

VILLAGE OF CHASE

BYLAW NO. 643 - 2003

**A BYLAW SETTING FORTH THE RETENTION PERIOD AND FINAL
DISPOSITION FOR CORPORATE RECORDS OF THE VILLAGE OF CHASE**

WHEREAS the Local Government Act of British Columbia requires the safe preservation of minutes, bylaws and other records of the business of the local government and its committees;

AND WHEREAS the Council of the Village of Chase deems it necessary to provide for specific regulation with respect to the retention and disposal of the records of the Village of Chase;

NOW THEREFORE, the Council of the Village of Chase in open meeting assembled, enacts as follows:

1. The retention period and final disposition of records of the Village of Chase are set forth in Schedule "A" *Records Retention Schedule* which is attached hereto and forms part of this bylaw.
2. The Officer assigned the responsibility for corporate administration pursuant to the Local Government Act, or designate, is hereby authorized to execute the terms of this bylaw.
3. If any section, subsection, clause or phrase of this bylaw is for any reason held to be invalid by the decision of any Court of competent jurisdiction, the decision shall not affect the validity of the remaining portions of this bylaw.
4. This bylaw may be cited as the "Village of Chase Records Retention Schedule Bylaw No. 643 - 2003."

READ A FIRST TIME THIS 12th DAY OF August, 2003.

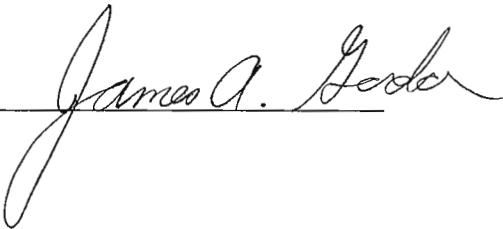
READ A SECOND TIME THIS 12th DAY OF August, 2003.

READ A THIRD TIME THIS 12th DAY OF August, 2003.

RECONSIDERED AND ADOPTED THIS 9th DAY OF September, 2003.

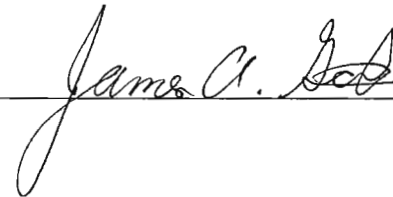


Mayor



D/Clerk

Certified a true copy of Bylaw No. 643 - 2003.



D/Clerk

Schedule "A" to Bylaw No. 643 - 2003

Records Retention Schedule

Definitions	
A. Periods	
CY = calendar year	FY = fiscal year
B. Disposition	
SO = until superseded or obsolete	P = permanent retention
SR = selective retention	FR = full retention
D = destroy	

	<u>Retention Period</u>	<u>Final Disposition</u>
Part A - Administration		
Section 1 Administration		
0110 Administration - General		
-00 Policy and Procedures	SO	P
-01 General	CY + 3	D
-20 Convenience Files	CY + 1	D
-30 Appointment Books, Calendars, Diaries	SO	SR
0115 Administration - Organization		
-00 Policy and Procedures	SO	P
-01 General	SO + 2	SR
0125 Acts and Legislation - General		
-00 Policy and Procedures	SO	P
-01 General	SO + 1	D
-02 Comparative Studies	SO + 1	SR
0135 Acts and Legislation - British Columbia		
-00 Policy and Procedures	SO	P
-01 General	SO	D
-02 B.C. Government Legislation (by title)	SO	D
0155 Acts and Legislation - British Columbia - Local Government Act		
-00 Policy and Procedures	SO	P
-01 General	SO	SR

	-02	Amendments (working papers by date)	SO	D
	-20	By Section (as numbered in the Act)	SO	D
0175		Acts and Legislation - Federal		
	-00	Policy and Procedures	SO	P
	-01	General	SO	SR
	-20	Federal Legislation (by title)	SO	D
0195		Acts and Legislation - Foreign		
	-00	Policy and Procedures	SO	P
	-01	General	SO	SR
	-20	Foreign Legislation (by title)	SO	D
0200		Acts and Legislation - Other Local Government		
	-00	Policy and Procedures	SO	P
	-01	General	SO	D
	-20	Individual Legislation	SO	D
0220		Appreciation, Complaints, Inquiries		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 1	SR
0250		Association, Clubs, Societies		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 2	SR
	-20	Associations, Clubs, Societies (by name)	CY + 2	D
0300		Badges, Emblems, Flags		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 7	SR
	-02	Flags/Pennants	SO	P
	-03	Emblems/Badges	SO	P
	-04	Visual Identity Program	SO	P
0310		Cafeterias and Eating Facilities		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 1	D
0320		Campaigns and Canvassing		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 7	D
	-02-99	Campaigns (by name)	CY + 7	D
0330		Ceremonies and Celebrations		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 2	SR
	-20	Celebrations (by name and date)	CY + 2	SR
0340		Circulars, Directives, Orders, Manuals		
	-00	Policy and Procedures	SO	P
	-01	General	SO	P
	-20	Administrative and Operating Manuals	SO	P
0360		Committees and Commissions/Meetings - General		
	-00	Policy and Procedures	SO	P

