



City Manager's Office Schedule

Office of the City Clerk

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Schedule Number **Series Title**

CM114 **Corporate Policy Manual Files**

To identify and record policy development within the Corporation.

Series Closed: 12-31-2015

MEMO:

This series includes copies of departmental/corporate policy material, correspondence and reformatted review drafts. These files will become superceded/obsolete when they are no longer required on a regular basis.

Originally, this schedule was designated as CR137 in the former Corporate Services Dept. With the dissolution of the former Corporate Services Dept. in August 1998, the series was transferred to the City Manager's Office and was given the designation CM114. In 2003, with the establishment of the new Corporate Services Dept., the schedule was given its current designation. In 2010 the department was changed from Corporate Services to City Solicitor and Corporate Counsel. Previously this schedule was CO017 and was under City Solicitor & Corporate Counsel, it was transferred to the City Manager Office under the City Clerk's Office in 2009 and became CM114 again in 2012.

This series was closed under the 2016 By-law.

Department Retention: 1 Year
Total Retention: 7 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition: Permanent
Archives Review

FOI Designation: A - FULLY ACCESSIBLE

CM190 **FOI Access Requests**

To document the handling of freedom of information requests.

Series Closed: 12-31-2015

MEMO:

This series includes correspondence, memoranda, record review logs, response recommendations, requests for access/corrections to records, copies of records for severances. Information collected includes Requester's Name, Address, Phone Number, Contents of request, Response Records, Appeal information access cost. Users: FOI Coordinator, City clerk Individuals in Bank: Citizens of Thunder Bay Official Responsible: City Clerk

Originally, this schedule was designated as CR139 in the former Corporate Services Dept. With the dissolution of the former Corporate Services Dept. in August 1998, the series was transferred to the City Manager's Office and was given the designation CM115. In 2003, with the establishment of the new Corporate Services Dept., the schedule was given its current designation. On July 1, 2009 this schedule was moved from General Manager Corporate Services to Office of the City Clerk. Previously this schedule was CO004 and was under Corporate Services, it was transferred to the City Manager's Office and became CM190 in 2010.

This series was closed under the 2016 By-law.

Department Retention: 5 Years
Total Retention: 7 Years

Final Disposition: Destruction
Archives Review

FOI Designation: PIB - PERSONAL INFORMATION BANK



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Schedule Number Series Title

CM191 FOI Administration Files

To provide a record of the development and implementation of FOI procedures for the Corporation.

Series Closed: 12-31-2015

MEMO:

This series includes a variety of subjects including Management Board, Information & Privacy Commissioner, seminars and training, AMCTO District meetings, records management and the FOI Co-ordinators' Network. These files will become superceded/obsolete when they are no longer required on a regular basis.

Originally, this schedule was designated as CR140 in the former Corporate Services Dept. With the dissolution of the former Corporate Services Dept. in August 1998, the series was transferred to the City Manager's Office and was given the designation CM116. In 2003, with the establishment of the new Corporate Services Dept., the schedule was given its current designation. On July 1, 2009 this schedule was moved from General Manager Corporate Services to Office of the City Clerk. Previously this schedule was CO005 and was under Corporate Services, it was transferred to the City Manager's Office and became CM191 in 2010.

This series was closed under the 2016 By-law.

Department Retention:	1 Year
Total Retention:	7 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition: Permanent

FOI Designation: A - FULLY ACCESSIBLE

Archives Review

CM192 FOI Department Files

To maintain a record of interaction with City Departments and Agencies regarding FOI issues.

Series Closed: 12-31-2015

MEMO:

This series includes correspondence, memoranda, reports, forms inventories, records, inventories and records inquiries.

Originally, this schedule was designated as CR141 in the former Corporate Services Dept. With the dissolution of the former Corporate Services Dept. in August 1998, the series was transferred to the City Manager's Office and was given the designation CM117. In 2003, with the establishment of the new Corporate Services Dept., the schedule was given its current designation. On July 1, 2009 this schedule was moved from General Manager Corporate Services to Office of the City Clerk. Previously this schedule was CO006 and was under Corporate Services, it was transferred to the City Manager's Office and became CM192 in 2010.

This series was closed under the 2016 By-law.

Department Retention:	10 Years
Total Retention:	15 Years

Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

Archives Review



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Schedule Number **Series Title**

CM194 **Agenda Material - City Council and Committee of the Whole**

To serve as a program for business at meetings and to provide relevant background material.

