



## City of Winnipeg Records Schedule “B”

### *Standard Administrative Records*

(Classes of records that are common to all City Departments)

#### **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** indicates the reference number for each class of records, based on a classification of functions commonly found throughout City departments. Schedule B contains classes of records that are common to all City Departments.

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 requirements regarding retention and disposition.

**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.

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.

## **CITY OF WINNIPEG SCHEDULE “B”: LIST OF RECORDS CLASSIFICATIONS**

### 1.00 BUILDING MANAGEMENT

- 1.01 Accommodations Records
- 1.02 As-built and Shop Drawings
- 1.03 Building Alteration and Repair Records
- 1.04 Building Maintenance Records
- 1.05 Building Security Records
- 1.06 Building Security - Daily Control Records
- 1.07 Facilities Booking Records
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- 3.01 Applications for Employment
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- 3.03 Compensation and Benefits Records
- 3.04 Employee Claims Files
- 3.05 Employee Development and Training Records
- 3.06 Employee Records
- 3.07 Human Resources Officers’ Records
- 3.08 Job Competition Files
- 3.09 Job Description Records
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- 3.11 Department Safety Records
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#### 4.00 DEPARTMENTAL INFORMATION MANAGEMENT

- 4.01 Application Development Records
- 4.02 Computer Hardware Documentation
- 4.03 Network Administration Records
- 4.04 System Backups
- 4.05 System Documentation
- 4.06 Technical Support Records
- 4.07 Vendor and Supplier Files

#### 5.00 DEPARTMENTAL SERVICE MANAGEMENT

- 5.01 Access and Privacy Records
- 5.02 Accreditation Records
- 5.03 Administrative Directives
- 5.04 Administrative Reports
- 5.05 Applications for Access to Information
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- 5.07 Chronological Files
- 5.08 Contracts and Agreements
- 5.09 Corporate Communication Records
- 5.10 General Inquiry Records
- 5.11 Mail Control Records
- 5.12 Office Files
- 5.13 Policies and Procedures
- 5.14 Project Files
- 5.15 Reference Material
- 5.16 Statistics

#### 6.00 FLEET MANAGEMENT

- 6.01 Fleet Maintenance Records
- 6.02 Fleet and Equipment Inventory Records
- 6.03 Fleet Procurement Records
- 6.04 Fleet Vehicle Usage Records
- 6.05 Fuel Consumption and Dispensing Records
- 6.06 Aerial Device and Self-Elevating Platform Records
- 6.07 Powered Mobile Equipment Records
- 6.08 Duplicate Key Logbooks
- 6.09 Crane Logbooks
- 6.10 Equipment Safety and Certification Records

#### 7.00 MATERIALS AND SUPPLIES MANAGEMENT

- 7.01 Hazardous Materials Records
- 7.02 Materials and Supplies Inventory Records
- 7.03 Procurement Records
- 7.04 Hazardous Material Safety Data Sheets

#### 8.00 RECORDS MANAGEMENT

- 8.01 File Plan Records
- 8.02 Records of Destruction
- 8.03 Records Transfer Lists

[9.00 SUPPORTING BUSINESS DEVELOPMENT](#)

- 9.01 Development Agreements
- 9.02 Development Applications
- 9.03 Hearing Files

[10.00 TRANSITORY RECORDS](#)

[11.00 EMAIL ACCOUNT MANAGEMENT](#)

## 1.00 Building Management

Records related to building operations, maintenance and management to ensure the functionality of facilities required for public service delivery and support.

1.00 Building Management		Function	Description	Retention and Disposition
1.01	Accommodations Records	To record the administration of a civic building or facility.	Correspondence, reports, agreements, contracts, manuals, and other records related to building operations and maintenance.	Destroy 2 years after obsolete or superseded.
1.02	As-built and Shop Drawings	To provide a record of drawings that depict a final installed configuration (physical or functional) as well as equipment held or installed in City facilities.	Engineering drawings, incorporating all field mark-ups (construction drawings), design change notices, approved change orders/requests, deficiency reports, and modifications. Includes electrical, plumbing, heating, ventilation, air conditioning, lighting, water and sewage, and telecommunications systems drawings. Also may include operating manuals, engineering drawings and mechanical structures drawings.	Destroy 2 years after obsolete or superseded.
1.03	Building Alteration and Repair Records	To provide a record of alterations and repairs carried out on a civic building or facility.	Correspondence, proposals, contracts, agreements, reports, drawings, specifications, operating manuals and other records related to building alterations and repairs. Includes mechanical, electrical, plumbing, carpentry and utilities records related to repairs and alterations made to civic buildings, community clubs, recreation centres, arenas, wading pools, aquatics facilities.	Destroy 1 year after completion or cancellation of alteration or repair.