	-01	General	CY + 7	SR
	-20	Committees (by name)	CY + 7	P
0390		Conferences, Seminars, Symposia		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 2	D
	-20	Conferences, Seminars, etc. (by name)	CY + 2	SR
0400		Cooperation and Liaison - General		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 2	D
0410		Cooperation and Liaison - British Columbia Government		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 2	D
	-20	Specific Ministries (by name)	CY + 2	D
0430		Cooperation and Liaison - Federal		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 1	D
	-20	Federal Government Departments	CY + 1	D
0450		Cooperation and Liaison - International		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 2	D
	-20	International Agencies (by name)	CY + 2	D
0470		Cooperation and Liaison - Other Local Governments		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 3	SR
	-20	Municipalities	CY + 7	SR
	-30	Regional Districts	CY + 7	SR
	-40	Improvement Districts	CY + 7	SR
	-50	School Districts	CY + 7	SR
	-60	Native Groups	CY + 7	SR
0490		Cooperation and Liaison - Universities, Colleges, Schools		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 2	D
	-20	Individual Institutions	CY + 2	SR
0500		Cooperation and Liaison - Hospitals		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 2	D
	-20	Hospitals	CY + 2	SR
0510		Corporations, Companies, Firms		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 2	D
	-20	Companies (by name)	CY + 2	D

0530	Council - General		
-00	Policy and Procedures	SO	P
-01	General	CY + 7	P
0535	Council - Committees		
-00	Policy and Procedures	SO	P
-01	General	CY + 7	P
-20	Committees (by name)	CY + 7	P
0550	Council - Meetings		
-00	Policy and Procedures	SO	P
-01	General	CY + 7	P
-02	Agenda	CY + 7	P
-03	Minutes	CY + 7	P
-04	Reports	CY + 7	P
-05	Resolutions	CY + 7	P
0580	Inventions, Patents, Copyright		
-00	Policy and Procedures	SO	P
-01	General	SO	SR
0590	Management Services		
-00	Policy and Procedures	SO	P
-01	General	CY + 1	D
0600	Office Services		
-00	Policy and Procedures	SO	P
-01	General	CY + 2	D
0610	Plans and Programs		
-00	Policy and Procedures	SO	P
-01	General	CY + 5	SR
0620	Proclamations and Special Declarations		
-00	Policy and Procedures	SO	P
-01	General	CY + 2	SR
0630	Reports and Statistics - General		
-00	Policy and Procedures	SO	P
-01	General	CY + 2	D
-20	Reports (in date order)	CY + 2	SR
0635	Reports and Statistics - Annual		
-00	Policy and Procedures	SO	P
-01	General	CY + 2	SR
-20	Annual Reports and Statistics (by date)	CY + 2	P
0640	Reports and Statistics - Monthly		
-00	Policy and Procedures	SO	P
-01	General	CY + 2	D
-20	Monthly Reports and Statistics (by date)	CY + 2	D
0645	Reports and Statistics - Quarterly		
-00	Policy and Procedures	SO	P
-01	General	CY + 2	D

	-20	Quarterly Reports and Statistics (by date)	CY + 2	D
0650		Reports and Statistics - Weekly		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 2	D
	-20	Weekly Reports and Statistics (by date)	CY + 2	D
0660		Risk Management and Insurance		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 2	SR
	-20	Claim Files	CY + 2	P
0670		Security - General		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 2	D
0675		Security - Personnel		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 2	D
0680		Security - Physical		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 2	D
0690		Visits and Tours		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 2	D

	<u>Retention Period</u>	<u>Final Disposition</u>
Section 2 Buildings, Facilities and Properties		
0710 Buildings and Properties - General		
-00 Policy and Procedures	SO	P
-01 General	CY + 2	D
0715 Accommodation - General		
-00 Policy and Procedures	SO	P
-01 General	CY + 2	SR
-02 Building Floor Plans	SO	P
0720 Facilities - General		
-00 Policy and Procedures	SO	P
-01 General	CY + 4	D
0730 Buildings - General		
-00 Policy and Procedures	SO	P
-01 General	CY + 4	D
0740 Buildings - Acquisition		
-00 Policy and Procedures	SO	P
-01 General	CY + 6	SR
-20 Specific Acquisition	SO	P
0750 Buildings - Alterations and Repairs		
-00 Policy and Procedures	SO	P
-01 General	CY + 6	SR
-20 Repairs Project Files	SO	P
0760 Buildings - Construction		
-00 Policy and Procedures	SO	P
-01 General	CY + 6	SR
-20 Construction Project Files	SO	P
0780 Buildings - Damages		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	D
-20 Damage Incidents	CY + 7	D
0790 Buildings - Disposal		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	SR
-20 Disposition Case Files	SO	P
0800 Buildings - Maintenance		
-00 Policy and Procedures	SO	P
-01 General	CY + 2	D
0810 Buildings - Individual		
-00 Policy and Procedures	SO	P
-01 General	CY + 6	SR
-20 Individual Buildings (by name)	SO	P
0830 Communications - General		
-00 Policy and Procedures	SO	P

	-01	General	CY + 6	D
0835		Communications - Facsimile		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 6	D
	-02	Facsimile Transmission Receipt	SO	P
	-20	Machine History Files	SO	D
0840		Communications - Telephone		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 6	D
	-02	Telephone Directories	SO	D
	-03	Telephone Calling Cards	SO	D
	-04	Teleconferencing Services	SO	D
	-20	Equipment History Files	SO	D
0850		Communications - Radio		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 6	D
	-20	Equipment History Files	SO	D
0870		Properties (Leased)		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 7	SR
	-20	Leased Property (by address)	SO	P
	-30	Leases (by address and tenant name)	SO	P
0890		Properties (Municipally Owned) - General		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 7	SR
	-20	Individual Properties (by address)	SO	P
0910		Properties (Municipally Owned) - Acquisition		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 7	SR
	-20	Land Acquisition Files	SO	P
0920		Properties (Municipally Owned) - Development		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 7	SR
	-20	Development Case Files (by address)	SO	P
	-30	Maintenance Project Files	SO	P
0930		Properties (Municipally Owned) - Disposal		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 7	SR
	-20	Disposition Case Files	SO	P
0970		Utilities - General		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 7	D
	-02	Heating Systems	CY + 7	D
	-03	Air Conditioning/Ventilation	CY + 7	D