Series Closed: 12-31-2015

COPIES: All Departments, Electronic Copies

MEMO:

This series consists of orders of the day, minutes of previous council meetings, resolutions, notices of motion, reports and correspondence.

Originally, this schedule was designated as CR094 & CR095 in the former Corporate Services Dept. With the dissolution of the former Corporate Services Dept. in August 1998, the series was transferred to the City Manager's Office and was given the designation CM063 In 2003, with the establishment of the new Corporate Services Dept., the schedule was given its current designation. Previously, under By-Law 56-2004, the department retention for this series was 1 year and the total retention was 2 years. On January 1, 2009 the department retention was reduced from 3 years to 1 year. Previously this schedule was CO019 and was under Corporate Services, it was transferred to the City Manager's Office and became CM194 in 2010.

This series was closed under the 2016 By-law.

Department Retention: 1 Year
Total Retention: 4 Years
Final Disposition: Permanent

FOI Designation: A - FULLY ACCESSIBLE

CM195 **Agenda Material - Committee of the Whole In Camera Meetings**

To serve as a program for business at in-camera meetings and to provide relevant background info.

Series Closed: 12-31-2015

MEMO:

COPIES: Electronic copies kept by department

This series consists of orders of the day, minutes of previous meetings, petitions, communications and reports.

Originally, this schedule was designated as CR096 in the former Corporate Services Dept. With the dissolution of the former Corporate Services Dept. in August 1998, the series was transferred to the City Manager's Office and was given the designation CM065 In 2003, with the establishment of the new Corporate Services Dept., the schedule was given its current designation. Previously, under By-Law 56-2004 the department retention for this series was 1 year and the total retention was 2 years. On January 1, 2009 the department retention was reduced from 5 years to 1 year. Previously this schedule was CO020 and was under Corporate Services, it was transferred to the City Manager's Office and became CM195 in 2010.

This series was closed under the 2016 By-law.

Department Retention: 1 Year
Total Retention: 6 Years
Final Disposition: Permanent

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



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Schedule Number **Series Title**

CM198 **By-Laws**

To maintain an official record of all by-laws passed by City Council.

Series Closed: 12-31-2015

COPIES: Microfiche - City Archives

MEMO:

Originally, this schedule was designated as CR069 in the former Corporate Services Dept. With the dissolution of the former Corporate Services Dept. in August 1998, the series was transferred to the City Manager's Office and was given the designation CM100. In 2003, with the establishment of the new Corporate Services Dept., the schedule was given its current designation. Previously this schedule was CO024 and was under Corporate Services, it was transferred to the City Manager's Office and became CM198 in 2010.

This series was closed under the 2016 By-law.

Department Retention: 5 Years
Total Retention: 7 Years
Final Disposition: Permanent

FOI Designation: A - FULLY ACCESSIBLE

CM200 **City Council and Committee of the Whole Minutes**

To serve as an official record of City Council meetings.

Series Closed: 12-31-2015

MEMO:

COPIES: Electronic copies kept by department

This series includes in addition to the hard copy, an electronic version of the City Council Minutes and Committee of the Whole Minutes which is available from 1980 to the present.

Originally, this schedule was designated as CR102 in the former Corporate Services Dept. With the dissolution of the former Corporate Services Dept. in August 1998, the series was transferred to the City Manager's Office and was given the designation CM071. In 2003, with the establishment of the new Corporate Services Dept., the schedule was given its current designation. On January 1, 2009 the department retention was reduced from 2 years to 1 year. Under the 2011 By-Law the title for this series was changed from City Council Minutes to City Council and Committee of the Whole Minutes. Previously this schedule was CO026 and was under Corporate Services, it was transferred to the City Manager's Office and became CM200 in 2010.

This series was closed under the 2016 By-law.

Department Retention: 1 Year
Total Retention: 7 Years
Final Disposition: Permanent

FOI Designation: A - FULLY ACCESSIBLE



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Schedule Number **Series Title**

CM201 **Claims**

To maintain a record of claims lodged against the corporation.

Series Closed: 12-31-2015

MEMO:

Information collected includes the name, address & telephone number of the claimant, notices of potential claim, incident forms, collision/injury/damage reports and copies of court documents. Users: City Clerk, Office of City Clerk staff, Finance staff
Individuals in Bank: Citizens of Thunder Bay Official Responsible: City Clerk. These records will become superceded/obsolete when the claims have been resolved.