<b>1.00 Building Management</b>		<b>Function</b>	<b>Description</b>	<b>Retention and Disposition</b>
1.04	<b>Building Maintenance Records</b>	To provide a record of routine building maintenance related to ensuring the functionality of a facility required for public service delivery and support.	Correspondence, proposals, contracts and agreements, reports, drawings, specifications, operating manuals and other records related to the provision of routine maintenance services for civic buildings. Includes mechanical, electrical, plumbing, carpentry, custodial and security maintenance and operations records for civic buildings, community clubs, recreation centres, arenas, and swimming pools.	Destroy 1 year after completion or cancellation of service.
1.05	<b>Building Security Records</b>	To maintain an onsite record of building security measures and activities related to a civic building or facility.	Correspondence, reports, and other records related to the implementation and maintenance of physical security measures within a civic building or facility, including access restrictions, safeguards, incident reports of security breaches and violations. Includes records related to the installation, maintenance and operation of security systems, working alone policies and procedures, and local safety committee minutes and reports.	Destroy 5 years after creation of record.
1.06	<b>Building Security - Daily Control Records</b>	To provide a record of the day-to-day administration of building security.	Daily logs, registers, reports and other records and communications regarding routine security procedures.	Destroy 1 year after creation of record.
1.07	<b>Facilities Booking Records</b>	To maintain a record of requests received for booking and use of a civic facility.	Facilities booking requests, schedules, reservation records and all related correspondence and communications.	Destroy 1 year after creation of record.
1.08	<b>Fire Prevention Records</b>	To maintain an on-site record of fire prevention and safety measures and activities related to a civic building or facility.	Correspondence, logs, plans, and reports related to fire drills, fire alarms, inspections and investigations as well as records related to the installation and maintenance of fire extinguishers, sprinkler and alarm systems.	Destroy 5 years after creation of record.

<b>1.00 Building Management</b>		<b>Function</b>	<b>Description</b>	<b>Retention and Disposition</b>
1.09	<b>Property Management Records</b>	To provide a record of the general management of a civic property.	Correspondence, reports, agreements and other records related to property management matters. Includes records related to purchase, rental, leasing, or construction of facilities and space planning and utilization.	Destroy 6 years after creation of record.
1.10	<b>Universal Design Records</b>	To provide a record of the implementation and administration of universal design to meet the needs of a broad array of users, including people with disabilities, in designing products, information, services and the built environment.	Correspondence, reports, plans, working papers and other records related to the administration of the City's Universal Design policy.	Destroy 5 years after creation of record.
1.11	<b>Utilities Service Records</b>	To provide a record of utility consumption.	Service logs, reports, statements, reading notices and other records related to civic building or facility and utilities consumption. Includes hydro, natural gas, telephone, and water service records.	Destroy 6 years after creation of record.
1.12	<b>Airborne Substance Monitoring Records</b>	To maintain a record of the monitoring of airborne chemical or biological substances for safety reasons.	Monitoring results and all related records, correspondence and reports.	Destroy 30 years after creation of record.
1.13	<b>Asbestos Inventory and Inspection Records</b>	To maintain an inventory of all asbestos-containing material in the workplace and to maintain a record of the regular inspection of the condition of these materials as specified under Manitoba Safety Regulation 217/2006.	Inventories of asbestos-containing materials present in the workplace and records of the inspection of the condition of these materials.	Destroy 30 years after creation of record.

## 2.00 Departmental Financial Management

Records related to financial management and operation of a City department.