-04	Garbage Disposal	CY +7	D
-05	Gas	CY +7	D
-06	Lighting and Electrical Systems	CY +7	D
-07	Water and Plumbing Systems	CY +7	D

	<u>Retention Period</u>	<u>Final Disposition</u>
Section 3 Equipment and Supplies		
1010 Equipment and Supplies - General		
-00 Policy and Procedures	SO	P
-01 General	CY + 3	D
-02 Equipment Loans	CY + 3	D
-03 Guarantees and Warranties	SO	P
-20 Equipment Case Files	SO	P
-30 Supplies Case Files	SO	P
1015 Equipment and Supplies - Vendors		
-00 Policy and Procedures	SO	P
-01 General	CY + 1	D
-20 Suppliers (by name)	SO	D
1025 Asset Control and Inventories		
-00 Policy and Procedures	SO	P
-01 General	FY + 7	D
-02 Asset Loss	SO + 7	D
-03 Warehouse Inventory	FY + 7	D
-20 Fixed Assets Control Case Files	SO	D
1040 Audiovisual Equipment		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	D
-20 Equipment History Files	SO	D
1045 Building Materials		
-00 Policy and Procedures	SO	P
-01 General	CY + 3	D
1050 Catalogues, Manuals, Price Lists		
-00 Policy and Procedures	SO	P
-01 General	CY	D
-20 Suppliers	SO	D
1060 Clothing		
-00 Policy and Procedures	SO	P
-01 General	CY + 1	D
-02 Cleaning Services	CY + 1	D
-03 Dress Regulations	SO	P
-20 Itemized Record of Issue (by name)	SO	D
1065 Computers - General		
-00 Policy and Procedures	SO	P
-01 General	CY + 2	D
1070 Computers - Hardware		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	D
-20 Hardware Research Files	CY + 7	D
-30 Hardware History Files	SO	D

	-40	Hardware Problems and Maintenance	SO	D
1075		Computers - Software		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 7	D
	-20	Software Research Files (by product name or release number)	CY + 7	D
	-25	Software History Files	SO	D
	-30	Software Maintenance and Problem Files	SO	P
1090		Disposal and Surplus		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 2	D
	-02	Disposals	SO + 2	D
	-03	Recycling	CY + 2	D
	-04	Write-offs	SO + 2	D
1100		Firefighting Equipment		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 2	D
1110		Forms		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 2	D
1120		Fuels - General		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 2	D
1125		Fuels - Heating		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 2	D
	-02	Natural Gas	CY + 2	D
	-03	Oil	CY + 2	D
1130		Fuels - Motor Vehicle		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 2	D
	-02	Gasoline	CY + 2	D
	-03	Oils and Lubricants	CY + 2	D
1150		Furniture and Furnishings		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 2	D
1170		Office Machines and Equipment		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 2	D
	-20	Office Machine History Files	SO	D
1190		Parks Equipment and Supplies		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 2	D
1200		Procurement - General		

	-00	Policy and Procedures	SO	P
	-01	General	CY + 4	D
1210		Procurement - Purchase Orders and Requisitions		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 3	D
	-20	Purchase Requisitions (by name)	CY + 6	D
	-30	Purchase Orders	CY + 6	D
1220		Procurement - Tenders and Quotations		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 3	D
	-20	Tenders and Quotations (alphabetically or numerically)	CY + 7	D
1230		Procurement - Standing Offers (Open Orders)		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 3	D
	-20	Standing Offers (by product/service and contractor's name)	CY + 7	D
1240		Public Works Equipment and Supplies - General		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 3	D
	-20	Equipment History Files	SO	D
1245		Public Works Equipment and Supplies - Materiel		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 3	D
1250		Public Works Equipment and Supplies - Warehouse Stores		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 3	D
1260		Recreation Equipment and Supplies		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 2	D
	-20	Equipment History Files	SO	D
1270		Stationery		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 2	D
1280		Vehicles		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 1	D
	-20	Vehicle History Files	SO + 1	D

	<u>Retention Period</u>	<u>Final Disposition</u>
Section 4 Information System and Services		
1310 Information System and Services - General		
-00 Policy and Procedures	SO	P
-01 General	CY + 2	D
-02 Access to Information	CY + 6	D
1320 Archives		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	SR
1330 Computer Systems - General		
-00 Policy and Procedures	SO	P
-01 General	CY + 2	D
1335 Computer Systems - Applications		
-00 Policy and Procedures	SO	P
-01 General	CY + 2	SO
-20 Application (by name, description)	SO	D
1340 Computer Systems - Documentation		
-00 Policy and Procedures	SO	P
-01 General	CY + 2	D
-20 Documentation	SO	D
1345 Computer Systems - Networks		
-00 Policy and Procedures	SO	P
-01 General	CY + 2	D
1350 Computer Systems - Service Requests		
-00 Policy and Procedures	SO	P
-01 General	CY + 2	D
-02 Log of Service Requests	SO	D
-20 Service Reports	SO	D
1355 Computer Systems - System Usage		
-00 Policy and Procedures	SO	P
-01 General	CY + 2	D
1370 Data Resource Management - General		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	D
1375 Data Resource Management - Backup Procedures		
-00 Policy and Procedures	SO	P
-01 General	CY + 2	D
-02 Backup Procedures (mainframe computer)	SO	D
-03 Backup Procedures (personal computers)	SO	D
1380 Data Resource Management - Plans and Planning		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	D
1390 Information Services - General		
-00 Policy and Procedures	SO	P