Originally, this schedule was designated as CR103 in the former Corporate Services Dept. With the dissolution of the former Corporate Services Dept. in August 1998, the series was transferred to the City Manager's Office and was given the designation CM072. In 2003, with the establishment of the new Corporate Services Dept. the schedule was given its current designation. Previously this schedule was CO027 and was under Corporate Services, it was transferred to the City Manager's Office and became CM201 in 2010.

This series was closed under the 2016 By-law.

Department Retention: 5 Years
Total Retention: 15 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED
FOI Designation: PIB - PERSONAL INFORMATION BANK

Final Disposition: Destruction
Archives Review

CM202 **Committee Minutes**

To serve as an official record of meetings of City Council Committees.

Series Closed: 12-31-2015

MEMO:

COPIES: Electronic copies kept by department

This series includes the hard copy, an electronic version of the committee minutes is available from 1980 to the present. Originally, this schedule was designated as CR104 in the former Corporate Services Dept. With the dissolution of the former Corporate Services Dept. in August 1998, the series was transferred to the City Manager's Office and was given the designation CM073 In 2003, with the establishment of the new Corporate Services Dept., the schedule was given its current designation. On January 1, 2009 the department retention was reduced from 2 years to 1 year. Previously this schedule was CO028 and was under Corporate Services, it was transferred to the City Manager's Office and became CM202 in 2010. Only official copies of minutes will be kept permanently, drafts or notes to the minutes will be retained for 7 years in total.

This series was closed under the 2016 By-law.

Department Retention: 1 Year
Total Retention: 7 Years

FOI Designation: A - FULLY ACCESSIBLE

Final Disposition: Permanent



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Schedule Number **Series Title**

CM204 **Closed Session Reports (CLS)**

To document the handling of employee relations issues, and all city business.

Series Closed: 12-31-2015

MEMO:

All original reports are filed at the beginning of the file system. This series includes subject files dealing with salaries, negotiations, benefits, terminations, accommodations, leaves of absence, unions, rehabilitation, human rights, and all city business including land sales, retail, and telephone negotiations.

Originally, this schedule was designated as CR107 in the former Corporate Services Dept. With the dissolution of the former Corporate Services Dept. in August 1998, the series was transferred to the City Manager's Office and was given the designation CM076. In 2003, with the establishment of the new Corporate Services Dept., the schedule was given its current designation. Prior to 2008, the title for this series was Employee Relations Files. Previously this schedule was CO031 and was under Corporate Services, it was transferred to the City Manager's Office and became CM204 in 2010.

This series was closed under the 2016 By-Law.

Department Retention: 5 Years
Total Retention: 10 Years

Final Disposition: Permanent

Archives Review

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

CM205 **Heritage Advisory Committee (HAC) Administration Files**

To document the operation of the Local Architectural Conservation Advisory Committee.

Series Closed: 12-31-1998

MEMO:

This series includes minutes, resolutions, correspondence, grant applications, memoranda, slides, photographs, newspaper clippings, heritage notices, publications and Doors Open records.

Originally, this schedule was designated as CR109 in the former Corporate Services Dept. With the dissolution of the former Corporate Services Dept. in August 1998, the series was transferred to the City Manager's Office and was given the designation CM078. In 2003, with the establishment of the new Corporate Services Dept., the schedule was given its current designation. This material is now filed with the City Clerk's Administrative Files (CO018). Previously this schedule was CO033 and was under Corporate Services, it was transferred to the City Manager's Office and became CM205 in 2010.

In February, 2004, the Local Architectural Conservation Advisory Committee (LACAC) changed its name to Heritage Advisory Committee (HAC). The series title was revised in 2012 to reflect this change.

Department Retention: 5 Years
Total Retention: 10 Years

Final Disposition: Permanent

Archives Review

FOI Designation: A* - SOME EXEMPTIONS APPLY



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Schedule Number **Series Title**

CM206 **Heritage Advisory Committee Building Files**

To serve as background reference material on structures considered for preservation by HAC.

Series Closed: 12-31-1998

MEMO:
This series includes newspaper clippings, sketches, memoranda, photographs, correspondence, architectural plans and copies of by-laws.

