

## 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	Destroy 2 years after obsolete or superseded.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	Destroy 2 years after obsolete or superseded.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	Destroy 2 years after obsolete or superseded.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.	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.