-01	General	CY + 2	D
-02	News Clippings	CY + 1	P
1400	Information Services - Audiovisual Aids		
-00	Policy and Procedures	SO	P
-01	General	CY + 2	SR
1405	Information Services - Books and Publications		
-00	Policy and Procedures	SO	P
-01	General	CY + 7	SR
-02	Inventory of Publications	SO	P
-03	Pricing	CY + 2	D
-20	Individual Publications (by name)	SO	P
1415	Information Services - Lectures and Speeches		
-00	Policy and Procedures	SO	P
-01	General	CY + 2	D
-20	Individual Speeches (by author and date)	CY + 2	SR
1420	Information Services - Photographs		
-00	Policy and Procedures	SO	P
-01	General	CY + 2	D
1425	Information Services - Public Programs		
-00	Policy and Procedures	SO	P
-01	General	CY + 2	SR
1440	Library Services - General		
-00	Policy and Procedures	SO	P
-01	General	CY + 2	D
-02	Reference	CY + 2	D
1450	Library Services - Materials		
-00	Policy and Procedures	SO	P
-01	General	CY + 7	D
-02	Requests for Materials	CY	D
-03	Lists of Library Materials	SO	P
1460	Mail, Postal, Courier Services		
-00	Policy and Procedures	SO	P
-01	General	CY + 2	D
1470	Public Relations - General		
-00	Policy and Procedures	SO	P
-01	General	CY + 2	D
1475	Public Relations - Advertising		
-00	Policy and Procedures	SO	P
-01	General	CY + 2	D
-20	Advertising Project Files	CY + 2	SR
1480	Public Relations - Exhibits, Fairs, Exhibitions		
-00	Policy and Procedures	SO	P
-01	General	CY + 2	SR
1490	Records Management - General		

	-00	Policy and Procedures	SO	P
	-01	General	CY + 2	D
1495		Records Management - File Management		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 7	SR
	-02	File Lists	SO	P
1500		Records Management - Forms Management		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 1	D
	-20	Forms (by department and title)	SO	D
1505		Records Management - Image/Micrographics Management		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 2	D
	-20	Micrographics Projects	SO	D
1510		Records Management - Retention Schedules		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 2	SR
1515		Records Management - Records Storage		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 2	SR
	-02	Basement Storage	SO	P
	-03	Warehouse Storage	SO	P
	-04	Commercial Storage	SO	P
1520		Word Processing		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 3	D

		<u>Retention Period</u>	<u>Final Disposition</u>
Section 5 Finance			
1610	Finance - General		
	-00 Policy and Procedures	SO	P
	-01 General	CY + 7	D
1615	Accounting - General		
	-00 Policy and Procedures	SO	P
	-01 General	CY + 7	D
	-02 Accounting Codes (Chart of Accounts)	SO + 6	SR
	-20 Reconciliations (coded by account number)	CY + 7	D
1620	Accounting - Cash		
	-00 Policy and Procedures	SO	P
	-01 General	CY + 7	D
	-20 Cash Control	CY + 7	D
1630	Accounts - Payable		
	-00 Policy and Procedures	SO	P
	-01 General	CY + 6	D
	-02 Overdue Accounts	CY + 6	D
	-20 Individual Accounts (by name)	CY + 7	D
1640	Accounts - Receivable		
	-00 Policy and Procedures	SO	P
	-01 General	CY + 7	D
	-20 Accounts Receivable	CY + 7	D
	-30 Accounts Payable	SO + 6	D
	-40 Write-offs	SO + 7	SR
1650	Advances		
	-00 Policy and Procedures	SO	P
	-01 General	CY + 7	D
	-02 Petty Cash	CY + 7	D
	-03 Travel Advances	CY + 7	D
	-04 Salary Advances	CY + 7	D
1660	Agreements and Arrangements		
	-00 Policy and Procedures	SO	P
	-01 General	CY + 7	SR
	-20 Agreements	SO	P
1670	Allotments and Transfers		
	-00 Policy and Procedures	SO	P
	-01 General	CY + 7	D
1680	Audits		
	-00 Policy and Procedures	SO	P
	-01 General	CY + 7	SR
	-20 Audits (by year)	SO	P
1690	Banks and Banking		
	-00 Policy and Procedures	SO	P

	-01	General	CY + 7	D
	-02	Bank and Financial Institution Addresses	SO	P
	-20	Bank Accounts	CY + 11	D
1700		Budgets - General		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 7	D
	-02	Budget Planning	CY + 7	SR
	-03	Approved Budgets (by financial year)	CY + 1	P
1705		Budgets - Capital		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 7	D
	-02	Budgets (by year)	CY + 1	P
1715		Budgets - Operating		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 7	SR
	-02	Budgets (by year)	CY + 1	P
1730		Cheques		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 7	D
	-02	Returned Cheques	CY + 7	D
	-03	Cheque Vouchers	CY + 7	D
	-04	Cheque Register	SO	P
1740		Claims (Financial)		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 7	D
	-20	Claims (by name)	SO + 6	D
1750		Debentures		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 7	SR
	-20	Debenture Register	SO	P
1760		Debt		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 7	P
1770		Donations and Bequests		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 6	SR
	-20	Donations and Bequests (by year and donor name)	CY + 6	P
1780		Encumbrances		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 6	D
1790		Expenditure Control		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 7	D

	-02	Credit Cards	CY + 7	D
1800		Expense Accounts		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 6	D
	-20	Expense Accounts (by employee name)	CY + 6	D
1810		Fees and Charges - General		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 7	D
1830		Fees and Charges - Utilities		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 7	P
1840		Funds		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 7	D
1850		Grants		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 7	D
	-20	Grant Files (by name)	CY + 7	D
1860		Letters of Credit		
	-00	Policy and Procedures	SO	P
	-01	General	SO + 1	D
1870		Reports, Statistics, Statements		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 7	SR
	-02	Financial Statements	SO	P
	-20	Reports (by title and date)	CY + 7	SR
1890		Revenue Control		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 7	D
	-02	Revenue Accounts	CY + 7	D
	-03	Recoverable Amounts	CY + 7	D
1900		Salaries and Wages - Benefits and Services		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 7	D
	-02	Superannuation Register	SO	P
	-03	Medical Services Plan of B.C.	CY + 7	D
1920		Salaries and Wages - Payroll		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 7	D
	-20	Current Payroll Files	SO	P
1940		Signing Authorities		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 7	D
1950		Taxation - Assessments		

-00	Policy and Procedures	SO	P
-01	General	CY + 3	D
-02	Court of Revision	SO + 2	P
-20	Assessment Role (by year)	SO + 2	P
1970	Taxation - Taxes Collected		
-00	Policy and Procedures	SO	P
-01	General	CY + 6	D
-02	Rates	CY + 6	SR
-03	Deferrals	CY + 6	D
-04	Exemptions	CY + 6	D
-05	Penalties	CY + 6	D
-06	Prepayments	CY + 6	D
-07	Tax Sale	CY + 6	SR
-20	Individual Tax Records (by name and address)	CY + 7	P
2000	Taxation - Taxes Paid		
-00	Policy and Procedures	SO	P
-01	General	CY + 7	D
-02	Federal Taxes	CY + 7	D
-03	Provincial Taxes	CY + 7	D
-04	Exemptions	CY + 7	D

	<u>Retention Period</u>	<u>Final Disposition</u>
Section 6 Legal Matters		
2210 Legal Matters - General		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	D
2220 Accidents		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	SR
-20 Incident Files (by date and name)	SO + 6	D
2240 Agreements - General		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	SR
-02 Agreements Register	SO	P
-20 Agreements (by date and topic)	SO	P
2260 Agreements - Land Sale/Option Agreements		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	SR
-20 Agreements (by address and signatories)	SO	P
2280 Agreements - Government Protocols and Cost-sharing Agreements		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	SR
-20 Agreements (by agency and date)	SO	P
2300 Claims		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	SR
-20 Claim Case Files (by year and claimant)	SO + 7	D
2320 Contracts - General		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	SR
-20 Contracts (by type and name)	SO + 7	D
2360 Easements and Rights-of-Way		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	SR
-20 Easements (by address)	SO	P
-30 Rights-of-Way (by address)	SO	P
2380 Leases		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	SR
-20 Lease (by type, name and address)	SO	P
2400 Legal Opinions		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	P
-02 Index of Legal Opinions	SO	P

-20	Opinions/memos (by subject and author)	SO	P
2430	Litigation		
-00	Policy and Procedures	SO	P
-01	General	CY + 7	P
-02	Index of Litigation	SO	P
-20	Cases (by date and appellant)	SO	P

		<u>Retention Period</u>	<u>Final Disposition</u>
Section 7 Personnel			
2510	Personnel - General		
	-00 Policy and Procedures	SO	P
	-01 General	CY + 2	D
2520	Accidents and Injuries		
	-00 Policy and Procedures	SO	P
	-01 General	CY + 7	D
	-20 Non-compensable Accidents and Injuries	CY + 7	D
	-30 WCB Claims	SO	P
2530	Attendance Records		
	-00 Policy and Procedures	SO	P
	-01 General	CY + 7	SR
	-20 Employee Attendance Records	CY + 1	D
2550	Awards and Honours		
	-00 Policy and Procedures	SO	P
	-01 General	CY + 3	D
	-20 Awards (by year and employee name)	SO	P
2560	Classifications - General		
	-00 Policy and Procedures	SO	P
	-01 General	CY + 3	D
	-02 Job Descriptions	SO	P
2570	Classifications - Appeals and Reclassifications		
	-00 Policy and Procedures	SO	P
	-01 General	CY + 3	D
2580	Classifications - Exclusions		
	-00 Policy and Procedures	SO	P
	-01 General	CY + 3	D
2590	Employees - General		
	-00 Policy and Procedures	SO	P
	-01 General	CY + 7	SR
2600	Employees - Current		
	-00 Policy and Procedures	SO	P
	-01 General	CY + 7	SR
	-20 Employee Files (by name)	SO	P
2620	Employees - Terminated		
	-00 Policy and Procedures	SO	P
	-01 General	CY + 7	D
	-20 Terminated Employee Files (by name)	SO + 1	P
2640	Health and Safety		
	-00 Policy and Procedures	SO	P
	-01 General	CY + 3	D
	-20 Programs (by name)	CY + 3	SR
2650	Hours of Work and Overtime		

	-00	Policy and Procedures	SO	P
	-01	General	CY + 3	D
2660		Labour Relations - General		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 7	D
2670		Labour Relations - Collective Agreements		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 7	D
	-02	Proposals	CY + 7	SR
	-03	Interpretations	CY + 7	SR
	-20	Collective Agreements	SO	P
2680		Labour Relations - Discipline		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 3	D
	-20	Discipline Actions	SO	P
	-30	Precedent Files	SO	P
2690		Labour Relations - Grievances		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 7	D
	-20	Grievance Files (by employee name)	SO + 7	D
2700		Labour Relations - Negotiations		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 7	SR
2710		Labour Relations - Union Relations		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 7	D
2720		Leave Management		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 7	D
2730		Performance Planning and Review		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 7	D
2740		Retirements and Pre-retirements		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 7	D
2750		Reports and Statistics		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 7	D
2760		Separations and Layoffs		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 7	D
2770		Staffing - General		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 2	D