Originally, this schedule was designated as CR110 in the former Corporate Services Dept. With the dissolution of the former Corporate Services Dept. in August 1998, the series was transferred to the City Manager's Office and was given the designation CM079. In 2003, with the establishment of the new Corporate Services Dept., the schedule was given its current designation. This material is now filed with the City Clerk's Administrative Files (CO018). Previously this schedule was CO034 and was under Corporate Services, it was transferred to the City Manager's Office and became CM206 in 2010.

In February, 2004, the Local Architectural Conservation Advisory Committee (LACAC) changed its name to Heritage Advisory Committee (HAC). The series title was revised in 2012 to reflect this change.

Department Retention: 2 Years

Total Retention: 5 Years

Final Disposition: Permanent

Archives Review

FOI Designation: A - FULLY ACCESSIBLE

CM207 **Heritage Advisory Committee Designated Building Files**

To maintain a record on structures designated as historically & architecturally significant.

Series Closed: 12-31-1998

MEMO:
This series includes memoranda, correspondence, reports, copies of easements, sketches, resolutions, development proposals, studies, blueprints, newspaper clippings, Notices of Intention to Designate and Records of Designation. These files will become superceded/obsolete after the building in question has been designated.

Originally, this schedule was designated as CR111 in the former Corporate Services Dept. With the dissolution of the former Corporate Services Dept. in August 1998, the series was transferred to the City Manager's Office and was given the designation CM080 In 2003, with the establishment of the new Corporate Services Dept., the schedule was given its current designation. This material is now filed with the City Clerk's Administrative Files (CO018). Previously this schedule was CO035 and was under Corporate Services, it was transferred to the City Manager's Office and became CM207 in 2010.

In February 2004, the Local Architectural Conservation Advisory Committee (LACAC) changed its name to Heritage Advisory Committee (HAC). The series title was revised in 2012 to reflect this change.

Department Retention: 5 Years

Total Retention: 10 Years

Final Disposition: Permanent

Archives Review

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A - FULLY ACCESSIBLE



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Schedule Number **Series Title**

CM208 **Marriage Licence Applications**

To serve as a record of all marriages. To compile annual statistics on marriages.

Series Closed: 12-31-2015

MEMO:
Information collected includes the names and addresses of the bride and groom as well as their parents, the bride & groom's occupations, religious affiliations, birth places and birth dates. Divorce certificates may be attached to the applications. Users: Office of City Clerk, ORG, Police Individuals in Bank: General Public Official Responsible: City Clerk
Originally, this schedule was designated as CR113 in the former Corporate Services Dept. With the dissolution of the former Corporate Services Dept. in August 1998, the series was transferred to the City Manager's Office and was given the designation CM082 In 2003, with the establishment of the new Corporate Services Dept., the schedule was given its current designation. Previously this schedule was CO036 and was under Corporate Services, it was transferred to the City Manager's Office and became CM208 in 2010.

This series was closed under the 2016 By-Law.

Department Retention: 5 Years
Total Retention: 5 Years
Final Disposition: Permanent

FOI Designation: PIB - PERSONAL INFORMATION BANK

CM209 **Marriage Licence Registrations**

To maintain a record of marriage licences which have been issued.

Series Closed: 12-31-1999

MEMO:
This series includes the licence serial number, the date, the surname and the Christian or given names.
Originally, this schedule was designated as CR114 in the former Corporate Services Dept. With the dissolution of the former Corporate Services Dept. in August 1998, the series was transferred to the City Manager's Office and was given the designation CM083 In 2003, with the establishment of the new Corporate Services Dept., the schedule was given its current designation. This series was no longer generated after December 31, 1999. Previously this schedule was CO037 and was under Corporate Services, it was transferred to the City Manager's Office and became CM209 in 2010.

Department Retention: 10 Years
Total Retention: 20 Years
Final Disposition: Permanent

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



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Schedule Number	Series Title
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CM213	Registers of Births
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To serve as a record of all births. To compile annual statistics on births.

Series Closed: 12-31-1999

MEMO:

Information collected includes name of the child, date of birth, place of birth, sex, registration date, registration number, name and address of informant, name and address of doctor/nurse in attendance. Users: Office of City Clerk, Office of the Registrar General, Hospitals Individuals in Bank: General Public Official Responsible: City Clerk

Originally, this schedule was designated as CR118 in the former Corporate Services Dept. With the dissolution of the former

Corporate Services Dept. in August 1998, the series was transferred to the City Manager's Office and was given the designation CM087 In 2003, with the establishment of the new Corporate Services Dept., the schedule was given its current designation. This

series was no longer generated after December 31, 1999. Previously this schedule was CO041 and was under Corporate Services, it was transferred to the City Manager's Office and became CM213 in 2010.

