.	Photographic and digital images of property improvements.	Destroy 2 years after obsolete or superseded.
4(7) / (96.07)	Real Estate Sales Records	To maintain a record of real property sales information for the purpose of determining assessment values.	Reports, correspondence and other records related to the tracking of real estate sales in the City of Winnipeg and assessing the market value of assessable property.	Destroy 2 years after obsolete or superseded.

5. Business Assessment

5. Business Assessment Files		Function	Description	Retention and Disposition
5(1) / (97.01)	Business Assessment Files	To provide a record of businesses that have been assessed for the purpose of business taxation under The City of Winnipeg Charter.	Correspondence, notices of assessment and other documents related to the assessment of the rental value of a business premises including address, business name and taxation information and assessment services provided to a business owner. May include copies of permits, by-laws, licenses, photographs and other documents relating to legal and physical changes to the business. May also include documents pertaining to errors and omissions to the assessment roll including correspondence, tax certificates and other documents related to assessment roll or tax roll adjustments. Where an application has been made to the Board of Revision for revision of the assessment roll, files include copies of applications for revision, Board notices, Board orders and other documents related to Board hearings, decisions and changes made to an assessment and a revision made to the assessment roll. Where an appeal has been made of a decision, files include copies of notice of appeal, briefs, orders and other documents related to an appeal to the Court of Queens Bench (for liability for taxation) or the Municipal Board (for assessed value amount or classification of property) and confirmation of an assessment, a reassessment, or changes made to an assessment and a revision made to the assessment roll. If an assessment is further appealed, files include copies of notice of appeal, briefs, proceedings, decisions and other documents related to an appeal made to the Court of Appeal.	Destroy 10 years after file closure.

5. Business Assessment Files		Function	Description	Retention and Disposition
5(2) / (97.02)	Business Assessment Rolls	To provide a record of the current year business assessment as carried out under The City of Winnipeg Charter	Certified assessment rolls are filed by assessment year. Entries are for assessable rental value of business premises subject to assessment under The City of Winnipeg Charter.	Archival.
5(3) / (97.03)	Net Income Statements	To maintain a record of net income statements (income and rental data) submitted by property owners with rental income.	Completed Income and Expense Questionnaire forms and related correspondence.	Destroy 6 years after file closure.

6. Personal Property Assessment

6. Personal Property Assessment		Function	Description	Retention and Disposition
6(1) / (98.01)	Personal Property Assessment Files	To provide a record of properties assessed as personal property and service provided to property owners. Assessed properties include gas distribution systems and railways.	Correspondence, reports and other records pertaining to ownership, sale and disposition of personal property and its assessment, valuation and classification. Also includes records related to tax liability. May include copies of permits, by-laws, change forms, photographs and other documents relating to changes to the property and its taxable value as determined by assessment or tax personnel. May also include documents pertaining to errors and omissions to the assessment roll including correspondence, tax certificates and other documents related to assessment or tax roll adjustments or exemptions. Where an application has been made to the Board of Revision for revision of the assessment roll, files include copies of applications for revision, Board notices, Board orders and other documents related to Board hearings, decisions and changes made to an assessment and a revision made to the assessment roll. Where an appeal has been made of a decision, files include copies of notices of appeal, briefs, orders and other documents related to an appeal to the Court of Queens Bench (for liability for taxation) or the Municipal Board (for assessed value amount or classification of property) and confirmation of an assessment, a reassessment, or changes made to an assessment and a revision made to the assessment roll. If an assessment is further appealed, files include copies of notices of appeal, briefs, proceedings, decisions and other documents related to an appeal made to the Court of Appeal.	Destroy 10 years after file closure.
6(2) / (98.02)	Personal Property Assessment Rolls	To provide a record of the current year's personal property assessment as carried out under The City of Winnipeg Charter.	Certified assessment rolls are filed by assessment year. Entries are for properties subject to assessment as personal property.	Archival.

7. Taxation

7. Taxation		Function	Description	Retention and Disposition
7(1) / (52.01)	Business Tax Rolls	To provide a record of all taxable business rental value within the City of Winnipeg for the purposes of tax collection.	Annual original table that was billed in the corresponding year.	Destroy 2 years after obsolete or superseded.
7(2) / (52.02)	Realty Tax Roll Records	To provide a record of all taxable property within the City of Winnipeg for the purposes of tax collection.	Annual original table that was billed in the corresponding year.	Destroy 2 years after obsolete or superseded.
7(3) / (52.03)	Tax Bill Receipts	To maintain a record of the payment of tax bills.	Original receipts from tax bills.	Destroy 12 years after record creation.
7(4) / (52.04)	Tax Sale Records	To maintain a record of properties that are listed, sold, redeemed or acquired due to outstanding taxes.	Listings, sale documents, other records related to the sale or acquisition of properties due to outstanding taxes.	Destroy 2 years after obsolete or superseded.

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.

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

9. Office of the CAO		Function	Description	Retention and Disposition
9(1) / (12.00)	Chief Administrative Officer's (CAO's) Files	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.	Correspondence, reports, presentations and other records related to the execution of the duties of the Chief Administrative Officer and the delivery of all City services.	Archival.

10. Managing Strategic Initiatives

10. Managing Strategic Initiatives		Function	Description	Retention and Disposition
10(1) / (13.01)	Planning Working Papers	To maintain a record of activities related to the preparation of business plans.	Correspondence, reports and other records related to routine planning activities.	Destroy 6 years after record creation.

10. Managing Strategic Initiatives		Function	Description	Retention and Disposition
10(2) / (13.02)	Strategic Planning Records	To record the strategic planning process as carried out by the Chief Administrative Officer (CAO).	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.	Archival.
10(3)	Community Safety Team Report Files	To maintain a record of Community Safety Officers incident reports.	Information and statements, incident reports, officers' reports, photographs, correspondence, notebooks, and other documents and items related to any Community Safety Officer involved incident.	Destroy 25 years after file creation.
10(4)	Community Safety Team Incident Statistical Records	To maintain a record of Community Safety Team related incident statistics collected about the City of Winnipeg for analytical, research and reporting purposes.	Statistical reports and information pertaining to Community Safety incidents, activities and workloads, and other related activities and subjects.	Destroy 10 years after obsolete or superseded.

11. Organizational Planning, Internal Communications and Initiatives

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

12. Public Affairs

12. Public Affairs		Function	Description	Retention and Disposition
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.

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.

Community Services Department

Records related to the Community Services Department and its respective service responsibilities. Includes records related to safeguarding and promoting the health and safety of urban populations, natural environment, built environment and to providing recreation and cultural programs and amenities, including libraries, ensuring equity, accessibility and availability of expertise and information and strengthening community self-reliance and utilizing public/private and community partnerships.

19. Community Services

19. Community Services		Function	Description	Retention and Disposition
19(1) / (22.01)	Community Services Director's Files	To provide a record of the general administration of the Community Services Department as carried out by the Director.	Correspondence, reports, agreements, directives, minutes and other documents related to the management, direction and control of the Community Services Department.	Archival.
19(2) / (22.02)	Managers of Community Services Department's Files	To provide a record of the general administration of the Community Services Department's divisions as carried out by the managers.	Correspondence, reports, agreements, directives, minutes and other documents related to the management, direction and control of the divisions of the Community Services Department.	Archival.

20. Aquatics Services

20. Aquatics Services		Function	Description	Retention and Disposition
20(1) / (24.01)	Aquatic Programs and Services Files	To provide a record of the planning, development and delivery of aquatic programs and services.	Planning and administrative records related to the provision of programs and services in both indoor and outdoor aquatic facilities. This includes class lists, reports, correspondence, safety management and other records related to instructional programs, public swim, fitness/weight rooms, facility rental and hosting of provincial, national, and international events in aquatic facilities.	Destroy 2 years after file closure.

21. Assiniboine Park Enterprise

21. Assiniboine Park Enterprise		Function	Description	Retention and Disposition
21(1) / (25.01)	Assiniboine Park Conservancy Records	To provide a record of the development, general management and operation of Assiniboine Park, including Assiniboine Park Zoo, Assiniboine Park Conservatory, The English and Formal Gardens and Leo Mol Sculpture Garden.	Correspondence, agreements, reports, plans, drawings and other records related to the general management of Assiniboine Park and park services.	Destroy 2 years after obsolete or superseded.
21(2) / (39.01)	Horticulture Records	To provide a record of the development and maintenance of public gardens within the City of Winnipeg.	Correspondence, agreements, reports, plans, drawings and other records related to the general management of the City's public gardens.	Archival.
21(3) / (43.01)	Assiniboine Park Zoo Records	To maintain a registry of animals housed at the Assiniboine Park Zoo and to record transactions involving zoo animals.	Correspondence, reports, birth and death records, purchase, sale and loan agreements, health records and other records related to the activities of the zoo curator and zoo animals.	Archival.

22. By-law Enforcement

22. By-law Enforcement		Function	Description	Retention and Disposition
22(1) / (26.01)	Bicycle Recovery Files	To provide a record of activities related to the recovery and disposition of abandoned, lost or stolen bicycles seized by the Winnipeg Police Service.	Correspondence, reports and other documents related to the recovery of lost or stolen bicycles and their disposition. Includes records related to auctions of unclaimed bicycles.	Destroy 6 years after record creation.

22. By-law Enforcement		Function	Description	Retention and Disposition
22(2) / (26.02)	Bicycle Registry	To maintain a record of bicycles and bicycle owners for the purpose of enabling the recovery and return of lost or stolen bicycles.	Bicycle registration is voluntary and registration is valid for ten years. Includes registration applications, correspondence and other documents related to the administration of the bicycle registry.	Destroy 1 year after cancellation or expiry of registration.
22(3) / (33.01)	Environmental Health Service Files	To provide a record of Public Health inspections services as carried out by City of Winnipeg Environmental Health Officers.	Investigations, orders, legal proceedings, reports, public inquiries and complaints, public training programs, issued permits, correspondence, reports and other documents related to public health enforcement with respect to food service and retail establishments, housing, daycares, residential care facilities, licensed premises, swimming pools, whirlpools and wading pools, special events and responses to other public issues within the community.	Destroy 10 years after file closure.
22(4) / (40.02)	Raffle Lottery Licensing Files	To provide a record of raffle lottery license applications received by the Chief License Inspector.	License applications, correspondence, financial statements, agreements, reports and other documents related to the issue of raffle lottery licenses under By-law 7470/99.	Destroy 6 years after file closure
22(5) / (40.03)	Civic Charities Permit Records	To maintain a record of the issue and revocation of civic charities permits.	Applications, supporting documents, criminal records checks, letters of permission, fundraising reports, correspondence and other records related to the issue and revocation of civic charities permits.	Destroy 6 years after file closure

22. By-law Enforcement		Function	Description	Retention and Disposition
22(6) / (41.01)	License in Lieu of Business Tax Files	To provide a record of applications to purchase a license in lieu of business tax received by the Chief License Inspector.	License applications, correspondence, approvals and other records related to the issue of annual licenses in lieu of business tax to home-based businesses. Includes personal services (beauty salons, pet grooming, day care), professional services (lawyer, accountant, consultant), direct sales (arts, crafts, cosmetics), business services (copywriting, design, telephone soliciting) and construction (electrician, plumber, carpenter) businesses not assessed business tax.	Destroy 6 years after record creation.
22(7) / (42.01)	Trade Licensing files	To record the work of the License Branch related to the regulation and licensing of designated trades under the Doing Business in Winnipeg By-law (formerly the License Bylaw).	License applications, supporting documentation, correspondence, inspection reports, certificates, monthly reports submitted by certain trades, and other records related to the issuing of trade licenses as required under the Doing Business in Winnipeg By-law.	Destroy 6 years after file closure.
22(8) / (88.01)	Enforcement Inspection Files	To maintain a record of activities related to the enforcement of minimum standards as presented by by-laws such as Neighbourhood Liveability By-law, Vacant and Derelict Buildings By-law and other property standards by-laws	Includes correspondence, inspector's reports and other documents related to the receipt of complaints, investigations and violations related to the enforcement of property bylaws.	Destroy 10 years after file closure.
22(9) / (88.02)	Prosecution Files	To maintain a record of the prosecution of property by-law violations.	Correspondence, legal proceedings and other records related to prosecutions of property by-law violations.	Destroy 10 years after file closure.

23. Community Resource and Protection Services

23. Community Resource and Protection Services		Function	Description	Retention and Disposition
23(1) / (27.01)	Community Resource Area Records	To retain a record of the development and delivery of projects designed to facilitate community development and increase citizen involvement in the local decision-making process.	Records related to the collection and sharing of community profile and neighbourhood classification data as well as records related to other major research projects and community-based programs designed to improve social services, including all relevant correspondence and communications.	Archival.