2780	Staffing - Applications		
-00	Policy and Procedures	SO	P
-01	General	CY + 2	D
-20	Applications (by name)	CY	D
2790	Staffing - Competitions		
-00	Policy and Procedures	SO	P
-01	General	CY + 2	D
-20	Competitions (by position and date)	CY + 2	D
2800	Training and Development - General		
-00	Policy and Procedures	SO	P
-01	General	CY + 2	D
-02	Employee Orientation	SO	P
-03	Education Leave	CY + 1	D
2810	Training and Development - Courses		
-00	Policy and Procedures	SO	P
-01	General	CY + 3	D
-20	Course Development Case Files	CY + 3	D
-25	Course History Case Files	SO	P
-30	Course Attendance Case Files	SO	P
2830	Volunteers		
-00	Policy and Procedures	SO	P
-01	General	CY + 7	D
-02	Accidents, Liability and Insurance	SO	P
-03	Training and Orientation	CY + 3	D
-04	Schedules	CY + 2	D
-20	Current Volunteer Records	SO	P

	<u>Retention Period</u>	<u>Final Disposition</u>
Part B - Operations		
Section 8 Land Administration		
3010 Land Administration - General		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	D
3020 Crown Land		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	D
3030 Development - General		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	SR
3060 Development Permits		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	SR
-20 Permits (individual by year and permit number)	SO + 7	P
3090 Development Variance Permits		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	SR
-20 Permits (individual by year and permit number)	SO + 7	P
3150 Development Cost Charges		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	D
-20 Charges (by name)	SO + 1	P
3200 Properties - General		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	SR
3220 Properties - Individual		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	SR
-20 Individual Properties (by civic address)	SO	P
3300 Strata Title Properties		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	SR
-20 Individual Properties (by civic address)	SO + 6	P
3320 Subdivision Control		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	SR
-20 Individual Properties (by civic address)	SO + 6	P
3360 Zoning and Rezoning		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	SR

-20 Applications (by civic address)

SO + 7 P

	<u>Retention Period</u>	<u>Final Disposition</u>
Section 9 Legislative and Regulatory Services		
3710 Legislative and Regulatory Affairs - General		
-00 Policy and Procedures	SO	P
-01 General	SO	P
-02 Letters Patent	SO	P
3730 Board of Variance		
-00 Policy and Procedures	SO	P
-01 General	SO	P
-20 Individual Applications (by year and appellant name)	SO + 6	P
3760 Building Regulations - General		
-00 Policy and Procedures	SO	P
-01 General	SO	P
3800 Building Regulations - Building Permits and Inspections		
-00 Policy and Procedures	SO	P
-01 General	SO	P
-20 Individual Buildings (by civic address)	SO	SR
3850 Building Regulations - Plumbing Permits and Inspections		
-00 Policy and Procedures	SO	P
-01 General	SO	P
-20 Individual Buildings (by civic address)	SO + 6	SR
3900 Bylaws		
-00 Policy and Procedures	SO	P
-01 General	CY + 1	D
-20 Individual Bylaw (numerically)	SO	P
4000 Bylaw Enforcement - General		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	D
4020 Bylaw Enforcement - Issues (by type of problem)		
-00 Policy and Procedures	SO	P
-01 General	SO	P
-20 Issues (by subject)	CY + 7	SR
4100 Cemetery Administration		
-00 Policy and Procedures	SO	P
-01 General	SO	P
-02 Cemetery Plans	SO	P
-20 Grave Reservations (by name)	SO	P
-30 Burial Permits (by name)	SO	P
4200 Elections		
-00 Policy and Procedures	SO	P
-01 General	CY + 6	SR

-02	Electors List	SO	SR
-03	Nominations	CY + 6	SR
-04	Results (by year)	CY + 6	P
-05	Court of Revision	SO	P
4300	Licenses - General		
-00	Policy and Procedures	SO	P
-01	General	SO	P
4320	Licenses - Individual (by type of license)		
-00	Policy and Procedures	SO	P
-01	General	SO	P
-20	Business Licenses (by name)	CY + 7	P
-30	Commercial Vehicle	CY + 1	D
-40	Dog Licenses	CY + 7	D
-50	Liquor	CY + 7	P
-60	Taxi	CY + 1	D
-70	Special Events	CY + 1	D
4500	Permits - General		
-00	Policy and Procedures	SO	P
-01	General	SO	P
4520	Permits - Individual		
-00	Policy and Procedures	SO	P
-01	General	SO	P
-20	Individual Permits (by category by name)	CY + 7	P

	<u>Retention Period</u>	<u>Final Disposition</u>
Section 10 Community Services		
4710 Community Services - General		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	D
4750 Childcare Services		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	D
-20 Facilities (by name)	SO	P
4780 Community Care		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	D
-20 Facilities (by type, name, location)	SO	P
4800 Family Court Services		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	D
4810 Handicapped and Disabled Services		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	D
-20 Programs (by name)	SO	P
4830 Long Term Care		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	D
-20 Agencies (by name)	SO	P
-30 Programs (by name)	SO	P
4900 Public Health - General		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	SR
-02 Smoking in Public Places	CY + 7	SR
-03 Alcohol and Drug Abuse	CY + 7	SR
4920 Public health - Local Board of Health		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	SR
4940 Public Health - Preventative Health Programs		
-00 Policy and Procedures	SO	P
-01 General	CY + 4	D
-02 School Programs	CY + 4	D
-20 Programs (by name)	CY + 4	D
5000 Senior Citizen Services		
-00 Policy and Procedures	SO	P
-01 General	CY + 4	D
-20 Programs and Services (by name)	CY + 4	D
5040 Social Housing		
-00 Policy and Procedures	SO	P

-01	General	CY + 3	D
5080	Social Planning		
-00	Policy and Procedures	SO	P
-01	General	CY + 7	D
-20	Programs and Services	CY + 7	SR
5120	Youth Services		
-00	Policy and Procedures	SO	P
-01	General	CY + 3	D

		<u>Retention Period</u>	<u>Final Disposition</u>
Section 11 Engineering and Public Works			
5210	Engineering and Public Works - General		
-00	Policy and Procedures	SO	P
-01	General	CY + 7	D
-02	Complaints	CY + 7	D
5225	Drainage and Flood Control		
-00	Policy and Procedures	SO	P
-01	General	CY + 7	D
-02	Culverts	CY + 7	SR
-03	Creek Control (by name)	SO	P
-04	Dykes	SO	P
-05	Flood Damage (by event)	CY + 7	SR
-06	Storm Sewers and Ditches	CY + 7	SR
5240	Engineering - General		
-00	Policy and Procedures	SO	P
-01	General	CY + 6	D
5280	Environmental Management - General		
-00	Policy and Procedures	SO	P
-01	General	CY + 7	D
-02	Air Quality Control	CY + 7	SR
-03	Chemical Spills and Management	CY + 7	SR
-04	Noise Control	CY + 7	SR
-05	Pesticides and Herbicides	CY + 7	SR
-20	Incidents (by date and location)	CY + 7	SR
5300	Inspection and Testing		
-00	Policy and Procedures	SO	P
-01	General	CY + 7	SR
5320	Local Improvement Projects		
-00	Policy and Procedures	SO	P
-01	General	CY + 7	SR
-20	Projects (by year and number)	SO	P
5330	Public Works Projects		
-00	Policy and Procedures	SO	P
-01	General	CY + 7	SR
-20	Projects (by name)	SO	P
5340	Sewerage		
-00	Policy and Procedures	SO	P
-01	General	CY + 7	SR
-02	Pumping Stations	SO	P
-03	Sewage Treatment and Disposal	SO	P
-04	Septic Tanks	SO	P
-20	Sewer Connections (by location)	SO	P
5360	Solid Waste Disposal		

	-00	Policy and Procedures	SO	P
	-01	General	CY + 7	SR
	-02	Collection	CY + 7	SR
	-03	Landfill Sites	SO	P
	-04	Recycling	CY + 7	SR
	-05	Hazardous Waste	CY + 7	P
5400		Streets and Roads - General		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 7	D
	-02	Bridges	SO + 6	P
	-03	Street Lighting	SO + 6	P
	-04	Closures	SO + 6	P
	-05	Curbs and Gutters	SO + 6	P
	-06	Lanes	SO + 6	P
	-07	Road Allowances	SO + 6	P
	-08	Highways and Freeways	SO	P
	-09	Sidewalks	SO	P
	-10	Paving Programs	SO	P
	-11	Snow Removal	CY + 7	D
	-12	Crosswalks	SO	P
	-20	Individual Road Files (by name)	SO	P
5450		Street Names		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 7	SR
	-20	Individual Street Name Files	SO	P
5460		Traffic Control - General		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 7	SR
	-02	Street Signs	CY + 7	SR
	-03	Traffic Signals	CY + 7	SR
	-04	Parking Control	CY + 7	SR
	-05	Intersections	CY + 7	SR
	-06	Traffic Safety	CY + 7	SR
5500		Utilities - General		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 7	SR
	-02	Electrical	SO	P
	-03	Gas	SO	P
	-04	Telephone	SO	P
	-05	Cablevision	SO	P
5600		Water Supply and Distribution - General		
	-00	Policy and Procedures	SO	P
	-01	General	CY + 7	SR
	-02	Fire Hydrants (by location)	SO	P

-03	Water Meters	SO	P
-04	Water Mains	SO	P
-05	Water Quality	CY + 7	SR
-06	Water Connections (by location)	SO	P
-07	Pumping Stations	SO	P

		<u>Retention Period</u>	<u>Final Disposition</u>
Section 12 Parks Administration			
5810	Parks Administration - General		
	-00 Policy and Procedures	SO	P
	-01 General	CY + 3	D
5830	Boulevards		
	-00 Policy and Procedures	SO	P
	-01 General	CY + 7	D
	-20 Specific Boulevards (by location)	CY + 7	SR
5880	Concessions		
	-00 Policy and Procedures	SO	P
	-01 General	CY + 7	D
	-20 Concessions (by location)	CY + 7	D
5920	Fields		
	-00 Policy and Procedures	SO	P
	-01 General	CY + 7	D
	-20 Fields (by location)	CY + 7	SR
5960	Golf Courses		
	-00 Policy and Procedures	SO	P
	-01 General	CY + 7	D
	-20 Golf Courses (by location)	CY + 7	SR
6000	Greenhouses		
	-00 Policy and Procedures	SO	P
	-01 General	CY + 7	D
	-20 Greenhouses (by location)	CY + 7	SR
6030	Maintenance		
	-00 Policy and Procedures	SO	P
	-01 General	CY + 7	D
6100	Park Design		
	-00 Policy and Procedures	SO	P
	-01 General	CY + 7	SR
6120	Park Planning		
	-00 Policy and Procedures	SO	P
	-01 General	CY + 7	SR
	-02 Master Plan	SO	P
6130	Parks - General		
	-00 Policy and Procedures	SO	P
	-01 General	CY + 7	D
	-02 Dog Control	CY + 7	D
	-03 Inspections	CY + 7	D
	-04 Weed and Pest Control	CY + 7	P
6140	Parks - Individual		
	-00 Policy and Procedures	SO	P
	-01 General	CY + 7	D

-20	Individual Parks (by name)	SO	P
6200	Playgrounds		
-00	Policy and Procedures	SO	P
-01	General	CY + 7	D
6240	Projects		
-00	Policy and Procedures	SO	P
-01	General	CY + 7	P
-20	Specific Projects (by name and location)	CY + 7	SR
6280	Street Amenities		
-00	Policy and Procedures	SO	P
-01	General	CY + 7	SR
6300	Trees - Maintenance and Regulation		
-00	Policy and Procedures	SO	P
-01	General	CY + 7	SR

	<u>Retention Period</u>	<u>Final Disposition</u>
Section 13 Planning and Development		
6410 Planning and Development - General		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	D
6440 Community Planning - General		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	D
6480 Community Planning - Official Community Plan		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	SR
6520 Community Planning - Individual Areas		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	SR
-20 Individual Areas (by name)	SO	SR
6600 Demographic Data		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	D
-02 Census Data	SO	P
6630 Development - General		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	P
6650 Development - Commercial		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	SR
6700 Development - Residential		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	SR
6750 Economic Development		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	SR
6800 Heritage Conservation and Preservation		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	SR
-20 Heritage Inventory (by location)	CY + 7	P
6850 Industrial Development		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	SR
6900 Tourism		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	SR
6930 Revitalization and Development		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	SR

-20 Areas (by name)

SO

P

	<u>Retention Period</u>	<u>Final Disposition</u>
Section 14 Protective Services		
7010 Protective Services - General		
-00 Policy and Procedures	SO	P
-01 General	CY + 3	D
7100 Ambulance Services		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	D
7130 Emergency Services - General		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	SR
-02 Civil Defence	SO	P
-03 Dangerous Goods and Hazardous Materials	SO	P
-04 Earthquake	SO	P
-05 Evacuation Routes	SO	P
-06 Mutual Aid	SO	P
7140 Emergency Services - Provincial Emergency Program		
-00 Policy and Procedures	SO	P
-01 General	SO	P
7150 Emergency Services - 911		
-00 Policy and Procedures	SO	P
-01 General	SO	SR
7200 Fire Protection - General		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	D
7220 Fire Protection - Arson		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	SR
-20 Incidents	SO	P
7240 Fire Protection - Community Education		
-00 Policy and Procedures	SO	P
-01 General	CY + 3	D
-20 Programs (by name and date)	CY + 3	SR
7260 Fire Protection - Fire Alarm Systems		
-00 Policy and Procedures	SO	P
-01 General	CY + 3	SR
7280 Fire Protection - Fire Inspections		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	SR
-20 Inspections (by address)	SO	P
7300 Fire Protection - Fire Investigations		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	SR

-20	Incidents (by address and date)	SO	P
7320	Fire Protection - Fire Safety and Prevention Programs		
-00	Policy and Procedures	SO	P
-01	General	CY + 3	D
-02	Fire Drills	CY + 7	SR
-20	Programs (by name)	CY + 7	SR
7340	Fire Protection - Forest Fires		
-00	Policy and Procedures	SO	P
-01	General	CY + 3	D
-20	Incidents (by date)	CY + 7	SR
7360	Fire Protection - Pre-fire Planning		
-00	Policy and Procedures	SO	P
-01	General	CY + 7	D
-20	Individual Plans (by civic address)	SO	P
7380	Fire Protection - Sprinklers		
-00	Policy and Procedures	SO	P
-01	General	CY + 7	D
7400	Police Services - General		
-00	Policy and Procedures	SO	P
-01	General	CY + 3	D
7500	Police Services - Police-Community Relations		
-00	Policy and Procedures	SO	P
-01	General	CY + 3	D
-20	Programs (by name)	CY + 3	SR
7600	Police Services - Traffic Enforcement		
-00	Policy and Procedures	SO	P
-01	General	CY + 3	D

	<u>Retention Period</u>	<u>Final Disposition</u>
Section 15 Recreation and Cultural Services		
7710 Recreation and Cultural Services - General		
-00 Policy and Procedures	SO	P
-01 General	CY + 3	SR
7800 Cultural Activities		
-00 Policy and Procedures	SO	P
-01 General	CY + 3	SR
7900 Facility Administration		
-00 Policy and Procedures	SO	P
-01 General	CY + 3	SR
-02 Rental of Facilities	CY + 3	SR
7930 Museums		
-00 Policy and Procedures	SO	P
-01 General	CY + 3	SR
7960 Public Libraries - General		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	SR
-02 Library Board	CY + 7	P
-03 Branches (by location)	CY + 7	SR
8000 Recreation Programs - General		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	SR
8020 Recreation Programs - Individual		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	D
-02 Calendar of Offerings	SO	P
-03 Registration Forms	CY + 7	D
-04 Registration Process	CY + 7	SR
-20 Individual Programs (by facility)	CY + 7	D
8100 Special Events		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	D
-20 Special Events (by name)	CY + 7	SR
8130 Special Needs Groups		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	SR

Section 16 Transportation and Transit Services

	<u>Retention Period</u>	<u>Final Disposition</u>
8310 Transportation - General		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	D
8400 Airports		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	SR
8500 Transit - General		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	D
8520 Transit - Park and Ride		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	D
8540 Transit - Routes and Schedules		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	D
8580 Transit - Shelters and Stops		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	D
8600 Transportation for the Disabled		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	SR
8620 Transportation Planning		
-00 Policy and Procedures	SO	P
-01 General	CY + 7	SR