Department Retention: 10 Years

Total Retention: 20 Years

Final Disposition: Permanent

FOI Designation: PIB - PERSONAL INFORMATION BANK

CM214	Registers of Deaths
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To serve as a record of all deaths. To compile annual statistics on deaths.

Series Closed: 12-31-1999

MEMO:

Information collected includes the deceased's name, date of birth, cause of death, sex, registration date, informant's name and address, doctor/coroner's name and address, funeral director's name and address. Users: Office of City Clerk, Office of the Registrar General, Hospitals Individuals in Bank: Citizens Official Responsible: City Clerk

Originally, this schedule was designated as CR119 in the former Corporate Services Dept. With the dissolution of the former

Corporate Services Dept. in August 1998, the series was transferred to the City Manager's Office and was given the designation CM088 In 2003, with the establishment of the new Corporate Services Dept., the schedule was given its current designation. This

series was no longer generated after December 31, 1999. Previously this schedule was CO042 and was under Corporate Services, it was transferred to the City Manager's Office and became CM214 in 2010.

Department Retention: 10 Years

Total Retention: 20 Years

Final Disposition: Permanent

FOI Designation: PIB - PERSONAL INFORMATION BANK



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Schedule Number **Series Title**

CM215 **Reports**

To maintain a copy of all reports submitted to City Council.

Series Closed: 12-31-2015

COPIES: Electronic copies kept by department

MEMO:

This series includes copies of council resolutions, administrative report summaries, correspondence and memoranda. Originally, this schedule was designated as CR120 in the former Corporate Services Dept. With the dissolution of the former Corporate Services Dept. in August 1998, the series was transferred to the City Manager's Office and was given the designation CM089. In 2003, with the establishment of the new Corporate Services Dept., the schedule was given its current designation. On January 1, 2009 the department retention was reduced from 5 years to 4. Previously this schedule was CO043 and was under Corporate Services, it was transferred to the City Manager's Office and became CM215 in 2010.

This series was closed under the 2016 By-Law.

Department Retention: 4 Years
Total Retention: 10 Years
Final Disposition: Permanent
Archives Review

FOI Designation: A* - SOME EXEMPTIONS APPLY

CM217 **Resolutions**

To maintain a record of all resolutions at meetings of city council & committees.

Series Closed: 12-31-2015

MEMO:

This series includes the original resolutions, copies of council and committee minutes. Originally, this schedule was designated as CR122 in the former Corporate Services Dept. With the dissolution of the former Corporate Services Dept. in August 1998, the series was transferred to the City Manager's Office and was given the designation CM091. In 2003, with the establishment of the new Corporate Services Dept., the schedule was given its current designation. Previously this schedule was CO045 and was under Corporate Services, it was transferred to the City Manager's Office and became CM217 in 2010.

In 2011 the final disposition of this schedule was changed from 25 years destruction, subject to review TO 10 years Permanent.

This series was closed under the 2016 By-Law.

Department Retention: 5 Years
Total Retention: 10 Years
Final Disposition: Permanent

FOI Designation: A* - SOME EXEMPTIONS APPLY



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Schedule Number **Series Title**

CM218 **Special Committees Files**

To document the operation of the Special Committees.

Series Closed: 12-31-1988

MEMO:

This series includes the Co-ordinating Committee, the Ad Hoc Advisory Committees, the Mid Canada Advisory Force on Port Survival and the Community Arts & Heritage Advisory Committee. These files will become superceded/obsolete when they are no longer required on a regular basis.

Originally, this schedule was designated as CR124 in the former Corporate Services Dept. With the dissolution of the former Corporate Services Dept. in August 1998, the series was transferred to the City Manager's Office and was given the designation CM093 In 2003, with the establishment of the new Corporate Services Dept., the schedule was given its current designation. This material is now filed with the City Clerk's Administrative Files (CO018). Previously this schedule was CO046 and was under Corporate Services, it was transferred to the City Manager's Office and became CM218 in 2010.

Department Retention: 2 Years
Total Retention: 7 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED Final Disposition: Permanent
FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED *Archives Review*

CM219 **Trade Mark & Logo Files**

To document the registration of trademarks and logos by the city.