24. Community Development and Recreation Services

24. Community Development and Recreation Services		Function	Description	Retention and Disposition
24(1) / (24.01)	Aquatics Programs and Services Files	To provide a record of the planning, development and delivery of aquatic programs and services.	Planning and administrative records related to the provision of programs and services in both indoor and outdoor aquatic facilities. This includes class lists, reports, correspondence, safety management and other records related to instructional programs, public swim, fitness/weight rooms, facility rental and hosting of provincial, national, and international events in aquatic facilities.	Destroy 2 years after file closure.
24(2) / (28.01)	Recreation Services	To provide a record of the planning, development and delivery of registered community recreation programs and the operation of recreation facilities.	Planning and administrative records related to the provision of recreation, culture, sport, fitness and wellness programs for all ages including the operation of recreation facilities and facility rentals.	Destroy 2 years after file closure.

24. Community Development and Recreation Services		Function	Description	Retention and Disposition
24(3) / (28.02)	Children and Youth Recreation	To provide a record of the planning, development and delivery of non-registered children and youth recreation services and affiliated community partnerships.	Planning and administrative records related to the provision of non-registered children and youth programs including the provision of recreational resources and programs for the City's highest need populations, and all correspondence and communications related to recreation development and the establishment of related services and partnerships.	Destroy 2 years after file closure.
24(4) / (28.03)	Community Recreation Development	To provide a record of the planning, development and delivery of leadership development and targeted recreation initiatives such as French language services, adapted services, seniors, and the Aboriginal community.	Planning and administrative records related to the provision of leadership initiatives in partnership with key stakeholders, programs for sustainable development such as Youth Guard and recreation initiatives for French language services, adapted services, seniors, and the Aboriginal community.	Destroy 2 years after file closure.
24(5) / (29.01)	Community Centres	To maintain a record of all activities related to the partnership with the General Council of Winnipeg Community Centres and community centres.	Planning, administrative and financial records related to the partnership with the General Council of Winnipeg Community Centres (GCWCC) and community centre funding grants.	Destroy 7 years after file closure.
24(6) / (29.02)	Facility Development	To maintain a record of all activities related to the development, renovation or expansion of community recreation facilities, including Community Incentive Grants.	Planning, administrative and financial records related to the development, renovation and expansion of community recreation facilities, including community facility development under Community Incentive Grants.	Destroy 7 years after file closure.
24(7) / (29.03)	Recreation Facilities Complaints	To maintain a record of complaints received concerning public access and use of civic recreation facilities and equipment.	Correspondence, notes, reports and other documents related to receipt, investigation and resolution of inquiries and complaints concerning civic recreation facilities, including indoor and outdoor pools, arenas, fitness facilities and leisure and cultural centre facilities.	Destroy 2 years after obsolete or superseded.

24. Community Development and Recreation Services		Function	Description	Retention and Disposition
24(8) / (40.01)	Community Incentive Grants Files	To provide a record of the administration of the Community Incentive Grants Program (CIGP).	Grant applications and supporting documentation, correspondence, agreements, reports and other records related to the receipt of applications and award and administration of Community Incentive Grants	Destroy 6 years after file closure.

25. Citizen Crisis Response

25. Citizen Crisis Response		Function	Description	Retention and Disposition
25(1) / (31.01)	Citizen Crisis Response Service Records	To provide a record of the coordination and administration of social services to the citizens of Winnipeg.	Records related to the identification of service gaps and barriers to the delivery of social services to the City's vulnerable populations and efforts to connect vulnerable populations to appropriate community resources. Includes client records,	Destroy 2 years after obsolete or superseded.

26. Preparedness and Response

26. Preparedness and Response		Function	Description	Retention and Disposition
26(1) / (32.01)	Emergency Health and Social Service Files	To maintain a record of services provided to Winnipeg residents evacuated from their homes as a result of an emergency.	Registration and inquiry records, food, clothing and shelter vouchers, correspondence and communications with other aid and relief agencies and other records related to the delivery of emergency public aid.	Destroy 5 years after file closure.

27. Job Placement Project

27. Job Placement Project		Function	Description	Retention and Disposition
27(1) / (35.01)	Job Placement Records	To maintain a record of the provision of counseling and work experience services to unemployed, high-needs citizens.	Correspondence with job applicants and employers, progress and follow up reports and all related administrative correspondence, reports and other records related to the Job Placement Program carried out by the Social Support and Development Branch.	Destroy 5 years after file closure.

28. Library Services

28. Library Services		Function	Description	Retention and Disposition
28(1) / (36.02)	Branch Files	To maintain records related to the provision of Branch Services operations.	Correspondence, reports, minutes, statistics, agreements and other records related to the planning, development and delivery of public library services as carried out by a branch of the public library system. Includes records related to collections, services, programs and facilities.	Destroy 2 years after file closure.
28(2) / (36.03)	Children and Youth Library Services	To maintain records related to the provision of children's services.	Correspondence, reports, minutes, statistics, agreements and other records related to the planning, development and delivery of children's services as carried out within the public library system. Includes records related to collections, services, programs and facilities.	Destroy 2 years after file closure.
28(3) / (36.04)	French Library Services Files	To maintain records related to the provision of French Library Services, including the St. Boniface Branch Library.	Correspondence, reports, minutes, statistics, agreements and other records related to the planning, development and delivery of French Library services. Includes records related to collections, services, programs and facilities.	Destroy 2 years after file closure.

28. Library Services		Function	Description	Retention and Disposition
28(4) / (36.05)	Library Information and Reference	To maintain records related to the provision of information and reference services to library patrons for statistical and collection development purposes.	Records of information and reference questions asked and answered by staff.	Destroy 2 years after record creation.
28(5) / (36.06)	Library Material Use Records	To maintain a current record of holdings (collections) of the Winnipeg Public Library.	Correspondence, reports and other records related to acquisition, processing and control of library holdings and the provision of access to library materials.	Archival
28(6) / (36.07)	Library Outreach	To maintain records related to the provision of Outreach Services.	Correspondence, reports, minutes, statistics, agreements and other records related to the planning, development and delivery of Outreach Services. Includes records related to collections, services, programs and facilities.	Destroy 2 years after file closure.
28(7) / (36.08)	Library Patron Registry	To maintain a current record of Winnipeg Public Library patrons and to provide a record of circulation of library materials and use of services by patrons.	Patron applications, patron registration and borrowing records, correspondence, reports and other records related to the use of library materials and services by patrons.	Destroy 2 years after file closure.

Corporate Finance Department

Records related to the activities and responsibilities of the Chief Financial Officer including records related to monitoring of the City's financial status organization and fiscal policy advice and strategy provided to the Standing Committee on Fiscal Issues and the Chief Administrative Officer (CAO). Also includes records related to the Corporate Finance Department and its respective service responsibilities. Includes records related to the incorporation of the strategy and policy oriented components and corporate function of the City's financial-related departments and policy issues relating to debt and money management, insurance and overall budget development, payroll and financial reports and leadership for the effective functioning of the Controllership model.

29. Corporate Finance

29. Corporate Finance		Function	Description	Retention and Disposition
29(1) / (44.01)	Chief Financial Officer's Files	To provide a record of the general administration of the Corporate Finance Department as carried out by the Chief Financial Officer under The City of Winnipeg Charter.	Correspondence, reports, agreements, directives, minutes and other documents related to the management, direction and control of the Corporate Finance Department.	Archival

30. Financing and Cash Management

30. Financing and Cash Management		Function	Description	Retention and Disposition
30(1) / (45.01)	Capital Projects Records	To maintain a record of the financing of capital projects.	Special assessments, reports, correspondence, financial summaries and other capital expenditure-related records.	Destroy 6 years after termination of the capital project.
30(2) / (45.02)	Debentures	To maintain a record of the raising of capital for projects conducted by and for the City of Winnipeg.	Debenture issue requests, prospectus information, consent applications, all records of payments made to investors, all related correspondence and communications.	Destroy 20 years after file closure.
30(3) / (45.03)	Investment Records	To maintain a record of the investment of City funds to fund capital projects and meet current budget needs.	Records of investments, reports and summaries on returns and investment growth, related correspondence and communications.	Destroy 2 years after obsolete or superseded.

30. Financing and Cash Management		Function	Description	Retention and Disposition
30(4) / (45.04)	Sinking Fund Records	To maintain a record of the reduction of outstanding debts of the City of Winnipeg.	Account statements, financial reports, all statements, summaries and correspondence related to the sinking fund.	Destroy 2 years after obsolete or superseded.

31. Financial Planning & Budgeting

31. Financing Planning & Budgeting		Function	Description	Retention and Disposition
31(1) / (46.01)	Preliminary and Adopted Budgets	To maintain a record of the deliberations and decisions related to the City's Operating and Capital Budgets.	Preliminary budgets tabled by Executive Policy Committee, formal recommendations from Council, and Adopted Budget published documents.	Archival
31(2) / (46.02)	Operating and Capital Budget Records	To maintain a record of the preparation and administration of the City's Operating and Capital Budgets.	Departmental budget submissions, supporting documents, analyses and other reports and correspondence related to the preparation and development of the City's Operating and Capital Budgets.	Destroy 2 years after obsolete or superseded.

32. Financial Reporting

32. Financing Reporting		Function	Description	Retention and Disposition
32(1) / (47.01)	General Journal	To record the transfer of transactional information to the General Ledger.	General journal, vouchers and other support documentation.	Destroy 6 years after record creation.
32(2) / (47.02)	General Ledger	To maintain a record of all financial transactions of the City for audit purposes.	General ledger, related reports and account code lists.	Archival

33. Materials and Supplies Management

33. Materials and Supplies Management		Function	Description	Retention and Disposition
33(1) / (48.01)	Materials Management Records	To maintain records associated with the obtaining and evaluation of proposals from suppliers for goods and services to be purchased.	Requests for proposals and quotes and related records including bids, proposals and spreadsheets, specifications and tender records.	Electronic records to be destroyed after obsolete or superseded. Paper copies to be destroyed pursuant to s. 5.12 of Schedule B.

34. Payroll

34. Payroll		Function	Description	Retention and Disposition
34(1) / (49.01)	Payroll Administration Records - Daily Records	To provide a daily record of employee attendance and hours worked for the purpose of the administration of bi-weekly payroll periods.	Employee time cards, attendance records, time sheets and other records related to daily time keeping and payroll administration.	Destroy 12 years after record creation.
34(2) / (49.02)	Employment Insurance Records	To maintain a record of the provision of employment insurance benefits	Records of Employment and other documents related to the determination of eligibility for employment insurance benefits.	Destroy 6 years after file closure.

35. Risk Management

35. Risk Management		Function	Description	Retention and Disposition
35(1) / (50.01)	Building Values Records	To maintain a record of estimates of the replacement value of city buildings.	City building replacement values, related records.	Destroy 10 years after final disposition of building.
35(2) / (50.02)	Claims Experience Reports	To maintain a summary record of claims experienced by the City of Winnipeg.	Annual summary of insurance claims experienced by the City of Winnipeg.	Archival.
35(3) / (50.03)	Insurance Claims Records	To maintain a record of insurance claims filed against or on behalf of the City.	Insurance claims, related correspondence, photographs, statements, hearing records, reports and other related records.	Destroy 6 years after resolution of the claim.
35(4) / (50.04)	Insurance Policies - Casualty	To maintain a record of casualty insurance policies purchased on behalf of the City.	Policies, related correspondence and communications.	Destroy 30 years after file closure.
35(5) / (50.05)	Insurance Policies - Contractors	To maintain a record of liability insurance held by contractors.	List of contractor's liability insurance.	Destroy 30 years after file closure.
35(6) / (50.06)	Insurance Policies - Property	To maintain a record of property insurance policies purchased on behalf of the City.	Property insurance policies, related correspondence and communications.	Destroy 6 years after policy expiry.
35(7) / (50.07)	Insurance Premium Ledger	To maintain a record of premiums paid on insurance policies.	Annual insurance premiums ledgers, including description of policies, all related records.	Destroy 2 years after obsolete or superseded.
35(8) / (50.08)	Worker's Compensation Files	To provide a record of claims filed for Workers Compensation by City employees.	Employer's accident reports, employee's accident reports, wage information, correspondence, supportive documentation relative to the submission, review and adjudication of employee claims.	Destroy 6 years after file closure.
35(9) / (50.09)	Tree Root Claim Records	To maintain a record of claims for reimbursement for the removal of tree roots from private sewer lines.	Original Tree Root invoices plus all related records and correspondence.	Destroy 6 years after file closure.

36. Agreements Registry

36. Agreements Registry		Function	Description	Retention and Disposition
36(1) / (18.02)	Agreements Register	To maintain a record of major agreements and contracts entered into by the City of Winnipeg.	Listing of major contracts and agreements that have been entered into by the City of Winnipeg.	Archival.

Corporate Support Services Department

Records related to the activities and responsibilities of the Director of Corporate Support Services including records related to policy and strategic advice and administrative leadership with respect to the City's corporate information program and services, human resource program and services and other specialized internal services and initiatives. Includes records related to the Corporate Support Services Department and its respective service responsibilities, records related to supporting public service delivery and furthering the interests of the City through the provision of administrative leadership for the information stewardship program and policy development support, specialized expertise/consultation and services to all political and administrative units within the organization in the areas of information management, information technology, human resource management, communication production services, corporate planning and other strategic internal services and initiatives as determined by the Chief Administrative Officer or Council.

