

THE CORPORATION OF THE
CITY OF WHITE ROCK
15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6



POLICY TITLE: RECORDS RETENTION SCHEDULE

POLICY NUMBER: ADMIN - 204

<i>Date of Council Adoption:</i> January 2004	<i>Date of Last Amendment:</i> March 25, 2013
<i>Council Resolution Number:</i> 2004-11, 2013-082	
<i>Originating Department:</i> Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> March 11, 2013

Policy:

Implementing a records retention policy schedule is deemed essential in assisting all departments to maintain a comprehensive records management system. The City Clerk shall be authorized to update the schedule as necessary.

RETENTION POLICY SCHEDULE

CITY OF WHITE ROCK

<u>DEPARTMENT</u>	<u>RECORD SERIES</u>	<u>FILE CONTENT</u>	<u>FILE YEAR(S)</u>	<u>RETENTION</u>
City Operations				
	Address Files	Correspondence		Current + 5 yrs
	City Vehicles	Mtnce. Records		Vehicle Life
	Construction	Working Drawings	1961 - Current	Permanent
	Contracts	Various		Current + 10 yrs
	Garbage	Collection & Disposal/Recycling		Current + 5 yrs
	Hydro/Gas/Telephone	Underground/Overhead	1979 - Current	Permanent
	Properties	General mtnce./correspondence		Current + 7 yrs
	Sanitary/Storm Sewer	Installation/mtnce.	1979 - Current	Permanent
	Spring Cleanup			Current + 5 yrs
	Streets & Roads	Design/construction/mtnce/incl. sidewalks & lighting	1961 - Current	Permanent
	TV Testing/Memos	City Eng./Supt.	1985 - Current	Permanent
	WR Utilities	Schematic Map	1972 - Current	Permanent
	<u>Facilities</u>			
	City Facilities	Maintenance		Current + 3 yrs
	Pier	Maintenance		Current + 3 yrs
	Public Washrooms	Maintenance		Current + 2 yrs

RETENTION POLICY SCHEDULE

DEPARTMENT	RECORD SERIES	FILE CONTENT	FILE YEAR(S)	RETENTION
Parks Department				
	Contracts			5 yrs
	Dedications/Donations	Equipment etc.	1985 - Current	Permanent
	Equipment/Supplies	Inventory		3 yrs
	Landscape Inspections	Reports		5 yrs
	Maintenance	Budget/Capital Projects		5 yrs
	Parks/Other areas	General Information	1980 - Current	Permanent
	Parks Construction			10 yrs
	Parks Operation	Staffing/Reports		10 yrs
	Parks Suppliers	Equip/Material/Service		1 yr
	Parking	Lots/Equipment		5 yrs
	Special Events			5 yrs
Fire Department				
	Apparatus	Inspections		Current
	Dry Cleaning	Records		2 yrs
	Emergency Response Plan			Permanent
	Fire Inspections		1964 - Current	Life of bldg.
	General Correspondence			Current
	GVRD Mutual Aid	Lists		Current
	Health & Safety	WCB	1990 - Current	Permanent
	Hydrants	Correspondence	1970 - Current	Permanent
	Incident Reports	All emergency occurrences	1968 – Current	Permanent
	Manuals/Directives/Circulars			Current
	Pre-fire Planning			Life of bldg.
	Prov. Fire Loss Rpts	Emergency Data		Current + 4 yrs
	Training	Individual's fire related training		until termination

RETENTION POLICY SCHEDULE

DEPARTMENT	RECORD SERIES	FILE CONTENT	FILE YEAR(S)	RETENTION
Finance				
	Annual Working Papers			Current + 6 yrs
	Banks/Banking	Reconciliations/canc.chqs/journals/investments		Current + 6 yrs
	Budgets		1992 - Current	Permanent
	Cheque	Registers	1990 - Current	Permanent
	Dev. Cost Charges	Financial Model	1993	Permanent
	Financial Statements		1957 - Current	Permanent
	General Ledgers		1980 - Current	Permanent
	Grants			Current + 5 yrs
	Insurance	Policies/Appraisal	1986 - Current	Permanent
	Journal Entries			Current + 6 yrs
	Letters of Credit			Until expired
	Payroll	Registers & Files	1980 - Current	Permanent
	Taxation	Assessment roll	1986 – Current	Permanent
	Taxation	Taxes collected (deferrals/penalties PAPP/tax sales)		Current + 6 yrs
	Taxation Roll	Individual tax records by by name & address	1986 - Current	Permanent
	T-4's			Current + 6 yrs
	Vouchers Payable/Registers			Current + 6 yrs
Leisure Services				
	Advertising	General		Current + 3 yrs
	Agreements	Various		Current + 5 yrs
	Brochures			Current + 7 yrs
	Computer Library Inventory		1991 - Current	Permanent
	Equipment	Manuals/general info.		Current
	Instructional Classes			Current + 2 yrs
	Special Events			Current + 2 yrs
	Summer Programs			Current + 2 yrs
Planning				
	Subdivision Files		1992 - Current	Permanent

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DEPARTMENT	RECORD SERIES	FILE CONTENT	FILE YEAR(S)	RETENTION
Senior Citizens' Centre				
	Administration	General correspondence		Current + 2 yrs
	Attendance Records	Activities statistics		Current + 2 yrs
	Equipment	General information		Equipment life
	Grants	Various - applications etc.		Current + 6 yrs
	Committees	Minutes etc.		Current + 2 yrs
	Membership			Current + 5 yrs
	Newsletters		1972 - Current	
	Programs & Activities	Promotion/media		Current + 2 yrs
	Staff Policy/Directives			Current
Permits & Licences				
	Advisory Design Panel	Minutes	1975 - Current	Permanent
	Banking	Deposit books		Current + 2 yrs
	Board of Variance	Appeals	1959 - Current	Permanent
	Buildings/Plans	Strata plans/conversions/maps	1957 - Current	Permanent or Life of bldg.
	Licences	Dog		Current + 1 yr
	Licences	Business		Current + 6 yrs
	Permits	Building		Life of bldg.
	Permits	Sign		Current + 3 yrs
	Properties	General records	1957 - Current	Permanent
	RRAP	General		Current + 4 yrs
	Sewer Frontage	Working documentation		Current + 3 yrs
	Tickets	Parking		Current + 1 yr
Arena				
	Agreements	Concessions etc.		Current + 2 yrs
	Arena Building	Maintenance	1990 - Current	Permanent
	Arena Programs			Current + 2 yrs
	Arena Purchases			Current + 2 yrs
	Correspondence	General		Current + 5 yrs
	Facility Bookings			Current
	Ice Allocation	Schedules		Current + 2 yrs
	Ice Making Plant	General information	1990 - Current	Permanent
	Key Deposits			Current
	Patron Information	Arena general		Current + 2 yrs
	Proposals/Contracts	Arena alterations		Current + 5 yrs
	Skate Shop			Current
	Special Events			Current + 2 yrs
	User Groups	General files		Current + 5 yrs