Series Closed: 12-31-2015

MEMO:

This series includes correspondence, Certificates of Authenticity, copies of trade-marks, trade-mark search reports, memoranda, applications for the advertisement of trade-marks, copies of council resolutions and report summaries. These files will become superceded/obsolete after the registration of the trademark or logo.

Originally, this schedule was designated as CR125 in the former Corporate Services Dept. With the dissolution of the former Corporate Services Dept. in August 1998, the series was transferred to the City Manager's Office and was given the designation CM094 In 2003, with the establishment of the new Corporate Services Dept., the schedule was given its current designation. Previously this schedule was CO047 and was under Corporate Services, it was transferred to the City Manager's Office and became CM219 in 2010.

This series was closed under the 2016 By-Law.

Department Retention: 10 Years
Total Retention: 20 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED Final Disposition: Permanent
FOI Designation: A - FULLY ACCESSIBLE *Archives Review*



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Schedule Number Series Title

CM220 Victoriaville Leases

To serve as a record of leasing agreements with tenants in Victoriaville Mall.

Series Closed: 12-31-2015

MEMO:

This series includes copies of the leases, offers to lease, memoranda, correspondence and assignments of leases. The leases will become superceded/obsolete after expiry.

Originally, this schedule was designated as CR126 in the former Corporate Services Dept. With the dissolution of the former Corporate Services Dept. in August 1998, the series was transferred to the City Manager's Office and was given the designation CM095. In 2003, with the establishment of the new Corporate Services Dept., the schedule was given its current designation. Previously this schedule was CO048 and was under Corporate Services, it was transferred to the City Manager's Office and became CM220 in 2010.

This series was closed under the 2016 By-Law.

Department Retention:	2 Years
Total Retention:	10 Years

Retention Condition: EXPIR - AFT EXPIRY LEASE/MTG/CONT

Final Disposition: Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

Archives Review

CM221 Voters' Lists

To provide a record of all voters eligible to vote in municipal elections.

Series Closed: 12-31-2015

MEMO:

This series includes the name of elector, school elector status (i.e. public or separate) occupancy status and the qualifying address.

This series of voters' lists are certified by the City Clerk.

Originally, this schedule was designated as CR127 in the former Corporate Services Dept. With the dissolution of the former Corporate Services Dept. in August 1998, the series was transferred to the City Manager's Office and was given the designation CM096. In 2003, with the establishment of the new Corporate Services Dept., the schedule was given its current designation. Under By-Law 026-2007, the total retention for this series was 3 years. Previously this schedule was CO049 and was under Corporate Services, it was transferred to the City Manager's Office and became CM221 in 2010.

This series was closed under the 2016 By-Law.

Department Retention:	1 Month
Total Retention:	4 Years

Final Disposition: Permanent

FOI Designation: A* - SOME EXEMPTIONS APPLY



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Schedule Number **Series Title**

CM223 **City Archives Administration Files**

To maintain a record of the operation of the archives and records management program.

Series Closed: 12-31-2015

MEMO:
This series covers a range of subjects including box distribution, change fund, general and research correspondence, destruction certificates, destruction notices, expenditures, fax copies, file out slips, petty cash, reproduction requests, request slips, research agreements, telephone call slips, records retention by-laws, schedule summaries and transfer logs.

Originally, this schedule was designated as CR134 in the former Corporate Services Dept. With the dissolution of the former Corporate Services Dept. in August 1998, the series was transferred to the City Manager's Office and was given the designation CM103. In 2003, with the establishment of the new Corporate Services Dept., the schedule was given its current designation. Previously this schedule was CO051 and was under Corporate Services, it was transferred to the City Manager's Office and became CM223 in 2010.

This series was closed under the 2016 By-Law.

Department Retention: 1 Year
Total Retention: 7 Years

Final Disposition: Destruction
 Archives Review

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

CM224 **City Archivist's Office Files**

To provide a record on personnel and labour relations issues for the section.

Series Closed: 12-31-2015

COPIES: City Clerk's, Human Resources

MEMO:
This series includes files on performance agreements, performance evaluation, position descriptions, overtime, staff members, strike contingency plans, vacations and workplans.

Originally, this schedule was designated as CR135 in the former Corporate Services Dept. With the dissolution of the former Corporate Services Dept. in August 1998, the series was transferred to the City Manager's Office and was given the designation CM104. In 2003, with the establishment of the new Corporate Services Dept., the schedule was given its current designation. Previously this schedule was CO052 and was under Corporate Services, it was transferred to the City Manager's Office and became CM224 in 2010.