37. Corporate Support Services

37. Corporate Support Services		Function	Description	Retention and Disposition
37(1) / (58.01)	Corporate Support Services Director's Files	To provide a record of the general administration of the Corporate Support Services Department as carried out by the Director.	Correspondence, reports, agreements, directives, minutes and other documents related to the management, direction and control of the Corporate Support Services Department.	Archival.

38. Human Resource Management

38. Human Resource Management		Function	Description	Retention and Disposition
38(1) / (59.01)	Human Resource Files	To maintain a record of the development and administration of policy regarding the management of the City's human resources as carried out by the Director of Corporate Support Services.	Records of all policies, administrative standards, protocols and procedures that the City has developed in relation to Human Resource issues as well as records related to the development and administration of major corporate education, staff training and development, corporate safety, employee assistance, occupational health, equity and diversity and labour relations and compensation programs and initiatives.	Archival
38(2) / (59.02)	Job Classification Records	To maintain a record of current City of Winnipeg job classifications, rating and associated salary grades.	City of Winnipeg job descriptions and classifications along with accompanying correspondence and research information.	Destroy 6 years after obsolete or superseded.
38(3) / (59.03)	Compensation and Benefits Plan Records	To record the administration of employee compensation and benefit plans	Records of compensation plans and benefit plans including: rating and classification plans applicable to bargaining units, sick and disability leave plans, maternity leave records, medical and dental insurance programs/plans, vacation, leave of absence and other related plans or programs.	Destroy 6 years after file closure.

39. Intracorporate Communications

39. Intracorporate Communications		Function	Description	Retention and Disposition
39(1) / (60.01)	Corporate Communications Files	To maintain a record of the planning and administration of the City's internal communications program.	Records related to the planning, drafting, composition, design and dissemination of City-wide internal communications, including related correspondence.	Destroy 6 years after record creation.
39(2) / (60.02)	Corporate Information Files	To maintain a record of corporate publications and corporate information for reference, research and informational purposes.	Master copies of intra-corporate periodicals, newsletters, reports and other publications; master copies of photographs, artwork, graphs, diagrams and other images created, taken or collected for use in intra-corporate publications.	Archival.

40. Employment Contract Administration

40. Employment Contract Administration		Function	Description	Retention and Disposition
40(1) / (61.01)	Collective Bargaining Agreements	To maintain a record of all collective agreements between the City and the various employee bargaining units.	Signed agreements related to employee compensation, benefits, terms of employment and other management-employee issues, including all related schedules and attachments.	Archival
40(2) / (61.02)	Collective Bargaining Records	To maintain a record of the negotiations for the various collective agreements between the City and its unions.	All records related to the bargaining processes involved in the negotiations of collective agreements, including meeting minutes, correspondence and communications, notes, reports and other related records.	Destroy 10 years after record creation.

40. Employment Contract Administration		Function	Description	Retention and Disposition
40(3) / (61.03)	Labour Relations Files	To maintain a record of grievances filed by employees.	All records related to the administration and resolution of individual grievances, including hearing proceedings and representations, hearing decisions, appeal records and related correspondence and communications.	Destroy 10 years after file closure.

41. Employee Counselling

41. Employee Counselling		Function	Description	Retention and Disposition
41(1) / (62.01)	Employee Assistance Program Files	To provide a record of the delivery of confidential counselling and psychotherapy programs to City of Winnipeg employees and their families.	Case files documenting the delivery of individual, marital and family counselling and psychotherapy services to City of Winnipeg employees; files may include notes, recommendations and referrals, personal health information, personality test results and correspondence.	Destroy 30 years after termination of employment.

42. Corporate Information Technology

42. Corporate Information Technology		Function	Description	Retention and Disposition
42(1) / (53.01)	Information Technology Files	To provide a record of the general administration of the City's information program and services as carried out by the Director of Corporate Support Services.	Correspondence, reports, agreements, directives, minutes and other documents related to the management, direction and control of the City's corporate information program and services and special initiatives.	Archival.

43. Data Management

43. Data Management		Function	Description	Retention and Disposition
43(1) / (54.01)	System Backup Files	To maintain a record of directories and other data required to restore an information system in case of a disaster or inadvertent destruction.	Copies of master files or databases, application software and other related records that can be used to reconstruct a system in case of disaster.	Destroy after obsolete or operational requirements cease.

44. Electronic Communication Infrastructure

44. Electronic Communication Infrastructure		Function	Description	Retention and Disposition
44(1) / (55.01)	Network Administration Records	To record the installation and service of the City of Winnipeg's information network.	Network usage reports, summary reports and other records documenting the installation, service and usage of the City's information network.	Destroy 1 year after record creation.

45. Information Systems

45. Information Systems		Function	Description	Retention and Disposition
45(1) / (56.01)	System Documentation Records	To document the use, operation and maintenance of the City of Winnipeg's information systems.	System documentation records, user guides, system flowcharts, program descriptions and documentation, job control or workflow records, system specifications and testing records.	Destroy after use of hardware is discontinued and data has been transferred or destroyed.

46. Information Technology Operations

46. Information Technology Operations		Function	Description	Retention and Disposition
46(1) / (57.01)	Application Development Records	To record the development, redesign or modification of automated systems or applications.	Project management records, status reports, draft system or subsystem specifications, draft user requirements and specifications, memoranda and correspondence.	Destroy after discontinuance of system.
46(2) / (57.02)	Computer Hardware Documentation Records	To document the use, operation and maintenance of the City of Winnipeg's computer hardware.	Operating manuals, hardware/operating system requirements, hardware configurations and equipment control systems.	Destroy after use of hardware is discontinued and data has been transferred or destroyed.
46(3) / (57.03)	Technical Support Records	To document support services provided to specific information processing equipment or installations.	Site visit reports, program and equipment service reports, service histories and related correspondence and memoranda.	Destroy 1 year after record creation.

47. Mail Distribution

47. Mail Distribution		Function	Description	Retention and Disposition
47(1) / (64.01)	Mail Distribution Records	To maintain a record of the delivery of internal and external mail distribution services to city departments.	Records related to the delivery and pickup of internal and external mail, including logging and tracking records, postal and mail directives, directories and other related records.	Destroy 1 year after record creation.

48. Occupational Health and Safety Assessment

48. Occupational Health and Safety Assessment		Function	Description	Retention and Disposition
48(1) / (65.01)	Corporate Safety Records	To maintain a record of assistance provided to managers, employees and departmental safety committees in complying with federal and provincial safety legislation.	Records related to the development of safety policies and procedures and the conducting of safety training; also records of job site inspections, investigations and safety audits; reports from departmental safety officers and the minutes of workplace safety and health committee meetings.	Destroy 10 years after file closure.
48(2) / (65.02)	Accident Reports	To maintain a record of workplace accidents reported to the Workers Compensation Board as required by The Workers Compensation Act.	Copies of submitted reports, all related correspondence, notes and statements and other records related to the investigation and reporting of workplace accidents.	Destroy 10 years after file closure.
48(3) / (65.03)	Workers Compensation Claim Files	To maintain a record of claims filed with the Workers Compensation Board by City of Winnipeg employees who have been injured or contracted an industrial disease.	Case files may include: worker accident reports, employer's accident reports, medical reports, payment of benefit summaries, medical aid summaries, rehabilitation payment of benefits, pension awards, related correspondence and communications.	Destroy 60 years after settlement of claim.
48(4) / (65.04)	Occupational Health Program Records	To maintain a record of the administration of occupational health programs in the City of Winnipeg.	Records related to the preparation and delivery of occupational health educational activities and programs, the development of initiatives that promote wellness and disease injury prevention, and the development of guidelines and procedures regarding occupational health issues.	Destroy 10 years after record creation.
48(5) / (65.05)	Audiometric Testing Records	To maintain a record of audiometric tests conducted on City of Winnipeg employees.	Audiometric test results and all related records and correspondence.	Destroy 30 years after date of test.

49. Occupational Hygiene Assessment

49. Occupational Hygiene Assessment		Function	Description	Retention and Disposition
49(1) / (66.01)	Occupational Hygiene Assessment Records	To maintain a record of assistance and support provided to managers and employees regarding the safe use of chemical agents in the workplace.	Notes, correspondence, reports, studies, analyses and records related to the development of guidelines and procedures concerning the use of and exposure to chemical agents in the workplace.	Destroy 10 years after file closure.

50. Staff Development

50. Staff Development		Function	Description	Retention and Disposition
50(1) / (67.01)	Corporate Education Program Records	To maintain a record of the provision of developmental and educational opportunities to civic employees.	Correspondence, communications, notes, reports and other documents related to the planning and promotion of corporate education programs and initiatives in the City of Winnipeg.	Destroy 10 years after record creation.
50(2) / (67.02)	Training and Development Records	To maintain a record of corporate educational programs and opportunities available to City of Winnipeg employees.	Records related to the design, delivery and evaluation of courses, seminars, workshops and other educational and developmental opportunities offered to civic employees on a city-wide or departmental basis.	Destroy 5 years after record creation.

51. Translation

51. Translation		Function	Description	Retention and Disposition
51(1) / (68.01)	Translation Service Records	To maintain a record of translation services provided to city departments.	Requests, correspondence, communications, copies of translated materials and other records related to the provision of translation services.	Destroy 2 years after obsolete or superseded.

52. 311 Contact Centre

Records related to the operation of Winnipeg's 311 inquiry service. Includes records related to the provision of customer service carried out on a 24 hour basis, 365 days a year. Inquiries from the public (citizens, organizations, visitors, council members, departmental employees, contractors etc.) are dealt with in both French and English and deal with requests for service, information, to voice a concern, or to register for City programs. Customer Service Representatives work in a number of systems shared with associate departments, and agency records include voice recordings from citizens as well as tracking information held in Lagan.

52. 311 Contact Centre		Function	Description	Retention and Disposition
52(1) / (128.01)	Service and Information Call Voice Recordings	To maintain a record of all calls coming into 311 requesting information, a City service, to voice a concern or register for City programs. Call recordings are primarily used for quality assurance and training purposes.	Audio recordings of all telephone calls coming into the 311 Call Centre.	Destroy 1 year after record creation.

52. 311 Contact Centre		Function	Description	Retention and Disposition
52(2) / (128.02)	Lagan System Tracking Records	The Lagan system is the primary computer application that Customer Service Representatives use on a daily basis at the Winnipeg Contact Center. The Lagan ECM (Enterprise Case Management) system is used to search for knowledge, to respond to information requests, create and edit unique numbered service requests, search for service requests, individuals, properties, and organizations, and follow up on service requests, view history and add notes.	Lagan Enterprise Case Management is a commercial off the shelf relational database used to manage, track and distribute requests for service and information from citizens.	Destroy 10 years after file closure.

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	Destroy 10 years after file closure.

Office of the Mayor

Records related to the Office of the Mayor and its respective service responsibilities, including the provision of assistance and support to the Mayor, the head of Council and the chief officer of the City of Winnipeg. Includes records related to strategic planning, corporate communications and other activities as determined by the Mayor and carried out by the office's professional staff.

54. Mayor's Office Files

54. Mayor's Office Files		Function	Description	Retention and Disposition
54(1) / (76.01)	Mayor's Office Files	To maintain a record of the general administration of the Office of the Mayor.	Mayor's correspondence including departmental and external communications, inquiries and complaints, invitations, reports, subject files and other records related to the day-to-day administration of the Mayor's Office.	Archival.

Planning, Property and Development Department

Records related to the Planning, Property and Development Department and its respective service responsibilities.
Includes records related to the provision of a full complement of services to the public and other city departments related to interests in land and building development and overall coordination of the City's building assets; management of urban development through city planning, community development, parks and riverbank planning; and the maintenance and security of civic buildings.

55. Planning, Property and Development

55. Planning, Property and Development		Function	Description	Retention and Disposition
55(1) / (77.01)	Planning, Property and Development Director's Files	To provide a record of the general administration of the Planning, Property and Development Department as carried out by the Director.	Correspondence, reports, agreements, directives, minutes and other documents related to the management, direction and control of the Planning, Property and Development Department.	Archival.

56. Building Permits and Inspections

56. Building Permits and Inspections		Function	Description	Retention and Disposition
56(1) / (78.01)	Building Permit Records	To maintain a record of all permits related to building construction as provided for under the Winnipeg Building By-law No. 4555/87 and the Manitoba Building Code.	All building permits are issued by the Planning, Property and Development Department. Permits applications are reviewed for land use issues such as permitted uses, yard requirements, parking and loading requirements, building code issues, including architectural/fire protection, structural, mechanical and electrical. Where applicable, a permit application may also be circulated to other city departments that may have a concern relative to the work undertaken by the permit including food handling and health, fire prevention and fire code, site service, lot grading, site access, bank stability, historic buildings, Downtown Design Board. Permit records relate to the receipt of a permit application, the application review and the issue of a permit for new or existing construction, including the design, construction, erection, placement, alteration, repair, renovation, demolition, relocation, removal, occupancy or change in occupancy of a building or structure or addition to a building or structure in the City of Winnipeg.	Archival.

56. Building Permits and Inspections		Function	Description	Retention and Disposition
56(2) / (78.02)	Building Inspection Records	To maintain a record of building inspections.	Reports and other documentation related to inspections of housing, commercial and existing buildings as carried out by building inspectors for the purpose of determining whether the design, construction and occupancy of new buildings and the alteration, reconstruction, demolition, removal, relocation and occupancy of existing buildings meets minimum acceptable health, safety, zoning, accessibility and community standards as established by building, plumbing and electrical codes and related by-laws.	Destroy 2 years after obsolete or superseded.
56(3) / (78.03)	Occupancy Permit Inspection Records	To maintain a record of occupancy permit inspections.	Inspectors' reports for approved occupancy permit applications including building, electrical and mechanical and fire prevention.	Destroy 2 years after obsolete or superseded.
56(4) / (78.04)	Occupancy Permit Index	To maintain a current record of occupancy permits, facilities with permits and their occupant load.	Index cards for occupancy permits are filed by address. Card entries pertain to permit information including type of construction, proposed use, tenant name, occupancy class and maximum occupancy load number.	Destroy 2 years after obsolete or superseded.
56(5) / (78.05)	Occupant Load Permit Applications	To maintain a record of applications received for occupant load permits.	A permit is required to establish an occupant load. Includes permit applications, plans, correspondence and other records related to the issue occupant permits and the posting of occupant load placards as required under The Manitoba Fire Code.	Destroy 2 years after obsolete or superseded.
56(6) / (78.06)	Plan Examination Records	To maintain a record of building plans submitted for review for compliance with civic building, electrical, plumbing and mechanical codes, standards and by-laws prior to issue of a permit.	Check sheets, plans and other documents related to the review of building plans by City plan examiners.	Archival.

57. City Planning

57. City Planning		Function	Description	Retention and Disposition
57(1) / (79.01)	City Planning Records	To provide a record of the general administration of city planning and land use activities as carried out by the Planning, Property and Development Department.	Correspondence, reports, plans, development applications, by-laws, agreements and other records related to the management of urban development for business interests, environmental concerns, heritage matters, local neighbourhoods and the key role of the downtown through planning, community development, parks and riverbank planning.	Archival.

58. Cemeteries

58. Cemeteries		Function	Description	Retention and Disposition
58(1) / (80.01)	Cemetery Services and Operations Records	To provide a record of public cemetery services and operations.	Correspondence, cemetery deeds, interment orders, plans and other records related to cemetery operations and all services where the record directly relates to an interred deceased person or cemetery property. Includes property inventory for Brookside, St. Vital and Transcona Cemeteries.	Archival.

58. Cemeteries		Function	Description	Retention and Disposition
58(2) / (80.02)	Cemetery General Records	To maintain a record of public cemetery general correspondence and information.	Correspondence, routine reports and other records related to the general operation of a public cemetery. Includes records relates to sales or interment inquiries where the information did not lead to a sale of property or the provision of services, chargeable or non-chargeable.	Destroy 3 years after record creation.

59. Historic Building Designation

59. Historic Building Designation		Function	Description	Retention and Disposition
59(1) / (82.01)	Historic Building Conservation Records	To provide a record of activities and initiatives related to the designation, rehabilitation and use of heritage buildings and sites designated as historical buildings under By-law 1474/77.	Correspondence, reports, minutes, agreements, grant applications, plans, design review and approvals and other records related to heritage building conservation and planning in the City of Winnipeg. Includes Historic Building Committee minutes.	Archival.

60. Improving Housing Stock

60. Improving Housing Stock		Function	Description	Retention and Disposition
60(1) / (83.01)	Residential Rehabilitation Assistance & Minimum Home Repair Program Records	To maintain a record of the administration and delivery of housing programs as carried out by the City of Winnipeg.	Correspondence, reports and other records related to the administration and delivery of housing programs to rehabilitate and build new homes and improve neighbourhoods. Includes applications, reports and other records related to the administration of the Residential Rehabilitation Assistance, Minimum Home Repair and other Manitoba programs.	Destroy 6 years after file closure.

61. Land Transaction Management

61. Land Transaction Management		Function	Description	Retention and Disposition
61(1) / (84.01)	Real Estate Files	To provide a record of all transactions related to city-owned real property and interests.	Correspondence, reports and other records related to the administration of the City's land inventory, including records related to tracking of City of Winnipeg real property transactions and interests. Includes records related to the registration of real property matters, the selection, preparation, acquisition, execution and/or registration of all real property documentation and administrative approvals as well as the procurement of all legal survey services required to effect the registration of documents at the Winnipeg Land Titles Office.	Archival.

62. Neighbourhood Revitalization

62. Land Transaction Management		Function	Description	Retention and Disposition
62(1) / (85.01)	Neighbourhood Planning Records	To provide a record of the development and administration of neighbourhood planning, renewal and residential rehabilitation programs.	Correspondence, reports, minutes, funding agreements, plans and other records related to neighbourhood improvement and housing initiatives within the City of Winnipeg.	Archival.

63. Physical Asset Management

63. Physical Asset Management		Function	Description	Retention and Disposition
63(1) / (87.01)	Accommodations Project Files	To provide a record of civic accommodations and related projects.	Correspondence, reports, plans and specifications, quotations, proposals, contracts and agreements, meeting minutes and other records related to the administration of civic accommodations construction and renovation projects. Includes engineering drawings and other records related to the development of accommodations for city departments including space allocation, furniture appropriation and interior design. Also includes records related to the provision of design and consulting services to departments and building demolition.	Destroy 6 years after file closure.
63(2) / (87.02)	Civic Buildings and Facilities Inventory	To provide a record of the Planning, Property and Development accommodation and facilities inventory.	Correspondence, reports and other records related to the current inventory of civic accommodations and facilities.	Destroy 2 years after obsolete or superseded.

64. Property By-law Enforcement

64. Property By-law Enforcement		Function	Description	Retention and Disposition
64(1) / (88.01)	Enforcement Inspection Files	To maintain a record of activities related to the enforcement of minimum standards as presented by by-laws such as Building, Plumbing, Electrical, Zoning, Residential Buildings Fire Safety, and Vacant and Derelict Buildings.	Includes correspondence, inspector's reports and other documents related to the receipt of complaints, investigations and violations related to the enforcement of property bylaws.	Destroy 10 years after file closure.
64(2) / (88.02)	Prosecution Files	To maintain a record of the prosecution of property by-law violations.	Correspondence, legal proceedings and other records related to prosecutions of property by-law violations.	Destroy 20 years after file closure.

65. Riverbank Management

65. Riverbank Management		Function	Description	Retention and Disposition
65(1) / (89.01)	Riverbank Management Records	To provide a record of development near riverbanks and civic works and activities related to riverbank stabilization and erosion control.	Correspondence, reports, permits, plans, minutes and other records related to the administration of the City's Waterway By-law land inventory including records related to the administration and implementation of policies established by the Riverbank Management Committee.	Archival

66. Surplus City Property Leasing

66. Surplus City Property Leasing		Function	Description	Retention and Disposition
66(1) / (90.01)	Accommodation Leases	To provide a record of civic accommodations leasing agreements.	Correspondence, signed agreements, proposals, reports and other records related to occupancy and leasing of civic accommodations.	Destroy 6 years after expiry or termination of lease.

67. Survey Infrastructure Management

67. Survey Infrastructure Management		Function	Description	Retention and Disposition
67(1) / (91.01)	City Land Inventory	To provide a record of all City-owned real property and interests.	Correspondence, reports and other records related to the administration of the City's land inventory.	Archival.
67(2) / (91.02)	Map Inventory	To provide a record of maps created by the City of Winnipeg and associated property-based information.	Includes LR Base Map, Property Address Map, Street Centre Line Map, Zoning Map (Uniform and Downtown), Plans of Subdivision, Building Outlines, Landfill Sites, Rivers and Streams and Buffer Zones and other records related to maps created by the City of Winnipeg in connection with the Land Based Information System.	Destroy 2 years after obsolete or superseded.
67(3) / (91.03)	Registered Plans	To maintain a record of registered plans for properties within the City of Winnipeg.	Copies of original plans that have been registered with the Winnipeg Land Titles Office.	Archival.
67(4) / (91.04)	Residential Lot Inventory	To provide a record of all vacant residential building lots within the City of Winnipeg.	Correspondence, reports and other records related to vacant residential building lots by subdivision, neighbourhood and community committee areas.	Destroy 2 years after obsolete or superseded.
67(5) / (91.05)	Street Opening and Closing Records	To maintain a record of all street openings and closings within the City of Winnipeg.	Street opening/closing applications, plan approvals, correspondence and other documents related to receipt and processing of applications.	Archival.

67. Survey Infrastructure Management		Function	Description	Retention and Disposition
67(6) / (91.06)	Survey Field Books	To maintain a record of surveys carried out by city land surveyors.	Bound volumes contain surveyors' original field notes and observations.	Archival.
67(7) / (91.07)	Survey Monument Index	To maintain a record of legal survey monument locations within the City of Winnipeg including legal and control monuments.	Index information includes monument locations for specific dates.	Archival.
67(8) / (91.08)	Survey Monument Records	To maintain a record of all geodetic control survey monuments installed by the City of Winnipeg in connection with the Manitoba Land Based Information System.	Correspondence, reports and other records related to installation, field measurements, description, location, horizontal coordinates and vertical elevations of monuments.	Archival.
67(9) / (91.09)	Miscellaneous Plans	To maintain a record of miscellaneous survey sketches and plans prepared by a Manitoba Land Surveyor.	Miscellaneous plans and sketches for legal surveys signed by a Manitoba Land Surveyor.	Archival.

68. Zoning and Land Development

68. Zoning and Land Development		Function	Description	Retention and Disposition
68(1) / (92.01)	Conditional Use Applications	To maintain a record of development applications received for the approval of a conditional use.	A conditional use order is required when changes are made to a property and these changes are outside existing zoning regulations. Development applications, plans, report, servicing agreements, correspondence, orders and other records related to a conditional use. May also include records related to the filing, hearing and deciding of an appeal related to an application for a conditional use.	Archival.

68. Zoning and Land Development		Function	Description	Retention and Disposition
68(2) / (92.02)	Development/Servicing Agreements	To maintain a record of agreements between the City and developers pursuant to the approval of development applications. Includes development, servicing, zoning and subdivision agreements.	Signed agreements pursuant to the approval of a development application covering the installation of municipal services within new or existing streets and lanes, payment of land drainage trunk charges, dedication of land for public open space or payment of cash-in lieu thereof and other matters related to the development of land. A development agreement sets out the legal responsibilities of the City and of the developer over the life of a development. Also includes letters of credit, records of payment, correspondence and other records pertaining to administration of signed development or servicing agreements.	Archival.
68(3) / (92.03)	Encroachment Files	To maintain a record of approved encroachments.	Encroachment applications, plans and other supporting documentation, correspondence and other documents related to the approval of the construction, maintenance or removal of an encroachment such as a permanent sign or awning. Also includes correspondence, reports and other records related to payment of an annual encroachment license fees.	Destroy 6 years after file closure.
68(4) / (92.04)	Home Occupation Permit Applications	To maintain a record of applications received for a home occupation permit.	Permit applications, supporting documentation, correspondence and other documents related to the issue of a home occupation permits for a home-based business.	Destroy 2 years after obsolete or superseded.
68(5) / (92.05)	Mobile Sign Applications	To maintain a record of applications received for mobile advertising sign permits.	Permit applications, supporting documentation, correspondence and other documents related to a permit to display mobile advertising and poster signs.	Destroy 6 months after file closure.
68(6) / (92.06)	Plumbing and Electrical Contractors' Licensing Records	To provide a record of the licensing of plumbing and electrical contractors.	Contractors' license applications, licensing examinations, supporting documentation, correspondence and other documents related to the licensing of contractors.	Destroy 6 years after record creation.

68. Zoning and Land Development		Function	Description	Retention and Disposition
68(7) / (92.07)	Subdivision, Rezoning and Development Applications	To provide a record of applications received for approval of subdivision, rezoning and development of properties	Applications include certificates of title, written authorizations, building location sketches, correspondence and preliminary plans for subdivisions as well as final approvals. May also include development/servicing agreements, zoning agreements, hearing records, by-laws and other records related to review and approval of sub-divisions, rezoning and development applications. Also includes applications for approval of condominium plan of survey, consent for conveyance, amendment of a zoning agreement, rezoning, or amendment to a zoning by-law, supporting documentation and related correspondence.	Archival.
68(8) / (92.08)	Street Name Records	To provide a record of City of Winnipeg street names (c.1970 to present) including reserved and legal street names.	Correspondence and other documents related to street names and their history.	Archival.
68(9) / (92.09)	Zoning Atlas Sheets	To maintain a record of City of Winnipeg zoning districts.	Atlas sheets provide a record of zoning changes.	Archival.
68(10) / (92.10)	Zoning Compliance Letters	To maintain a record of requests received for zoning compliance information pertaining to a specific piece of property.	Correspondence and copies of zoning form letters.	Destroy 2 years after obsolete or superseded.
68(11) / (92.11)	Zoning Inspection Files	To maintain a record of zoning inspections as carried out by City inspectors.	Violation notices, occupancy and building permits, zoning letters and correspondence related to zoning inquiries and inspection of specific addresses.	Destroy 2 years after obsolete or superseded.

68. Zoning and Land Development		Function	Description	Retention and Disposition
68(12) / (92.12)	Zoning Memorandum	To provide a record of applications received for issuance of a zoning memorandum.	A zoning memorandum is a document that indicates that a building or structure complies or does not comply as to its location on a zoning lot and zoning by-laws. An application for a zoning memorandum is submitted with a copy of the building location certificate prepared by a Manitoba Land Surveyor.	Destroy 2 years after obsolete or superseded.
68(13) / (92.13)	Zoning Variance Applications	To maintain a record of development applications received for approval of a variance.	A variance is required when changes are made to a property and these changes are outside the guidelines of the by-law. Development applications, plans, servicing agreements, correspondence, orders and other records related to the approval of a zoning variance. May also include records related to the filing, hearing and deciding of an appeal related to an application for a zoning variance.	Archival.

69. Building Management

69. Building Management		Function	Description	Retention and Disposition
69(1) / (101.01)	Building Maintenance Records	To provide a record of routine building maintenance related to ensuring the functionality of facilities required for public service delivery and support.	Correspondence including tenders, bids and quotations, proposals, contracts and agreements, inspection reports, specifications, operating manuals and other records related to the provision of routine maintenance services for civic buildings, including contracted maintenance work. Includes mechanical, electrical, plumbing, carpentry, custodial and security, maintenance and operations records for civic buildings, community clubs, recreation centres, areas and swimming pools.	Destroy 6 years after completion or expiry of service contract or warranty.
69(2) / (101.02)	Building Alterations and Repairs Records	To provide a record of alterations and repairs carried out on civic buildings and facilities.	Correspondence, proposals, contracts, agreements, reports, drawings, specifications, operating manuals and other records related to the maintenance and management of civic buildings and facilities. Includes mechanical, electrical, plumbing, carpentry and utilities records related to repairs and alterations made to civic buildings, community clubs, recreation centres, arenas, wading pools and aquatics faculties.	Destroy 1 year after demolition or disposition of facility.

69. Building Management		Function	Description	Retention and Disposition
69(5) / (101.03)	Building Security Records	To record the implementation and maintenance of physical security measures in civic buildings and facilities.	Correspondence, requests for service, complaints and general inquiries, reports and other records related to the administration of building security measures in civic buildings including access restrictions and safeguards, reports of security breaches and violations, correspondence and communications with security services, records related to the installation, maintenance and operation of security systems, working alone policies and procedures, as well as minutes, reports and communications of local safety committees.	Destroy 5 years after record creation.

Public Works Department

Records related to the Public Works Department and its respective service responsibilities. Includes records related to the delivery of public works services related to the planning, development and maintenance of streets and traffic systems and the maintenance of parks and open spaces.

70. Public Works

70. Public Works		Function	Description	Retention and Disposition
70(1) / (99.01)	Public Works Director's Files	To provide a record of the general administration of the Public Works Department as carried out by the Director.	Correspondence, reports, agreements, directives, minutes and other documents related to the management, direction and control of the Public Works Department.	Archival.
70(2) / (99.02)	Public Works Record Drawings	To provide a record of final installed Public Works configurations. Includes physical and functional installations related to the regional street system, bridge and underpass system, overhead sign structures, overhead and underground traffic signals.	"As-built" drawings and documents incorporating all field mark-ups (construction, reconstruction and improvement drawings), design change notices, approved change orders/requests, deficiency reports and modifications, revisions and additions to original plans and specifications. May also include plans related to completed street, sidewalk, lanes and bridge construction projects. Includes "as-built" documents and drawings for regional streets system pavement installations, private commercial and industrial approach installations, barrier and attenuating device installations, sidewalk and pedestrian and bike path installations, parking meter installations and overhead sign structures.	Archival.

70. Public Works		Function	Description	Retention and Disposition
70(3) / (99.03)	Capital and Local Improvement Project Files	To provide a record of the administration of tax-supported capital and local improvement projects.	Correspondence, estimates, meeting minutes, specifications, tenders, bids, submissions, evaluations, performance security bonds, contracts, shop drawings, change orders, inspections, testing and progress reports, consultant reports and other records related to the administration of capital works projects. Includes contract documents and engineering details related to street, sidewalk, lane, and bridge construction, reconstruction and improvement projects.	Destroy 1 year after works demolished or reconstructed.
70(4) / (99.04)	Customer Service Records	To provide a record of service inquires and requests received by the Public Works Department.	Correspondence, requests for service, general inquiries, reports and other records related to receipt and resolution of inquiries, requests received from residents and other customers of the Public Works Department. Includes inquiries, complaints, and service requests related to street repairs, tree pruning, fallen trees, snow removal, indoor public swimming pools and street cleaning.	Destroy 10 years after receipt of complaint.
70(5) / (99.05)	Flood Control Records	To provide a record of flood control information and activities.	Correspondence, survey information, field books, maps, photographs and other records pertaining to Public Works flood control works and activities.	Archival.
70(6) / (99.06)	Map Inventory	To maintain a record of surveys and maps created by the City of Winnipeg.	Includes orthodigital photos, pavement foot print maps, site plan drawings, GIS based street centre line maps, survey field books and approved utility drawings that pertain to the street infrastructure of the City of Winnipeg.	Destroy two years after obsolete or superseded.
70(7)	Declared Parking Bans	To maintain a record of all parking bans declared for winter routes, snow clearing, street cleaning, and maintenance.	Includes declarations of parking bans set by the Director of Public Works.	Destroy 5 years after file creation.

71. Graffiti Control

71. Graffiti Control		Function	Description	Retention and Disposition
71(1) / (102.01)	Graffiti Control and Removal Records	To provide a record of graffiti control and removal activities.	Correspondence, reports, presentations, service requests, waiver forms and other records related to the development of public awareness, including liaising with community groups and individuals, programs for at-risk youth and the removal from or coverage of graffiti from civic buildings, bridges and parks, commercial and residential properties.	Destroy 5 years after file closure.

72. Public Works Permits

72. Public Works Permits		Function	Description	Retention and Disposition
72(1) / (103.01)	Public Works Permit Applications	To provide a record of permit applications received by the Public Works Department.	Permit applications are for permission to undertake specific works or actions in jurisdictions under the authority of the Public Works Department. Includes applications, correspondence, supporting documentation, reports, permits and other documents related to the receipt and processing of applications and issue of permits for works and activities that involve the "use of streets" or that take place in the public right of way. Includes applications and permits for: block parties, construction use of street closures, street festivals, sewer and water inspection, hydrant rental, excavation cut, right-of-way "crossing," approach construction, resident parking, parking privilege, oversize vehicle moving, and movement of trucks/special mobile machines. May also include drawings, inspection reports and insurance policy agreements and other records related to applications and permits to undertake works or actions in jurisdictions under the authority of the Public Works Department.	Archival.

73. Streets Construction and Maintenance

73. Streets Construction and Maintenance		Function	Description	Retention and Disposition
73(1) / (104.01)	Bridge Inventory Records	To provide a record of bridge inventory maintenance and repair.	Correspondence, damage and inspection reports, drawings, plans and specifications, sign structures, service contracts and other records related to the condition and maintenance of the City's bridge inventory. Includes maintenance records for bridges, culverts, overhead sign structures and underpasses.	Destroy 1 year after works demolished or reconstructed.
73(2) / (104.02)	Streets Maintenance Records	To provide a record of streets inventory maintenance and repair.	Correspondence, damage and inspection reports, plans and specifications, quotations/tenders, service, maintenance and operating contracts and other records related to the condition and maintenance of the City's street inventory. Includes construction, spring clean-up and snow removal and other service agreements, as well as inventory information related to operation and maintenance of the streets infrastructure including sidewalks, streets and alleys within the City of Winnipeg.	Destroy 1 year after works demolished or reconstructed.

74. Streets Planning and Traffic Management

74. Streets Planning and Traffic Management		Function	Description	Retention and Disposition
74(1) / (105.01)	Street System Records	To maintain a record of the City's street infrastructure.	Survey field books, site plan and utility drawings, orthodigital (GIS) photos, maps and associated information including statistical data and attributes, notes and other records related to survey activities, data collection and the preparation of engineering drawings. Includes snow clearing, street sweeping, capital project and parks maps as well as pavement footprint maps, permits site plans, street centreline maps, traffic lane line drawings, sub-way drawings, sidewalk drawings, City of Winnipeg standard details drawings and standard construction specifications, railroad crossing drawings, overhead signs structure drawings, street as-built drawings, underground clearance reference drawings and other reference drawings, design drawings, sketches and layouts and other records related to installation, maintenance and operation of the regional street system.	Destroy 2 years after obsolete or superseded.

74. Streets Planning and Traffic Management		Function	Description	Retention and Disposition
74(2) / (105.02)	Traffic Control Device Records	To provide a record of the maintenance and repair of electrically operated traffic control devices within the City of Winnipeg street system.	Correspondence, work orders, engineering reports, as-built, construction and design drawings, sketches, plans and specifications, trouble reports, inspections and other records related to the installation, operation and maintenance of traffic control devices. Includes traffic control signals, pedestrian corridors, four-way flashing red and amber lights, hazard flashers, illuminated overhead lane signs and specialized active device warnings.	Destroy 2 years after obsolete or superseded.
74(3) / (105.03)	Street Sign Records	To maintain a record of street sign inventory maintenance and repair.	Correspondence, work orders, reports, plans and specifications, inspections and other records related to the installation and maintenance of City street signs. Includes parking restriction signs and other regulatory street signs.	Destroy 2 years after obsolete or superseded.
74(4) / (105.04)	Transportation Planning Records	To provide a record of transportation system planning and related activities.	Correspondence, reports, statistical information on traffic accidents and traffic flows, studies and other records related to transportation system planning and development activities. Includes records related to public hearings and applications for variances and conditional use, development agreements, street openings and closings, subdivision site developments, property acquisition and neighbourhood and traffic studies.	Destroy 2 years after obsolete or superseded.

75. Parks and Open Spaces

75. Parks and Open Spaces		Function	Description	Retention and Disposition
75(1) / (106.01)	Parks Inventory Records	To provide a record of parks and open spaces in the City of Winnipeg, including parks, athletic fields, outdoor recreational facilities, playgrounds. Also includes the provision of access to and care of urban forests.	Correspondence, inspection reports, plans, drawings, specifications, operating agreements and other records related to the maintenance, care and operation of a City park or open space. Includes records related to park buildings, flora, shrubbery, trees, underground services, playground equipment and structures, athletic fields, outdoor recreational facilities as well as records related to care and maintenance of urban forest inventory.	Archival.
75(2) / (106.02)	Parks Operations Records	To provide a record of the general administration of City parks and open spaces operations and related projects.	Correspondence, reports, service agreements and other records related to the day-to-day administration of parks operations. Includes contracted and in-house works and projects.	Destroy 6 years after file closure or after operational requirements have ceased.
75(3) / (106.03)	Playground Safety Inspection Records	To maintain a record of inspections of playground equipment and play structures located in City parks and other City properties.	Playground safety inspection reports as well as all related correspondence.	Destroy 15 years after file closure.
75(4) / (38.01)	City Naturalist's Office Files	To provide a record of the protection and management of natural areas and wildlife habitat within the City of Winnipeg as carried out by the City Naturalist.	Correspondence, agreements, reports, maps, plans and other records related to management of natural areas and five basic natural habitat types within the City of Winnipeg: River-bottom Forest, Tall Grass Prairie, Aspen Forest, Oak Forest and Wetland. Includes mapping of existing natural areas, habitat assessment, restoration and revegetation, management of creeks, streams and riverbank habitats and records related to the Living Prairie Museum, Assiniboine Forest and George Olive Nature Park.	Archival.

75. Parks and Open Spaces		Function	Description	Retention and Disposition
75(5) / (38.02)	Living Prairie Museum Records	To provide a record of the administration and operation of the Living Prairie Museum, a 12-hectare tall grass prairie preserve located inside the City of Winnipeg.	Correspondence, agreements, reports and other records related to the general administration of the Living Prairie Museum tall grass prairie preserve and interpretive centre.	Archival.
75(6) / (34.01)	Insect Control Branch Service Files	To record the services carried out by the Insect Control Branch in order to protect public health and property against the ill effects of insects through the control of major urban insect pests.	Correspondence, inspection and test results, statistical data, objections received from citizens who are opposed to specific control programs, reports and other records related to the control programs carried out by the Insect Control Branch.	Archival.

76. Public Events Support

76. Public Events Support		Function	Description	Retention and Disposition
76(1) / (107.01)	Special Event Files	To provide a record of Public Works projects and activities related to city-sponsored special events.	Correspondence, plans and specifications, contracts and agreements, reports and other records related to project management, planning and other activities related to the delivery and storage of materials and provision of Public Works services for City-sponsored special events.	Destroy 6 years after file closure.

77. Physical Asset Management

77. Physical Asset Management		Function	Description	Retention and Disposition
77(1) / (108.01)	Asset Management Records	To maintain a record of roads, sidewalks, lanes, buildings and pools within the City of Winnipeg for purposes of infrastructure planning, maintenance, rehabilitation and reconstruction.	Correspondence, plans and specifications, drawings, reports and other records related to the current status, condition and performance of roads, sidewalks, lanes, buildings and pools.	Destroy 2 years after obsolete or superseded.

78. Locating Underground Infrastructure

78. Locating Underground Infrastructure		Function	Description	Retention and Disposition
78(1) / (109.01)	Underground Infrastructure Records	To provide a record of the placement of utilities within public rights of way within the City of Winnipeg.	Correspondence, reports, plans and specifications and other records related to the City's underground infrastructure. Includes Underground Structures Committee meeting minutes.	Archival.

Special Operating Agencies

Records related to the units that City Council has created as special operating agencies, and that are subject to unique operating charters.

Winnipeg Golf Services

Records related to Winnipeg Golf Services Special Operating Agency.

79. Golf Courses

79. Golf Courses		Function	Description	Retention and Disposition
79(1) / (81.01)	Golf Course Records	To provide a record of the public golf course inventory.	Correspondence, reports, plans, drawings, contracts and agreements and other records related to the acquisition, development and maintenance of the City's municipal golf courses	Archival.
79(2) / (81.02)	Golf Course Operations Records	To maintain a record of public golf course operations and services	Correspondence, fee schedules, routine reports and other records related to the administration and operation of the City's public golf courses by the Golf Services Chief Operating Officer.	Destroy 6 years after file closure.

Winnipeg Parking Authority

Records related to Winnipeg Parking Authority Special Operating Agency.

80. Off-Street Parking

80. Off-Street Parking		Function	Description	Retention and Disposition
80(1) / (86.01)	Parking Applications	To provide a record of applications received for off-street parking services.	Applications, correspondence, reports and other records related to the administration of off-street parking services. Includes public parkades and parking lots.	Destroy 6 years after record creation.
80(2) / (86.02)	Enforcement Staffing - Employee Files	To maintain a record of employment for all enforcement staff provided to the WPA including dispatch and supervisory staff.	Individual employee files containing correspondence, performance appraisals, records of disciplinary or performance-related issues and training records. Will also contain any correspondence relating to changes in employment status or records regarding outstanding performance.	Destroy 5 years after departure of employee from work site.
80(3) / (86.03)	Enforcement Program Records	To provide a record of activities related to the enforcement of by-laws relating to traffic and parking regulations assigned to the WPA.	Consists of contracts and agreements, reports, drawings and manuals, Selective Enforcement Requests, Significant Incident Reports involving WPA staff, vehicle accident reports, records pertaining to the use, operation and maintenance of enforcement equipment, technical support, quality assurance records and parking ticket issuance and collection records.	Destroy 6 years after record creation.

80. Off-Street Parking		Function	Description	Retention and Disposition
80(3) / (86.04)	Permits Program Records	To provide a record of the WPA's administration of the residential, meter, surface lots, and facilities permits programs.	Correspondence, reports, statements, drawings and other records related to administration of the permit program for WPA residential, meter, surface lots and facilities programs, including correspondence related to issuance and cancellation of swipe cards, transponders and bike corral access.	Destroy 2 years after record creation.
80(4) / (86.05)	Liens and Seizures - Vehicle Lien Records	To maintain a record of liens imposed on drivers.	Notice of lien forms, lien registrations, seizure of vehicle requests, notice of seizure forms, condition reports, vehicle seizure forms, vehicle disposal forms, notices of sale of vehicle, auction records and other related records and correspondence.	Destroy 6 years after file closure.

81. On-Street Program

81. On-Street Program		Function	Description	Retention and Disposition
81(1) / (86.06)	On Street Meter Program	Records related to the administration of on-street parking involving meters, including inventory of parking meters, installation and design, maintenance, alteration and repair, meter hooding and records related to pay-by-cell phone services.	Maps, reports, drawings, correspondence, alteration and repair records, specifications, manuals, project schedules and reservation records.	Destroy 2 years after file closure or equipment is obsolete or superseded.

Animal Services Agency – Animal Care and Control

82. Chief Operating Officer – Animal Services

82. Chief Operating Officer – Animal Services		Function	Description	Retention and Disposition
82(1) / (23.01)	Chief Operating Officer of Animal Services Agency Files	To provide a record of the general administration of the Animal Services Agency as carried out by the Chief Operating Officer.	Correspondence, reports, agreements, directives, minutes and other documents related to the management, direction and control of the Animal Services SOA.	Destroy 2 years after obsolete or superseded.

83. Animal Services

83. Animal Services		Function	Description	Retention and Disposition
83(1) / (23.02)	Animal Control Inquiries and Complaints	To maintain a record of inquiries and complaints received by Animal Services.	General inquiries, complaints, investigative notes, reports and other records related to inquiries and complaints concerning animal control issues such as licensing and registration, neighbourhood dispute resolution, animal bites/attacks, stray dogs, illegal animals and enforcement of related by-laws.	Destroy 10 years after file closure.
83(2) / (23.03)	Dog Licensing Records	To maintain a record of dog and other animal licensing and registrations.	Licence applications, licenses, correspondence, vaccination records, fines and other records related to animal licensing and registration and enforcement of related by-laws.	Destroy 1 year after file closure.
83(3) / (23.04)	Rabies Testing Records	To maintain a record of rabies tests administered to domestic and wild animals.	Rabies tests, test results, reports, correspondence and other records pertaining to animal rabies testing.	Destroy 5 years after record creation.

Materials and Supplies Management

84. Glacial Sand and Gravel

84. Glacial Sand and Gravel		Function	Description	Retention and Disposition
84(1) / (100.01)	Glacial Sand and Gravel Records	To maintain a record of the provision of aggregate material and services as carried out by the Glacial Sand and Gravel Special Operating Agency.	Correspondence, reports, scale and fuel tickets, production and inventory reports and other records related to bulk sales of sand and gravel products by the City of Winnipeg.	Destroy 6 years after record creation.

Transit Department

Records related to the Transit Department and its respective service responsibilities. Includes records related to the provision of public transportation for the citizens of Winnipeg through regular transit, handi-transit and special transit services.

85. Winnipeg Transit

85. Winnipeg Transit		Function	Description	Retention and Disposition
85(1) / (110.01)	Transit Director's Files	To provide a record of the general administration of the Transit Department as carried out by the Director.	Correspondence, reports, agreements, directives, minutes and other documents related to the management, direction and control of the Transit Department.	Archival.

86. Public Transit

86. Public Transit		Function	Description	Retention and Disposition
86(1) / (111.01)	Bus Stop Platform Records	To maintain a current record of Transit bus shelters and bus stop platforms.	Correspondence, drawings, change forms, reports and other records related to construction, maintenance and/or repair or alteration of Transit bus stop platforms.	Destroy 2 years after obsolete or superseded.
86(2) / (111.02)	Lost Property Records	To maintain a record of items received by the Transit department as lost property.	Correspondence and reports related to reporting, receipt and handling of lost property.	Destroy 1 year after record creation.
86(3) / (111.03)	Transit Bus Fleet Records	To maintain a current record of the transit bus fleet inventory.	Correspondence, reports and other records related to the acquisition, maintenance, repair and disposition of Transit buses.	Destroy 2 years after obsolete or superseded.
86(4) / (111.04)	Transit Bus Operator Training Records	To maintain a record of bus operator training and instruction.	Correspondence, reports and other documents related the administration of training for Transit bus operators.	Destroy 10 years after record creation.

86. Public Transit		Function	Description	Retention and Disposition
86(5) / (111.05)	Transit Inspection Records	To maintain a record of inspections as carried out by Transit inspectors.	Correspondence, reports and other documents related to the inspection of Transit operations by Transit inspectors.	Destroy 2 years after obsolete or superseded.
86(6) / (111.06)	Transit Operations Planning Records	To maintain a record of Transit service operations for planning purposes.	Correspondence, reports, statistical data and other records related to the development and planning of Transit service, including service routes, timetables and fare schedules for regular mass transit as well as chartered and special events transit operations.	Destroy 10 years after record creation.
86(7) / (111.07)	Transit Service Route Records	To maintain a record of current Transit bus service routes, fare schedules and timetables.	Correspondence and reports related to current Transit bus routes, arrival and departure times, fares and transfer locations and other records related to bus route and schedule information. Includes regular mass transit as well as chartered and special events transit service routes.	Destroy 2 years after obsolete or superseded.
86(8) / (111.08)	Audio/Visual Surveillance On-board Buses (AVSOB) Records	To maintain a daily on-board record of activities on City buses, and to provide increased security to passengers, Transit employees and to assist in Incident Occurrence investigations.	Digital video recordings recorded and stored on secure, on-board digital video recorders.	Retained for 10 days, unless used as part of a criminal investigation or for evidentiary purposes, whereupon retained for two years after closure of incident file.

87. Handi-Transit

87. Handi-Transit		Function	Description	Retention and Disposition
87(1) / (112.01)	Handi-Transit Customer Files	To maintain a record of current Handi-Transit customers.	Customer applications, supporting documentation, correspondence, reports and other records related to registration of Handi-Transit customers.	Destroy 1 year after file closure.

87. Handi-Transit		Function	Description	Retention and Disposition
87(2) / (112.02)	Handi-Transit Records	To maintain a record of the delivery of public transportation to persons who are physically unable to access the conventional transit system.	Correspondence, reports, service agreements and other records relating the delivery of Handi-Transit service to citizens.	Destroy 6 years after file closure.

Water and Waste Department

Records related to the Water and Waste Department and its respective service responsibilities. Includes records related to the quality of life in Winnipeg and the protection of public health, property and the environment by ensuring an uninterrupted supply of potable water, collecting and treating wastewater, managing land drainage and providing collection, disposal and waste minimization programs/facilities for solid waste.

88. Water and Waste

88. Water and Waste		Function	Description	Retention and Disposition
88(1)/ (113.01)	Water and Waste Director's Files	To provide a record of the general administration of the Water & Waste Department as carried out by the director.	Correspondence, reports, agreements, directives, minutes and other documents related to the management, direction and control of the Water & Waste Department.	Archival.
88(2) / (113.02)	Emergency Calls Records	To maintain a daily record of emergency calls from the public relating to water services.	Recordings of emergency calls.	Destroy 7 years after record creation.
88(3) / (113.03)	Engineering Reports	To maintain a record of engineering reports pertaining to the City's water and waste network.	Engineering reports pertaining to the operation and development of the City's water and waste network.	Destroy 2 years after obsolete or superseded.
88(4) / (113.04)	Facility and Infrastructure Records	To record the construction, modification, demolition or retirement of Water and Waste buildings, facilities and infrastructure.	Plans, progress and completion reports, work orders, worksheets, records of inspection and related correspondence.	Destroy 2 years after obsolete or superseded.
88(5) / (113.05)	Facility and Product Standards	To maintain a record of standards for water and waste facilities and products.	Correspondence, reports and other records related to the establishment and maintenance of standards for products and services used for the City's water and waste water services.	Destroy 2 years after obsolete or superseded.

89. Environmental Standards

89. Environmental Standards		Function	Description	Retention and Disposition
89(1) / (113.06)	Laboratory Research and Testing Records	To document research and monitor the testing of the quality and safety of the City's water and wastewater systems.	Scientific and statistical reports, sample results, chemical inventories and related test data, related correspondence and communications.	Archival.
89(2) / (113.07)	Product Approvals	To record the approval of products used for Water and Waste installations and repairs.	Product approvals, related correspondence and communications.	Destroy 2 years after obsolete or superseded.
89(3) / (113.08)	Rivers and Streams Records	To record the control and monitoring of Winnipeg's rivers and streams.	Reports, statistical and test data, related correspondence and communications	Archival.
89(4) / (113.09)	Survey Records	To maintain a record of survey data related to Water and Waste plant, flood protection and administration of City of Winnipeg Lot Grading By-law.	Survey data, reports, field books, notes, correspondence and communications and related records.	Archival.
89(5) / (113.10)	Compliance Reporting Records	To maintain a record of the control and monitoring of Wastewater plant operations and the quality of effluent discharged from the plants to the streams and rivers. Records also include the spreading of biosolids.	Reports, statistical and test data, related correspondence and communications.	Archival.
89(6) / (113.11)	Hauled Wastewater Manifest Records	To record the transportation of wastewater hauled to the City of Winnipeg disposal facilities. To charge generators a Non-Household Hauled Wastewater Fee as described in the Sewer By-law.	Wastewater Hauler Load Ticket, Generator Registration Forms, field profile book.	Destroy 6 years after record creation.