2.00 Departmental Financial Management		Function	Description	Retention and Disposition
2.01	Accounting Journals and Ledgers	To record the transfer of charges between accounts and summaries of account information.	Journals, ledgers and other records that provide final or cumulative (year-end) summaries of account information.	Destroy 10 years after creation of record
2.02	Accounting Records - General	To maintain a daily record of accounting activities.	Correspondence, reports, control documents and other records related to data entry and maintenance of year-to-date financial information. Includes reports, control documents and other records related to financial information systems.	Destroy 1 year after verification of data entry.
2.03	Accounts Payable/Receivable	Records related to the payment of financial obligations and receipt of revenues.	Accounts payable records, including invoices, statements, payment vouchers, expense reports, account reconciliations, cheque registers, as well as working papers and other documents related to the payment of accounts. Accounts receivable records, including remittance journals, transaction reports, receipts distribution, revenue reports, including revenue, deposits and refunds, trial balance ledger and general detail reports, working papers and other documents related to receipt transactions, billing and collecting of receivables.	Destroy 6 years after creation of record.
2.04	Banking Records	Records related to banking activities.	Deposit records, cheques, bank statements, reconciliations, drafts, cancelled checks, check registers and other cash management records.	Destroy 6 years after creation of record.
2.05	Banking Records – Daily Cash Management	To record the daily management of cash in city departments and offices.	Cash receipts, cash register tapes, daily reconciliations and reports and other related records.	Destroy 1 year after file closure.



<b>2.00 Departmental Financial Management</b>		<b>Function</b>	<b>Description</b>	<b>Retention and Disposition</b>
2.06	Budget Files	To provide a record of the preparation of annual budgets.	Draft budgets, financial statements, approved budgets, correspondence, reports, working papers, meeting minutes and other records related to the coordination of planning activities including analysis and evaluation of programs and the preparation of annual budgets.	Destroy 6 years after file closure.
2.07	Capital Property Records	To record the purchase and sale of property, equipment and improvements.	Records of financial obligations associated with capital expenditures; records of the purchase of land and equipment, furnishings and motor vehicles; material transfers, work orders, records of additions or improvements to buildings or equipment, property reporting records.	Destroy 15 years after file closure.
2.08	Grants and Subsidies Records	To maintain a record of the acquisition or issuance of grants and subsidies.	Grant applications; grant revenue information and related correspondence and other documents.	Destroy 6 years after completion of project or rejection of application.
2.09	Payroll Administration Records	To provide a record of the departmental administration of the payroll function.	Payroll reports, statements, copies of Revenue Canada T4 forms including yearend salary and deduction information for each employee and other documents related to the payment of employee salaries and benefits for each payroll period.	Destroy 6 years after creation of record.
2.10	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 sheet, and other records related to daily time keeping and payroll administration.	Destroy 1 year after creation of record.
2.11	Strategic Planning Records	To provide a record of operational and financial objectives.	Correspondence, reports, statistics, working papers and other records pertaining to the approval of annual budgets and business plans.	Destroy 4 years after file closure.

### 3.00 Departmental Human Resources Management

Records related to departmental administration of Human Resources services.

3.00 Departmental Human Resources Management		Function	Description	Retention and Disposition
3.01	Applications for Employment	To maintain a record of unsolicited resumes and applications for employment.	Unsolicited applications for employment and resumes and related correspondence.	Destroy 1 year after creation of record.
3.02	Collective Agreement Records	To maintain a record of signed collective agreements between the City of Winnipeg and its various employee unions and associations.	Correspondence and reports, including guidelines, interpretations, notes and other documents related to the administration of a collective agreement.	Destroy 2 years after obsolete or superseded.
3.03	Compensation and Benefits Records	To record the administration of employee compensation and benefit records.	Records of compensation and benefits paid out and distributed to department employees, including sick and disability leave records, maternity leave records, medical and dental insurance records, vacation, leave of absence records and other related records.	Destroy 6 years after file closure.
3.04	Employee Claims Files	To provide a record of claims for compensation from the City of Winnipeg filed by employees.	Applications forms, correspondence, supporting documentation and other records related to submission, review and approval of employee claims. Includes expense, tuition, professional development and training, Workers Compensation Board and other employee claims.	Destroy 60 years after settlement of claim.
3.05	Employee Development and Training Records	To record the administration of departmental professional development and employee training programs.	Correspondence, planning and project records, course and workshop outlines and curricula, attendance records, evaluations, status reports, and other records related to the development and delivery of employee training and development.	Destroy 5 years after creation of record.