This series was closed under the 2016 By-Law.

Department Retention: 1 Year
Total Retention: 5 Years

Final Disposition: Destruction
 Archives Review

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



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Schedule Number **Series Title**

CM225 **City Archives Operations Files**

To provide background information on the development & implementation of policies and procedures.

Series Closed: 12-31-2015

MEMO:

This series consists of files on a range of subjects including archives association, automation, budgets, committees, equipment, ethics, fine paper, forms management, freedom of information, microfilm, project files, recordsmanagement, records retention, recycling, renovations, research agreements, security, service agreements, shredding, sister cities, solicitor, sprinkler system, storage, suppliers and thermohygraph.

Originally, this schedule was designated as CR136 in the former Corporate Services Dept. With the dissolution of the former Corporate Services Dept. in August 1998, the series was transferred to the City Manager's Office and was given the designation CM105. In 2003, with the establishment of the new Corporate Services Dept., the schedule was given its current designation. In 2009 the title for this series was changed from City Archivist's Operations Files to City Archives Operations Files. Previously this schedule was CO053 and was under Corporate Services, it was transferred to the City Manager's Office and became CM225 in 2010.

This series was closed under the 2016 By-Law.

Department Retention:	1 Year
Total Retention:	5 Years

Final Disposition:	Permanent
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Archives Review

FOI Designation: A* - SOME EXEMPTIONS APPLY

CM226 **Finding Aids**

To facilitate access and use of the permanent records retained by the City Archives.

Series Closed: 12-31-2015

MEMO:

This series includes finding aids which indicate record series designations and titles, unique call numbers of the records, file numbers (if applicable) file titles and dates. The finding aids will become superceded/obsolete after they have been revised.

Originally, this schedule was designated as CR138 in the former Corporate Services Dept. With the dissolution of the former Corporate Services Dept. in August 1998, the series was transferred to the City Manager's Office and was given the designation CM106. In 2003, with the establishment of the new Corporate Services Dept., the schedule was given its current designation. On November 8, 2007 the series CO050 Artifacts Inventory was integrated into the finding aids. Previously this schedule was CO054 and was under Corporate Services, it was transferred to the City Manager's Office and became CM226 in 2010.

This series was closed under the 2016 By-Law.

Department Retention:	1 Year
Total Retention:	1 Year

Final Disposition:	Permanent
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Archives Review

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A - FULLY ACCESSIBLE



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Schedule Number Series Title

CM229 Records Analyst/Archivist Files

To provide a record of records management archives activities.

Series Closed: 12-31-2015

MEMO:

This series includes notes, correspondence, copies of LACAC minutes & agendas, reports re. automation, archives procedures, and records management, reference material, training material, GAIN & GENCAT procedures, display design materials, and presentations.

Originally, this schedule was designated as CR144 in the former Corporate Services Dept. With the dissolution of the former Corporate Services Dept. in August 1998, the series was transferred to the City Manager's Office and was given the designation CM109. In 2003, with the establishment of the new Corporate Services Dept., the schedule was given its current designation. Previously this schedule was CO057 and was under Corporate Services, it was transferred to the City Manager's Office and became CM229 in 2010.

This series was closed under the 2016 By-Law.

Department Retention: 2 Years
Total Retention: 5 Years

Final Disposition: Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

Archives Review

CM230.01 TRIM System - Scheduling Working Papers

To document the development and preparation of records authority schedules.

Series Closed: 12-31-2015

MEMO:

Originally, this schedule was designated as CR145.01 in the former Corporate Services Dept. With the dissolution of the former Corporate Services Dept. in August 1998, the series was transferred to the City Manager's Office and was given the designation CM110.01. In 2003, with the establishment of the new Corporate Services Dept., the schedule was given its current designation. This series includes inventory forms and drafts of records authority schedules. Also included are the working papers relating to the former GAIN System. Previously this schedule was CO058.01 and was under Corporate Services, it was transferred to the City Manager's Office and became CM230.01 in 2010.

This series was closed under the 2016 By-Law.

Department Retention: 2 Years
Total Retention: 15 Years

Final Disposition: Destruction

FOI Designation: A - FULLY ACCESSIBLE



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Schedule Number **Series Title**

CM232 **Personnel Files**

To maintain a record of the employment of staff in the Division.