89. Environmental Standards		Function	Description	Retention and Disposition
89(7) / (113.12)	Special and Hazardous Waste	To maintain a record of the transportation and disposal of hazardous waste for public health and environmental reasons.	Reports, Grease Trap records, spill records, illegal swimming pool notices, Outfall monitoring, special projects, Special waste disposal authorizations, correspondence, inspection and monitoring records and other records concerning the transportation and disposal of hazardous waste.	Archival.
89(8) / (113.13)	Hauled Wastewater Records	To maintain a record of the transportation of hauled wastewater and leachate.	Reports, surcharges, related correspondence and communications, inspection, monitoring and sampling records, video surveillance records.	Archival.
89 (9) / (113.14)	Wastewater Disposal Vehicle Records	To maintain a record of disposal vehicles licensed by the City of Winnipeg.	Licenses, disposal charges, related correspondence and communications, by-law violation notices and orders.	Destroy 2 years after obsolete or superseded.
89(10)/ (113.15)	Sewered Overstrength Program Records	To maintain a record of industries that are a part of the Sewered Overstrength Program.	Licenses, surcharges, related correspondence and communications, by-law violation notices and orders, private lab reports, manual sampling log.	Destroy 2 years after obsolete or superseded.
89(11) / (113.16)	Private Wastewater System Records	To maintain a record of private wastewater systems within the City of Winnipeg.	Permits, related correspondence and communications, by-law violation notices and orders, survey reports.	Destroy 2 years after obsolete or superseded.
89(12) / (119.02)	Cross Connection and Backflow Prevention Records	To maintain a record of cross connections and the installation and maintenance of backflow prevention devices.	Licenses issued to testers; work orders against properties/owners; test records (annual) for each testable device; plans and schematics of plumbing in structures as they apply to cross connection and backflow prevention.	Destroy 2 years after obsolete or superseded.

90. Flood Control

90. Flood Control		Function	Description	Retention and Disposition
90(1) / (114.01)	Flood Response Preparation Records	To maintain a record of flood forecasting and preparation efforts as performed by the City of Winnipeg.	Reports, correspondence and other records prepared and maintained for their use in forecasting and preparing for floods.	Archival.

91. Landfill Operation

91. Landfill Operation		Function	Description	Retention and Disposition
91(1)/ (115.01)	Environmental Monitoring Records	To maintain a record of the environmental management of the City's active and closed landfill sites.	Records on landfill monitoring and related activities, including testing and inspection data, reports, correspondence, maps and other related records.	Archival.
91(2) / (115.02)	Weigh Scale Records	To record transactions at landfill weigh scales and to monitor the type of garbage entering the landfill.	Weigh tickets, invoices, collection invoices and other records related to weigh scale transactions at city landfill sites.	Destroy 6 years after record creation.

92. Solid Waste Collection

92. Solid Waste Collection		Function	Description	Retention and Disposition
92(1) / (116.01)	Solid and Hazardous Waste Records	To maintain a record of the transportation and disposal of solid waste for public health and environmental reasons.	Files, reports, legislation, correspondence, monitoring records and other records concerning the transportation and disposal of hazardous waste.	Destroy 7 years after record creation.

92. Solid Waste Collection		Function	Description	Retention and Disposition
92(2) / (116.02)	Recycling Program Records	To maintain a record of the recycling program.	Monthly invoices, tonnage reports, grant records, correspondence, and other records related to the recycling program.	Destroy 7 years after record creation.

93. Storm and Land Drainage Sewers

93. Storm and Land Drainage Sewers		Function	Description	Retention and Disposition
93(1) / (117.01)	Land Drainage Records	To maintain a record of the construction and maintenance of the City's storm and land drainage sewers.	Records related to the construction and maintenance of the City's storm and land drainage infrastructure.	Archival.
93(2) / (117.02)	Lot Grading By-law Administration Records	To maintain a record of the administration of City of Winnipeg Lot Grading Bylaw.	Inspection reports, permits, approvals, by-law infraction notices, orders, correspondence and other related records.	Destroy 2 years after obsolete or superseded.
93(3) / (117.03)	Lot Grading Servicing Requests	To maintain a record of requests for lot grading and site servicing approval.	Requests for services as well as related records, including plans, submissions and correspondence	Destroy 3 years after record creation.
93(4) / (117.04)	Rainfall/Hydraulic Management Records	To maintain a record of rainfall events.	Data collections and records of rainfall events, including monitoring and equipment performance and inspection records.	Destroy 2 years after obsolete or superseded.

94. Waste Water Collection and Treatment

94. Waste Water Collection and Treatment		Function	Description	Retention and Disposition
94(1) / (118.01)	Sewer Connection and Inspection Records	To maintain a record of the location, inspection and maintenance of sewer connections to all properties connections to all properties.	Sewer connection approvals, inspection records, maintenance and repair records.	Destroy 2 years after obsolete or superseded.
94(2) / (118.02)	Wastewater Collection and Treatment Records	To provide a record of sewage collection and treatment activities and to support the safe disposal of wastewater.	Reports, correspondence, studies, infrastructure inspection records, and other records relating to the collection, treatment and disposal of wastewater.	Archival.

95. Water Production and Distribution

95. Water Production and Distribution		Function	Description	Retention and Disposition
95(1) / (119.01)	Aqueduct Files	To maintain a record of the development, construction and maintenance of the Shoal Lake Aqueduct.	Records related to the Shoal Lake Aqueduct, including plans, maps, reports, major correspondence and other related records.	Archival.
95(2) / (119.03)	Water Connection and Inspection Records	To maintain a record of the location, inspection and maintenance of water connections to all properties.	Water connection approvals, inspection records, maintenance and repair records.	Destroy 2 years after obsolete or superseded.
95(3) / (119.04)	Water Supply Records	To support the maintenance of a safe water supply for the City.	Reports, studies, correspondence and other records relating to the repair, maintenance and monitoring of water distribution facilities and equipment.	Archival.
95(4) / (119.05)	Water Treatment Chemical Transport Records	To maintain a daily record of the transport of water treatment chemicals.	Reports relating to accidents, repair and maintenance of crossings, general equipment and transportation of hazardous goods.	Destroy 2 years after obsolete or superseded.

95. Water Production and Distribution		Function	Description	Retention and Disposition
95(5) / (119.06)	Water main Repair Records	To evaluate the effectiveness of the City's leak repair /replacement functions and to aid in planning and implementing the City's watermain renewal program.	Watermain leak repair and connection failure reports.	Destroy 2 years after obsolete or superseded.

Winnipeg Fire Paramedic Service

Records related to the Fire Paramedic Service and its respective service responsibilities. Includes records related to the provision of effective and efficient fire services and all definitive pre-hospital emergency patient care and transport of the sick/injured in Winnipeg and the provision of professional extrication services for victims trapped or entangled following motor vehicle or industrial accidents.

96. Fire Paramedic Service

96. Fire Paramedic Service		Function	Description	Retention and Disposition
96(1) / (70.01)	"911" Emergency Call Recordings	To maintain a record of all incoming calls requesting emergency services	Audio recordings of all dispatch centre telephone and radio traffic	Destroy 7 years after record creation.
96(2) / (70.02)	Fire and Paramedic Chief's Files	To provide a record of the general administration of emergency medical care and fire suppression services provided by the City of Winnipeg under The City of Winnipeg Charter and The Regional Health Authorities Act as carried out by the Fire and Paramedic Chief.	Correspondence, reports, agreements, directives, minutes and other records related to the provision of emergency medical care and fire suppression services as carried out by the City of Winnipeg Fire and Paramedic Chief	Archival.
96(3) / (70.03)	Fire and Paramedic Daily Incident Reports	To maintain a daily record of emergency incidents responded to by Fire Paramedic personnel.	Records and reports of the location, time and the dispatch and incident details pertaining to calls requesting the service of Fire Paramedic resources.	Destroy 1 year after record creation.

97. Fire Code Inspection

97. Fire Code Inspection		Function	Description	Retention and Disposition
97(1) / (71.01)	Fire Code Inspection Records	To maintain a record of inspections performed of buildings for compliance with the Manitoba Fire Code as permitted by By-law 1322/76.	Records of inspections of buildings for compliance with the Manitoba Fire Code as required by provincial or municipal regulations or in response to a complaint; includes inspection field forms, inspections of vacant buildings, inspections of smoke alarms, violations filed, related orders and related correspondence and other records resulting from compliance with the orders.	Destroy 10 years after file closure.
97(2) / (71.02)	Fire Inspection Reporting Records	To maintain a historical record of inspection and safety information about buildings for operational purposes.	Historical information about past fire code inspections, violations and complaints for buildings in the City of Winnipeg.	Destroy 2 years after obsolete or superseded.

98. Fire Investigation

98. Fire Investigation		Function	Description	Retention and Disposition
98(1) / (72.01)	Investigation Records	To maintain a record of fire investigations performed by the FPS as required by the Fires Prevention and Emergency Response Act.	Reports of fire investigations conducted on residential and commercial properties by the FPS as well as related correspondence and communications.	Destroy 2 years after obsolete or superseded.

99. Fire Safety Education

99. Fire Safety Education		Function	Description	Retention and Disposition
99(1) / (73.01)	Public Education Records	To maintain a record of public education programs conducted by the FPS.	Correspondence, communications, program and project records, promotional literature, presentations and talks related to public education efforts concerning fire safety and prevention, including records related to anti-arson, station tour, "Safety House", "Youth Fire Stop", and "S.A.F.E. Baby" programs and other related programs.	Destroy 2 years after obsolete or superseded.

100. Fire and Rescue

100. Fire and Rescue		Function	Description	Retention and Disposition
100(1) / (74.01)	Fire Reports	To maintain information about fires and/or accidents that were responded to by the FPS for legal, informational and insurance purposes.	Filed reports of fires/accidents that were responded to by the FPS.	Destroy after 6 years.
100(2) / (74.02)	Platoon Management Minutes	To maintain a record of the meetings of Platoon managers and administration personnel.	Minutes of the management meetings for platoon officers.	Destroy 1 year after record creation.

101. WFPS Training Records

101. WFPS Training Records		Function	Description	Retention and Disposition
101(1) / (128.01)	Academy Records	To maintain a historical record of the training of Winnipeg Fire Paramedic Service recruits and non-members from outside agencies at the WFPS Academy.	Records include class lists, test marks, class standings, photographs and other related records.	Archival.
101(2) / (128.02)	Training Records	To maintain a record of training and testing provided to members of the WFPS.	Records related to the training, testing and evaluation of members of the WFPS and records of other in-service training provided.	Destroy 60 years after termination of employment.

102. Medical Emergency Response

102. Medical Emergency Response		Function	Description	Retention and Disposition
102(1) / (75.01)	Ambulance Reports	To maintain a record of incidents responded to by FPS ambulances.	Ambulance incident reports, records of medical care and treatment administered to patients as well as related billing records.	Destroy 10 years after file closure.

103. Supporting Emergency Preparedness

103. Supporting Emergency Preparedness		Function	Description	Retention and Disposition
103(1) / (51.01)	Emergency Preparedness Coordinator's Files	To maintain a record of the City's preparation for and response to natural and man-made disasters as carried out by the Emergency Preparedness Office under the direction of the Emergency Preparedness Coordinator.	Reports, studies, correspondence, minutes, press releases, corporate communications, publications and other records relating to the administration of the City's Emergency Preparedness programs.	Archival.

Winnipeg Police Service

Records related to the Winnipeg Police Service and its respective service responsibilities.
Includes records related to police service provided to the citizens of Winnipeg.

104. Winnipeg Police Service

104. Winnipeg Police Service		Function	Description	Retention and Disposition
104(1) / (120.01)	Chief of Police Files	To maintain a record of the administration of the law enforcement and crime prevention services provided by the Winnipeg Police Service under The City of Winnipeg Charter and The Provincial Police Act as carried out by the Chief of Police.	Correspondence, reports, publications, agreements, policy directives, strategic planning records, minutes and other records related to the provision of law enforcement and crime prevention services as carried out by the City of Winnipeg's Chief of Police.	Archival.
104(2) / (120.02)	Police Internal Investigation Records	To maintain a record of criminal or regulatory investigations involving Winnipeg Police Service members.	Complaints, investigative notes, reports, hearing transcripts, presentations, statements, appeals and related correspondence and communications.	Destroy 2 years after obsolete or superseded.
104(3) / (120.03)	Criminal Record Check Files	To maintain a record of criminal record checks conducted on behalf of individuals or agencies.	Applications, responses, copies of certificates and related correspondence and communications.	Destroy 2 years after file closure.

105. Crime Investigations

105. Crime Investigations		Function	Description	Retention and Disposition
105(1) / (121.01)	Criminal Records	To maintain a record of individuals charged and convicted of crimes under *The Criminal Code of Canada*.	Individual files include name, personal information, charges, criminal histories, personal descriptors and identifiers, dates of sentencing and final disposition of cases and other records collected under *The Criminal Records Act, The Youth Criminal Justice Act and The Criminal Code of Canada.*	Archival.
105(2) / (121.02)	*The DNA Act* Records	To maintain a file of DNA orders issued by the Provincial Court.	DNA orders, related informational records and correspondence and other records collected under *The DNA Act.*	Archival.
105(3) / (121.03)	Evidence Control Records	To maintain a record of the collection, storage and disposal of evidence for use in criminal investigations and court proceedings.	Incident files, exhibit tracking records, evidence control log sheets, disposal records including release forms and auction records.	Destroy 7 years after final disposal of evidence.
105(4) / (121.04)	Fatality Report Records	To maintain a record of the investigations of homicides, sudden deaths or accidental deaths, other than a motor vehicle accident.	Investigation notes and reports, statements, autopsy reports, photographs and related correspondence and communications.	Archival.
105(5) / (121.05)	The Identification of Criminals Act Records	To maintain records obtained from persons processed under *The Identification of Criminals Act.*	Fingerprints, photographs, physical measurements and descriptions, purge and pardon files, warrant files, associated logs and all related correspondence and other records collected under *The Identification of Criminals Act, The Criminal Records Act, The Youth Criminal Justice Act and The Criminal Code of Canada.*	Archival, unless immediate destruction is required under *The Identification of Criminals Act.*
105(6) / (121.06)	Lockup Records	To maintain a record of persons detained at the Provincial Remand Centre or the Youth Correctional Centre.	Arrest and detention records.	Destroy 2 years after obsolete or superseded.

105. Crime Investigations		Function	Description	Retention and Disposition
105(7) / (121.07)	Missing Persons Files	To maintain a record of missing persons and requests for assistance in locating missing persons.	Descriptions and reports of missing persons, requests for assistance, investigation notes and reports, related correspondence and communications.	Destroy 1 year after file closure.
105(8) / (121.08)	Missing Persons Files (Unusual Circumstances)	To maintain a record of missing persons located deceased or under unusual circumstances and persons who frequently go missing.	Descriptions and reports of missing persons, requests for assistance, investigation notes and reports, related correspondence, police reports.	Archival.
105(9) / (121.09)	Pawn Seizure Records	To maintain a record of property seized from pawn shops and to support followup investigations resulting from such seizures.	Records of seized property and reports and communications related to follow-up investigations.	Destroy 7 years after file closure.
105(10) / (121.10)	Pawn Tracking Records	To track pawned property for the purpose of recovering stolen property and for possible prosecution.	Records of items received by pawn shops and of persons selling items to pawn shops.	Destroy 2 years after obsolete or superseded.
105(11) / (121.11)	Police Investigative Report Files	To maintain a record of police investigations.	Information and statements, investigations reports, autopsy reports, incident reports, officers' reports, fingerprints, photographs, correspondence and other documents related to an investigation.	Destroy 25 years after obsolete or superseded.
105(12) / (121.12)	Provincial Court Docket Records	To maintain a record of court proceedings	Daily records of persons appearing before the Provincial Court and the disposition of their cases.	Destroy after 5 years.
105(13) / (121.13)	RCMP Crime Lab Records	To maintain a record of RCMP crime laboratory tests related to Winnipeg criminal investigations.	Laboratory test requests, test results, related correspondence.	Destroy 25 years after obsolete or superseded.
105(14) / (121.14)	Stolen Vehicle Location Records	To maintain a record of stolen vehicle locations for analytical and statistical purposes.	Records of locations from where vehicles were stolen or recovered.	Destroy 6 months after record creation.

105. Crime Investigations		Function	Description	Retention and Disposition
105(15) / (121.15)	Stolen Vehicle Records	To assist in the investigation and recovery of stolen vehicles.	Records of stolen vehicles, related incident reports and examination and forensics records.	Destroy 2 years after file closure.
105(16) / (121.16)	Vehicle Identification Number Assignments	To maintain a record of new Vehicle Identification Numbers assigned prior to 21.	Records of assigned replacement Vehicle Identification Numbers	Destroy 2 years after obsolete or superseded.
105(17) / (121.17)	Violent Crime Linkage Analysis Reports (ViClas)	To maintain a record of reports designed to assist in the solving of serious crimes or to identify repeat offenders.	Analytical reports related to serious and serial crimes; related communications and correspondence	Archival.

106. Crime Prevention

106. Crime Prevention		Function	Description	Retention and Disposition
106(1) / (122.01)	Alarm Permit Records	To maintain a record of persons applying for alarm permits.	Requests and approvals for alarm permits, related correspondence.	Destroy 1 year after permit expiry.
106(2) / (122.02)	Community Notification Advisory Committee Records	To maintain a record of notifications regarding the presence of sex offenders in the community.	Notifications, related reports and criminal history records, related correspondence.	Archival.
106(3) / (122.03)	Firearm Acquisition Certificate Records	To maintain a record of persons applying for firearm acquisition certificates.	Applications, certificates, refusals, investigative reports and notes.	Destroy 7 years after record creation.
106(4) / (122.04)	Firearm Prohibition Records	To maintain a record of original Firearm Prohibition Orders issued by the Provincial Court for the purpose of law enforcement.	Firearms Prohibition Orders, related investigative reports, notes and correspondence.	Destroy 1 year after expiry of Order.

106. Crime Prevention		Function	Description	Retention and Disposition
106(5) / (122.05)	Firearms Dealers and Museums Files	To maintain a record of dealers and museums licensed to hold or own firearms.	Applications, licenses, inventory records and notes, inspection reports and related correspondence.	Destroy 7 years after record creation.
106(6) / (122.06)	Firearms Disposal Records	To maintain a record of firearms destroyed by Winnipeg Police Service.	Firearm Disposal Forms.	Destroy 7 years after record creation.
106(7) / (122.07)	Firearms Interest Person (FIP) Files	To maintain records of individuals who may not be eligible to hold a firearms license.	Investigative reports and notes, medical reports, other incident reports and related correspondence.	Destroy 2 years after record creation.
106(8) / (122.08)	Firearms Transfer Records	To administer and regulate the transfer of restricted or prohibited firearms.	Authorizations to transport firearms, permits and related reports and correspondence.	Destroy 1 year after record creation.
106(9) / (122.09)	Gun Collector Records	To maintain a record of individuals qualified as gun collectors.	Records of individuals qualified to own guns for collecting, research and scientific purposes.	Destroy 7 year after record creation.
106(10) / (122.10)	Parole Records	To maintain a record of parolees.	Records related to the release and monitoring of parolees, including hearing records, statements, reports, correspondence, memoranda and other related records.	Destroy 1 year after parole expires.
106(12) / (122.11)	Restricted Firearms Registrations	To maintain a record of applications for the registration of restricted or prohibited firearms.	Applications, approvals, related correspondence and notes.	Destroy 7 years after record creation.
106(13) / (122.12)	Record Review Board File	Under City of Winnipeg By-law No. 6551/95 and *The Taxicab Act*, persons applying for specified City licenses, Taxicab License or Driving Instructor License must be approved by the Winnipeg Police Record Review Board before the license is issued.	Record of applicants approved and denied, and related correspondence and Documentation.	Destroy 2 years after record creation.

106. Crime Prevention		Function	Description	Retention and Disposition
106(14) / (122.13)	Vulnerable Persons Client Records	To maintain a record of vulnerable persons for the purposes of operating the Community Liaison Program.	Records of adults with mental disabilities who need assistance in meeting their basic needs; records related to monitoring and assisting vulnerable persons, related correspondence and communications.	Destroy 1 year after file closure.

107. Crime Statistics

107. Crime Statistics		Function	Description	Retention and Disposition
107(1) / (123.01)	Crime Statistical Records	To maintain a record of crime-related statistics collected about the City of Winnipeg for analytical, research and reporting purposes.	Statistical reports and information pertaining to criminal incidents, arrests, charges, warrants, subpoenas, identifications, traffic accidents, traffic tickets issued, seized and sold vehicles, divisional and unit activities and workloads, and other crime and police-related activities and subjects.	Destroy 2 years after obsolete or superseded.

108. Departmental Human Resources Management

108. Departmental Human Resources Management		Function	Description	Retention and Disposition
108(1) / (124.01)	Behavioural Health Services Program Files	To maintain a record of the delivery of psychological, counselling, peer assistance, fitness and wellness, chaplain and other behavioural health services to departmental employees.	Case files including incident reports, personal health information, referrals, recommendations, correspondence and other related records.	Destroy 30 years after termination of employment.
108(2) / (124.02)	Police Psychological Testing Records	To maintain a record of psychological tests administered to recruit applicants and specialty units.	Coded test results, related reports and correspondence.	Destroy 60 years after record creation.

109. Police Academy

109. Police Academy		Function	Description	Retention and Disposition
109(1) / (125.01)	Academy Class Lists	To maintain a historical record of the Classes attending the Winnipeg Police Academy.	Class lists, test marks, final class standings, photographs and other related records.	Archival.
109(2) / (125.02)	Member Training Records	To maintain a record of training and testing provided to members of the Winnipeg Police Service.	Records related to the training, testing and evaluation of members of the Winnipeg Police Service, including firearm qualification records, Police Vehicle Operations training records and records of other in-service training provided.	Destroy 60 years after termination of employment.
109(2) / (125.03)	Recruit and Non-Member Training Records	To maintain a record of the training of Winnipeg Police Service recruits and nonmembers from outside agencies.	Records include performance evaluations, tests and exams, attendance sheets, assessments, attendees lists and other related records.	Destroy 2 years after file closure.

110. Police Response

110. Police Response		Function	Description	Retention and Disposition
110(1) / (126.01)	Compassionate to Locate Records	To maintain a record of requests to locate persons for compassionate reasons.	Requests to locate, personal and vehicle descriptions, police reports and investigative notes and correspondence.	Destroy 1 year after file closure.
110(2) / (126.02)	Dispatch and Call History Records	To maintain a record of persons requesting service.	Alphabetical listing of persons requesting service, incident number generated, record of units assigned, nature of the call and final disposition of the call.	Destroy 10 years after record creation.
110(3) / (126.03)	High Speed Pursuit Records	To maintain a record of high speed pursuits involving Winnipeg Police Service vehicles.	High Speed Pursuit reports and related correspondence and communications.	Destroy 5 years after file closure.

111. Traffic Law Enforcement

111. Traffic Law Enforcement		Function	Description	Retention and Disposition
111(1) / (127.01)	Accident Enquiry Board Reports	To maintain a record of Police Service members who have been involved in incidents involving damage to cruiser cars.	Reports, Board decisions and notes, statements and related notes and correspondence.	Destroy 3 years after record creation.
111(2) / (127.02)	Escort and Weigh Scale Records	To maintain a record of over-dimensional vehicles needing police escorts.	Escort forms, weigh scale forms.	Destroy 2 years after record creation.
111(3) / (127.03)	Serious Motor Vehicle Accident Files	To maintain a record of investigations of serious motor vehicle accidents for use in Court proceedings.	Investigative and analytical reports, witness statements, medical examiner information, correspondence, court briefs, photographs and drawings and other documents related to the investigation of a fatal motor vehicle accident.	Destroy 7 years after file closure.

111. Traffic Law Enforcement		Function	Description	Retention and Disposition
111(4) / (127.04)	Impaired Drivers Records	To collect information on impaired drivers for informational and analytical purposes.	Records of drivers charged with impaired driving, related incident reports and information.	Destroy 2 years after obsolete or superseded.
111(5) / (127.06)	Speed Timing Device Calibration Records	To maintain a record of calibration tests of speed timing devices	Calibration certificates.	Destroy 1 year after disposal of equipment.
111(6) / (127.07)	Speedometer Accuracy Cards	To maintain a record of cruiser car speedometer calibrations.	Calibration cards for service vehicle speedometers.	Destroy 3 years after record creation.
111(7) / (127.08)	Traffic Not Guilty Plea Records	To maintain a record of Not Guilty Pleas after a witness list has been completed.	Daily journal record of all Not Guilty Pleas filed.	Destroy 2 years after record creation.
111(8) / (127.10)	Vehicle Mechanical Checks	To maintain a record of mechanical checks done to private vehicles involved in serious or fatal accidents.	Vehicle mechanical check forms.	Destroy 5 years after file closure.
111(9) / (127.11)	Fatal Motor Vehicle Accident Files	To maintain a record of investigations of fatal motor vehicle accidents for use in Court proceedings.	Investigative and analytical reports, witness statements, medical examiner information, correspondence, court briefs, photographs and drawings and other documents related to the investigation of a fatal motor vehicle accident.	Destroy 7 years after file closure.