<b>3.00 Departmental Human Resources Management</b>		<b>Function</b>	<b>Description</b>	<b>Retention and Disposition</b>
3.06	Employee Records	To maintain a record of employment for all City of Winnipeg employees including permanent, part-time, seasonal, student and casual employees.	Individual employee files contain correspondence, employment applications, resumes, performance appraisals, benefits information, copies of change forms and other records pertaining to the administration of human resources services and an individual's employment history including notices of severance, termination, retirement and resignation. Includes salary information, records of remuneration, records of compensation and benefits received, medical records, and professional development and training records. May also include criminal investigation reports, conflict of interest records, and other related correspondence and communications.	Destroy 60 years after termination of employment.
3.07	Human Resources Officers' Records	To record the administration of departmental human resources programs and services.	Policies and procedures, correspondence, reports, and other records related to the administration of departmental human resources services.	Destroy 5 years after creation of record.
3.08	Job Competition Files	To record the administration of job competitions.	Job postings, advertisements, screening criteria, job descriptions, applications and resumes, interview notes and rationale for selection as well as correspondence and other documents related to filling a job vacancy.	Destroy 2 years after file closure.
3.09	Job Description Records	To maintain a record of current City of Winnipeg job descriptions and classifications.	City of Winnipeg job descriptions and classifications along with accompanying correspondence and research information.	Destroy 2 years after obsolete or superseded.

<b>3.00 Departmental Human Resources Management</b>		<b>Function</b>	<b>Description</b>	<b>Retention and Disposition</b>
3.10	Labour Relations Files	To maintain a record of labour relations cases.	Correspondence including correspondence and communications with union representatives, formal grievances, discussion papers, interviews and statements, investigation reports, legal opinions, settlement strategies and resolutions, arbitration decisions and other documents related to the processing and resolution of grievances filed by City employees.	Destroy 10 years after file closure.
3.11	Department Safety Records	To record the administration of departmental occupational health and safety programs.	Injury and illness reports, work procedures, workplace inspection records, first aider lists, safety training and certification records, and other occupational health and safety records as specified in Manitoba Safety Regulation 217/2006.	Destroy 5 years after creation of record.
3.12	Volunteer Records	To maintain a record of individuals performing voluntary service for City of Winnipeg departments or offices.	Records related to the interview, training, orientation, assignment, supervision and evaluation of volunteers.	Destroy 2 years after file closure.
3.13	Health and Safety Committee Records	To maintain a record of the deliberations and decisions of local health and safety committees.	Minutes and other records related to the proceedings of local health and safety committees formed according to Manitoba Safety Regulation 217/2006.	Destroy 10 years after file closure.

## 4.00 Departmental Information Management

Records related to departmental development, implementation, maintenance, and support of information systems.

4.00 Departmental Information Management		Function	Description	Retention and Disposition
4.01	Application Development Records	To record the development, design and modification of system applications.	Records related to the development, design and modification of system applications, including planning and project records, correspondence and communications, requests for proposal, implementation and evaluation records.	Destroy 2 years after discontinuance of system and data has been transferred or destroyed.
4.02	Computer Hardware Documentation	To maintain a record of the operation, use and maintenance of computing hardware.	Operating manuals, system requirements, configuration and control systems and related correspondence.	Destroy after use of hardware is discontinued and data has been transferred and destroyed.
4.03	Network Administration Records	To maintain a record of the installation, usage and servicing of information networks.	Installation records, planning and project records, related communications and correspondence, related statistical records, service and repair records.	Destroy 3 years after creation of record.
4.04	System Backups	To maintain records needed to restore or recover an information system.	Copies of master files, databases, applications, software, logs, directories and other related records needed to restore or recover a system.	Destroy after obsolete or operational requirements cease.
4.05	System Documentation	To maintain a record of the use, operation and maintenance of application systems.	User guides, specifications, program descriptions, flowcharts and other related records.	Destroy 2 years after discontinuance of system and data has been transferred or destroyed.
4.06	Technical Support Records	To maintain a record of information technology support services.	Inspection reports, service requests and other related records.	Destroy 3 years after creation of record.
4.07	Vendor and Supplier Files	To maintain a record of information systems service providers and suppliers.	Correspondence, proposals and responses to RFPs, agreements including service and licensing agreements and other documents related to the provision by vendors and suppliers of goods and services that pertain to information systems functions.	Destroy 6 years after file closure.

## 5.00 Departmental Service Management

Records related to the general administration of a City department.

5.00 Departmental Service Management		Function	Description	Retention and Disposition
5.01	Access and Privacy Records	To record the administration of The Freedom of Information and Protection of Privacy Act (FIPPA) and The Protection of Personal Health Information Act (PHIA) as carried out by a city department.	Correspondence, reports and other records related to the administration of access and privacy legislation by a city department. Includes complaints concerning the administration of FIPPA and PHIA and other correspondence with the Manitoba Ombudsman.	Destroy 2 years after obsolete or superseded.
5.02	Accreditation Records	To maintain a record of compliance as required by accreditation agencies.	Policies, standards, inspection records and other records related to compliance with accreditation requirements.	Destroy 2 years after obsolete or superseded.
5.03	Administrative Directives	To maintain a record of current administrative directives.	Copies of approved administrative directives.	Destroy 2 years after obsolete or superseded.
5.04	Administrative Reports	To maintain a record of administrative reports presented to Council.	Administrative reports, related correspondence and other records related to the preparation and presentation of administrative reports.	Destroy 2 years after obsolete or superseded.
5.05	Applications for Access to Information	To maintain a record of applications received by a department under The Freedom of Information and Protection of Privacy Act.	Applications for access to records under FIPPA received by a City department, related correspondence, and notes.	Destroy 5 years after file closure.
5.06	Audit Reports	To provide a record of audits and examination reports other than those conducted by City Auditor.	Correspondence, reports and other records related to the preparation of audit reports. Includes annual audit, examination of operations, special audits and other financial and procedural audit reports.	Destroy 6 years after creation of record.
5.07	Chronological Files	To maintain a chronological record of correspondence.	Copies of all correspondence arranged chronologically.	Destroy 1 year after creation of record.
5.08	Contracts and Agreements	To maintain a record of signed contracts and agreements and the administration of contracts and agreements.	Signed agreements and contracts, amendments, reports and related correspondence.	Destroy 6 years after termination or expiry of agreements or contract.

<b>5.00 Departmental Service Management</b>		<b>Function</b>	<b>Description</b>	<b>Retention and Disposition</b>
5.09	Corporate Communication Records	To maintain a record of the creation, development and publication of internal and external corporate communications.	Correspondence, drafts, artwork, printing requisitions, and publications.	Destroy 2 years after obsolete or superseded.
5.10	General Inquiry Records	To provide a daily record of inquiries from members of the general public, media, businesses, organizations and other levels of government.	Daily records of inquiries received by City reception, help and information desks, including complaints and requests for assistance and information.	Destroy 1 year after creation of record.
5.11	Mail Control Records	To record the dispatch of inter-office and external mail.	Mailing and distribution lists, returned mail, receipts and correspondence related to the dispatch and receipt of City mail.	Destroy 1 year after creation of record.
5.12	Office Files	To provide a record of day to day office administration activities.	Subject files including departmental correspondence as well as external correspondence concerning department operations and related administrative issues. Includes copies and originals of directives, administrative policies and procedures, staff meeting minutes, routine management reports, operations and work schedules and logs, budget and planning material, requisitions and purchase orders and presentations, working papers and other documents related to general office administration.	Destroy 2 years after creation of record.
5.13	Policies and Procedures	To maintain a record of departmental policies and procedures.	Policies and procedures, including manuals, handbooks, directives, guidelines and other related records.	Destroy 2 years after obsolete or superseded.
5.14	Project Files	To maintain a record of the planning, design, execution and administration of projects.	Project plans, related research and statistical material, project team meeting minutes, related correspondence and communications, analysis and evaluation records.	Destroy 2 years after file closure or conclusion or termination of project.

5.00 Departmental Service Management		Function	Description	Retention and Disposition
5.15	Reference Material	To maintain a library of published material for reference purposes.	Publications that have been acquired and maintained for convenience of reference, including directories, newspaper clippings, supplier catalogues, periodicals, newsletters, legislation, video and audio tapes, and other library materials. Also includes copies of by-laws, press releases, Hansard, council minutes, reports, brochures, pamphlets and other City publications.	Destroy after obsolete or superseded.
5.16	Statistics	To collect and maintain statistics for planning and reporting purposes.	Records related to the collection and use of statistics for planning and reporting purposes.	Destroy 2 years after obsolete or superseded.



## 6.00 Fleet Management

Records related to the management and operation of the City's fleet of vehicles and equipment.

6.00 Fleet Management		Function	Description	Retention and Disposition
6.01	Fleet Maintenance Records	To provide a record of fleet inventory maintenance and repair.	Correspondence, work orders, reports, service manuals, and other records related to routine maintenance, testing, servicing, and repair of City vehicles and equipment.	Destroy 2 years after creation of record.
6.02	Fleet and Equipment Inventory Records	To provide a record of current equipment and fleet inventory.	Correspondence, vehicle registrations, warranties, and other records related to the ownership and registration of equipment fleet vehicles and equipment.	Destroy 2 years after obsolete or superseded.
6.03	Fleet Procurement Records	To provide a record of fleet vehicle and equipment procurement	Correspondence, agreements and contracts, and other records related to the procurement of fleet vehicles and equipment.	Destroy 2 years after obsolete or superseded.
6.04	Fleet Vehicle Usage Records	To record the usage of fleet vehicles.	Schedules, trip logs, routine reports and other records related to vehicle use.	Destroy 6 years after creation of record.
6.05	Fuel Consumption and Dispensing Records	To maintain a record of fuel consumption by fleet vehicles and equipment.	Weekly, monthly and annual reports and other cumulative records of fuel consumption by fleet vehicles and equipment.	Destroy 2 years after creation of record.
6.06	Aerial Device and Self-Elevating Platform Records	To maintain a record of testing, repairs and maintenance performed on lifting and elevating devices as specified under Manitoba Safety Regulation 217/2006.	Records of all inspections, tests, repairs, modifications and maintenance performed on aerial devices and self-elevating work platforms.	Destroy 5 years after disposal of equipment.
6.07	Powered Mobile Equipment Records	To maintain a record of testing, repairs and maintenance performed on lifting and elevating devices as specified under Manitoba Safety Regulation 217/2006.	Records of all inspections, tests, repairs, modifications and maintenance performed on powered mobile equipment, including all self-propelled machines used to move workers and materials.	Destroy 5 years after disposal of equipment.
6.08	Duplicate Key Logbooks	To maintain a record of the use of machine duplicate keys.	Records of the use of duplicate keys used to lock out machinery.	Destroy 1 year after disposal of equipment.

<b>6.00 Fleet Management</b>		<b>Function</b>	<b>Description</b>	<b>Retention and Disposition</b>
6.09	Crane Logbooks	To maintain a record of testing, repairs and maintenance performed on cranes with a rated load capacity of one tonne or more.	Records of all inspections, tests, repairs, modifications and maintenance as specified in Manitoba Safety Regulation 217/2006.	Maintain until equipment is disposed of or sold. If equipment is sold, transfer logbook to new owner as specified in Manitoba Safety Regulation 217/2006.
6.10	Equipment Safety and Certification Records	To maintain a record of equipment safety certificates as required by Manitoba Safety Regulation 217/2006.	Records of all certifications that equipment is safe and is being used appropriately.	Dispose 5 years after disposal of equipment.

## 7.00 Materials and Supplies Management

Records related to the management and administration of supplies, materials, and equipment.

7.00 Materials and Supplies Management		Function	Description	Retention and Disposition
7.01	Hazardous Materials Records	To maintain a record of the storage and disposal of hazardous materials.	Storage records, manifests, bills of lading, receipts and other records related to the storage, transportation and handling of hazardous materials and compliance with environmental regulations	Destroy 15 years after creation of record.
7.02	Materials and Supplies Inventory Records	To maintain a current record of materials, supplies and equipment.	Correspondence, reports, and other records related to current inventory of materials supplies and equipment. Includes inventory lists and other records related to the administration of inventory systems.	Destroy 2 years after obsolete or superseded.
7.03	Procurement Records	To provide a record of the purchasing of supplies, materials and equipment necessary for departmental operations.	Correspondence, Requests for Proposals, specifications, tenders, requisitions, purchase orders, agreements and contracts, reports and other records related to the procurement of materials and supplies.	Destroy 6 years after file closure.
7.04	Hazardous Material Safety Data Sheets	To maintain a record of information on hazardous waste that is produced, stored, handled or disposed of in the workplace. Data sheets include information on the composition and hazards of the waste as well as appropriate safety measures to take when storing, handling and disposing of it.	Safety data sheets that are either received from the supplier or produced by the City of Winnipeg.	Destroy 30 years after creation of record.

## 8.00 Records Management

Records related to the systematic control of records.

8.00 Records Management		Function	Description	Retention and Disposition
8.01	File Plan Records	To maintain a record of current filing systems.	Filing system procedures, subject classification guides, directory structures, file keys, file lists, indexes, and other records related to the design and operation of filing systems.	Destroy 2 years after obsolete or superseded.
8.02	Records of Destruction	To record the destruction of records.	Certificates of destruction, approvals, transfer lists and related records.	Archival.
8.03	Records Transfer Lists	To record the physical transfer of records to City Archives and Records Control Centre or to other off-site storage facilities.	Transfer lists, location lists, box contents lists and related records.	Destroy 2 years after obsolete or superseded.

## 9.00 Supporting Business Development

Records related land use by land developers in order to promote the orderly development and optimal use of urban land for Winnipeg.

9.00 Supporting Business Development		Function	Description	Retention and Disposition
9.01	Development Agreements	To maintain a record of agreements concerning property development.	Copies of signed agreements, reports and related correspondence.	Destroy 2 years after obsolete or superseded.
9.02	Development Applications	To maintain a record of the administration of property development applications.	Applications, supporting documentation, correspondence, reports and related records.	Destroy 2 years after obsolete or superseded.
9.03	Hearing Files	To maintain a record of the proceedings of public hearings concerning land use and development issues.	Applications, submissions, presentations, notifications, minutes and other procedural records, decisions and other records related to the hearing process.	Destroy 2 years after obsolete or superseded.

## 10.00 Transitory Records

Records that have only short term or immediate value.

10.00 Transitory Records		Function	Description	Retention and Disposition
10.00	Transitory Records	Not applicable.	<p>Records that are:</p> <ul style="list-style-type: none"> <li>• Retained solely for convenience of reference.</li> <li>• Required solely for the completion of a routine action or preparation of another record.</li> <li>• Of no significance or value in documenting City business transactions.</li> <li>• Not an integral part of a City record.</li> <li>• Not filed regularly with records or filing systems.</li> <li>• Not required to meet statutory obligations or to sustain administrative or operational functions.</li> <li>• About social events that are not City events</li> <li>• Not related to City business.</li> <li>• Voice mail messages.</li> </ul>	Destroy immediately after no longer needed.

## 11.00 Email Account Management

For the management of City of Winnipeg email accounts remaining at **employee offboarding**.

Does not replace existing records schedules. City records in email accounts should continue be saved in an approved recordkeeping location and managed per their requisite retention and disposition within Schedule B or Schedule C.

Emails remaining in accounts at offboarding will be retained per one of the following three records classes, dependent upon the employee’s role.

11.00 Email Account Management		Function	Description	Retention and Disposition
11.01	Email Accounts of Capstone Officials*	To preserve the email accounts of senior leadership roles at the City of Winnipeg.	<p>Email accounts of Capstone Officials, which are senior leaders designated by account level or by email addresses, whether the addresses are based on an individual's name, title, a group, or a specific program function.</p> <p>This includes senior leaders operating in an acting capacity for more than 60 days. If a Capstone official has an account managed by other staff (assistants, etc.) this applies to their accounts.</p> <p>This retention applies to all email used by the Capstone Official to conduct City business, regardless of device used or the address name.</p>	Archival.
11.02	Email Accounts of Non-Capstone Officials*	To preserve the email accounts of managers and other roles not included in records class 11.01 and 11.03.	<p>Email accounts of City staff not considered Capstone Officials or administrative staff. This class applies to the majority of email accounts/users.</p> <p>Includes positions and email not covered by schedules 11.01 and 11.03.</p>	Destroy 7 years after end of employment.

11.00 Email Account Management		Function	Description	Retention and Disposition
11.03	Email Accounts of Support and/or Administrative Positions	To preserve email accounts of Support or Administrative Positions.	Email accounts of non-supervisory positions carrying out routine and/or administrative duties. These duties comprise general office or program support activities and frequently facilitate the work of City Departments and their programs. This includes, but is not limited to, roles and positions that: process routine transactions; provide customer service; involve mechanical crafts, or unskilled, semi-skilled, or skilled manual labor; respond to general requests for information; involve routine clerical work; and/or primarily receive non record and/or duplicative email.	Destroy 3 years after end of employment.

\*Contact [recordsmanagement@winnipeg.ca](mailto:recordsmanagement@winnipeg.ca) for most current list of Capstone Officials.