Series Closed: 12-31-2015

COPIES: Human Resources

MEMO:

These files are retained by the City Clerk, the Assistant City Clerk, Operations and the Assistant City Clerk Committees/Elections. This series includes memoranda correspondence, personnel change notifications, absence reports, evaluations, performance agreements and accident reports. Information collected includes employee name and number, TB483, SIN, training, sick leave, vacation. Users: Administration - City Clerk, Assistant City Clerks Individuals in Bank: City Employees Official Responsible: City Clerk. These files will become superceded/obsolete when they are no longer required on a regular basis.

Originally, this schedule was designated as CR148 in the former Corporate Services Dept. With the dissolution of the former Corporate Services Dept. in August 1998, the series was transferred to the City Manager's Office and was given the designation CM113 In 2003, with the establishment of the new Corporate Services Dept., the schedule was given its current designation. Previously this schedule was CO061 and was under Corporate Services, it was transferred to the City Manager's Office and became CM232 in 2010.

This series was closed under the 2016 By-Law.

Department Retention: 1 Year
Total Retention: 3 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition: Destruction

FOI Designation: PIB - PERSONAL INFORMATION BANK

CM234 **Audio-Video Recordings of Committee of the Whole & Council Meetings**

To provide an audio-visual record of Committee of the Whole and Council Meetings

Series Closed: 12-31-2015

From July 2008 - March 2009 no tape recordings were made due to renovations at city hall. Previously this schedule was CO063 and was under Corporate Services, it was transferred to the City Manager's Office and became CM234 in 2010. In 2010 these records were made electronically and available from the City of Thunder Bay Website.

This series was closed under the 2016 By-Law.

Department Retention: 3 Months
Total Retention: 3 Months

Final Disposition: Destruction

FOI Designation: A - FULLY ACCESSIBLE



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Schedule Number **Series Title**

CM236 **Lottery Licence Files**

To document the granting of lottery/bingo licences and the monitoring of lottery/bingo operations.

Series Closed: 12-31-2015

MEMO:

This series include applications for licences, copies of licences, bingo lottery reports, correspondence and calendars of events. This series originated in the Licensing and Insurance Section of the former Treasury Dept. After the creation of the Licensing & Enforcement Division in the former Corporate Services Dept., this series was scheduled under CR172. Following the dismantling of the Corporate Services Dept. in August of 1998, this function was transferred to the Planning and Building Dept. and given the designation PB057. In January of 2003, this function was transferred to the Accounting Division of the Finance Dept. Under By-Law 14-2003 the total retention for this series was 15 years. Previously, in the 2006 By-Law the total retention for this series was 10 years. The series FI223 Provincial Lottery Licences was merged with this series as of January 2003. This series was previously designated FI220, until January 1, 2009 when this schedule was moved from Accounting and Budgets to the Office of the City Clerk. Previously this schedule was CO087 and was under Corporate Services, it was transferred to the City Manager's Office and became CM236 in 2010.

This series was closed under the 2016 By-Law.

Department Retention:	1 Year
Total Retention:	4 Years

Final Disposition:	Destruction
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Archives Review

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

CM237 **Lottery Correspondence**

To maintain a record of correspondence with organizations which sponsor bingos and lotteries.

Series Closed: 12-31-2015

MEMO:

This series in addition to the correspondence, also contains bingo lottery reports. This series originated in the Licensing and Insurance Section of the former Treasury Dept. After the creation of the Licensing & Enforcement Division in the former Corporate Services Dept., this series was scheduled under CR171. Following the dismantling of the Corporate Services Dept. in August of 1998, this function was transferred to the Planning and Building Dept. and given the designation PB056. In January of 2003 this function was transferred to the Accounting Division of the Finance Dept. Under By-Law 14-2003, the total retention for this series was 15 years. Previously, under the 2006 By-Law, the retention period for this series was 3 years in the department, with a total retention of 10 years. The series FI225 Monster Bingo Files was combined with this series in January 2003. This series was previously designated FI226 until January 1, 2009 when this schedule was moved from Accounting and Budgets to the Office of the City Clerk. Previously this schedule was CO088 and was under Corporate Services, it was transferred to the City Manager's Office and became CM237 in 2010.

This series was closed under the 2016 By-Law.

Department Retention:	1 Year
Total Retention:	4 Years

Final Disposition:	Destruction
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Archives Review

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED