Executive Committee

Wednesday, April 18, 2018
11:45 AM

Henry Baker Hall, Main Floor, City Hall

OFFICE OF THE CITY CLERK

Public Agenda
Executive Committee
Wednesday, April 18, 2018

Approval of Public Agenda

Adoption of Minutes

Executive Committee - Public - Mar 14, 2018 11:45 AM

Administration Reports

EX18-7 Civic Addressing Service to RM of Sherwood

Recommendation

1) That City Council authorize the City Manager, or his or her designate to approve and enter into an agreement to provide civic addressing services to the Rural Municipality of Sherwood No. 159.

2) That the City Clerk be authorized to execute the agreement with the Rural Municipality of Sherwood No. 159 after review and approval by the City Solicitor.

3) That this report be forwarded to the April 30, 2018 meeting of City Council for approval.

EX18-8 Buffalo Pound Water Treatment Corporation (BPWTC) – BCF (Building Canada Fund), National Regional Projects (NRP), Provincial-Territorial Infrastructure Component (PTIC) – Proposed Project

Recommendation

1. That the Executive Director, Financial and Corporate Services or his designate be authorized to provide approval to the Buffalo Pound Water Treatment Corporation (BPWTC) to submit an application under the Building Canada Fund (BCF), National Regional Projects (NRP), Provincial-Territorial Infrastructure Component (PTIC), for the Lake Pump Station Electrical and Pump Upgrade Project (Project).

2. That this report be forwarded to the April 30, 2018 meeting of City Council for approval.

EX18-9 Endeavour to Assist Amendment to Servicing Agreement and Development Levy Agreement Policy

Recommendation

1. That Appendix A, the *Administration of Servicing Agreement and Development Levy Agreement Policy,* be effective immediately upon approval by City Council.

2. That the City Solicitor be directed to prepare the necessary bylaw to amend *The Development Levy Bylaw No. 2011-16* to reflect the changes in Part D of Schedule D, in the manner set out in this report and Appendix A to this report, entitled *Administration of Servicing Agreement and Development Levy Agreement Policy.*

3. That this report be forwarded to the April 30, 2018 City Council meeting for approval.

EX18-10 Records Retention and Disposal Schedules Bylaw 2012-18

Recommendation

1. That *Bylaw No. 2012-18 The Records Retention & Disposal Bylaw, 2012* be amended as follows:

    a. Schedule A: City of Regina Administrative Records Retention Schedule attached to this report replace Appendix A of Bylaw 2012-18;

    b. Schedule B: City of Regina Operational Records Retention Schedule attached to this report replace Appendix B of Bylaw 2012-18.

2. That the City Solicitor be instructed to prepare the required bylaw amendments.

3. That this report be forwarded to the April 30, 2018 City Council meeting for approval.

Resolution for Private Session

AT REGINA, SASKATCHEWAN, WEDNESDAY, MARCH 14, 2018

AT A MEETING OF EXECUTIVE COMMITTEE
HELD IN PUBLIC SESSION

AT 11:45 AM

These are considered a draft rendering of the official minutes. Official minutes can be obtained through the Office of the City Clerk once approved.

Present:	Councillor Jason Mancinelli, in the Chair Mayor Michael Fougere Councillor Sharron Bryce Councillor Lori Bresciani, (Teleconference) Councillor John Findura Councillor Jerry Flegel, (Teleconference) Councillor Bob Hawkins Councillor Joel Murray Councillor Andrew Stevens Councillor Barbara Young
Regrets:	Councillor Mike O'Donnell
Also in Attendance:	Chief Legislative Officer & City Clerk, Jim Nicol A/Deputy City Clerk, Amber Ackerman City Manager, Chris Holden City Solicitor, Byron Werry Executive Director, City Planning & Development, Diana Hawryluk Executive Director, City Services, Kim Onrait Executive Director, Financial & Corporate Services, Barry Lacey Executive Director, Transportation & Utilities, Karen Gasmo Director, Communications & Customer Experience, Alan Clay Director, Community Services, Laurie Shalley

(The meeting commenced in the absence of Councillor Jerry Flegel)

APPROVAL OF PUBLIC AGENDA

Mayor Michael Fougere moved, AND IT WAS RESOLVED, that the agenda for this meeting be approved, as submitted, and that the delegations be heard in the order they are called by the chairperson.

ADOPTION OF MINUTES

Councillor Bob Hawkins moved, AND IT WAS RESOLVED, that the minutes for the meeting held on February 14, 2018 be adopted, as circulated.

ADMINISTRATION REPORTS

EX18-6 2018 Special Event Major Grants

(Councillor John Findura declared a conflict prior to consideration of EX18-6, citing his involvement with the Regina Multicultural Council, abstained from discussion and voting on this item and temporarily left the meeting.)

Recommendation

1. That the following community investment grants totalling $91,500 be approved:

    a) Circle Project Association Inc. - $14,000 for the 21st Annual National Aboriginal Day Celebration;

    b) Regina Multicultural Council Inc. - $35,000 for Mosaic: A Festival of Cultures; Transportation;

    c) Regina Canada Day Committee - $22,500 for Regina Canada Day 2018 Celebration; and,

    d) Sakewewak First Nations Artists' Collective Inc. - $20,000 for the 40th Annual First Nations University of Canada Powwow

2. That the funding for these grants be provided in the amount of $91,500 from the approved 2018 General Operating Budget allocated for Other Executive Committee Grants.

The following addressed the committee:

– Ann Perry, representing Circle Project; and
– Nish Prasad and Oksanna Zwarych, representing Regina Multicultural Council

(Councillor Jerry Flegel joined the meeting via teleconference during the presentation by Regina Multicultural Council.)

Adam Martin, representing Sâkêwêwak, addressed the committee.

Councillor Bob Hawkins moved, AND IT WAS RESOLVED, that the recommendations contained in the report be concurred in.

(Councillor John Findura returned to the meeting.)

EX18-4 Delegation of Authority for Tax Agreement

Recommendation

RECOMMENDATION OF THE EXECUTIVE COMMITTEE - FEBRUARY 14, 2018

1. That City Council delegate authority to the Executive Director, City Planning and Development or their delegate to finalize and approve a five-year agreement with the Regina Roman Catholic Separate School Division No.81 for collection and distribution of separate school education property taxes as further described in this report.

2. That City Council delegate authority to the Executive Director, City Planning and Development or their delegate to extend the initial five-year agreement on similar terms for a further five years should the terms continue to be satisfactory to the City of Regina.

3. That the City Clerk be authorized to execute the agreement with the Regina Roman Catholic Separate School Division in a form approved by the City Solicitor.

4. That this report be submitted to the March 26, 2018 City Council meeting for approval.

Councillor Joel Murray moved, AND IT WAS RESOLVED, that the recommendations contained in the report be concurred in.

EX18-5 Delegation of Authority for Tax Agreement – Regina Roman Catholic Separate School Division No. 81

Recommendation

RECOMMENDATION OF THE EXECUTIVE COMMITTEE - FEBRUARY 14, 2018

1. That City Council delegate authority to the Executive Director, City Planning and Development or their delegate to finalize and approve a five-year agreement with the Regina Roman Catholic Separate School Division No.81 for collection and distribution of separate school education property taxes as further described in this report.

2. That City Council delegate authority to the Executive Director, City Planning and Development or their delegate to extend the initial five-year agreement on similar terms for a further five years should the terms

continue to be satisfactory to the City of Regina.

3. That the City Clerk be authorized to execute the agreement with the Regina Roman Catholic Separate School Division in a form approved by the City Solicitor.

4. That this report be submitted to the March 26, 2018 City Council meeting for approval.

Mayor Michael Fougere moved, AND IT WAS RESOLVED, that the recommendations contained in the report be concurred in.

RESOLUTION FOR PRIVATE SESSION

Councillor Barbara Young moved, AND IT WAS RESOLVED, that in the interest of the public, the remainder of items on the agenda be considered in private.

RECESS

Councillor Sharron Bryce moved, AND IT WAS RESOLVED, that the Committee recess for five minutes.

(The Committee recessed at 12:30 p.m.)

_____ _____

Chairperson Secretary

April 18, 2018

To: Members
Executive Committee

Re: Civic Addressing Service to RM of Sherwood

RECOMMENDATION

1) That City Council authorize the City Manager, or his or her designate to approve and enter into an agreement to provide civic addressing services to the Rural Municipality of Sherwood No. 159.

2) That the City Clerk be authorized to execute the agreement with the Rural Municipality of Sherwood No. 159 after review and approval by the City Solicitor.

3) That this report be forwarded to the April 30, 2018 meeting of City Council for approval.

CONCLUSION

The RM of Sherwood has requested that the City of Regina provide technical assistance to RM administration in the development and implementation of civic addressing of properties within the RM. The City will prepare and enter into a service agreement with the RM of Sherwood to supply/manage the assignment of civic addressing on behalf of the RM of Sherwood.

At the May 18, 2017 meeting of the Sherwood Regina Administrative Technical Committee (SRATC), the RM asked the City to explore providing civic addressing assignment services to the RM under a service agreement. City administration met internally with relevant department(s) and determined that capacity was available to provide the service. The terms under which an agreement to provide civic addressing services to the RM were developed and provided to the RM at the SRATC on November 16, 2017. The RM is prepared to proceed with an agreement for the service.

City Administration seeks Council approval to draft an agreement for street naming and addressing service provision to the RM of Sherwood. This request allows for coordination and consistency of the naming of streets and parks between the City and RM.

BACKGROUND

The RM of Sherwood and the City of Regina have been meeting regularly under the terms of reference of the Sherwood Regina Memorandum of Understanding whereby both parties agreed to work cooperatively to achieve common objectives in a forum for inter-municipal cooperation. At the May 18, 2017 meeting of the SRATC, the RM requested assistance with the naming of

streets and roadways in the RM. Administration has considered this request and determined it has the capacity to be able to enter into an agreement to provide this service to the RM.

Currently, landmark, highway numbers and general directions typically describe lands in the RM of Sherwood. The Province of Saskatchewan has made it a requirement that all land must have an address. The RM of Sherwood has asked the City of Regina for assistance to help it meet this requirement.

DISCUSSION

There are many benefits in coordinating and addressing rural lands outside the City based on the address grid for the City of Regina. Consistency and region-wide coordination will provide greater clarity for emergency services and first responders as well as the public. It will also aid in transitioning should neighboring lands be brought into the City boundaries.

The address grid has been in place for the City of Regina for many years. Extending this grid to the limits of the RM of Sherwood is a reasonable task that can be provided within existing business as usual processes and resources. The work includes assigning addresses to each parcel of land and geocoding the RM lands. Once this has been completed it will provide much easier methods of locating properties. In summary, the opportunity provides:

- Consistency – addressing is continued outward from the City of Regina into the RM of Sherwood and thus avoiding duplicate street names.
- Boundary Alteration – as the City expands and land transition to urban development over time, the addressing will fit into the current grid system. This will provide consistent addressing within the City of Regina. With the correct addresses assigned to parcels, the job of boundary alteration and the change of municipal jurisdiction are streamlined with less disruption to the property owner.
- Cooperation – maintains a good relationship with the RM of Sherwood.
- Communication – Emergency services will benefit from having identifiable addresses. There is significant benefit to regional emergency services, including Regina Fire department, RCMP and Ambulance services, and mitigates the difficulty of finding rural properties
- City assets - The City will be able to assign addresses to water meters and other City of Regina assets that are outside of the city limits. This helps with the asset management system, which is largely based on addressing.
- Business-as-usual – the request made by the RM is absorbable within the Geospatial and other relevant City branches and would use existing processes and resources.

City administration is prepared to begin drafting an agreement to provide civic addressing services to the RM of Sherwood on a cost recovery basis.

RECOMMENDATION IMPLICATIONS

Financial Implications

The agreement will be based on a cost recovery model as a fee for service. There will be an upfront setup charge of about $5,000 and an annual ongoing maintenance fee of approximately $700.

The length of the agreement will extend in perpetuity but allow for either party to terminate with reasonable notice. The contract will also provide for a review of entire terms and conditions every 5 years. Annually, the City and the RM will review the cost of providing the services and adjust as needed to ensure full cost recovery on the service being provided.

Meetings will be held with the RM to review any special requests requiring more resources and the associated fee for providing that additional service.

Environmental Implications

None with respect to this report.

Policy and/or Strategic Implications

The Cities Act addresses providing services outside of a city under miscellaneous powers, under Section 33(1) of the Act, a City may provide any service or thing that it provides in all or part of the city in another municipality with the agreement of that other municipality.

Design Regina: The Official Community Plan Bylaw No. 2013-48 directs that the City strengthen lines of communication between the RM and City in addressing issues for mutual benefit (3.9.2) and work with regional partners to explore strategic planning initiatives (3.2) such as sharing of knowledge, staff resources, and other measures in support of strategies supporting regional growth.

Other Implications

None with respect to this report.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

None with respect to this report.

DELEGATED AUTHORITY

The recommendations in this report require City Council approval.

Respectfully submitted,

Carole Tink, A/Director
Information Technology Services

Respectfully submitted,

Barry Lacey, Executive Director
Financial & Corporate Services

Report prepared by:
Juliana Wafula, Manager, Geospatial Solutions

April 18, 2018

To: Members
Executive Committee

Re: Buffalo Pound Water Treatment Corporation (BPWTC) – BCF (Building Canada Fund), National Regional Projects (NRP), Provincial-Territorial Infrastructure Component (PTIC) – Proposed Project

RECOMMENDATION

1. That the Executive Director, Financial and Corporate Services or his designate be authorized to provide approval to the Buffalo Pound Water Treatment Corporation (BPWTC) to submit an application under the Building Canada Fund (BCF), National Regional Projects (NRP), Provincial-Territorial Infrastructure Component (PTIC), for the Lake Pump Station Electrical and Pump Upgrade Project (Project).

2. That this report be forwarded to the April 30, 2018 meeting of City Council for approval.

CONCLUSION

Administration from the BPWTC, the City of Regina (Regina) and the City of Moose Jaw (Moose Jaw) have recently became aware of the potential eligibility of the Lake Pump Station Electrical and Pump Upgrade Project under PTIC funding, as a stand-alone project (not under Regina's PTIC allocation). As per the BPWTC Unanimous Membership Agreement, Regina and Moose Jaw, as voting members, must provide the necessary authority for the BPWTC to seek financial support from any other level of government. As such, the BPWTC requires authorization from both Regina and Moose Jaw to apply for PTIC funding for the Project.

BACKGROUND

In 2016, the Government of Canada announced the Clean Water Wastewater Fund (CWWF), under the BCF. The BPWTC, with approval from Regina and Moose Jaw, applied for CWWF funding for its Electrical Upgrade Capital Project, with an approximate cost of $40.422 million.

Pursuant to section 5 of The Unanimous Membership Agreement, the BPWTC requested authority from Regina and Moose Jaw to proceed with submitting the application:

5.2 ***Matters for City Approval***. The Corporation shall not take any of the following actions without the prior approval of each of the Cities:

(g) seeking financial support or any changes to legislation or regulation from any Governmental Authority other than the Cities, save and except for support or changes

relating to operational items, changes to processes, technology or methods being used by the Corporation;

The application, submitted in January 2017, was not successful due to the Government of Saskatchewan's decision that if the project was approved, a portion of the costs would come from Regina's CWWF allocation. The City of Regina did not agree with this decision and, further, had already fully allocated its funding provided.

At the November 27, 2017 meeting of City Council (CR17-114), authorization was provided for the BPWTC to secure external financing of $45 million including the City of Regina providing a guarantee of the principle sum of $33.3 million plus related debt interest or other costs of the debt (based on the City's 74 per cent ownership share of BPWTC) for the Electrical Plant Upgrade Project. The $33 million guarantee is included as part of the City's overall debt when determining the City's overall debt in relation to its debt limit.

DISCUSSION

The Electrical Plant Upgrade Project was originally planned as three tender packages: Main Plant Electrical Upgrades, Transmission Line and Lake Pump Station Electrical and Pump Upgrades. The package of work was estimated at $40.422 million.

The Main Plant Electrical Upgrades and Transmission Lines Projects are no longer eligible for funding, as these projects have been tendered and awarded for construction. The only remaining project in the package is the Lake Pump Station Electrical and Pump Upgrades for an estimated $28.1 million.

In January 2018, the Government of Saskatchewan, through a survey completed by the BPWTC, determined that the Electrical Upgrade Capital Project would be considered as an eligible project under the PTIC funding stream as a stand-alone application. Support of the project as a stand-alone application, with no impact to any City of Regina PTIC projects, was a condition and caveat for Regina's support. Moose Jaw does not have a set allocation under PTIC; as such, there was no such caveat placed on their support.

On March 14, 2018, the Ministry of Government Relations informed the BPWTC that the Electrical Capital Upgrade project would be forwarded to the Government of Canada for funding consideration under PTIC. However, the BPWTC still requires Council approval from Regina and Moose Jaw to submit the application, as per the terms of the Unanimous Membership Agreement.

On March 28, 2018, the BPWTC Board of Directors approved a resolution to make formal application to the cities of Regina and Moose Jaw, seeking approval to submit a PTIC application for the Project. Pending approval from both Councils, the BPWTC has until

September 2018 to submit its Business Case, Environmental Assessment, and Indigenous Duty to Consult questionnaires.

Moose Jaw will be forwarding an Executive Committee report seeking authority for the BPWTC's PTIC application on April 23, 2018; followed by Council consideration on May 14, 2018.

RECOMMENDATION IMPLICATIONS

Financial Implications

The approval required is to meet the terms of the Unanimous Membership Agreement and enable BPWTC to apply for funding under PTIC. Should the application be successful, instead of funding 100 percent of the Lake Pump Station Electrical and Pump Upgrades project ($28.1 million), the BPWTC will only fund its 33.3 per cent portion, or $9.4 million reducing its overall financing requirements by $18.7 million (City of Regina guaranteed portion $13.8 million).

Environmental Implications

None with respect to this report.

Policy and/or Strategic Implications

The Electrical Upgrade Capital Project, once complete, will assist in allowing the BPWTC to operate for another 25 years and minimize the risks of electrical problems from occurring, which will improve the reliability of the BPWTC. As a partner in the BPWTC, it is strategic for the cities of Regina and Moose Jaw to support the BPWTC's application for funding for the Project.

Other Implications

None with respect to this report.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

Any and all communication activities will be discussed between all parties involved.

DELEGATED AUTHORITY

The recommendations contained in this report require City Council approval.

Sheila Harmatiuk
Senior Advisor,
Government & Indigenous Relations

Barry Lacey, Executive Director
Financial and Corporate Services

April 18, 2018

To: Members
Executive Committee

Re: Endeavour to Assist Amendment to Servicing Agreement and Development Levy Agreement Policy

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RECOMMENDATION

1. That Appendix A, the *Administration of Servicing Agreement and Development Levy Agreement Policy*, be effective immediately upon approval by City Council.

2. That the City Solicitor be directed to prepare the necessary bylaw to amend *The Development Levy Bylaw No. 2011-16* to reflect the changes in Part D of Schedule D, in the manner set out in this report and Appendix A to this report, entitled *Administration of Servicing Agreement and Development Levy Agreement Policy*.

3. That this report be forwarded to the April 30, 2018 City Council meeting for approval.

CONCLUSION

City of Regina (City) Administration recommends that Part D - Endeavour to Assist of the *Administration of Servicing Agreement and Development Levy Agreement Policy* be approved, in accordance with the modifications identified in this report and in Appendix A. The amendment to the *Administration of Servicing Agreement and Development Levy Agreement Policy* will provide the clarification required with respect to sanitary pump and lift stations.

BACKGROUND

The City uses Servicing Agreement Fees (SAFs) and Development Levies (DLs) to fund major infrastructure investments required for new growth and development in accordance with *The Planning and Development Act, 2007*.

In 2014-2015, a major SAF/DL policy review was undertaken that resulted in a significant policy shift to focus SAF/DL on funding major infrastructure system improvements. This decision, aligned with the community priority to ensure long-term financial viability, changed the funding source of some projects that had been funded by SAF/DL to be funded by developers directly as they benefitted one geographic area of development instead of the broader infrastructure network systems. To help manage this change, Part D – Endeavour to Assist was enacted within the *Administration of Servicing Agreement and Development Levy Agreement Policy* to help initial (i.e. first-in) developers recapture costs for these projects that needed to be built at the first development stage that would also benefit future developers in the surrounding area.

DISCUSSION

When attempting to use the Endeavour to Assist provisions, City Administration and developers discovered that each had differences in interpretation of its application to the various infrastructure types.
To resolve this issue, City Administration convened a stakeholder group to work through a process to clarify how to apply Endeavour to Assist provisions. Collectively, there was a mutual agreement to focus on how to apply the Endeavour to Assist provisions to sanitary pump and lift stations as the first step, recognizing that other infrastructure types also required examination. Sanitary pump and lift stations were prioritized as this type of infrastructure is required in several servicing agreements in areas of the Phase 1 of *Design Regina: The Official Community Plan Bylaw No. 2013-48* (OCP) Phasing Plan and as such, it is in the most urgent need of clarification.

The Endeavour to Assist provisions form the basis for contractual terms and conditions that are included in Servicing Agreements and DL Agreements. In addition, they are a tool that supports an organized approach to development and fosters the efficient provision of infrastructure that anticipates and supports future contiguous growth as per the Phasing Plan in the OCP. At the time of the *Administration of Servicing Agreement and Development Levy Agreement Policy* approval in 2015, there was unanimous stakeholder support for the Endeavour to Assist provisions; however, in working to apply this, it was determined that there were differences in interpretation within City Administration and the development community.

The basis of the Endeavour to Assist provisions is the term “excess or extended services”. This term is used to describe when the City requires the initial developer to build infrastructure with more capacity than is required to service their portion of the development. The intent of the request for the additional capacity is to maximize efficiency of the service and support growth of surrounding areas. Dividing this cost into portions associated with what is required for the initial development and that which is considered to be ‘excess and extended’ for sanitary pump or lift stations is challenging, as these infrastructure types are typically sized to service a catchment area versus simpler incremental infrastructure, such as increasing a pipe size. As a result, determining the design required to service a smaller area, what the initial developer is to develop would take a similar level of effort (and cost) as it would take to determine the overall design required for the broad catchment area. Given that instituting an incremental approach of this nature would not be acceptable to the City from an efficiency of servicing perspective, City Administration and stakeholders questioned the value of the exercise and identified the need for a more reasonable and easy approach to administer.

To find this new approach, City Administration collaborated with a small group of stakeholders representing the Regina and Region Homebuilders’ Association members (RRHBA) (i.e. Small Working Group) and as a result, City Administration recommends that overall costs associated with sanitary pump or lift stations, be applied and divided over a land catchment area and charged to surrounding benefitting lands as an area rate. To meet this need, the following

amendments are proposed in Part D – Endeavour to Assist of the *Administration of Servicing Agreements and Development Levy Agreements Policy* (as identified in Appendix A to this report) and Schedule D to the *Development Levy Bylaw No.2011-16*:

- Within the infrastructure types that may be eligible for Endeavour to Assist, clarifying that sanitary pump (or lift) stations may be eligible.
- Adding the following sentence to provide clarity on how the cost allocation would be undertaken for sanitary pump or lift stations:

  > "For sanitary pump or lift stations, the costs for the common components shall be allocated over a proportional land area basis that includes both the Initial Developer's Lands and Future Benefitting Lands".

- Adding the following sentence to provide clarity on what would happen if the infrastructure capacity is consumed before the Future Benefitting Lands it was intended to serve are developed:

  > "If the capacity of infrastructure originally intended for the Future Benefitting Lands is no longer available due to development that has occurred, then the City shall not endeavour to collect funds from the Future Developers to contribute to the Initial Developer's costs for that infrastructure".

City Administration has discussed this approach with stakeholders from the development community and has received support for this proposed amendment as a first step to resolving issues relating to the application of the Endeavour to Assist provisions.

RECOMMENDATION IMPLICATIONS

Financial Implications

None with respect to this report.

Environmental Implications

None with respect to this report.

Policy and/or Strategic Implications

The proposed policy amendment supports implementation of the OCP 'growth pays for growth' policy through supporting the direction for SAF/DL to fund major infrastructure, while providing clarity in applying the Endeavour to Assist provisions to sanitary pump or lift station projects funded directly by developers. This amendment will provide clarity to the initial developer on how the amounts payable for these infrastructure types will be allocated to the benefitting land base, including lands to be developed in the future.

Other Implications

None with respect to this report.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

Over the last year, the Small Working Group (comprised of development community members representing the RRHBA and City Administration) has sought to resolve challenges in the interpretation and application of the Endeavour to Assist provisions to various infrastructure components. This Small Working Group prioritized pursuing an amendment for sanitary pump or lift stations as they need to be constructed by multiple developers with land in Phase 1 of the OCP Phasing Plan.

While not all members of the initial Stakeholder Working Group on the *Administration of Servicing Agreement and Development Levy Agreement Policy* have been directly consulted on this policy change, they will all be provided with a copy of this report, including the attached policy, as well as a copy of the Standard Operating Procedures that City Administration developed to guide the implementation of the *Administration of Servicing Agreement and Development Levy Agreement Policy*.

Public Notice related to the proposed amendments to *Development Levy Bylaw No.2011-16* will be conducted on April 14 and 21, 2018 in preparation for the bylaw amendments to be brought forward to City Council.

DELEGATED AUTHORITY

The recommendations contained in this report require City Council approval.

Respectfully submitted,

Shauna Bzdel, Director
Planning

Respectfully submitted,

Diana Hawryluk, Executive Director
City Planning & Development

Report prepared by:
Kim Sare, Senior City Planner

Administration of Servicing Agreements and Development Levy Agreements

Policy Title:	Applies to:		
Administration of Servicing Agreements and Development Levy Agreements	City of Regina City Planning and Development		
Adopted by:	**Dates:**		**Total # of Pages**
City Council	**Effective:**	30-Apr-2018	10
	Last Review:	14-Dec-2015	
Policy #: 2018-2-CPD	**Next Review:**	As required	
Authority: Adopted by resolution of City Council as per *The Planning and Development Act, 2007*			

1.0 Purpose

To provide for the orderly administration of Servicing Agreements for approved subdivisions and Development Levy Agreements for approved non-subdivided development by the adoption of standards and policies addressing security for performance of developers' covenants, the remittance of Servicing Agreement Fees or Development Levies in instalments, and Endeavour to Assist provisions.

2.0 Scope

This policy generally applies to both Servicing Agreements and Development Levy Agreements. It is noted in circumstances where statements apply to one type of agreement and not the other.

3.0 Definitions

Council: Means the council of the City of Regina, acting for the purposes of *The Planning and Development Act, 2007* as a municipality or an approving authority.

Developer: Means an applicant for subdivision approval who is required to enter into a Servicing Agreement pursuant to section 172 of *The Planning and Development Act, 2007*; or an applicant for a development permit or building permit who is required to enter into a Development Levy Agreement pursuant to the City's *Development Levy Bylaw, 2011* as may be amended from time to time and section 171 of *The Planning and Development Act, 2007*.

Development Area: Refers to the area shown for construction or development in schedules to a Development Levy Agreement.

Development Levy Agreement: Refers to the form of Development Levy Agreement, including Standard Conditions, adopted by the Council from time to time, and referred to in Administrative Reports respecting development applications as the City's "Standard Development Levy Agreement"; all subject to such changes as circumstances of development applications require and as may be approved or directed by Council.

Endeavour to Assist Agreement: Means the portion of the Servicing Agreement or Development Levy Agreement that addresses the methods by which the Initial Developer can recoup a proportion of the costs relating to Excess or Extended Services from developers of Future Benefitting Lands.

Endeavour to Assist Payments: Means the portion of the costs relating to Excess or Extended Services that are attributable to the Future Benefitting Lands, which are to be paid and satisfied to the Initial Developer through an Endeavour to Assist Agreement.

Engineering Submission: Means, for the purpose of this policy the following:

- A detailed engineering drawing set as per the requirements outlined in the Development Standards Manual;
- All electronic models and modeling results, analysis and calculations required for the design of water distribution, sanitary collection, and storm water systems in an acceptable format outlined in the Development Standards Manual or otherwise deemed acceptable to the City;
- Traffic Impact Analysis, Noise Studies or other requirements as outlined in the Concept Plan, Secondary Plan, Development Standards Manual; and
- Other requirements that may be deemed by the City to be relevant to subdivision.

Excess or Extended Services: Means the portion of Infrastructure Work that provides servicing and directly benefits Future Benefitting Lands other than the lands developed by the Initial Developer.

Future Benefitting Lands: Means lands to be developed in the future that would directly benefit from Excess of Extended Services constructed by the Initial Developer.

Future Developer: Means the developer who will develop the Future Benefitting Lands.

Infrastructure Work: Has the meaning ascribed in the Servicing Agreement and Development Levy Agreement and is generally intended to refer to work or services related to streets, roads, grading and utilities to be provided, constructed or installed by a developer of an approved subdivision, excluding Landscaping Work.

Initial Developer: Means the developer who constructs the Excess or Extended Services that benefit other Future Benefitting Lands as part of the Infrastructure Work.

Interest Rate: is City of Regina's indicative pricing rate plus 2 % at the effective date of the Endeavour to Assist Agreement.

Landscape Drawing Submission: Means for the purpose of this policy the following:

- A detailed landscape drawing set submitted as per the requirements outlined in the Development Standards Manual; including:
- Dimensioned recreational facilities or elements within park space.

Landscaping Work: Has the meaning ascribed in the Servicing Agreement and Development Levy Agreement and is generally intended to refer to work or services related to the establishment of parks and landscaping and/or irrigation of public lands such as municipal reserve, environmental reserve, buffer strips, floodway fringe areas to be provided, constructed or installed by a developer of an approved subdivision, excluding Infrastructure Work.

Phase(s) or Phased Development: Refers to the registration and development of a portion only of an approved subdivision.

Sanitary Trunk**:** Means, for the purposes of this policy, is defined as a large main generally servicing an area of 65 ha or more and 300mm or larger in diameter. Flows to it are contributed by sanitary sewer mains. Direct connections from service connections are not permitted.

Servicing Agreement: Refers to the form of Servicing Agreement, including Standard Conditions, adopted by the Council from time to time, and referred to in Administrative Reports respecting subdivision or development applications as the City's "Standard Servicing Agreement"; all subject to such changes as circumstances of subdivision or development applications require and as may be approved or directed by Council.

Servicing Agreement Fees / Development Levies: Refers to the charges or levies adopted by Council from time to time pursuant to Part VIII of *The Planning and Development Act, 2007.*

Subdivision: Means an overall subdivision as will have been shown in a concept plan submitted by the Developer for approval by the Council and refers to the entire area as would be locally known as that named subdivision irrespective of approval of partial plans of subdivision or phased development thereof.

Trunk Watermain (or trunkmain): Means, for the purposes of this policy, a pipe over 450 mm nominal diameter which delivers potable water within the distribution system network. Service connections to trunkmains are not permitted.

4.0 Policy

The Executive Director of City Planning and Development is authorized to prepare Servicing Agreements and Development Levy Agreements and arrange for the execution of same by the City Clerk, and thereafter administer Servicing Agreements and Development Levy Agreements, in accordance with the policies and procedures set forth in this Policy.

Part A – Financial Assurances for Completion of Work

Upon entering into Servicing Agreements, the Executive Director of City Planning and Development shall obtain securities in an approved form in the amount of 50% of the total estimated cost of the aggregate of Infrastructure Work and Landscaping Work.

The security may be varied upon the completion of Infrastructure Work and the issuance of a Completion Certificate to such effect, to an amount equaling:

- 10% of the total estimated cost of Infrastructure Work; plus 50% of the total estimated cost of all remaining Parks and Landscaping Work;
- provided that the amount of the security varied in accordance with this clause shall not exceed the original amount of security provided at the time of entering into the servicing agreement, nor shall the security be reduced to an amount less than the aggregate of 10% of the total cost of infrastructure work and 10% of the total cost of parks and landscaping work.

Upon completion of Landscaping Work and the issuance of a Completion Certificate to such effect, the security may be further reduced to;

- 10% of the total estimated cost of Infrastructure Work; plus 10% of the total estimated cost of Park and Landscaping Work.

Upon receipt of the Final Acceptance Certificate of the Infrastructure Work, the security may be further reduced to:

- 10% of the total estimated cost of Park and Landscaping Work;
- provided that a Completion Certificate for the Landscaping work has been issued. If a Completion Certificate for the Landscaping work has not been issued, the security shall remain at the aggregate of 10% of the total estimated cost of the Infrastructure Work plus the initial 50% of the estimated cost of all Parks and Landscaping Work. This security shall be maintained until a Completion Certificate for the Landscaping Work has been issued.

Upon receipt of the Final Acceptance Certificate of the Landscaping Work, the security may be released in its entirety provided that a Final Acceptance Certificate of the Infrastructure Work has been issued.

The provisions of this Part A apply to all Servicing Agreements unless the Council provides different terms in its resolution approving the relevant subdivision application or development.

Part B – Payment of Servicing Agreement Fees

Servicing Agreements shall provide as follows in this Part B with regard to the payment of Servicing Agreement Fees in instalments.

Instalment payments on Servicing Agreement Fees will be accepted in Servicing Agreements having a Development Area of 2 or more hectares.

Instalments payments on Servicing Agreement Fees will be accepted in Servicing Agreements having a Development Area of less than 2 hectare to a limit of two Servicing Agreements per year per subdivision.

Instalments payments on Servicing Agreement Fees will be accepted in Servicing Agreements pertaining exclusively to a park having a Development Area of less than 2 hectares, to a limit of one Servicing Agreement per year per subdivision. This provision is in addition to the two Servicing Agreements per year described in the immediately preceding clause.

Notwithstanding the preceding clauses in this Part B, no instalment payments shall be allowed in any Servicing Agreement having a Development area of 0.75 hectares or less.

Instalment payments shall be as follows:

(a) For Assessments in relation to Infrastructure:

30% upon execution of the Servicing Agreement;

40% upon the earlier of the issuance of a Certificate of Completion for Infrastructure Work or 9 months from the date of the Servicing Agreement;

30% upon the earlier of the issuance of Final Acceptance Certificate for the Infrastructure Work or 18 months form the date of the Servicing Agreement.

(b) For Assessment in relation to Parks and Recreation Facilities:

50% upon the earlier of the issuance of a Certificate of Completion for Landscaping Work or 12 months from the date of the Servicing Agreement;

50% upon the earlier of the issuance of Final Acceptance Certificate for the Landscaping Work or 24 months from the date of the Servicing Agreement.

Payment of the unremitted portion(s) of Servicing Agreement Fees shall at all times be secured by Letters of Credit in an approved form. The Letters of Credit may be reduced or surrendered, as the case may be, upon remittance by the Developer of an instalment on or payment of the balance of the Servicing Agreement Fees.

Part C – Payment of Development Levies

Development Levy Agreements shall provide as follows in this Part C with regard to the payment of Development Levies in instalments.

Instalment payments on Development Levies will be accepted in Development Levy Agreements having a Development Area of 2 or more hectares.

Notwithstanding the preceding clauses in this Part C, no instalment payments shall be allowed in any Development Levy Agreement having a Development area of 0.75 hectares or less.

Instalment payments shall be as follows:

a. For Assessments in relation to Infrastructure:
    i. 30% upon execution of the Development Levy Agreement;
    ii. 40% upon 9 months from the date of the Development Levy Agreement;
    iii. 30% upon 18 months form the date of the Development Levy Agreement.

b. For Assessment in relation to Parks and Recreation Facilities:
    i. 50% upon 12 months from the date of the Development Levy Agreement;
    ii. 50% upon 24 months from the date of the Development Levy Agreement.

Payment of the unremitted portion(s) of Development Levies shall at all times be secured by Letters of Credit in an approved form. The Letters of Credit may be reduced or surrendered, as the case may be, upon remittance by the Developer of an instalment on or payment of the balance of the Development Levies.

Part D – Endeavour to Assist

Where the City of Regina has required an Initial Developer to provide Excess or Extended Services, the Initial Developer may apply to the City to enter into an Endeavour to Assist Agreement. The City will review all applications relating to Endeavour to Assist in accordance with its policies and the standards for development then in effect and will work with the Initial Developer to detail any arrangements, if any, in an Endeavour to Assist Agreement. The City reserves the right and sole discretion to determine the format of and what will qualify for an Endeavour to Assist Agreement.

Under the Endeavor to Assist Agreement, the City will agree to require the Future Developer to repay the Endeavour to Assist Payments directly to the Initial Developer or to the City as a condition of providing development approvals or entering into a Servicing Agreement relating to the first phase of development for the area relating to the Future Benefitting Lands.

For further certainty, all amounts payable relating to Endeavour to Assist Payments shall be payable by the Future Developer as part of the first Servicing Agreement related to the subdivision containing the Future Benefitting Lands.

Where the City receives payment from the Future Developer relating to Endeavour to Assist Payments, the City will pay all applicable sums to the Initial Developer within 30 days of receiving such payment.

The cost of the Excess or Extended Services relating to Endeavour to Assist Payments shall be based on the actual unit costs that are detailed in the cost estimate included in the Initial Developer's Servicing Agreement. Only the following items shall be eligible to be included within Endeavour to Assist Payments:

- land or rights-of-way acquisition costs;
- construction costs;
- design and inspection costs for the works.

The following infrastructure types may be eligible for Endeavour to Assist:

- sanitary pump (or lift) stations
- sanitary trunks;
- trunk watermains;
- traffic signals;
- intersections;
- grade-separations; and
- any roadway where more than 50% of the roadway needs to be constructed.

No costs for Excess or Extended Services that have been paid by the City shall be eligible to be included within Endeavour to Assist Payments.

The allocation of costs relating to Excess or Extended Service amongst the Initial Developer and the Future Developer will be determined by the Executive Director of City Planning and Development or their delegate. For sanitary pump or lift stations the costs for the common components shall be allocated over a proportional land area basis that includes both the Initial Developer's lands and Future Benefitting Lands.

The Endeavour to Assist Payments shall be escalated at a rate of interest equal to the Interest Rate by inflation, with such interest payable from the date of the Endeavour to Assist Agreement until the date of payment by the Future Developer.

The term of the Endeavour to Assist Agreement shall be for 20 years; however, it will expire once all Endeavour to Assist Payments have been received. The

Endeavour to Assist Agreement may be renewed by the mutual agreement of the City and the Initial Developer prior to its expiry, as initiated by the Initial Developer. No payment shall be made to the Initial Developer or required of the Future Developer after the Endeavour to Assist Agreement has expired, and the City shall have no obligation or liability relating to the collection or payment of Endeavour to Assist Payments following the termination of the Endeavour to Assist Agreement. The Initial Developer shall acknowledge that the City is not responsible for the payment of any Endeavour to Assist Payments to the Initial Developer in the event that Future Benefitting Lands do not develop within the term of the Endeavour to Assist Agreement.

Upon execution of an Endeavour to Assist Agreement an interest shall be registered on the title in favour of the City as against the Future Benefitting Lands specifying that the development of those lands is subject to the payment of an Endeavour to Assist Payment by the Future Developer.

All developers are cautioned that the standards and levels of service required by the City of Regina change from time to time. As a result, the City does not and cannot guarantee that the services provided under the Endeavour to Assist Agreement will meet the standards required at the time of subdivision approval, development permit or building permit issuance for the Future Benefitting Lands.

If the capacity of infrastructure originally intended for the Future Benefitting Lands is no longer available due to development that has occurred, then the City shall not endeavor to collect funds from the Future Developers to contribute to the Initial Developer's costs for that infrastructure.

The City may require additional Infrastructure Works when the Future Benefitting Lands develop and the Future Developer will be responsible for all such costs relating to the Future Benefitting Lands as may be applicable at that time.

Part E – Application Requirements

Prior to the issuance of a Servicing Agreement or a Development Levy Agreement, the following submissions must be made to the satisfaction of the City prior to December 31:

- Secondary Plan or Concept Plan approval if deemed required in accordance with Policies 14.23 and 14.27 of *Design Regina, The Official Community Plan Bylaw 2013-48*;
- Zoning approval;
- Application for subdivision;
- Receipt by the City of an Engineering Submission;
- Receipt by the City of a Landscape Drawing Submission;
- Formal written request to enter into a servicing or development levy agreement.

Any amendments to the above submission requirements may be considered and approved at the discretion of the Manager of Development Engineering.

Upon confirmation that the above submissions have been received to the City's satisfaction, the City will assign a Servicing or Development Levy Agreement number to the application.

The development proponent will have six months from the date the Servicing or Development Levy Agreement number is assigned to enter into the Servicing or Development Levy Agreement with the City of Regina.

In the event that the development proponent fails to enter into a Servicing or Development Levy Agreement within six months from the date the Servicing or Development Levy Agreement number is assigned, the Servicing or Development Levy Agreement will be deemed invalid and the Servicing Agreement Fee or Development Levy Rate and Policy in effect at the date the Servicing or Development Levy Agreement number was assigned will no longer be in effect.

5.0 Roles & Responsibilities

The Executive Director of City Planning and Development, when reviewing subdivision applications, shall attempt to identify aspects of the subdivision application which may require any departure from approved Servicing Agreement forms and policies. The intent of this requirement is to provide the council and its commissions, boards and committees with sufficient information to identify and adopt specific resolutions authorizing the departure from practices and procedures identified in this document.

Development Levy Agreements must be council approved as described in subsection 169(8) of *The Planning & Development Act, 2007.*

All Servicing Agreements and Development Levy Agreements shall be executed by the City Clerk, and one original executed copy thereof shall be maintained in the Office of the City Clerk. The City Clerk shall not execute any Servicing Agreement or Development Levy Agreement unless an original executed copy thereof has been approved as to form and content by the City Solicitor.

All Financial Securities taken under the terms of Servicing Agreements shall be deposited in the vault maintained by the Director of Finance.

The Executive Director of City Planning and Development shall, when retrieving original securities for reduction or return to the Developer or the issuing institution, provide the Director of Finance with a statement which identifies the payments received or the certificates issued by the Executive Director of City Planning and Development which condition the release or the reduction of security, and which further identifies the accounts to which any payment shall be credited under the requirements of *The Planning and Development Act, 2007*.

6.0 Revision History

Date	Description of Change	(Re)-Approval Required (y/n)
16-Dec-1996	Initial Release (Report CR96-311).	Yes
24-Mar-1997	Revised by Resolution of City Council (Report CR97-81)	Yes
29-Sep-2010	Revised by Resolution of City Council (Report CR10-105)	Yes
14-Dec-2015	Revised by Resolution of City Council to add Parts D and E (Report CM15-14)	Yes
30-Apr-2018	Clarified application of Endeavour to Assist policy to sanitary pump or lift stations	Yes

April 18, 2018

To: Members
Executive Committee

Re: Records Retention and Disposal Schedules Bylaw 2012-18

RECOMMENDATION

1. That *Bylaw No. 2012-18 The Records Retention & Disposal Bylaw, 2012* be amended as follows:

    a. Schedule A: City of Regina Administrative Records Retention Schedule attached to this report replace Appendix A of Bylaw 2012-18;

    b. Schedule B: City of Regina Operational Records Retention Schedule attached to this report replace Appendix B of Bylaw 2012-18.

2. That the City Solicitor be instructed to prepare the required bylaw amendments.

3. That this report be forwarded to the April 30, 2018 City Council meeting for approval.

CONCLUSION

Periodic review and update of the Administrative and Operational Records Retention Schedules is essential to reflect the most current corporate structure, amend or add record categories, align the records retention schedule with the electronic document and records management system and improve security and privacy protection for corporate records.

BACKGROUND

Bylaw 2012-18 repealed Bylaw 2001-114 which established a records retention and disposal schedule for the City of Regina, pursuant to section 82(1)(a) of *The Urban Municipality Act, 1984. The Urban Municipality Act, 1984* was replaced by *The Cities Act, 2002.* Section 90(1) of *The Cities Act* states: "A council shall establish a records retention and disposal schedule, and all documents of the city must be dealt with in accordance with that schedule." Furthermore, Section 101(1) (g) of *The Cities Act* states: "No council shall delegate… its duty to establish a records retention and disposal schedule pursuant to section 90."

DISCUSSION

A records retention schedule is foundational for any comprehensive and efficient corporate information management strategy. A properly executed records retention schedule enables the

quick and appropriate disposal of records as well as reduces potential liability due to failure to comply with legislative requirements for information retention and preservation. The City of Regina is legally required to establish a records retention and disposal schedule in accordance with *The Cities Act, 2002,* Section 90(1) and Section 101(1).

In accordance with best practices in records and information management, periodic reviews and updates of existing retention and disposal schedules must be conducted to reflect the most current corporate structure, amend or add records categories, align the records retention schedule with the electronic document and records management system and improve security and privacy protection for corporate records.

The Administrative Records Retention Schedule (ARRS) as outlined in the attached Schedule A and Operational Records Retention Schedule (ORRS) as outlined in the attached Schedule B are function-based schedules. Originally based on the Provincial Archives of Saskatchewan's model for records retention, ARRS and ORRS have been modified to better reflect the needs of the City of Regina. While the provincial schedule has now been modified to a "big bucket" model of records retention, the complex functions performed by the City of Regina require a complex records management model that better reflects the type of records created by the City of Regina. An updated version of ARRS and ORRS will prevent inappropriate access, use or disclosure of information through the inclusion of an "Information Classification Security Level" column. This classification provides a clear description of the degree of security associated or attached to each record category. Information Classification Security Levels were developed jointly, by Corporate Information Governance and Information Technology Services.

The updated ARRS and ORRS also identify vital records which are crucial for business continuity. ARRS and ORRS were developed by Corporate Information Governance with input from all work units. All changes were made after consultation with both working areas and the Legal Department to ensure that records retentions satisfied all operational, legal and historical requirements.

RECOMMENDATION IMPLICATIONS

Financial Implications

An updated retention & disposal schedule ensures the City's compliance with *The Local Authority Access to Information and Protection of Privacy Act*. A defined retention schedule ensures records are retained for as long as necessary for business purposes, but also enables the disposition of records within an appropriate timeframe, thereby reducing storage costs.

Environmental Implications

None with respect to this report.

Strategic Implications

An updated retention and disposal schedule ensures that the City is in compliance with *The Cities Act*. ARRS and ORRS improve service and financial viability by reducing storage costs for records while improving transparency and accountability. ARRS and ORRS also help to improve internal processes by enabling timely disposals of records, enhancing privacy and security, and ensuring business continuity.

Other Implications

None with respect to this report.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

The updated bylaw will be accessible internally via City Connect and ZyImage and to the public on the City's website regina.ca. Internal communications regarding the updated bylaw will be posted to City Connect and circulated to departmental records contacts via email. The new retention schedule will be highlighted in internal training sessions available through the Learning Calendar and delivered on request to business units.

DELEGATED AUTHORITY

Repealing and enacting bylaws requires City Council approval.

Respectfully submitted,

Linda Ungar, Manager, Corporate Information Governance
Office of the City Clerk

Respectfully submitted,

Amber Ackerman, A/Deputy City Clerk
Office of the City Clerk

Report prepared by: Felma Buendia, Information Preservation Technician

Schedule "A"

Office of the City Clerk

ARRS 2018

Administrative Records Retention Schedule

2018

A records management schedule for
administrative records of the City of Regina

Updated March 2018

The retention period indicates the current fiscal year plus the number of years listed.
Abbreviations for Information Classification Security Levels are in Appendix D.
SO – Superseded or Obsolete; **N/A** – not applicable
y – years; **m** – months; **S** – Secure Destruction; **HC** – Historical Collection;
R – To be reviewed; **PS** – Permanent Storage

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2000 CIVIC PROPERTIES

The Civic Properties Section includes records relating to the procurement, development, construction, alteration, maintenance and repair of civic buildings and properties; accommodation; and other records related to buildings and properties administration.

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2000 Buildings Civic Properties

Records relating to buildings, facilities, structures and properties not shown elsewhere in this section.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
2000 - 10	**Locations** *Includes building directories, addresses and land locations.*	SO	**S**	**P**
2000 - 12	**Signage**	SO	**S**	**P**
2000 - 15	**Room Bookings**	SO	**S**	**C**
2000 – 55	**Visitor History**	60d	**S**	**A**
2000 – 60	**Surveillance**	1m	**S**	**A**

The retention period indicates the current fiscal year plus the number of years listed.
Abbreviations for Information Classification Security Levels are in Appendix D.
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2055 Occupancy

Records relating to current and future planning and requirements for accommodation. Includes plans for expansion, allocation of space, offers of space, accommodation statistics, projects, utilization, efficiencies, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
2055 - 03	**Requirements**	6y	**R**	**B**
2055 - 04	**Allocation**	SO + 6y	**S**	**B**
2055 - 06	**Floor Plans**	SO + 6y	**R**	**A**
2055 - 50	**Moves**	6y	**R**	**C**

The retention period indicates the current fiscal year plus the number of years listed.
Abbreviations for Information Classification Security Levels are in Appendix D.
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y – years; **m** – months; **S** – Secure Destruction; **HC** – Historical Collection;
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2120 Acquisition Disposal

Records relating to the proposed or actual acquisition and disposal of buildings, facilities and structures by transfer, lease, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
2120 - 02	**Appraisals**	SO + 2y	**R**	**B**
2120 - 60	**By Location** *Property case files by location of building*	SO* + 10y	**R**	**B**

SO* = upon disposition of property

The retention period indicates the current fiscal year plus the number of years listed.
Abbreviations for Information Classification Security Levels are in Appendix D.
SO – Superseded or Obsolete; **N/A** – not applicable
y – years; **m** – months; **S** – Secure Destruction; **HC** – Historical Collection;
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2155 Construction, Repair, Renovation

Records relating to the planning, design and construction of buildings, facilities and structures. Includes construction requirements and discussions with architects, contractors and consultants.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
2155 - 02	**Codes Standards**	SO	**S**	**P**
2155 – 30	**Utility Locates***	SO	**S**	**C**
2155 – 50	**Project by Location**	SO** + 25y	**R**	**B**

SO = finish of major repair, renovation or construction**
*** The retention for utility locates applies to locates done for City-owned properties or for external clients.**

The retention period indicates the current fiscal year plus the number of years listed.
Abbreviations for Information Classification Security Levels are in Appendix D.
SO – Superseded or Obsolete; **N/A** – not applicable
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R – To be reviewed; **PS** – Permanent Storage

2215 Fire Contingency

Records relating to fire prevention and fire protection within civic buildings, facilities and structures. Includes fire regulations, fire drill procedures, records relating to automatic sprinklers and fire alarm systems, etc. Incident case files include investigations, reports, statements of claims, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
2215 - 02	**Evacuation Planning**	SO + 6y	**S**	**A**
2215 - 50	**Prevention Systems**	SO + 6y	**S**	**A**
2215 - 55	**Inspections** *Refers to inspections of civic buildings and properties from the perspective of the building's owner and/or tenant. For Fire Inspections by Fire & Protective Services please consult the ORRS.*	SO + 6y	**S**	**C**
2215 - 60	**Incidents**	SO* + 6y	**R**	**B**

SO* = upon conclusion of investigation

The retention period indicates the current fiscal year plus the number of years listed.
Abbreviations for Information Classification Security Levels are in Appendix D.
SO – Superseded or Obsolete; **N/A** – not applicable
y – years; **m** – months; **S** – Secure Destruction; **HC** – Historical Collection;
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2235 Building Services

Records relating to the maintenance and servicing of civic buildings, facilities and structures. Includes janitorial and cleaning services, elevator maintenance, inspection reports, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
2235 - 03	**Janitorial**	2y	**S**	**C**
2235 - 05	**Maintenance** *Includes elevators, preventative and routine maintenance, mechanical checks, painting, etc.*	6y	**S**	**C**

The retention period indicates the current fiscal year plus the number of years listed.
Abbreviations for Information Classification Security Levels are in Appendix D.
SO – Superseded or Obsolete; **N/A** – not applicable
y – years; **m** – months; **S** – Secure Destruction; **HC** – Historical Collection;
R – To be reviewed; **PS** – Permanent Storage

2320 Land Grants

Records relating to rights of way, easements, licenses, leases, etc. of city-owned land used by private corporations, persons or privately-owned land used by the city.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
2320 - 50	**Project Files** *Includes rights of way, easements, licenses, leases of City-owned land used by private corporations or persons, or privately-owned land used by the City.*	SO + 10y	**R**	**B**

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R – To be reviewed; **PS** – Permanent Storage

2430 Landscape Design

Records relating to design and construction management of City landscape projects related to existing infrastructure.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
2430 - 20	**Landscape Design Case Files** *Records BY LOCATION OR PROGRAM relating to design and construction management of city landscape projects related to existing infrastructure, including project files, drawings, approvals, work schedules, etc.*	SO + 5y	**R**	**B**

The retention period indicates the current fiscal year plus the number of years listed.
Abbreviations for Information Classification Security Levels are in Appendix D.
SO – Superseded or Obsolete; **N/A** – not applicable
y – years; **m** – months; **S** – Secure Destruction; **HC** – Historical Collection;
R – To be reviewed; **PS** – Permanent Storage

3000 EQUIPMENT AND SUPPLIES

The Equipment and Supplies Section contains records relating to the procurement, justification, disposition, maintenance and servicing of equipment and supplies, and other records related to equipment and supplies administration. Also included are reports relating to vehicles and vehicle administration.

List of Primaries

3030 Asset Management 19
3150 Salvage and Surplus 20
3350 Printing Services 21
3365 Procurement and Receipt 22
3425 Telecommunications 23
3445 Fleet Administration 24

The retention period indicates the current fiscal year plus the number of years listed.
Abbreviations for Information Classification Security Levels are in Appendix D.
SO – Superseded or Obsolete; **N/A** – not applicable
y – years; **m** – months; **S** – Secure Destruction; **HC** – Historical Collection;
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3000 Equipment General

Records relating to the administration of material management. Includes justification, user specifications, issue, maintenance, repairs, depreciation, rentals and procurement for clothing, building materials, computer hardware, computer software, laboratory equipment, furniture, office equipment, and imaging equipment.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
3000 - 02	**Loans** *Refers to loans of equipment.*	SO + 2y	**S**	**C**
3000 - 10	**Training Equipment**	SO + 2y	**S**	**C**
3000 - 20	**Clothing Cleaning Services**	2y	**S**	**C**
3000 – 30	**Maintenance and Warranties**	SO + 2y	**S**	**C**
3000 – 40	**Forms Procurement Distribution**	2y	**S**	**C**
3000 – 45	**Fuelling Case Files** *Includes motor, heating, fuel dipping, etc.*	2y	**S**	**C**

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Abbreviations for Information Classification Security Levels are in Appendix D.
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y – years; **m** – months; **S** – Secure Destruction; **HC** – Historical Collection;
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3030 Asset Management

Records relating to the control of fixed assets (excluding buildings and lands) and stock inventory, including receipt, storage, inventorying and stocktaking. This primary does **not** include records relating to **financial** assets, such as cash, bank accounts, audits and accounts receivable.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
3030 - 50	**Inventories**	SO + 2y	**S**	**C**
3030 - 55	**Database** *Includes asset management software.*	SO + 6y	**S**	**C**
3030 - 60	**Loss Inventory**	SO + 6y	**S**	**C**

The retention period indicates the current fiscal year plus the number of years listed.
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3150 Salvage and Surplus

Records relating to the disposal of surplus equipment. Includes write-offs, destruction of equipment, recycling, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
3150 - 02	**Transfer and Disposal** *Includes salvage and sales.*	SO + 6y	**S**	**A**
3150 - 03	**Recycling** *Equipment, metal, etc. For recycling programs see ORRS.*	SO + 2y	**S**	**C**

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3350 Printing Services

Records relating to the requisition of print services.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
3350 - 50	**Estimates and Specifications**	2y	**S**	**C**
3350 – 55	**Requisitions**	2y	**S**	**C**

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Abbreviations for Information Classification Security Levels are in Appendix D.
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R – To be reviewed; **PS** – Permanent Storage

3365 Procurement and Receipt

Records which relate generally to procurement procedures. This includes specifications, purchase requisitions, storage and issue of equipment and supplies, procurement regulations, instructions, purchasing and receiving actions.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
3365 - 02	**Purchase Orders**	2y	**S**	**C**
3365 - 03	**Standing Purchase Orders**	SO + 6y	**S**	**C**
3365 - 06	**Purchasing Requisitions**	2y	**S**	**C**
3365 - 07	**Stockroom Requisitions**	2y	**S**	**C**
3365 - 09	**Packing Slips**	1y	**S**	**C**

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Abbreviations for Information Classification Security Levels are in Appendix D.
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3425 Telecommunications

Records relating to mobile radios, walkie-talkies, radio telephones, fax machines, cellular/mobile phones, PDAs, tablets, etc, and telephone equipment, supplies, facilities and services, including specifications, justification, procurement, installation, issue, operation, maintenance and repair.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
3425 - 02	**Frequency Licences**	SO + 2y	**S**	**C**
3425 - 03	**Fax Receipts & Reports**	1y	**S**	**C**
3425 - 55	**Two Way Radios** *Includes sign-in, sign out sheets.*	SO + 2y	**S**	**C**

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3445 Fleet Administration

Records relating to the administration of city vehicles, including assignment, rental rates, inventory, distance reports, requisitions, etc. This primary includes information regarding all types of vehicles: licensed, unlicensed, and water vehicles.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
3445 - 05	**Fleet Inventory**	SO + 2y	**S**	**C**
3445 - 08	**Rental Rates**	SO	**S**	**C**
3445 - 09	**Fleet History** *Includes depreciation, replacement, requisition, fixed asset records, work order database, black box data.*	SO + 2y	**S**	**C**
3445 – 15	**Fleet Research**	SO + 2y	**S**	**C**

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4000 FINANCE

The Finance Section contains records relating to the financial administration and financial management of government institutions. This includes the administration of contracts, accounts and accounting, budgets, expenditure control, finance reports and audits, etc.

List of Primaries

4000 Fraud 27
4020 Accounting General 28
4040 Cash Control 29
4080 Accounts Receivable 31
4080 Accounts Receivable (cont.) 32
4140 Allotments and Transfer 34
4160 Audits and Compliance Reviews 35
4180 Banks and Banking 36
4230 Budgets 37
4260 Financial Transactions 38
4280 Financial Claims 39
4300 Tenders and Award of Contracts 40
4320 Currency 41
4340 Expenditure Control 42
4360 Commitments 43
4380 Fees 44
4430 Funds 45
4440 Garnishees and Encumbrances 46
4460 Grants 47
4500 Financial Reporting 48

The retention period indicates the current fiscal year plus the number of years listed.
Abbreviations for Information Classification Security Levels are in Appendix D.
SO – Superseded or Obsolete; **N/A** – not applicable
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4520 Revenue Control 49
4540 Taxes 50
4560 Travel Expenditures 51
4580 Bankruptcies and Receiverships 52
4590 Debentures and Debt 53

4000 Fraud

Records relating to financial fraud and alleged fraud, notifications and alerts.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
4000 - 03	**Cases**	7y	**R**	**A**
4000 - 04	**Alerts and Notifications**	SO + 2y	**S**	**C**

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4020 Accounting General

Records relating to the general administration of accounting systems and procedures, the classification of accounts, interest rates on overdue accounts, security deposits, public accounts preparations, reconciliations, etc. **not shown elsewhere in the Accounting primaries**.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
4020 - 02	**Codes** *Includes entity, program, organization, location, project and natural codes, etc.*	SO + 2y	**S**	**C**
4020 - 04	**Interest Rates on Overdue Accounts**	7y	**S**	**C**
4020 - 05	**Security Deposits or Letters of Credit**	7y	**S**	**A**
4020 - 06	**General Ledgers** *Includes Final Entry Summaries.*	P*	**PS**	**P**
4020 - 07	**Public Accounts Preparation Records**	7y	**S**	**C**
4020 - 50	**Reconciliations**	7y	**S**	**C**

P* = permanent retention

The retention period indicates the current fiscal year plus the number of years listed.
Abbreviations for Information Classification Security Levels are in Appendix B.
SO - Superseded or Obsolete; **N/A** – not applicable
y – years; **m** – months; **S** – Secure Destruction; **HC**- Historical Collection;
R – To be reviewed; **PS** – Permanent Storage

4040 Cash Control

Records relating to cash control including cash blotters, cash receipt journals, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
4040 - 02	**Mail Records**	7y	**S**	**C**
4040 - 03	**Input Documents**	7y	**S**	**C**
4040 - 04	**Receipt Journals**	7y	**S**	**C**

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Abbreviations for Information Classification Security Levels are in Appendix D.
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4060 Accounts Payable

Records relating to payable accounts. Includes correspondence, billings, copies of financial transactions, payment of credit cards and other supporting documentation.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
4060 - 02	**Overdue Accounts**	7y	**S**	**A**
4060 - 03	**Invoice Summary Sheets**	7y	**S**	**A**
4060 - 04	**Timeliness of Payment**	7y	**S**	**A**
4060 - 06	**Errors and Compliance**	7y	**S**	**A**
4060 - 07	**Refunds**	7y	**S**	**A**
4060 - 50	**Equalized Payments**	7y	**S**	**A**
4060 - 55	**Payable Documentation** *Note: Payment stubs will no longer be acquired by the City of Regina. Copies may be obtained from the bank of record if required. As of January 1, 2016, standard business practice for payable documentation is to use digitized or born electronic documents only.*	7y	**S**	**A**
4060 - 60	**Statements** *Note: the City of Regina switched to electronic bank statements as standard business practice as of 2015.*	7y	**S**	**A**

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4080 Accounts Receivable

Records relating to receivable accounts. This primary covers records relating to revenue received by the city for services rendered or through the sale of goods**.**

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
4080 - 50	**Cash Register Tapes**	7y	**S**	**C**
4080 - 65	**Outstanding Accounts**	7y	**S**	**A**
4080 - 70	**Write-Offs** *(uncollectable accounts)*	7y	**S**	**A-**
4080 – 75	**Receivable Documentation** *Includes invoice books, receipt books, debit card receipts, credit card receipts, computerized records payroll project sheets, work orders for external billing, etc. Payment stubs will no longer be acquired by the City of Regina. Copies may be obtained from the bank of record if required.*	7y	**S**	**A**
4080 - 80	**Credit and Debit Card Information** *Includes credit and debit card information gathered for the purposes of one-time payments only (bulk water, program registration, parking tickets, etc.)* **Does not apply to ongoing payments such as TIPPS, utility bill payments, R-Card purchase programs, etc.***	90 days	**S**	**A**

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4080 Accounts Receivable (cont.)

***This retention is intended for use by third-party service providers which may be storing credit and debit card information belonging to City of Regina patrons in a cloud computing system. This retention may be used by departments as a benchmark for records management requirements when negotiating contracts with third-party service providers. Departments will need to specify a retention period during the RFP process and contract negotiations.**

4100 Accountable Advances

Records relating to the control of petty cash, imprest accounts, salary and other accountable advances.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
4100 - 02	**Float**	7y	**S**	**C**
4100 - 03	**Petty Cash**	7y	**S**	**C**
4100 - 04	**Salary**	7y	**S**	**C**
4100 - 05	**Imprest Accounts**	7y	**S**	**C**
4100 - 06	**Other Advances**	7y	**S**	**A**

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4140 Allotments and Transfer

Records relating to the distribution of appropriated funds by allotment and transfer, reflecting the commitment, obligation and expenditure of funds thus allotted or sub-allotted. Includes allotment advice, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
4140 - 02	**Reallocation of Funds**	7y	**S**	**C**

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4160 Audits and Compliance Reviews

Records relating to audits and reviews of procedures, programs, systems, etc. Includes correspondence, reports, responses, management representation letters, follow-up and related records.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
4160 - 04	**Internal Audits**	7y	**R**	**B**
4160 - 05	**Other Audits**	7y	**R**	**B**

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4180 Banks and Banking

Records relating to the establishment, maintenance and termination of an institution's bank accounts. Includes procedures used for conducting banking operations, electronic banking, automatic withdrawals, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
4180 - 02	**Addresses and Account Numbers**	SO	**S**	**A**
4180 - 50	**Accounts** *Includes establishment and termination of bank accounts, deposit slips, cancelled cheques, bank statements, reconciliations, etc. Payment stubs will no longer be acquired by the City of Regina. Copies may be obtained from the bank of record if required.*	7y	**S**	**A**
4180 – 55	**Trust Accounts** *This secondary relates to administrative records only. Trust Accounts relating to your mandate must be classified in the appropriate ORRS.*	7y	**S**	**A**

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4230 Budgets

Records relating to budgetary practices and procedures, budgetary controls and programs, budget planning and forecasting of variable and fixed costs of program requirements for future periods, etc. Includes budget estimates and supporting justifications, interactive estimates, system printouts, budget forecasts and development packages and approved budget documents.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
4230 - 03	**Working Papers** *Includes variances.*	7y	**S**	**B**
4230 - 04	**Submissions**	7y	**S**	**B**
4230 – 50	**Forecasts**	7y	**S**	**B**
4230 - 55	**Development Packages** *May include submissions, forecasts and calls for estimates.*	7y	**S**	**B**
4230 – 60	**Approved Budgets** *Includes capital budgets.*	10y	**R**	**P**

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4260 Financial Transactions

Records relating to the documentation of financial transactions for accounting purposes. Includes batched cash and revenue deposits, cheque vouchers, journal vouchers, travel vouchers, returned cheques, cheque requisitions, and related supporting documentation.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
4260 - 02	**Returned and NSF Cheques**	10y	**S**	**A**
4260 - 03	**Payment Vouchers** *Includes cheque vouchers.*	7y	**S**	**B**
4260 - 04	**Journal Vouchers**	7y	**S**	**B**
4260 - 05	**Deposits**	7y	**S**	**B**
4260 - 08	**Replacement Cheques** *Includes in-lieu, documentation and cheques cancelled by issuer (stop payment).*	10y	**S**	**A**
4260 - 09	**Batch Control**	7y	**S**	**B**
4260 - 10	**Cheque Requisitions**	10y	**S**	**A**

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4280 Financial Claims

Records relating to debts and claims for payment made by and against the city.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
4280 - 50	**Debt and Claim Files**	SO* + 7y	**S**	**A**

SO* = after settlement

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4300 Tenders and Award of Contracts

Records relating to the administration of the tendering process, including requests for proposals, contract bids, tender bonds, etc.
Includes supporting documentation, tender process, force accounts, requests for proposals, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
4300 - 04	**Bids and Tender Bonds** *Contains draft material.*	SO* + 7y	**S**	**A**
4300 - 05	**Rejected or Denied Contracts** *Contains draft material.*	7y	**S**	**A**
4300 - 06	**Requests for Proposals**	7y	**S**	**C**
4300 - 50	**Tendering and Contract Documentation** *Contains draft material.*	SO* + 7y	**S**	**C**

SO* = award of contracts

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y – years; **m** – months; **S** – Secure Destruction; **HC** – Historical Collection;
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4320 Currency

Records relating to Canadian and foreign currency, foreign exchange rates, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
4320 - 02	**Exchange Rates**	2y	**S**	**P**

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Abbreviations for Information Classification Security Levels are in Appendix D.
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4340 Expenditure Control

Records relating to the general administration and control of expenditures **not shown elsewhere in the Expenditure Control primaries.** Includes expenditure guidelines, transactions, statements, issuance of credit/purchase cards, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
4340 - 02	**Card Issuance** *Includes credit and P-Cards.*	7y	**S**	**A**
4340 - 04	**Reduction Exercise**	7y	**S**	**B**
4340 - 50	**Expenditure Forecasts**	7y	**S**	**C**

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4360 Commitments

Records relating to future expenditures for which funds must be reserved in an appropriation. Includes commitment reports and authorizations for expenditure.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
4360 - 02	**Appropriation and Commitment Control**	7y	**S**	**C**
4360 - 50	**Authorizations**	7y	**S**	**C**
4360 - 55	**Funding Commitment Case Files**	7y	**S**	**C**

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4380 Fees

Records of a general nature relating to consultant and professional service fees, honoraria for lecturers, training course tuition fees and the calculation of fees for services, etc.

NOTE: This primary does not document the payment of fees.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
4380 - 02	**Information and Schedules**	SO	**S**	**P**

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4430 Funds

Records relating to the establishment and operation of revolving funds and special accounts used to finance a specific program, operation or capital project which may be self-sustaining.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
4430 - 50	**Revolving Funds and Special Accounts** *Includes financial statements.*	7y	**S**	**C**

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y – years; **m** – months; **S** – Secure Destruction; **HC** – Historical Collection;
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4440 Garnishees and Encumbrances

Records relating to financial encumbrances and reimbursements including the setoff of funds, garnishee of payments, requirements to pay, encumbrance notices, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
4440 - 50	**Setoffs**	7y	**S**	**C**
4440 - 55	**Requirements to Pay**	7y	**S**	**A**
4440 - 60	**Garnishees**	7y	**S**	**A**
4440 - 65	**Interagency Encumbrances**	7y	**S**	**C**
4440 - 70	**Other Encumbrances**	7y	**S**	**A**
4440 - 75	**Third Party Demands**	7y	**S**	**A**

The retention period indicates the current fiscal year plus the number of years listed.
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4460 Grants

Records relating to grants of money from outside organizations, agencies, or individuals to carry out a specific project, assignment, etc. This refers to grants TO the City of Regina only. For grants FROM the City of Regina, please refer to Community Partnerships in ORRS.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
4460 - 02	**Applications** *Includes applications for grants TO the City of Regina only.*	7y	**R**	**B**
4460 - 50	**Administration Documentation** *Includes paperwork relating to the administration of grants TO the City of Regina.*	7y	**R**	**B**

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4500 Financial Reporting

Records relating to financial reporting systems, financial management reports, statistics and statements **not included elsewhere in the Finance Section.** Includes working papers, correspondence, individual expenditure, budget monitoring and other reports **not included elsewhere in the Finance Section.**

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
4500 - 02	**Daily**	1m	**S**	**C**
4500 - 03	**Monthly**	2y	**S**	**C**
4500 - 05	**Financial Analysis Statements**	7y	**S**	**C**
4500 - 06	**Quarterly, Year-End or Other Reports**	7y	**S**	**C**

The retention period indicates the current fiscal year plus the number of years listed.
Abbreviations for Information Classification Security Levels are in Appendix D.
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y – years; **m** – months; **S** – Secure Destruction; **HC** – Historical Collection;
R – To be reviewed; **PS** – Permanent Storage

4520 Revenue Control

Records relating to the control of recoverable amounts and potential revenues which are contingent upon such factors as production, sales volume, market rates, agreements, assessment and policy consideration and are therefore subject to future finalization. Includes revenue and suspense accounts, recoverable amounts, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
4520 - 02	**Revenue, Suspense or Recoverable Accounts**	7y	**S**	**C**
4520 - 50	**Cost Recoveries**	7y	**S**	**C**
4520 - 55	**Revenue Control Forecasts**	7y	**S**	**C**

The retention period indicates the current fiscal year plus the number of years listed.
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4540 Taxes

Records relating to federal customs and excise tariffs, provincial sales tax, tax incentives, **taxes paid out by the City,** etc. For taxes collected by the city, see Accounts Receivable.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
4540 - 02	**GST**	7y	**S**	**C**
4540 - 03	**PST**	7y	**S**	**C**
4540 - 04	**Other Taxes**	7y	**S**	**C**

The retention period indicates the current fiscal year plus the number of years listed.
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4560 Travel Expenditures

Records relating to expenditures, claims and approved options for travel on city business. Includes directives, travel authorizations, expense claims, travel advances, regulations and records relating to payment for accommodation, transportation and other travel related functions. Includes supporting documentation.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
4560 - 02	**Relocation**	7y	**S**	**A**
4560 - 03	**Councilor Expenses**	7y	**S**	**A**
4560 - 04	**Consultant Expenses**	7y	**S**	**A**
4560 - 05	**Employee Travel Expenses**	7y	**S**	**A**

The retention period indicates the current fiscal year plus the number of years listed.
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4580 Bankruptcies and Receiverships

Records relating to bankruptcies and receiverships.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
4580 - 50	**Receivership Case Files**	7y	**S**	**A**
4580 - 60	**Bankruptcy Case Files**	7y	**D**	**A**

The retention period indicates the current fiscal year plus the number of years listed.
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4590 Debentures and Debt

Records dealing with debt incurred by the city (e.g. loans, debentures).

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
4590 - 30	**Coupons** *Interest on principal only.*	SO + 10y	**S**	**C**
4590 - 40	**Debentures** *Issue Records, Registers, Paid Debentures - principle amount borrowed.*	SO + 10y	**R**	**C**
4590 - 50	**Securities Register**	P	**PS**	**C**

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5000 HUMAN RESOURCES

The Human Resources Section contains records related to the administration actions regarding employee and employee services. This includes employee benefits and services, staffing, recruitment, training, etc. Also included are records related to pay action.

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The retention period indicates the current fiscal year plus the number of years listed.
Abbreviations for Information Classification Security Levels are in Appendix B.
SO - Superseded or Obsolete; **N/A** – not applicable
y – years; **m** – months; **S** – Secure Destruction; **HC**- Historical Collection;
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The retention period indicates the current fiscal year plus the number of years listed.
Abbreviations for Information Classification Security Levels are in Appendix D.
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5000 Accidents and Injuries

Records relating to accidents and personal injuries as a direct result of work duties, including claims with the Workers' Compensation Board.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5000 - 02	**Incident Logs** *Includes near misses.*	6y	**S**	**A**
5000 - 50	**Non-Compensable Accidents**	6y	**S**	**A**
5000 - 55	**Workers' Compensation Board Claims**	SO* + 6y	**S**	**A**

SO* = after settlement of claim

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Abbreviations for Information Classification Security Levels are in Appendix D.
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y – years; **m** – months; **S** – Secure Destruction; **HC** – Historical Collection;
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5030 Awards and Honours

Records relating to employee award presentations and recommendations.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5030 - 50	**Recognition Programs** *Includes Rewards & Recognition, Years of Service Milestones, Recognition Card program, Accelerating Excellence Award, Customer Service Award, Outstanding Career Achievement Award, etc.*	6y	**R**	**C**

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5060 Benefits

Records of a general nature relating to the administration of personnel benefits. This includes Canada Pension Plan, group life, extended health and dental benefits, medical benefits, superannuation and other pension plans, etc. This primary is intended for general information regarding benefits.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5060 - 02	**Deferred Salary Leave**	6y	**S**	**A**
5060 - 03	**Travel Insurance**	SO + 2y	**S**	**A**
5060 - 04	**Allowances and Differentials**	SO + 2y	**S**	**A**
5060 - 05	**Tuition Subsidies**	SO + 2y	**S**	**A**
5060 - 06	**Pensions and Superannuation** *(by employee)*	100y	**S**	**A**
5060 - 07	**Group Life**	SO + 2y	**S**	**A**
5060 - 08	**Medical and Dental**	SO + 2y	**S**	**A**
5060 - 09	**Disability Income**	SO + 2y	**S**	**A**
5060 - 10	**Employment Insurance**	SO + 2y	**S**	**A**

The retention period indicates the current fiscal year plus the number of years listed.
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5080 Services

Records relating to the administration of general services provided for city employees. This includes parking entitlements, Canada Savings Bonds and other miscellaneous services.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5080 - 02	**Bonds**	6y	**S**	**A**
5080 - 03	**Parking**	SO	**S**	**A**
5080 - 04	**Other Services** *Includes Employee Transit Pass program, Employee Leisure Pass Discount program, United Way payroll donations, etc.*	6y	**S**	**A**

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5160 Classification

Records relating to the classification of positions, classification reviews, reclassification and appeals, as well as standards and specifications for evaluating positions and responsibilities. Includes records relating to the assignment of positions within the institutional framework and the history of changes to that assignment. Also includes records relating to the classification review of positions, the outcome of related appeals and historical information relating to the implementation of changes to the classification plans.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5160 - 02	**Position Issues** *Includes studies and reviews.*	6y	**R**	**A**
5160 - 04	**Organization** *Includes studies and reviews.*	6y	**S**	**C**
5160 - 50	**Position History Files**	SO + 6y	**S**	**C**
5160 - 55	**Reclassification, Reviews and Appeals**	SO* + 6y	**S**	**C**
5160 - 60	**Job Standards** *Includes benchmarks, job descriptions, etc.*	SO + 6y	**S**	**C**

SO* = after settlement

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5175 Employees General

Records relating to employees in general which are **not shown elsewhere in the Employees primaries.** Includes general information, information requests, conflict of interest, approval for outside employment, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5175 - 02	**Information Requests** *Includes informal requests for general information about employment, employment benefits, employment conditions, etc. See ARRS 8810 for Access to Information Requests.*	6y	**S**	**B**
5175 - 10	**Disclosure of Land Holdings** *For further reference see Bylaw 2002-57*	SO + 7y	**R**	**P**
5175 - 15	**Disclosures of Potential Conflict** *For further reference see Bylaw 2002-57*	SO* + 7y	**R**	**A**
5175 - 30	**Seniority Roster**	SO + 2y	**S**	**P**

SO* = expiry of term or appointment

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5190 Employee Record

Records directly reflecting a particular employee's work history. Includes personal data, resumes, oaths, work plans and appraisals of job performance, work histories, skills, training and education, commendations and discipline.

NOTE: *The Labour Standards Act* requires that the following records be kept for each employee: name, sex, date of birth, residential address, positions held, rates of pay, total wages paid per pay period, deductions from wages, date wages paid, hours of work, holiday, leave and attendance records, amounts of annual holiday pay and date paid, date work commenced and date terminated, amount paid on termination and date paid. Refer to *The Labour Standards Act* s.70.

NOTE: Employee includes permanent, temporary, part-time, casual, labour service, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5190 - 50	**Master Employee File** *(by employee)* *Master record kept by Human Resources and Fire Department including criminal background checks.*	100y	**S**	**A**

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5190 Employees – Employee Record (continued)

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5190 - 55	**Master Health File** *(by employee)* *Includes return to work, reasonable suspicion actions.*	SO* + 2y	**S**	**A**
5190 - 60	**Master Payroll File** *(by employee)* *Master record kept by Payroll and Fire Department.*	100y	**S**	**A**
5190 - 65	**Pay Records** *Convenience copies kept by work units (Fire Department records are to be treated as master records).*	3y	**S**	**A**
5190 - 70	**Employee Records** *Convenience copies kept by work units (Fire Department records are to be treated as master records).*	3y	**S**	**A**
5190 - 90	**Income Tax Forms** *(completed)* *Includes T4s, TD1s, etc.*	SO + 7y	**S**	**A**

SO = departure of employee from City of Regina

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5205 Employment Equity

Records relating to the development and implementation of programs to enhance opportunities in the public service, including affirmative action.

Codes	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5205 - 02	**Equity Case Files** *Includes reports, statistics, issues, etc.*	6y	**R**	**A**
5205 - 50	**Program Administration**	SO + 6y	**R**	**A**

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5265 Health and Safety

Records relating to the administration of safety and first aid programs, counseling, occupational health, smoking cessation, and accident prevention.

Codes	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5265 - 02	**Employee Assistance Programs**	SO + 6y	**S**	**A**
5265 - 03	**Occupational Health & Safety** *Includes Health and Safety programs and promotions.*	6y	**S**	**A**
5265 - 04	**Investigations and Complaints**	SO* + 6y	**S**	**A**
5265 - 50	**Hazardous Material Information** *Includes WHMIS (Workplace Hazardous Materials Information System).*	SO + 6y	**S**	**C**

SO* = settlement or completion of investigation

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5280 Hours of Work

Records relating to scheduling/specifying hours of work **not** relating to individual employees. Includes job sharing, modified work weeks, flexible hours, off to vote, time off for special occasions, early closing and overtime.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5280 - 02	**Modifications** *Includes overtime, early closing, modified work weeks, flexible hours, time off to vote, time off for special occasions, jury duty, etc.*	6y	**S**	**A**
5280 - 03	**Job Sharing**	SO + 6y	**S**	**A**
5280 - 05	**Exemptions**	SO + 6y	**S**	**A**
5280 - 06	**Schedules**	2y	**S**	**C**

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5295 Staffing Requirements

Records relating to current and projected staffing requirements, personnel resource requirements, forecasts and estimates, impact of technical change, establishment control, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5295 - 02	**Forecasts and Estimates**	6y	**R**	**C**
5295 - 04	**Technical Change** *Includes impact studies of automation, new operating equipment, etc.*	6y	**R**	
5295 - 05	**Establishment Control Files**	SO + 6y	**S**	**C**

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5305 Human Rights

Records relating to human rights issues. Includes matters referred to the Saskatchewan Human Rights Commission, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5305 - 02	**Issues and Opportunities**	SO + 6y	**R**	**C**
5305 - 50	**Staff Case Files** *Includes Saskatchewan Human Rights Commission.*	SO* + 6y	**S**	**A**

SO* = after settlement

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5330 Job Enhancement

Records relating to research, discussion, planning or implementation of ways in which employees' duties may be made more rewarding. Includes job exchange, job enrichment and job rotation.

Codes	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5330 - 50	**Improvements**	SO + 6y	**S**	**A**

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5355 Labour Relations General

Records relating to employer-employee relations (both unions and professional associations) **not shown elsewhere in the Labour Relations primaries.** Includes labour disruptions, issues and events, as well as union relations, bargaining agent certification orders, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5355 02	**Issues** *Includes events, disruptions, strikes, job action, petitions, demonstrations, etc.*	SO + 6y	**HC**	**C**
5355 - 03	**Union Relations** *Includes use of employer facilities, union dues, shop stewards, etc.*	SO + 6y	**S**	**B**
5355 - 55	**Bargaining Agent Certification Orders**	SO + 6y	**S**	**B**

The retention period indicates the current fiscal year plus the number of years listed.
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5400 Collective Agreements

Records relating to master and component agreements or contracts. Includes guidelines, interpretations, proposals, letters of understanding, collective agreements, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5400 - 02	**Negotiations**	SO + 6y	**S**	**A**
5400 - 03	**Proposals**	SO + 6y	**S**	**A**
5400 - 04	**Interpretations**	SO + 6y	**S**	**A**
5400 - 50	**Collective Agreement Copies** *Includes letters of understanding. This refers to copies only. For master copies of Collective Agreements, see ARRS 8070 Bylaws.*	SO + 6y	**S**	**C**

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5415 Discipline

Records relating to the administration of disciplinary action. Includes individual case files and precedents that may result from such action.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5415 - 03	**Precedent Files**	SO + 6y	**S**	**A**
5415 - 50	**Individual Case Files**	SO*	**S**	**A**

SO* = according to the terms of the applicable collective agreement(s), or where no agreement exists, according to the approved internal policy of the government institution. In the absence of an agreement or internal policy, the retention period is SO + 6 years.

The retention period indicates the current fiscal year plus the number of years listed.
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5430 Exclusions

Records relating to exclusions from collective bargaining agreements, contracts, etc. This includes both position exclusions and individual exclusions.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5430 - 50	**Position and Individual Case Files**	SO + 6y	**S**	**A**

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5445 Grievances, Complaints and Arbitrations

Records relating to grievances, complaints and arbitrations. Includes individual grievance case files, harassment complaints, investigations, arbitrator's findings and final report, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5445 - 50	**Grievance and Complaints Case Files**	SO* + 6y	**S**	**A**
5445 - 55	**Arbitration Case Files**	SO* + 6y	**S**	**A**

SO* = after settlement

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5475 Leave and Attendance

Records relating to the administration of leave and attendance. Includes general information regarding attendance, seniority calculations, long term disability, sick leave, vacation, designated paid holidays, special and other types of leave.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5475 - 05	**Administration Files by Employee**	6y	**S**	**A**

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5525 Performance Planning and Review

Records relating to performance planning and review programs, work plans, regular and probationary employee appraisals, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5525 - 04	**Work Plans**	6y	**S**	**C**
5525 - 05	**Performance Development Evaluations**	6y	**S**	**A**

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5540 Reassignments and Transfers

Records relating to lateral and other transfers or reassignments of personnel.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5540 - 50	**Staffing Adjustment Case Files**	SO + 6y	**S**	**A**

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5555 Regulations

Records relating to the public service employment regulations, terms and conditions of employment, human resources management directives and guidelines, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5555 - 02	**Manuals and Directives**	SO + 6y	**S**	**C**

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5600 Salaries and Wages

Records relating to the calculation of salary and wage matters, rates of pay, deductions, regulations regarding payment of wages and substitution pay, salary schedules, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5600 - 02	**Pay Administration** *In/Out of Scope*	SO + 6y	**S**	**C**
5600 - 03	**Pay Schedules**	SO + 6y	**S**	**C**
5600 - 04	**Overtime Pay Schedules**	SO + 6y	**S**	**C**
5600 - 05	**Merit or Performance Pay**	SO + 6y	**S**	**C**
5600 - 06	**Pay Adjustments**	SO + 6y	**S**	**A**
5600 - 50	**Salary Disputes**	SO* + 6y	**S**	**A**
5600 – 55	**Bargaining Unit Compensation Issues**	SO + 6y	**S**	**A**

SO* = after settlement

The retention period indicates the current fiscal year plus the number of years listed.
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R – To be reviewed; **PS** – Permanent Storage

5615 Separations and Layoffs

Records relating to the layoff or separation of employees other than through retirement. This includes staff reductions, attritions, seasonal auxiliary layoffs, resignations and abandonments of position.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5615 - 02	**Bumping Lists**	SO + 6y	**S**	**B**
5615 - 03	**Staff Reduction Programs** *Includes attrition.*	SO + 6y	**S**	**B**
5615 - 04	**Severance**	6y	**S**	**A**
5615 - 05	**Layoffs**	6y	**S**	**A**
5615 - 06	**Abandonments of Position**	6y	**S**	**C**
5615 - 07	**Resignations**	6y	**S**	**A**

The retention period indicates the current fiscal year plus the number of years listed.
Abbreviations for Information Classification Security Levels are in Appendix D.
SO – Superseded or Obsolete; **N/A** – not applicable
y – years; **m** – months; **S** – Secure Destruction; **HC** – Historical Collection;
R – To be reviewed; **PS** – Permanent Storage

5630 Staffing General

Records not shown elsewhere in the staffing block which relate generally to the staffing of positions. Includes testing, security checks, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5630 - 02	**Staffing Announcements**	2y	**S**	**C**
5630 - 50	**Testing**	6y	**S**	**B**
5630 - 55	**Security Checks** *Includes Criminal Record Checks*	SO* + 6y	**S**	**A**

SO* = after termination of employment

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5645 Acting and Temporary Appointments

Records relating to the assignment of employees to acting or temporary appointments, secondments and exchanges.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5645 - 02	**Appointments**	SO + 6y	**S**	**A**
5645 - 03	**Secondments** *Secondment contract files can be found under ARRS8090-55 Employment.*	SO + 6y	**S**	**A**
5645 - 04	**Exchanges**	SO + 6y	**S**	**A**

SO* = upon termination of contract

The retention period indicates the current fiscal year plus the number of years listed.
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5660 Competitions

Records relating to competitions, selection standards, short lists of candidates, interview formats and questions, results and eligibility lists, offer and rejection letters, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5660 - 02	**Interview Formats and Questions**	SO + 6y	**S**	**B**
5660 - 03	**Selection Standards**	SO + 6y	**S**	**B**
5660 - 50	**Interview Case Files**	SO + 6y	**S**	**A**

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5680 Recruitment

Records relating to staffing and methods used to recruit candidates for jobs, including applications for employment, resumes, posting and advertising. Includes recruitment to permanent, temporary, non-permanent, casual and all other positions. Also includes records relating to programs which enable applicants to enter government employment without going through the normal examination or competition channels.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5680 - 02	**Applications** *Includes resumes.*	SO	**S**	**A**
5680 - 03	**Recruiting Case Files** *Includes advertising, postings.*	SO + 2y	**S**	**C**
5680 - 05	**Programs** *Includes summer and co-op student apprenticeship and work experience programs.*	SO + 6y	**S**	**C**
5680 - 06	**Staffing Requisitions**	2y	**S**	**C**

The retention period indicates the current fiscal year plus the number of years listed.
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5750 Vacancies and Obligations

Records relating to recall lists, vacant positions and obligations to displaced employees.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5750 - 02	**Re-employment Lists**	SO + 6y	**S**	**A**
5750 - 03	**Vacancy Reports**	2y	**S**	**C**

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5785 Training and Development General

Records relating to the general administration of staff training development functions and activities for both technical and non-technical training. Includes training schedules, training directives, employee orientation, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5785 - 02	**Educational Leave**	6y	**S**	**A**
5785 - 50	**Training Attended by Staff** *(attended by staff)*	SO + 6y	**S**	**C**

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5800 Courses

Records relating to staff training courses, types of courses, workshops, etc. Includes course content, attendance records, and evaluating reports and comments for all forms of training. Also includes records relating to the planning and scheduling of training and development activities.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5800 - 02	**Course Packages**	SO + 6y	**S**	**C**
5800 - 03	**Training Program Packages**	SO + 6y	**S**	**C**
5800 - 50	**Learning Calendar Case Files** *(for courses developed and/or presented by staff)* *Includes evaluation and attendance records.*	6y	**S**	**C**

The retention period indicates the current fiscal year plus the number of years listed.
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5815 Resources

Records relating to staff training resources which may be used to support the training and development function. Includes resources of personnel, skill, facilities, equipment and materials.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5815 – 03	**Personnel and Facilitators**	SO + 2y	**S**	**A**

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5845 Volunteers

Records relating to persons providing services to the City of Regina as volunteers, to the services so provided, and to the requirements and conditions of the voluntary service.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5845 - 50	**Programs and Activities**	SO + 2y	**R**	**A**

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5860 Wellness and Recreation

Records relating to employee morale, welfare and recreational matters.
For payroll deductions relating to Employee Leisure Pass program, see ARRS 5080-04 Other Services.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
5860 - 50	**Employee Programs**	SO + 6y	**R**	**C**

Note: Unless otherwise specified, drafts are considered transitory documents and do not require retention. Vital Records required for business continuity are identified in RED.

6000 INFORMATION TECHNOLOGY SERVICES

The Information Systems and Technology Section includes records relating to the planning, development, maintenance and operation of automated information systems. This includes records regarding information system and technology plans and models; end-user services; network design and implementation; database administration; and systems development, maintenance, operations, reports and security.

NOTE: This section applies only to records regarding the establishment and operation of computer systems. To classify and assign retention periods to electronic records created by computer systems, refer to the appropriate section of ARRS 2018 or ORRS 2018.

List of Primaries

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6030 Systems Planning 93
6060 Databases 94
6080 End-User Support 95
6100 Network Design and Management 96
6120 System Development 97
6120 System Development (cont.) 98
6140 System Maintenance 99
6160 System Operations 100
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The retention period indicates the current fiscal year plus the number of years listed.
Abbreviations for Information Classification Security Levels are in Appendix B.
SO - Superseded or Obsolete; **N/A** – not applicable
y – years; **m** – months; **S** – Secure Destruction; **HC**- Historical Collection;
R – To be reviewed; **PS** – Permanent Storage

6000 Information Systems General

Records relating generally to automated information systems and technology issues and functions not shown elsewhere in this section. Includes client requests for information technology services.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
6000 - 02	**Standards**	SO + 6y	**S**	**C**
6000 - 50	**Service Requests**	3y	**S**	**C**
6000 – 55	**Performance Monitoring and Evaluation**	3y	**S**	**C**
6000 – 60	**System Maintenance**	SO + 2y	**S**	**C**

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6030 Systems Planning

Records relating to corporate planning and review of information systems including analysis of information resources (data) to ensure effective management of the information by automated systems. Includes planning and strategies for information systems, research and evaluations of new technologies, information technology architecture standards, management and control of data as a shared resource, information needs analyses, etc. This primary also includes organization-wide information models (data modeling, data dictionary, etc.), data administration projects (planning and control, conceptual design, integrity and definition of data resources, etc.) and information technology architecture projects.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
6030 - 03	**Strategies and Review** *Includes information analysis, information models, etc.*	SO + 6y	**R**	
6030 - 50	**Research and Evaluations**	SO + 6y	**S**	**C**
6030 - 55	**Systems Projects**	SO + 6y	**S**	**C**

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6060 Databases

Records relating to the design, maintenance and operation of databases (indexing, retrieving, updating records, etc.). This primary is generally intended for centrally managed databases with decentralized access by more than one system (client-server databases). It includes planning, physical database design, performance testing and evaluation, and optimization of database management systems. Also includes maintenance tasks related to database operations.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
6060 - 55	**Planning and Design** *Includes capacity planning.*	SO* + 6y	**S**	**B**
6060 – 60	**Database Maintenance**	SO* + 2y	**S**	**C**

SO* = until the database has been decommissioned and the information it contains has met applicable retention requirements, or has been successfully migrated to another system.

The retention period indicates the current fiscal year plus the number of years listed.
Abbreviations for Information Classification Security Levels are in Appendix D.
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6080 End-User Support

Records relating to the provision of support services to end-users of information systems and technology. Includes records related to the establishment and operation of help desk services (inquiry log, escalations). In addition, it includes records related to customized information retrieval services provided to end-users for systems which do not directly support client needs (ad-hoc reports, queries, etc.). It also includes records related to the provision of training and support for automated systems (user orientation, etc.).

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
6080 - 50	**Service Desk**	3y	**S**	**C**
6080 - 55	**Information Retrieval Services**	2y	**S**	**C**
6080 - 60	**Training and Support**	3y	**S**	**C**

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6100 Network Design and Management

Records relating to data network developments within and between agencies, regions, districts or branches. Includes the establishment and management of local-area networks (LANs), wide-area networks (WANs) and other types of computer networks (metropolitan-area networks, etc.).

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
6100 - 50	**Network Projects** *Includes planning, design and installation.*	SO + 3y	**S**	**B**

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6120 System Development

Records relating to the development of automated information systems and software including application development, application customization, website and social media development, etc. Includes business area analyses, feasibility studies, application and data requirements, application and data design, test plans, results and analysis, and documentation development such as operations manuals, user manuals, training manuals, source listings of program code, data set names, backup file names and quality assurance reports.

	Secondary Title	Retention	Final Disposition	Information Classification Security Level
6120 - 50	**System Project Management** *Information related to each system may be kept in one case file for smaller projects, or it can be broken into secondaries 65 to 95 if desired.*	SO* + 2y	**S**	**C**
6120 - 60	**Planning and Initiation**	SO* + 2y	**S**	**C**
6120 - 65	**Requirements Analysis**	SO* + 2y	**S**	**C**
6120 - 70	**Design**	SO* + 2y	**S**	**C**
6120 - 75	**Constructions** *Programming, etc.*	SO* + 2y	**S**	**C**
6120 – 80	**System Testing**	SO* + 2y	**S**	**C**
6120 - 85	**Deployment**	SO* + 2y	**S**	**C**
6120 - 90	**System Documentation** *Includes finished programs.*	SO* + 2y	**S**	**C**

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6120 System Development (cont.)

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
6120 – 95	**User Documentation**	SO* + 2y	**S**	**C**

SO* = until the system has been decommissioned and the information it manages has met applicable retention requirements, or has been successfully migrated to another system.

6140 System Maintenance

Records relating to the maintenance of automated information systems (i.e. commercial applications, customized applications, websites, etc.). This includes the ongoing correction of software defects, as well as modifications made to accommodate changes in hardware, to speed up operational aspects of a system, or to reflect a change in user requirements. This primary applies to both internally-developed systems as well as commercial applications. It includes change management standards, enhancement requests and modification projects (upgrade planning and implementation, next release items, etc.).

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
6140 - 50	**Modification and Maintenance** *Includes change/enhancement requests, modification projects, etc.*	SO* + 2y	**S**	**C**

SO* = until the system has been decommissioned and the information it manages has met applicable retention requirements, or has been successfully migrated to another system.

6160 System Operations

Records relating to the ongoing operation of information systems. Includes records relating to problems and incidents, disk and tape space management and the monitoring and control of large systems. This primary also includes monitoring of day-to-day operations of websites.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
6160 - 60	**Problems and Incidents**	3y	**S**	**C**
6160 - 65	**Space Management**	3y	**S**	**B**
6160 - 70	**System Monitoring**	3y	**S**	**C**

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6180 System Reports

Records relating to reports and statistics produced and used exclusively by computing systems. This primary generally applies to computer-generated reports created at regular intervals (typically daily, weekly, or monthly) which assist in the monitoring and control of automated information systems. Types of reports covered by this primary include system activity/usage reports, incident reports, maintenance reports, status reports and verification reports.

NOTE: This primary does NOT apply to reports created by systems for other administrative and operational uses within an agency.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
6180 - 50	**Activity Reports**	SO	**S**	**C**
6180 - 55	**Incident Reports**	3y	**S**	**C**
6180 - 60	**Maintenance Reports**	SO + 3y	**S**	**C**
6180 - 65	**Status Reports**	3y	**S**	**C**
6180 - 70	**Verification Reports**	SO	**S**	**C**
6180 - 75	**Other Reports**	6y	**S**	**C**

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6200 Security and Reliability

Records relating to ensuring the security and reliability of automated information systems. Includes security standards, user access controls (password lists), backup and recovery procedures and system backup files which are created solely for the purpose of ensuring system security and reliability.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
6200 - 50	**Access Controls**	SO + 2y	**S**	**A**
6200 - 55	**Backup Recovery Procedures**	SO + 3y	**S**	**C**
6200 - 60	**Backups**	SO*	**S**	**A**
6200 - 65	**Backup Projects**	SO + 6y	**S**	**A**

SO* - System Backup Files are routinely made for security of information and emergency system recovery purposes. System Backup Files are only required for limited periods of time in order to meet the administrative requirements of government agencies. System backups are typically made on a daily, weekly, monthly, and/or annual basis. Backups usually include data or data extractions, but may also include commercial or custom-designed software. Backup procedures and their frequency may differ from system to system. An acceptable practice is to re-use electronic backup media according to a re-use schedule established on a system-by-system basis. Disposal of these records through destruction or re-use of the media may proceed according to internal disposal procedures.

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7000 PROJECT MANAGEMENT

The Project Management Section includes records relating to logistics, communications, planning, design and construction, and operational readiness of projects.

This section is intended for general use for projects of all types that are being managed using the City of Regina Project Management toolkit. Work units may prefer to incorporate project management into their Operational Records Retention Schedule (ORRS).

List of Primaries

7000 Initiation Phase 104
7100 Planning Phase 105
7100 Planning Phase (cont.) 106
7100 Planning Phase (cont.) 107
7200 Execution Phase 108
7200 Execution Phase (cont.) 109
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7300 Close Phase 111

The retention period indicates the current fiscal year plus the number of years listed.
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7000 Initiation Phase

Records relating to the initiation phase of project management, including communications, meeting agendas, reports and minutes, checklists, initiation document, risk and opportunities assessment, and worksheets.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
7000 – 20	**Initiation Phase Communications** *Includes all communications including press releases, presentations, branding and requests for service.*	SO + 6y	**S**	**D**
7000 – 30	**Initiation Meetings** *Contains agenda reports and minutes presented at initiation phase meetings.*	SO + 6y	**R**	**A**
7000 – 35	**Checklists** *Includes Sponsor Initiation Checklist, Initiation Checklist, etc.*	SO + 6y	**R**	**A**
7000 – 40	**Initiation Document**	SO* + 6y	**R**	**A**
7000 – 55	**Worksheets** *Includes Stakeholder Identification Worksheet and Roles and Responsibilities Worksheet, etc.*	SO + 6y	**S**	**A**

SO* = completion of project

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7100 Planning Phase

Records relating to the planning phase of project management, including project plan, charter, reference materials, confidentiality and non-disclosure, image bank, communications, issue, risk, records and information, stakeholder and change management, governance, meetings, and money.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
7100 – 15	**Project Plan** *Includes project schedule, project resources, and project scope.*	SO + 6y	**S**	**A**
7100 – 20	**Charter** *Please note: once the project charter is signed, it is a finished document and cannot be changed. Save a PDF copy of the final signed document as a means of ensuring no changes. The PDF copy is considered the source of truth.*	SO + 6y	**R**	**A**
7100 – 25	**Reference Materials**	SO + 6y	**R**	**C**
7100 – 30	**Planning Image Bank**	SO + 6y	**R**	**C**
7100 – 35	**Planning Phase Communications** *Includes all communications including press releases, presentations, branding and requests for service.*	SO + 6y	**S**	**C**
7100 – 40	**Stakeholder Management**	SO + 6y	**R**	**A**
7100 – 45	**Confidentiality and Non-Disclosure Agreements**	SO + 6y	**R**	**A**

SO = end of current year

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7100 Planning Phase (cont.)

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
7100 – 50	**Governance** *Store any documentation relating to developing the appropriate governance for the project, including identification and commitment of sponsor, PM, executive lead, steering committee and project team.*	SO + 6y	**R**	**C**
7100 – 55	**Financial Plan** *Includes financial modelling & cash flow, leases, funding models, sponsorships, P3, debt and borrowing, and other financing options.*	SO + 6y	**R**	**B**
7100 – 60	**Issue Management** *Includes legislative issues and issues log. For Environmental Issues use 7100 – 65*	SO + 6y	**R**	**B**
7100 – 65	**Environmental Issues**	Permanent	**R**	**B**
7100 - 70	**Planning Phase Change Management** *Includes ADKAR model, (or other) and tools, Change Management plans, and all other aspects of change management.*	SO + 6y	**S**	**A**

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7100 Planning Phase (cont.)

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
7100 - 75	**Privacy, Security, and Information Management** *Includes Records & Information Management, Security & Privacy Assessments.*	SO + 6y	**S**	**A**
7100 – 80	**Planning Meetings** *Contains agenda reports and minutes presented at planning phase meetings.*	SO + 6y	**R**	**C**

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7200 Execution Phase

Records relating to the execution phase of project management, including contract, change, issue, quality, risk, stakeholder and change management, change orders, deliverables, image bank, implementation plan, approved charter and project plans, meetings, communications, procurement, meetings and money.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
7200 – 10	**Project Status Reports** *If not using a centralized dashboard, store monthly status reports in this folder.*	SO + 2y	**S**	**C**
7200 – 15	**Approved Charter and Project Plan** *Please note: once the project charter is signed, it is a finished document and cannot be changed. Save a PDF copy of the final signed document as a means of ensuring no changes. The PDF copy is considered the source of truth.*	SO + 6y	**R**	**A**
7200 – 20	**Execution Phase Communications** *Includes all communications including press releases, presentations, branding and requests for service.*	SO + 6y	**R**	**C**
7200 – 25	**Financials** *Including, but not limited to, financial modelling & cash flow, leases, funding models, sponsorships, P3, debt and borrowing, and other financing options.*	SO + 6y	**R**	**A**
7200 – 30	**Execution Image Bank**	SO + 6y	**R**	**A**

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y – years; **m** – months; **S** – Secure Destruction; **HC** – Historical Collection;
R – To be reviewed; **PS** – Permanent Storage

7200 Execution Phase (cont.)

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
7200 - 35	**Execution Meetings** *Contains agenda summaries, reports and minutes presented at planning phase meetings.*	SO + 6y	**R**	**C**
7200 – 40	**Implementation Plan**	SO + 6y	**R**	**C**
7200 – 45	**Procurement**	SO + 6y	**S**	**B**
7200 – 50	**Deliverables** *Includes any documentation about the products/deliverables of the project, including reports from consultants, as-builts, etc.*	SO + 6y	**S**	**B**
7200 – 55	**Contract Management**	Same retention as contract	**R**	**C**
7200 – 60	**Project Issue Management** *Includes legislative issues and issues log. For Environmental Issues use 7100 – 65.*	SO + 6y	**R**	**A**
7200 – 65	**Execution Phase Change Management** *Includes ADKAR model, coaching, and all other aspects of change management.*	SO + 6y	**R**	**A**
7200 – 70	**Change Orders**	SO + 6y	**R**	**C**

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7200 Execution Phase (cont.)

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
7200 – 75	**Quality Management** *Documentation relating to the quality of work done during the project, related to the deliverables, including quality management plans.*	SO + 6y	**R**	**C**
7200 – 80	**Risk Management** *Includes risk log and risk management plans.*	SO + 6y	**R**	**C**
7200 – 85	**Project Stakeholder Management** *Includes stakeholder management plans and other related documentation.*	SO + 6y	**R**	**A**

SO = life of project (unless otherwise specified)

The retention period indicates the current fiscal year plus the number of years listed.
Abbreviations for Information Classification Security Levels are in Appendix D.
SO – Superseded or Obsolete; **N/A** – not applicable
y – years; **m** – months; **S** – Secure Destruction; **HC** – Historical Collection;
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7300 Close Phase

Records relating to the close phase of project management, including closeout reports, communications, contract closeout, meetings, money, warranty and records and information management.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
7300 – 20	**PM Closeout Reports**	SO + 6y	**S**	**C**
7300 – 30	**Close Phase Communications** *Includes all communications including press releases, presentations, branding and requests for service.*	SO + 6y	**S**	**C**
7300 – 40	**Close Phase Financials** *Including, but not limited to, financial modelling & cash flow, leases, funding models, sponsorships, P3, debt and borrowing, and other financing options.*	SO + 6y	**R**	**A**
7300 – 50	**Close Phase Meetings** *Contains agenda reports and minutes presented at planning phase meetings.*	SO + 6y	**R**	**C**
7300 - 60	**Contract Closeout** *Items relating to closing out a contract with a vendor, consultant or contractor.*	SO + 6y	**R**	**C**
7300 – 70	**Warranty** *Items and documentation relating to the warranty period of a newly built piece of infrastructure or other assets (hardware, software, etc).*	SO + 6y	**R**	**C**

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Note: Unless otherwise specified, drafts are considered transitory documents and do not require retention. Vital Records required for business continuity are identified in RED.

8000 ADMINISTRATION

The Administration Section covers a variety of subject matters of concern to municipal government. Included are bylaws, agreements, committees and commissions, website and social media development, strategic planning, etc. This section also includes records directly related to administrative functions including correspondence management, communication services, information governance, office support services, etc.

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The retention period indicates the current fiscal year plus the number of years listed.
Abbreviations for Information Classification Security Levels are in Appendix B.
SO - Superseded or Obsolete; **N/A** – not applicable
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The retention period indicates the current fiscal year plus the number of years listed.
Abbreviations for Information Classification Security Levels are in Appendix D.
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8000 Administration General

Records relating generally to administrative functions and activities **not shown elsewhere in this section.**

NOTE: Correspondence relating to a specific function must be related to a specific administrative or operational primary and secondary.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8000 - 00	**Policy and Procedure** *Includes standards, guidelines, directives, etc.*	SO + 6y	**S**	**C**
8000 - 02	**Contact Lists** *Includes telephone, fax, email, correspondence logs, Corrlog, Letter Book, etc.*	SO	**S**	**C**
8000 - 20	**Reports and Statistics** *Includes any and all reports and statistics for any section not otherwise specified.*	SO + 2y	**S**	**C**
8000 - 50	**Chronological Files** *These files consist of records compiled to serve administrative purposes only - they do not include records of a transitory nature created for short-term reference purposes (e.g. convenience photocopies).*	2y	**S**	**C**
8000 - 55	**Appointment & Notebooks** *Diaries relating to specific activities, such as field books or inspectors' notebooks, should be classified under the appropriate administrative or operational classification.*	1y	**S**	**C**

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8015 Meetings

Policies, procedures, minutes, agendas and other records relating to the convening and conducting of internal meetings of staff, supervisors, etc., where there is no Terms of Reference for the group or committee.

NOTE: Meeting records related to a specific function must be related to a specific administrative or operational primary and secondary.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8015 - 50	**Internal Informal Meetings**	6y	**S**	**C**

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8025 Organizations

Includes reorganization proposals, organization and function charts, mission statements, vision statements and policies and procedures relevant to changes to organization, governance, objectives, functions or relationships.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8025 - 02	**Administration History**	SO + 6y	**HC**	**C**
8025 - 04	**Charts and Responsibilities** *Branch, Region, District, etc. Also includes organizational charts.*	SO + 6y	**HC**	**C**
8025 - 06	**Reorganization** *Includes centralization, decentralization, etc.*	SO + 6y	**HC**	**C**
8025 - 07	**Mission and Vision Statements**	SO + 6y	**HC**	**D**

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8070 Bylaws

Records relating to bylaws and bylaw drafting, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8070 - 20	**Bylaw Backup** *Includes background information such as correspondence, copies of reports from committees and City Council, advertising, Notice of Intention, newspaper clippings, etc.*	3y	**S**	**B**
8070 - 50	**Originals** *Includes ministerial approval and original documents.*	P*	**PS**	**D**

P* = permanent retention

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8090 Agreements and Contracts

Records which relate to formal agreements, memoranda of understanding, contracts and protocols. Includes draft/non-approved agreements and contracts, approved agreements and contracts, negotiations, correspondence, working papers and other records leading to the development and approval of agreements and contracts. This primary also includes records relating to multi-party agreements.

Note: Contracts with no termination dates are filed by contract type in the appropriate section based on contract type. The termination date can be added retroactively if the contract is superseded by another contract or suspended, and retention can be applied accordingly.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8090 - 50	**Land, Building, Property or Structure** *Contracts and agreements: includes working papers, performance bonds.*	SO + 25y	**S**	**A**
8090 - 55	**Employment** *Contracts and agreements: includes working papers.*	SO* + 10y	**S**	**A**
8090 - 60	**Other** *Contracts and agreements on any other subject: includes working papers. Includes anti-spam verification emails.*	SO + 10y	**S**	**A**
8090-70	**Original Collective Bargaining Agreements** *Note: this refers only to the official copy of the collective agreement signed by the City Clerk or delegated authority.*	P	**PS**	**Public**

SO = upon termination of the contract
SO* = upon termination of employment.

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8145 Well Wishes

Includes letters, e-mails or other correspondence related to appreciation, greetings, thanks, congratulations, condolence, invitations, etc.

NOTE: Requests for information relating to a specific function must be related to a specific administrative or operational primary and secondary.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8145 - 02	**Messages and Cards** *Includes letters of introduction, condolences, etc.*	1y	**S**	**C**
8145 - 03	**Invitations, Appreciations and Congratulations**	1y	**S**	**C**

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8155 External Meetings

Includes correspondence, proceedings, minutes, annual reports, financial statements, membership fees, etc. relating to associations, clubs, federations, foundations, leagues, orders, societies and similar organizations.

NOTE: This primary refers to associations, clubs and societies for which the City of Regina has a sitting member but for which the City of Regina is NOT the office of record (i.e. the official keeper of minutes for the group in question). The City of Regina's membership within the associations, clubs or societies may or may not be legislated. The membership may or may not be expected as part of the City of Regina employee's job responsibilities. Examples include, but are not limited to, Canadian Capital Cities Organization; Canadian Western Agribition Association, Board of Directors; Casual Employees' and Elected Officials' Pension Plan Administrative Board; Regina Airport Authority; Regina Plains Museum, Board of Directors; Regina Public Library Board; Regina Regional Opportunities Commission; Regina's Warehouse Business Improvement District Board.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8155 - 50	**External Meeting Files**	6y	**S**	**B**

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8170 City Council and Mayor

Records pertaining to the City Councillors and Mayor, including informal inquiries and responses from departments to Council and Mayor, research for formal motions and enquiries posed at City Council meetings or committees of Council, case files, speeches, proclamations, etc.

CODE	Secondary Title	Retention	Final Disposition	Information Classification Security Level
f8170 - 02	**Informal Requests**	5y	**S**	**B**
8170 - 04	**Formal Requests** *Motions & Enquiries made at a meeting of committee or council.*	5y	**R**	**D**
8170 - 05	**Constituent Files**	5y	**S**	**B**
8170 - 30	**Speeches and Greetings**	5y	**R**	**C**
8170 - 40	**Proclamations**	5y	**R**	**D**

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8190 Campaigns and Canvassing

Records relating to charity appeals, blood donor clinics and other campaigns and drives.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8190 - 50	**Charity and Campaign Files**	2y	**S**	**B**

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8205 Circulars & Notices

Includes administrative and operational manuals, circulars, directives, regulations, instructions, etc.

CODE	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8205 - 50	**Manuals** *Administrative & Operational.*	SO + 2y	**S**	**C**
8205 - 55	**External** *Includes circulars, regulations, instructions.*	1y	**S**	**P**
8205 - 60	**Internal** *Includes circulars, memos, directives, regulations, etc.*	SO + 2y	**S**	**C**

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8215 Administrative Committees

Records relating to the establishment, organization and functions of commissions, committees, councils, groups, panels, sub-committees, task forces and working groups **not shown elsewhere in the Committees and Commissions primaries**. The City of Regina is the office of record for these committees and commissions (i.e. the City of Regina is responsible for keeping the minutes for these committees and commissions). These committees will have a Terms of Reference and/or a formal structure and may or may not include citizen participation. Includes agendas, notices, minutes, reports and other records.

Examples include, but are not limited to, Executive Leadership Team, Senior Leadership Team, Civic Naming Committee, Director's Forum, West Nile Virus Committee, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8215 - 25	**Admin Committee Agenda Package**	6y	**R**	**C**
8215 - 30	**Admin Committee Minutes**	6y	**R**	**C**
8215 - 35	**Admin Committee Terms of Reference**	1y	**R**	**C**
8215 - 40	**Admin Committee Backup**	3y	**R**	**C**
8215 - 55	**Commissions of Inquiry**	SO* + 2y	**HC**	**P**

SO* = completion of inquiry

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8220 City Council, Main Committees and Board of Police Commissioners

Records relating to City Council, Main Committees of Council, and Board of Police Commissioners, including minutes, agendas, reports, notices and other records.

Main Committees of Council include Emergency Measures, Executive Committee, Community & Protective Services Committee, Finance & Administration Committee, Public Works Committee, and Regina Planning Commission.

CODE	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8220 - 30	**Public Agendas**	P*	**HC**	**P**
8220 - 35	**Private Agendas**	P*	**HC**	**A**
8220 - 40	**Public Minutes**	P*	**HC**	**P**
8220 - 45	**Private Minutes**	P*	**HC**	**A**
8220 - 50	**Terms of Reference**	1y	**S**	**P**
8220 - 55	**Backup** *Includes public and private meetings.*	3y	**S**	**A**
8220 - 60	**Appointment process**	3y	**S**	**A**
8220 - 70	**BPC Agendas**	P*	**PS**	**A**
8220 - 75	**BPC Minutes**	P*	**PS**	**A**
8220 - 80	**BPC Terms of Reference**	1y	**S**	**A**

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8220 City Council, Main Committees and Board of Police Commissioners (cont.)

CODE	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8220 - 85	**BPC Backup**	3y	**S**	**A**

P* = permanent retention
Note: Board of Police Commissioners agendas, minutes, terms of reference and backup files are all permanently restricted.

The retention period indicates the current fiscal year plus the number of years listed.
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8230 Quasi-Judicial Committees

Records relating to Quasi-Judicial Committees of Council, including minutes, agendas, reports, notices and other records. **Quasi-Judicial Committees of Council include Board of Revision, Regina Appeal Board and Development Appeals Board.**

CODE	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8230 - 50	**Quasis Agendas**	P*	**PS**	**P**
8230 - 55	**Quasis Minutes**	P*	**PS**	**P**
8230 - 60	**Quasis Terms of Reference**	1y	**S**	**P**
8230 - 70	**Quasis Backup**	3y	**S**	**A**
8230 - 75	**Quasis Decisions**	P*	**PS**	**P**
8230 - 80	**Quasis Appointment Process**	3y	**S**	**A**

P* = permanent retention

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8235 Sub-Committees of Council

Records relating to Sub-Committees of Council, including minutes, agendas, reports, notices and other records. Sub-Committees of Council are committees for which the City of Regina is the office of record (i.e. the City of Regina is responsible for maintaining the official minutes of the committee). Sub-Committees of Council have a Terms of Reference, report to a main committee of Council and typically involve citizen participation.

Examples include, but are not limited to, Accessibility Advisory Committee; Arts Advisory Committee; Cemeteries Department Consultative Group; Community Leaders' Advisory Committee; Community Services Advisory Committee; Emergency Measures Committee; Environment Advisory Committee; Municipal Heritage Advisory Committee; Youth Advisory Committee, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8235 - 30	**Subs Public Agendas**	SO + 6y	**HC**	**P**
8235 - 35	**Subs Private Agendas**	SO + 6y	**HC**	**A**
8235 - 40	**Subs Public Minutes**	SO + 6y	**HC**	**P**
8235 - 45	**Subs Private Minutes**	SO + 6y	**HC**	**A**
8235 - 50	**Subs Terms of Reference**	1y	**S**	**P**
8235 - 60	**Subs Backup**	3y	**S**	**A**
8235 - 70	**Subs Appointment Process**	3y	**S**	**A**

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8240 Inter-Jurisdictional Committees

Records relating to the establishment, organization and functions of commissions, committees, councils, groups, panels, Royal Commissions, sub-committees, task forces and working groups which include the participation of other provincial or territorial governments and/or the federal government. Includes agendas, notices, minutes, reports and other records.

Examples include, but are not limited to, Federation of Canadian Municipalities, Big Cities' Mayor's Conference, etc.

NOTE: It is highly recommended that committees and commissions that relate to operational matters be scheduled in an ORRS. However, they may be classified within the committees and commissions primaries of ARRS.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8240 - 50	**Inter-Jurisdictional Meeting Files**	SO + 6y	**S**	**C**
8240 - 60	**Hub Files** *Includes discussion between multiple agencies for community mobilization and common or integrated services.*	SO* + 1y	**S**	**A**

SO* = the year the minor child reaches the age of 18

8250 Complaints and Investigations

Records relating to complaints and criticisms, as well as formal investigation case files.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8250 - 50	**Informal Case Files** *Includes Complaints and Criticism.*	1y	**S**	**A**
8250 - 55	**Formal Case Files** *Includes investigations.*	SO + 6y	**S**	**A**

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8255 External Professional Development

Records relating to participation in non-human resources related conferences, symposia, seminars and workshops. Includes agendas, summaries, reports, handouts and other records.

NOTE: This category is for external conferences, seminars and symposia ONLY.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8255 - 55	**Training Case Files**	6y	**S**	**C**

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8355 Delegation of Authority

Records relating to all matters involving the delegation of authority. Includes delegation of staffing and classification authority, purchasing authority, financial management payment and spending/signing authorities and all other signing authorities, authorizations, signature sample cards, matrices, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8355 - 03	**Authorities** *Includes cancelled authorities, signing authorities, signature sample cards, matrices, etc.*	SO + 6y	**S**	**A**
8355 - 10	**Electronic Signatures**	SO	**S**	**A**

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8370 Emergency Measures

Records relating to policies and plans for the continuation of the municipal government's operations in the event of an emergency. Also includes records relating to civil defence planning actions and precautions, the provision of assistance in emergency conditions, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8370 - 03	**Emergency Contact List**	SO + 2y	**S**	**B**
8370 - 04	**Disaster Recovery Planning**	SO + 6y	**R**	**B**
8370 - 05	**Emergency Procedures** *Includes Civil Defence.*	SO + 6y	**R**	**B**

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8400 Forms Management

Records relating to forms management (regardless of format) including forms analysis, design, control, identification, authorization and preparation. Includes the original artwork used in forms production.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8400 - 02	**Catalogue**	SO + 2y	**S**	**C**
8400 - 50	**Design History**	SO + 2y	**S**	**C**
8400 - 55	**Original Forms**	SO + 2y	**S**	**P**

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8430 Communications General

Records relating to the general administration of public relations and public affairs **not shown elsewhere in the Communication Services primaries**. Includes news clippings, current issues, biographical sketches, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8430 - 02	**Biographies**	SO + 2y	**R**	**P**
8430 - 05	**Clippings**	SO + 2y	**S**	**P**
8430 - 50	**Communications Issues**	SO + 6y	**S**	**C**
8430 – 60	**Merchandising** *Includes donations, distribution lists, ordering, etc.*	SO + 6y	**S**	**C**

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8435 Branding

Records relating to marketing campaigns and advertising in newspapers and periodicals, on radio and television, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8435 - 50	**Branding Case Files**	SO + 6y	**S**	**C**

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8495 Media Relations

Records relating to the preparation, distribution and collection of news and press releases. Includes records relating to contacts with the media.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8495 - 02	**Media Contact Lists**	SO + 2y	**S**	**C**
8495 - 50	**Media Projects** *Includes releases, news conferences, working papers and final copies.*	SO + 6y	**S**	**C**
8495 - 55	**Interviews** *Includes radio, TV, print, etc.*	6y	**S**	**C**
8495 – 60	**Releases** *Includes final media releases only.*	3y	**S**	**P**

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8510 Public Activities and Events

Records relating to activities involving interaction with the public, including educational institutions and other organizations. Includes communications programs, packages, plans, projects, etc, as well as displays, exhibits, fairs, exhibitions, tours, etc. that are presented by municipal government.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8510 - 04	**Awards**	6y	**R**	**A**
8510 - 55	**Communications Projects** *Includes special events and educational programs.*	6y	**S**	**C**
8510 - 65	**Exhibitions** *Includes fairs, displays, exhibits.*	2y	**R**	**C**
8510 - 70	**Tours**	2y	**R**	**C**

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SO – Superseded or Obsolete; **N/A** – not applicable
y – years; **m** – months; **S** – Secure Destruction; **HC** – Historical Collection;
R – To be reviewed; **PS** – Permanent Storage

8520 Communications Standards

Records relating to channels of communication and the production and control of communication (tracking, terminology, style, quality, etc.). Includes policies, procedures, guidelines, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8520 - 02	**Style Guidelines** *Includes standards, style and terminology.*	SO + 2y	**R**	**C**

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8525 Interactive Communications

Records related to the development and update of the content of municipal government web pages and social media (internet, intranet, extranet, Twitter, Facebook, YouTube, etc). Includes planning, proposals, drafts of contents, final drafts, visual design, updates, etc.

This primary relates only to those websites or portions of websites that **do not** involve interaction with the public (i.e. websites that are read-only or static) and **do not** document any transactions (e.g. inquiries from the public, payments of fees, licensing, purchases, etc.). Information generated through the transactional or interactive portion of websites should be classified under the appropriate ARRS or ORRS primary.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8525 - 50	**Interactive Communications Case Files** *Includes website and social media.*	SO + 6y	**R**	**C**
8525 - 55	**Content Updates** *Includes social media updates.*	SO + 6y	**R**	**P**

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8530 Intellectual Property

Records relating to the application for trademarks, patents, copyrights, industrial designs, (intellectual property) made on behalf of the City of Regina. Includes records relating to infringements, permission to use copyright material, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8530 - 50	**Application Case Files**	SO + 6y	**R**	**A**

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y – years; **m** – months; **S** – Secure Destruction; **HC** – Historical Collection;
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8545 Legal Matters

Records relating to the administration of legal matters, including legal opinions and decisions, powers of attorney, Commissioners for Oaths, Notaries Public, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8545 - 03	**Amendments** *Includes proposed amendments to provincial or federal legislation.*	SO + 10y	**S**	**B**
8545 - 04	**Opinions and Advice**	SO + 10y	**S**	**A**
8545 - 05	**Departmental Backup** *Departmental backup to litigation or prosecution cases ONLY.*	SO + 10y	**S**	**B**

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Abbreviations for Information Classification Security Levels are in Appendix D.
SO – Superseded or Obsolete; **N/A** – not applicable
y – years; **m** – months; **S** – Secure Destruction; **HC** – Historical Collection;
R – To be reviewed; **PS** – Permanent Storage

8620 Licenses and Permits Granted to the City

Records relating to the procurement of licenses and permits **granted TO the City of Regina.**

NOTE: This primary DOES NOT include licenses and permits granted BY the City of Regina.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8620 - 50	**Licenses and Permits Procurement** *Includes licenses and permits issued to the City of Regina.*	SO + 2y	**S**	

The retention period indicates the current fiscal year plus the number of years listed.
Abbreviations for Information Classification Security Levels are in Appendix D.
SO – Superseded or Obsolete; **N/A** – not applicable
y – years; **m** – months; **S** – Secure Destruction; **HC** – Historical Collection;
R – To be reviewed; **PS** – Permanent Storage

8635 Deliveries

Records relating to freight, postal and private courier services, including Canada Post, inter-office mail, etc. Includes postal regulations, postal rates, inquiries and reports on lost or damaged mail and articles, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8635 - 07	**Mail Log** *Incoming, outgoing, registered, etc.*	SO + 2y	**S**	**C**
8635 - 08	**Mailing Lists**	SO + 2y	**S**	**A**
8635 - 25	**Mail Services** *Includes Canada Post, inter-office, courier, freight, etc.*	SO + 2y	**S**	**C**

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Abbreviations for Information Classification Security Levels are in Appendix D.
SO – Superseded or Obsolete; **N/A** – not applicable
y – years; **m** – months; **S** – Secure Destruction; **HC** – Historical Collection;
R – To be reviewed; **PS** – Permanent Storage

8645 Management Efficiency

Records relating to management services. Includes management improvement studies, work simplification reports, office surveys and other records relating to management information systems, operational performance measurement systems, governance, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8645 - 50	**Management Efficiency Case Files** *Includes financial and personnel management initiatives and Municipal Benchmarking Network Canada (MBNCan).*	SO + 6y	**S**	**C**

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8720 Protocol and Diplomacy

Records relating to diplomatic etiquette and protocol used by government institutions in communications with the federal government, other provincial governments and representatives of foreign governments. Includes precedence lists, visual identity programs, Royal Visits, tours, and travel.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8720 - 02	**Precedence Lists**	SO	**S**	**B**
8720 - 03	**Visual Identity** *Includes emblems, flags, etc.*	SO + 6y	**HC**	**C**
8720 - 05	**Protocol Case Files** *Includes visits, tours, ceremonies, celebrations and special events, etc.*	2y	**R**	**C**

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8760 Information Governance Development

Records relating to the development, maintenance and enhancement of information governance programs. Includes the development of information governance policies, procedures, implementation plans, standards, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8760 - 50	**Program Case Files**	SO + 6y	**R**	**C**
8760 - 60	**Project Case Files**	SO + 6y	**R**	**C**

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8775 Format Conversion

Records relating to the application of micrographic, imaging and migration technologies to government records. Includes hard-copy paper conversion and other application projects. Also includes records used for data entry and data processing, as well as data input forms.

This primary does not cover the actual reformatted records (i.e. microfilmed, imaged, etc.).

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8775 - 07	**Data Input Forms** *Includes any transitory forms that are inputted into a computer system, where the computer system is considered the source of truth.*	SO*	**S**	**B**
8775 - 50	**Format Conversion Case Files** *Includes specifications, projects, etc.*	SO + 6y	**R**	**B**

SO* = data input forms are forms or other records used to enter data into an automated information system, usually from a handwritten form. Data input forms are transitory records that are only required for a limited period of time. Unless required for financial, legal, audit, or other statutory purposes, data input forms are obsolete once the data entry or update is validated and backup procedures are completed.

Note: This classification does not apply to the electronic records resulting from the data entry process. These records must be classified by function, and disposed of according to an approved records schedule.

8780 Information Control Tools

Records relating to the development, formal review and approval of records schedules, classification systems and file control (e.g. ARRS, ORRS). Includes working papers, solicitor reviews, consultation with other agencies, retention and classification issues, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8780 - 50	**Schedule and Classification Development** *Includes schedule and classification development.*	SO + 6y	**S**	**C**
8780 - 55	**File Control** *Includes inventory, file lists, HPRM data etc.*	SO + 2y	**S**	**C**

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8800 Life Cycle Management

Records relating to the transfer and storage of records in records storage facilities, subsequent retrieval and final disposition through either destruction or transfer to the City of Regina Archives in accordance with approved retention and disposal schedules.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8800 - 04	**Transfer Files** *Includes inventories, audit information and backup documentation relating to the transfer of records to storage facilities.*	SO + 6y	**S**	**C**
8800 - 05	**Requests for Disposal**	P	**PS**	**C**
8800 - 07	**Life Cycle Case Files** *Includes storage and retrieval issues and projects.*	SO + 6y	**S**	**C**

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8810 Access to Information

Records relating to requests for access to information and privacy issues pursuant to *The Local Authority Freedom of Information and Protection of Privacy Act* (LA FOIP). Includes all records relating to access requests, denials, extensions, appeals, reviews, decisions, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8810 - 50	**Formal Access to Information Requests** *Includes records requested under The Local Authority Freedom of Information and Protection of Privacy Act as well as Saskatchewan Information and Privacy Commissioner reviews/decisions.*	SO + 6y	**R**	**A**
8810 - 55	**Open Data Information**	SO + 3y	**R**	**C**
8810 – 60	**Informal Requests** *Includes requests for information where the department is unable to handle a request; response is not subject to LA FOIP and does not require payment of fees or provide for adjudication as prescribed under LA FOIP.*	SO + 3y	**S**	**A**
8810 - 65	**City Interest** *Where the City has an interest in records relevant to an Access to Information request originating in another local authority or government agency.*	SO + 6y	**S**	**A**

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8820 Privacy and Security

Records in which the City performs due diligence in ensuring personal, confidential and third party information is protected. Includes privacy consultations, privacy assessments, privacy complaints, security issues, exchange and release of information, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8820 - 03	**Personal Information Banks**	SO + 2y	**S**	**A**
8820 - 05	**Consultations** *Includes security and informal privacy consultations.*	6y	**S**	**C**
8820 - 06	**Transborder Data Flow**	6y	**R**	**A**
8820 - 07	**Privacy Assessments** *Includes all privacy assessments.*	SO + 6y	**R**	**A**
8820 - 50	**Incident Case Files** *Includes Saskatchewan Information and Privacy Commissioner (IPC) reviews, data and information security incidents, complaints and issues.*	SO + 6y	**S**	**A**
8820 – 55	**Privacy and Security Project Case Files** *Includes implementation projects, etc.*	SO + 6y	**S**	**A**

Note: Electronic files are held as active in HPRM for one year after completion to accommodate review process. Records are then made inactive after review is complete.

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8845 Risk Management and Insurance

Records relating to the identification and analysis of loss exposure resulting from destruction or theft of assets, inability to provide services, incurring of extra expense, legal liability and death or disability of employees. This primary also includes records relating to the development of loss exposure programs and the provision of a viable funding system and professional services to meet loss situations.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8845 - 50	**Policies**	SO* + 18y	**R**	**A**
8845 - 55	**Claims**	SO** + 18y	**R**	**A**

SO* = upon termination of policy
SO = upon settlement of claim**

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8900 Strategic Planning

Records relating to the development and execution of strategic planning and performance measures for business units. Records include business unit strategic plans, goals, objectives, performance measurements and mid-year and annual reports.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8900 - 50	**Strategic Planning Case Files**	6y	**R**	**B**
8900 - 55	**Performance Measurements**	6y	**R**	**C**

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8950 Library Materials

Published library materials, either in a work unit's library or belonging to one member of a work unit.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
8950 - 50	**Reference**	N/A	**S**	**D**

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Appendix C – Glossary

A

ACCOUNTABLE ADVANCES: Records relating to the control of petty cash, imprest accounts, salary.

ALLOTMENTS: Setting aside of funds, relating to requirements of the transfer of a surplus in one account to cover a deficit in another.

APPRAISAL: See RECORDS APPRAISAL

ARCHIVAL RECORDS: Records which have archival value.

ARCHIVAL VALUE: Records of administrative, operational, legal, financial, evidential, informational, cultural, or commercial value that have sufficient historical significance to be worthy of permanent preservation.

ARCHIVES: Facilities where records are preserved because of their continuing historical value or the records contained within such a facility.

ASSOCIATIONS, CLUBS AND SOCIETIES: A group for which the City of Regina has a sitting member but for which the City of Regina is NOT the office of record.

AUDIT: A regular examination and verification of a specific activity.

AUDITS AND COMPLIANCE: Financial records relating to audits and reviews of procedures, programs, systems.

C

CASE FILE: A type of file containing a variety of material relating to a specific action, event, person, place, project, or other subject (i.e. project file, client file, employee file, etc.).

CHRONOLOGICAL FILES: Consist of records compiled to serve administrative purposes only. They do not include records of a transitory nature created for short-term reference purposes (e.g. convenience photocopies).

CIRCULARS: Flyers, announcements, posters.

CIVIC PROPERTIES: Properties either owned or operated by the City of Regina. These may include properties that are owned and operated as a city facility (City Hall, Lawson Aquatic Centre, Neil Balkwill Centre, etc.) or properties seized for non-payment of taxes that are never occupied by city facilities.

CLAIMS: Debts and claims for payment made by and against the City.

CLASSIFICATION: Records relating to the classification of positions, classification reviews, reclassification and appeals, as well as standards and specifications for evaluating positions and responsibilities. Includes records relating to the assignment of positions within the institutional framework and the history of changes to that assignment. Also includes records relating to the classification review of positions, the outcome of related appeals and historical information relating to the implementation of changes to the classification plans. Not used as a records management (RM) term for "file plan" in this instance.

CLASSIFICATION SYSTEM: A logical and systematic arrangement of records or files into groups or categories of functions or activities. This arrangement is based on some definite scheme of natural relationships using numbers, letters or key words for identification.

COMMISSIONS OF INQUIRY: Refers to internal commissions of inquiry like Richmond Hill, police firings, etc.

COMMITTEES AND COMMISSIONS: Records relating to the establishment, organization and functions of commissions, committees, councils, groups, panels, sub-committees, task forces and working groups **not shown elsewhere in the Committees and Commissions primaries**. The City of Regina is the office of record for these committees and commissions (i.e. the City of Regina is responsible for keeping the minutes for these committees and commissions). These committees will have a Terms of Reference and/or a formal structure and may or may not include citizen participation. Examples include, but are not limited to: Executive Leadership Team, Senior Leadership Team, Civic Naming Committee, Director's Forum, West Nile Virus Committee, etc.

COMMUNITY INVESTMENTS: Financial support, funding, or grants provided to registered non-profit organizations by the City of Regina for Regina-based programs, services, facilities and events.

CONVENIENCE COPIES: Copies of records produced for short-term reference. These can be photocopies, electronic records or any other copy provided a classified and scheduled record exists. Convenience copies do not need to be scheduled. They can be disposed of without written authorization from Corporate Information Governance.

D

DATABASE: A collection of interrelated data files or a system managing data files electronically.

DELEGATION OF AUTHORITY: Delegation of a power, duty or function from one employee or entity to another within the City of Regina hierarchy. Often this refers to a power, duty or function of either City Council, the City Manager or the City Clerk which is assigned to an employee or committee at a lower level within the City of Regina hierarchy.

DESTRUCTION: Destruction occurs when records have served the required retention period and have been identified for destruction according to the Final Disposition (FD) column or if the records have been reviewed by the City of Regina Archives and determined to possess no long-term historical significance.

DIRECTIVE: An instruction from management, usually addressing policy and procedure.

DISPOSITION: See FINAL DISPOSITION.

DOCUMENT: A single record item (letter, memorandum, form, etc.).

DRAFT: A version of a document that is not finalized.

E

ELECTRONIC RECORDS: Records communicated and maintained by means of electronic equipment, including word processor documents, email messages, spreadsheets, scanned documents, presentations, hypertext documents, multimedia documents, digital, audio and video, and dynamically interlinked documents.

ENQUIRIES: Formal requests for information from a Councillor or the Mayor made during a Council or Committee meeting. See **MOTIONS**.

F

FILE CLASSIFICATION SYSTEM: See CLASSIFICATION SYSTEM.

FILE CONVERSION: The process of changing from one filing system to another.

FINAL DISPOSITION COLUMN: Column in ARRS which provides information on the final disposition of administrative records.

FINAL DISPOSITION: The action taken with regard to the disposal of inactive records. Final disposition can involve either the physical destruction of records or appraisal; appraisal can result in transfer of the records to the City of Regina Archives for permanent preservation, or for unselected records, authorization to destroy.

FORMAT: Layout of a record or description of a type of a record in terms of its storage medium (i.e. electronic data, magnetic tape, microfiche, paper, optical disk, CD Rom, etc.).

FORMS MANAGEMENT: The centralized establishment of standards for forms and their application. This includes management techniques for the creation, analysis, design and revision of all official forms. Forms management assures better quality forms through controls on their design and production, greater efficiency in gathering and processing of information, and the economical and efficient distribution of forms.

FORMS: Any documents, which are printed or otherwise produced, with a fixed arrangement of captioned space(s) designed for entering, transferring and extracting prescribed information and data.

G

GRANTS: See COMMUNITY INVESTMENTS.

H

HISTORICAL VALUE: Value of a record based on the information it provides on the history of a government institution or the province in general.

I

INDEX: A systematic guide which allows access to specific items contained within a larger body of information.

INFORMATION MANAGEMENT: The systematic control of records from creation, or receipt, through processing, distribution, organization, storage, and retrieval to disposition.

INQUIRIES: Informal requests for information from a Councillor or the Mayor.

INVENTORY: See RECORDS INVENTORY.

L

LAND GRANTS: Records relating to rights of way, easements, licenses, leases, etc. of city-owned land used by private corporations, persons or privately-owned land used by the city.

LIBRARY: Publications, books, journals, magazines, bibliographies, for reference/convenience copies only.

LICENSES AND PERMITS: Refers to licenses issued TO the city, not licenses that are issued BY the city. Others are found in ORRS schedules.

M

MANAGEMENT EFFICIENCY INITIATIVES: These relate to management services. Includes management improvement studies, work simplification reports, office surveys and other records relating to management information systems, operational performance measurement systems, governance, etc.

MOTIONS: A statement made by a registered member during a meeting describing what is to be done and how it is to be accomplished. See **ENQUIRIES**.

O

OFFICE OF RECORD: The office or agency that is responsible for maintaining official records (minutes, agendas, contracts, etc.) for an association, club, society, committee, board, etc.

OFFICIAL RECORD: Refers to the official copy of a record that is retained, within an institution, for legal, fiscal, operational, or historical purposes. It exists to fulfill long-term financial, legal and audit requirements. It can be the original and only copy of the record or a replacement copy that is designated as official. Legal concerns for storage media, as defined by *The Electronic Documents Act* and *The Saskatchewan Evidence Act*, must be satisfied before a record is designated as official.

OPERATIONAL RECORD: Records which relate to the operations and services provided by an office in carrying out the functions for which it is responsible according to statute, mandate, or policy. In most cases, operational records are distinct from common administrative functions and are unique to each government institution.

OPERATIONAL RECORDS RETENTION SCHEDULE BY BYLAW (ORRS): Records schedule for operational records (i.e. records which relate to the operations and services provided by an office in carrying out the functions for which it is responsible according to statute, mandate or policy).

P

PROCLAMATIONS: A public or formal announcement regarding a matter of importance**.**

PROCUREMENT: A process of obtaining goods, services, equipment, supplies, materials, etc**.**

PUBLICATIONS: Generally includes books, magazines, pamphlets, printed annual reports, etc. (i.e. any published material with the exception of master copies of institutional publications). In the context of e-mail, messages and digests received from a listserv and newsgroups are also publications, and may be disposed of without a schedule or a disposal request.

R

RECEIPT: Written acknowledgement proving that something of value was received (i.e. money, goods, services).

RECORD SCHEDULE: Records Schedules are the authority by which government organizations may dispose of records no longer required. The schedule is an effective tool for records management which provides a classification system, a concise and convenient description of each record and its required retention period.

RECORDS APPRAISAL: The process of determining the historical value of records for possible transfer to the City of Regina Archives.

RECORDS CLASSIFICATION SYSTEM: See CLASSIFICATION SYSTEM.

RECORDS DISPOSITION: See FINAL DISPOSITION.

RECORDS INVENTORY: An analytical list of the records. A records inventory may have various applications (i.e. development of records schedule, disposal of records, etc.) The inventory identifies types of records and provides a description of records/records series. At minimum it should include titles of records, description of records contents including purpose and function, format, physical extent, date range of the records. It may also include any other information which may have bearing on the records' classification, retention and disposal.

RECORDS MANAGEMENT: See INFORMATION MANAGEMENT.

RECORDS RETENTION: See RETENTION PERIOD.

RECORDS SCHEDULE: See SCHEDULE.

RETENTION PERIOD: The minimum length of time required to keep a record as determined by bylaw.

S

SCHEDULE: The schedule is an effective tool for records management which provides a classification system, a concise and convenient description of each record and its required retention period. Records Schedules are the authority by which government organizations may dispose of records no longer required. All records schedules must be approved according to the procedures set out in *The Cities Act*

T

TAXES: This refers to taxes paid out by the City, not to property taxes. Property taxes belong on an ORRS for assessment & property taxation.

TENDER AND AWARD OF CONTRACT: Tendering process, including requests for proposals, contract bids, tender bonds, etc. Includes supporting documentation, consultant contracts, force accounts, individual contracts, requests for proposals, etc.

THE LOCAL AUTHORITY FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT: Legislation that creates a general right of public access to information held by a local authority, while ensuring the protection of personal information.

TRANSITORY RECORD: Records of temporary usefulness that are needed only for a limited period of time, to complete a routine task, or to prepare an ongoing document. They are not required to meet statutory obligations or to sustain administrative or operational functions. Once they have served their purpose, they should be destroyed.

V

VITAL RECORDS: Records which contain information essential to conduct of emergency operations during and immediately following a disaster, resumption/continuation of civic government services or operations, reestablishment of the legal, financial and functional responsibilities of civic government, and reestablishment of the rights and obligations of individuals, corporate bodies and other governments with respect to the City of Regina.

W

WEBSITE: A generic term that refers to all types of web-based sites, including public websites, extranets and intranets. It does not include records generated from an interactive website or that document transactions.

WHMIS: Workplace Hazardous Materials Information System.

WORKING COPY: A duplicate or copy of a document which may be marked up or annotated.

WORKING PAPERS: Material used in the development of agreements, contracts, policies or any other documents. Includes drafts, working copies, background information, reference material, etc.

Appendix D – Information Classification Security Level

Information Classification Security Levels

Levels	Sensitivity	Description	Examples of Information Assets	Examples of Risk Impacts
A	**High Sensitivity**	• Information that is deemed to be extremely sensitive; of highest value to the City; information protected by statutes, regulations or City policies; information that can be used to create an identity. • Inappropriate access, use or disclosure could reasonably be expected to result in extremely serious personal injury/harm or extremely serious injury/harm to the City including: financial loss to the City or third party; loss of life and/or risk to public safety; damage to the City's reputation and integrity; major political or economic impact Level A "High Sensitivity" information is available only to named individuals (specified positions) and must not be shared without appropriate consent or a formal agreement. External requests for access must be reviewed by the Access and Privacy Team.	• Personal information such as information maintained on a personnel file • Health information • Files of the City Solicitor's office, including Risk Management and Prosecutions divisions • An individual's financial transactions and payments • Sealed tenders and requests for proposal (RFPs prior to the closing of a competition)	• Lawsuit • Substantial fine • Sever/Harm to an individual's reputation or loss of livelihood • Loss of personal or individual privacy • Unfair competitive advantage in bidding
B	**Medium Sensitivity**	• Information that is deemed to be sensitive within the City of Regina • Inappropriate access, use or disclosure could reasonably be expected to result in serious injury/harm to the City including: loss of competitive advantage, loss of confidence in a City program, legal action, financial loss, damage to partnerships, relationships or reputation Level B "Medium Sensitivity" information is accessible only to specific functions, groups or positions, on a need-to-know basis for business-related purposes. External requests for access must be reviewed by the Access and Privacy Team.	• Draft budget information • Private committee reports • Draft policy, policy advice • Opinions of a solicitor	• Damage to City's reputation • Significant financial loss • Loss of public safety
C	**Low Sensitivity**	• Information that is used within the City and deemed to be sensitive outside of the City of Regina • Inappropriate access, use or disclosure could reasonably be expected to result in significant injury/harm to individuals or to the City including: financial loss, negative impacts in services/performance levels and reputation. • **Level C "Low Sensitivity"** information is accessible internally and to authorized third parties possessing a need to know for business-related purposes. External requests for access must be reviewed by the Access and Privacy Team.	• Reports prepared for and paid by a third party • Tender submissions by the successful bidder (may contain proprietary information) • Information obtained in confidence	• Limited financial loss • Interfere with negotiations • Unfair competitive advantage
D	**Public**	• Information that is intended for unrestricted public disclosure and would not reasonably be expected to result in injury to individuals, third parties or to the City.	• News releases, public service announcements • Job Postings • Public City Council meeting minutes and agendas • Request for proposal document used during the competition	• Would not result in injury to an individual if lost or changed

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Abbreviations for Information Classification Security Levels are in Appendix D.
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y – years; **m** – months; **S** – Secure Destruction; **HC** – Historical Collection;
R – To be reviewed; **PS** – Permanent Storage

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Abbreviations for Information Classification Security Levels are in Appendix D.
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R – To be reviewed; **PS** – Permanent Storage

Note: Unless otherwise specified, drafts are considered transitory documents that do not require retention.
Vital documents required for business continuity are identified in **RED.**

Schedule "B"

Office of the City Clerk

ORRS 2018

Operational Records Retention Schedule

2018

A records management schedule for
operational records of the City of Regina

Updated March 2018

The retention period indicates the current fiscal year plus the number of years listed.
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OFFICE OF THE CITY SOLICITOR

This is the Operational Records Retention Schedule (ORRS) for the Office of the City Solicitor. The Office of the City Solicitor provides all legal services for the City of Regina and City Council while also overseeing risk management, insurance and claims services for the City of Regina and the Regina Police Service. The Department also prosecutes all bylaw offences and administers the Regina Municipal Division of Provincial Court.

The records included in the ORR Schedule for the Office of the City Solicitor include litigation case files, prosecution case files, police case files and legal opinions and advice for the Regina Police Service and the Board of Police Commissioners.

List of Primaries

0220 LEGAL SERVICES 10
0221 PROSECUTIONS 11
0222 REGINA POLICE SERVICE AND BOARD OF POLICE COMMISSIONERS 12

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0220 Legal Services

Records relating to the Legal Services Branch of the Office of the City Solicitor, including litigation case files.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0220 – 10	**Litigation Case Files**	SO + 15y	**S**	**A**

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0221 Prosecutions

Records relating to the Prosecutions Branch of the Office of the City Solicitor, including prosecution case files.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0221 – 10	**Prosecution Case Files**	SO + 15y	**S**	**A**

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0222 Regina Police Service And Board of Police Commissioners

Records relating to legal services provided to the Regina Police Service and Board of Police Commissioners, including case files, legal opinions and advice.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0222 – 10	**Police Case Files**	SO + 15y	**S**	**A**
0222 – 15	**Police Opinions and Advice**	SO + 10y	**S**	**A**

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MAYOR

This is the Operational Records Retention Schedule (ORRS) for the Mayor's Office. The Mayor's Office provides support services for the Mayor of Regina, including speechwriting, administrative and clerical support, and advisory services.

The records in the ORR Schedule for the Mayor's Office include Mayor for a Day case files, Mayor's Open Door Sessions case files, twinning case files, Mayor's Messages, donation and sponsorship case files, Mayor's Golden Book, and State of the City Address Case files.

List of Primaries

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0250 MAYOR'S OFFICE (CONT.) 15

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0250 Mayor's Office

Records relating to administrative activities, scheduling, special events, and other activities connected with the Mayor of Regina.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0250 – 10	**Mayor for a Day Case Files** *Includes records relating to the Mayor for a Day program, including photographs.*	2y	**R**	**C**
0250 – 30	**Messages** *Includes Mayor's messages of congratulations, welcome or support requested by organizations, events or individuals.*	SO + 2y	**S**	**A**
0250 – 35	**Open Door Case Files**	2y	**R**	**A**
0250 – 40	**Donations and Sponsorship** *Note: this category refers to requests for donations and sponsorship submitted through the Mayor's Office only. For community investment applications or management, see 4460.*	SO + 2y	**R**	**A**

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0250 Mayor's Office (cont.)

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0250 – 45	**Twinning** *Includes records relating to twinning Regina with other international cities, e.g. Jinan, India, etc.*	SO + 2y	**R**	**C**
0250 – 50	**Golden Book** *Includes keys to the city and Mayor's Golden Book.*	SO + 2y	**A**	**P**
0250 – 55	**State of the City Address** *Includes working copies, final draft, podcasts, audio or video recordings, etc.*	5y	**R**	**C**

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GOVERNMENT & INDIGENOUS RELATIONS

This is the Operational Records Retention Schedule (ORRS) for Government & Indigenous Relations. Government Relations provides support and expertise to internal and external stakeholders in the delivery of corporate programs and partnerships which impact relationships with other levels of government, Indigenous peoples and communities.

The records included in the ORR Schedule for Government Relations include case files.

List of Primaries

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0280 Government & Indigenous Relations

Records relating to work with external and internal stakeholders to ensure the relationships and resources are available to advance City of Regina strategic objectives. Records include government & Indigenous relations case files.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0280 – 10	**Government Liaison Case Files** *Includes records relating to sensitive issues relating to government interactions both internal and external and may include briefing notes, research, event planning, federal and provincial relations, revenue funding, and Indigenous issues.*	5y	**R**	**A**

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STRATEGY & ASSET MANAGEMENT

This is the Operational Records Retention Schedule (ORRS) for the Office of Strategy & Asset Management. The Office of Strategy & Asset Management supports and nurtures the achievement of excellence at the City of Regina, providing guidance, planning and execution throughout the corporation to ensure that services are effectively delivered to citizens. Working with internal and external stakeholders, the Executive Leadership Team and City Council, the Office of Strategy & Asset Management supports the development and implementation of programs and initiatives, ultimately contributing to the corporate mission of becoming the best run municipality in Canada.

The records included in the ORR Schedule for the Office of Strategy & Asset Management include information resources and reference files, inquiries and responses, service delivery case files, government relations case files, project management, change management and strategic and business planning case files.

List of Primaries

0300 STRATEGY & ASSET MANAGEMENT 19
0301 PERFORMANCE MEASUREMENT 20
0302 PUBLIC POLICY DEVELOPMENT 21

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0300 Strategy & Asset Management

Records relating to building organizational capacity in the development, measurement, alignment and execution of corporate strategy by providing leadership and consultation for the development of corporate methodologies and tools, and providing corporate oversight to methodologies and processes including strategic and business planning. Records include strategic and asset management case files.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0300 – 20	**Strategy & Asset Mgt. Case Files**	6y	**R**	**C**

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0301 Performance Measurement

Records relating to performance measurement.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0301 – 10	**Performance Results Case Files**	6y	**R**	**C**

0302 Public Policy Development

Records relating to public policy development and Strategy & Asset Management's role as a centralized facilitator of public policy writing.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0302 – 10	**Public Policy Development Case Files**	15y	**R**	**C**

REGINA REVITALIZATION INITIATIVE (RRI)

This is the Operational Records Retention Schedule (ORRS) for the Regina Revitalization Initiative (RRI). RRI oversees a large redevelopment project, which includes the construction of a new stadium at EVRAZ Place, a new housing development at the existing site at Taylor Field, the development of the old CP container yard near Dewdney Avenue, and a new walkway connecting to downtown.

RRI is an autonomous corporation under the ownership of the City of Regina. Due to the nature of its relationship to the City of Regina, the ORRS for RRI contains records that are usually found in the Administrative Records Retention Schedule.

The records included in the ORR Schedule for the Regina Revitalization Initiative (RRI) include records relating to the planning and strategy of the stadium, railyard renewal and Taylor Field redevelopment projects, including records relating to logistics, communications, planning, design and construction, and operational readiness of the project elements.

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0346 Business As Usual 32
0347 Issues 33
0348 Risk Management 34
0349 Project Meetings 35

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0340 Project Administration

Records relating to operational and logistical issues arising during any phase of project development, including risks and issues, project objectives, presentations, charters & briefs, contract management, and reference materials.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0340 – 20	**Closeout Reports**	SO + 2y	**S**	**C**
0340 – 30	**RRI Project Plan** *Includes success criteria and visioning.*	SO + 6y	**R**	**C**
0340 – 35	**Charters & Briefs** *Includes project charters, project briefs, governance briefs, and org charts.*	SO + 6y	**R**	**C**
0340 – 40	**Contract Management** *Includes approval memos, change orders & amendments.*	Same as contract*	**R**	**C**

**Note: the retention for contract management will be the same length as the retention of the contract itself. See ARRS 1090 Agreements Contracts for more details.*

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0340 Project Administration (cont.)

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0340 – 45	**Reference Materials** *Includes background studies, copies of bylaws and legislation, site visits, Exhibition Grounds Heritage Value Assessment, templates, comparative information from other jurisdictions, airborne images and geographic data, lidar, and any other documentation relating to the site or project.*	SO	**D**	**A**
0340 – 50	**Disclosures of Potential Conflict** *Refers to disclosure by contractors, stakeholders and partners only. For disclosure from employees see ARRS 5175.*	SO + 7y	**S**	**A**
0340 – 55	**Confidentiality and Non-Disclosure**	SO + 10y	**R**	**A**
0340 – 60	**Image Bank** *Includes historical and contemporary images taken or procured of RRI project elements.*	SO	**PS**	**C**
0340 – 65	**Memoranda of Understanding** (MOU) and **Letters of Intent** (LOI)	Permanent	**PS**	**Public**

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0340 Project Administration (cont.)

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0340 – 70	**Outcomes**	SO + 2y	**R**	**A**
0340 - 75	**RRI Project Status Reports**	SO*	**S**	**A**
0340 - 80	**Project Structure**	SO + 2y	**R**	**A**

SO = life of project
SO* = until superseded or obsolete

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0341 Communications & Engagement

Records relating to communications about the projects included under the RRI. May include strategy, community engagement, polling data, presentations, project objectives, branding, press releases, and other communications projects relating to RRI.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0341 – 30	**RRI Branding**	SO + 6y	**S**	**C**
0341 – 40	**RRI Releases**	3y	**S**	**P**
0341 – 50	**Communications & Engagement Case Files**	SO + 6y	**R**	**C**
0341 – 55	**Presentations**	SO + 6y	**R**	**C**
0341 – 60	**Requests for Service** *Includes service requests from Hansen system relating to RRI.*	3y	**S**	**A**
0341 – 65	**Stakeholder Input** *Includes input from stakeholders at all stages of the process.*	SO + 6y	**R**	**A**

SO = end of current year

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0342 Business Case and Funding

Records relating to developing a business case and funding accumulation for a project under RRI.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0342 – 30	**Financing** *Includes financial modelling & cash flow, leases, funding models, Roughrider sponsorship, P3, hotel tax, debt and borrowing, and other financing options.*	SO + 6y	**R**	**A**
0342 – 35	**Legislative Issues** *Includes zoning issues, provincial and federal regulatory issues, air rights, railway setbacks, rail line relocation, and any other issues.*	SO + 6y	**R**	**A**
0342 – 40	**Business Case Environmental Issues** *Includes environmental impact assessments, environmental access, environmental remediation, noise and vibration, sustainability, dangerous commodity proximity and spills, LEED, asbestos, site inspections and any other environmental issues.*	Permanent	**PS**	**A**

SO = life of project (unless otherwise specified)

0343 Procurement

Records relating to planning for all resources required by the project, including selection of goods and services, writing and evaluating tenders and estimates and negotiating contracts to obtain goods and services for the project.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0343 – 30	**Procurement Case Files** *Includes FF&E, P3 Procurement documentation, fairness advisor.*	SO + 6y	**S**	**A**
0343 – 40	**Selection and Submission** *Contains background information, drawings, RFP matrices, RFP weighting, Schedule 15, Specs, Project Agreement drafts, PSOS, minutes, reports RFIs and any other material relating to the selection of contractors.*	SO + 6y	**R**	**A**

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0344 Site Preparation

Records relating to the preparation of the project site for construction of RRI projects.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0344 – 30	**Site Preparation Case Files** *Includes site prep and infrastructure.*	SO + 25y	**S**	**A**

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0345 Design & Operational Readiness

Records relating to the design and construction phase of the RRI project elements, including site prep and infrastructure, deliverables, design, project schedules, and urban design considerations.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0345 – 35	**Deliverables and Design**	SO + 6y	**R**	**A**
0345 – 40	**Project Schedule**	SO + 6y	**R**	**A**
0345 – 50	**Urban Design** *Includes Confederation Fountain, transportation studies, Design Regina, etc.*	SO + 6y	**R**	**A**
0345 – 55	**Dashboard** *Includes project updates, site visits, etc*,	SO + 6y	**S**	**A**
0345 – 60	**Decommissioning** *Relates to the decommissioning of obsolete city-owned facilities.*	SO + 6y	**R**	**A**

SO = life of project (unless otherwise specified)

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0345 Design & Operational Readiness (cont.)

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0345 - 65	**Sponsorships and Naming Rights** *Includes the sale of naming rights of facilities and parts of facilities (e.g. a single room within a facility)*	SO + 10y	**R**	**A**
0345 – 70	**Operation & Management Plans**	SO + 6y	**R**	**A**

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0346 Business As Usual

Records relating to the ongoing operation of the new project, including event management and leasing.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0346– 35	**Event Management**	SO + 6y	**S**	**A**
0346 – 40	**Leases**	SO + 10y	**S**	**A**

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0347 Issues

Records relating to tracking of issues, and case files relating to solutions for identified issues and risks.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0347 – 30	**Issues Case Files** *Includes affordability, excavation and dirt, Local 21 issues, Saskatchewan Architecture Association, heritage issues and any other potential risks or issues connected with construction.*	SO + 6y	**S**	**A**
0347 – 40	**Issues Log**	SO + 6y	**S**	**A**

0348 Risk Management

Records relating to the identification and analysis of loss exposure resulting from destruction or theft of assets, inability to provide services, incurring of extra expense, legal liability and death or disability of employees, and any other risks that may occur or incur during the course of a project.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0348 – 30	**Risk Management Case Files**	SO + 6y	**S**	**A**

0349 Project Meetings

Records relating to project meetings, including both internal meetings, meetings between external and internal parties, and meeting notes relating to external meetings.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0349 – 30	**Project Meetings Agendas** *Includes reports and agenda summary sheets, information items, issues and action items.*	6y	**R**	**A**
0349 – 40	**Project Meetings Minutes**	6y	**R**	**A**
0349 – 50	**Project Meetings Terms of Reference**	1y	**R**	**C**
0349 – 55	**Project Meetings Backup** *Includes records relating to the development of a meeting agenda or follow-up to a meeting. May include emails, additions to agenda, correspondence relating to report changes, etc.*	3y	**R**	**A**
0349 – 60	**Project Meetings Decision Items**	3y	**R**	**A**
0349 – 65	**Change & Decision Management**	SO + 6y	**S**	**C**

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FLEET SERVICES

This is the Operational Records Retention Schedule (ORRS) for Fleet Services. Fleet Services provides efficient, appropriate and comprehensive fleet, supply and training services to support the City of Regina's delivery of public programs and services.

The records in the ORR Schedule for Fleet Services include accident reports and reviews, daily trip inspection logs, small equipment program case files, fleet asset lifecycle management case files, environmental initiatives case files, work orders, fuelling infrastructure case files, fuel inventory management case files, and towing/storage/salvage yard management.

List of Primaries

0360 Fleet Maintenance 37
0361 Fleet Operations 38
0361 Fleet Operations (cont.) 39
0362 Supply Services 40

0360 Fleet Maintenance

Records relating to the effective and efficient repair, inspection, preventative maintenance and warranty management of the City's fleet of vehicles and equipment, some new vehicle and equipment commissioning and modifications to existing vehicles, non-fleet welding and fabricating services (as requested basis). Includes both Transit and City fleet.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0360 – 02	**Fleet Work Orders** *Includes preventative maintenance and warranty, custom fabrication and welding & vehicle modifications.*	7y	**S**	**C**

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0361 Fleet Operations

Records relating to ensuring that client departments are provided with the vehicles, equipment, and operator training they need to deliver their programs and services including lifecycle management of fleet assets, environmental strategies, contracting for external rentals, Motor Pool operations, Small Equipment Program, operator training, investigation and review of vehicle incidents and ensuring the fleet is operated in compliance with applicable regulations. Includes both Transit and City fleets.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0361 – 30	**Fleet Vehicle Accidents** *Includes vehicle investigations and reviews only.*	SO + 10y	**S**	**A**
0361 – 40	**Fleet Inspection Logs** *Includes records regarding City owned vehicles used by City employees.*	SO* + 7y	**S**	**C**
0361 – 50	**Small Equipment** *Includes small equipment inventories, assignments, and any other records relating to the operation of the Small Equipment Program.*	7y	**S**	**C**

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0361 Fleet Operations (cont.)

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0361 – 60	**Asset Lifecycle Management** *Includes records regarding the financial and statistical analysis, requirements and acquisition of City vehicles, such as summary reports, analysis databases and spreadsheets, change off data, commitments, operating summaries, utilization records, out of service records, availability reports and lists.*	7y	**S**	**C**
0361 - 70	**Fleet Environmental Initiatives** *Includes energy conservation, fuel conservation, alternative fuels, and other environmental initiatives relating to fleet maintenance.*	7y	**R**	**C**

SO* = Completion of logbook

0362 Supply Services

Records relating to management of the central stores/fleet parts/fuel inventories, supply of non-inventoried parts, goods & materials, management of the fuelling, providing mobile fuelling services, management of the City's towing storage compound, and the disposal of surplus corporate assets, as well as impounded vehicles and other items for the Regina Police Service.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0362 – 10	**Fuelling Infrastructure** *Includes fuel tanks and fuel dipping.*	7y	**S**	**C**
0362 – 30	**Fuel Inventory Management** *Includes work orders, job assignments, etc.*	7y	**S**	**C**
0362 – 40	**Compound Management** *Includes RPS & Bylaw Enforcement case files relating to towing, storage and salvage.*	7y	**R**	**C**

FACILITIES MANAGEMENT SERVICES

This is the Operational Records Retention Schedule (ORRS) for Facilities Management Services. As stewards of corporate facilities, Facilities Management Services provides the positive physical environment that satisfies the business requirements of customers.

The records in the ORR Schedule for Facilities Management Services include lifecycle planning, preventative maintenance, environmental audits & investigations, special projects, protection & security, and accessibility audits & investigations.

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0391 FACILITIES ENGINEERING 43
0392 FACILITIES OPERATIONS 44

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0390 Facilities Building Services

Records relating to projects or programs initiated by Facilities Management Services, including parking, service contract management, life safety programs, protection, security and other special projects or programs**.**

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0390 – 10	**Facilities Building Services Case Files** *Includes records relating to projects initiated by Facilities Management Services, such as parking, service contract management, life safety programs, protection, security, and other special projects or programs.*	5y	**S**	**C**

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0391 Facilities Engineering

Records relating to lifecycle management planning, major building renovations and new construction.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0391 – 10	**Facilities Engineering Lifecycle Management Planning**	SO* + 25y	**R**	**C**

SO* = final disposition of the building (sale or demolition)

0392 Facilities Operations

Records relating to janitorial, custodial and building operations support, Operations Preventative Maintenance, safety and comfort**.**

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0392 – 10	**Preventative Maintenance**	5y	**S**	**C**
0392 – 30	**Facilities Operations Environmental Audits and Investigations**	Permanent	**PS**	**C**
0392 – 40	**Facilities Operations Accessibility Audits and Investigations**	20y	**R**	**C**
0392 – 50	**Facilities Operations Case Files**	5y	**S**	**C**

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COMMUNICATIONS & CUSTOMER EXPERIENCE

This is the Operational Records Retention Schedule (ORRS) for Communications. Communications leads the development of strategic communications and marketing to create a more informed and engaged community.

Most records relating to the functions performed by Communications can be found in the Administrative Records Retention Schedule (ARRS) in the 1000 Administration section.

The records in the ORRS for Communications include records relating to communications projects performed for individual portfolio clients within the City of Regina, including corporate advertising, internal circulars, presentations, news releases, contests, and any other communications needs of portfolio clients. This ORRS does not cover one-time special events, contests, corporate branding, interactive communications, and other communications functions. It refers specifically to tasks performed in the course of managing a portfolio client.

List of Primaries

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0400 Portfolio Management

Records relating to communications projects performed for individual portfolio clients within the City of Regina, including corporate advertising, internal circulars, presentations, news releases, contests, and any other communications needs of portfolio clients. This ORRS does not cover one-time special events, contests, corporate branding, interactive communications, and other communications functions. It refers specifically to tasks performed in the course of managing a portfolio client. Most records relating to the functions performed by Communications can be found in the Administrative Records Retention Schedule (ARRS) in the 1000 Administration section.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0400 – 50	**Communications Portfolio Case Files** *Includes records relating to portfolio management of Communications Branch clients and may include briefing notes, photographs, contests, circulars, presentations, news releases, and any other communications needs of portfolio clients.*	6y	**R**	**A**

INTEGRITY COMMISSIONERS

This is the Operational Records Retention Schedule (ORRS) for the Integrity Commissioners. The Integrity Commissioners are responsible for providing advice, complaint resolution and education to City Councillors on the application of the City's Codes of Conduct, and other by-laws, policies, and legislation governing ethical behaviour. The Integrity Commissioners are neutral, independent officers who oversee the conduct of elected and most appointed officials at the City of Regina. One Integrity Commissioner provides an advisory function to Council, while the other investigates complaints against Council Members, reports on investigations and makes recommendations on sanctions.

The records included in the ORR Schedule for the Integrity Commissioners include policy and procedure, case files, reports, complaints, gift disclosure registry, education and trainings.

List of Primaries

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0420 INTEGRITY COMMISSIONERS (CONT.) 49

0420 Integrity Commissioners

Records relating to advisory functions and activities performed by Integrity Commissioners.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0420 – 00	**Integrity Policy & Procedure**	SO + 6y	**S**	**C**
0420 – 01	**Advice Case Files** *May include requests for advice, information relating to advice, meeting requests, advice provided by the Commissioner, briefing notes/papers and associated correspondence.*	Permanent	**PS**	**A**
0420 – 05	**Integrity Reports**	Permanent	**A**	**A**
0420 – 10	**Integrity Complaint Case Files** *May include applications, correspondence, investigation reports, and other documentation connected with integrity complaints.*	Permanent	**A**	**A**
0420 – 20	**Gift Disclosure Registry** *May include disclosure statements, forms, receipts, photographs and other documentation of gifts received by members of Council and staff.*	Permanent	**A**	**D**
0420 – 25	**Election Integrity** *May include complaints, applications, correspondence, reports, forms, receipts, photographs, and documentation pertaining to election integrity.*	Permanent	**A**	**A**

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0420 Integrity Commissioners (cont.)

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0420 – 30	**Integrity Education and Training** *May include documents relating to educational programs for members of Council and staff, including training programs, web content, handouts and other training materials.*	SO + 6y	**S**	**D**
0420 – 35	**Lobbyist Case Files** *May include lobbyist register, applications for registration, statutory declarations, information pertaining to registration, notices pertaining to suspension of registration, and other documentation pertaining to lobbying.*	10 y	**S**	**A**
0420 - 40	**Disclosures of Wrongdoing Case Files** *May include disclosure of wrongdoing forms, investigations, reports, correspondence, and enforcement actions connected with disclosure of wrongdoing.*	Permanent	**A**	**A**
0420 - 45	**Whistleblower Case Files** *May include investigations, reports, correspondence, policies and procedures connected with whistleblowers.*	Permanent	**A**	**A**

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OFFICE OF THE CITY CLERK

This is the Operational Records Retention Schedule (ORRS) for the Office of the City Clerk. The Office of the City Clerk directs the administrative functions of City Council and Committees as outlined in The Cities Act and is also responsible for administering *The Local Authority Freedom of Information and Protection of Privacy Act*. The Office of the City Clerk governs and promotes the openness and transparency of municipal government, linking City Council and City Administration for the general public.

The records included in the ORR Schedule for the Office of the City Clerk include election management documents and documents relating to historical information management, including election planning documents, candidate packages and materials, post-election evaluation records, records relating to maps and boundaries, poll records, election results, accession records, conservation records, and deaccession records, etc.

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0450 Election Management (cont.) 52
0451 Historical Information Management 53
0451 Historical Information Management (cont.) 54

0450 Election Management

Records relating to administrative functions and activities; candidates for municipal, public and separate school elections, nomination papers, contributions, expenses, signage and advertising, etc. Included are records relating to evaluations, boundaries, maps, polling areas, ward boundary reviews, advance, regular and special polls, poll keys, preliminary results and official results.

Election Materials as defined in *The Local Government Election Act*, include oaths, ballots and documents that are sealed in a ballot box. Records relating to referendums or questions, as defined in *The Local Government Election Act* and *Cities Act*, include petitions and working documents relating to holding a referendum.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0450 – 00	**Election Policy & Procedure** *Includes standards, guidelines, directives, etc.*	SO + 6y	**S**	**C**
0450 – 01	**Election General** *This secondary is intended to be used sparingly. It can be used* ONLY *if the records are not required to support financial, legal or specific administrative functions.*	2y	**S**	**A**
0450 – 05	**Highly Confidential Election Records** *Includes bylaw issues such as documentation about why an elected official is stepping down, inquiries relating to whether a by-election must be held, etc.; Post-election evaluations such as worker, candidate, supervisor and other evaluations; and referendum petitions intended to trigger a referendum or ballot question as per The Local Government Elections Act and Cities Act only.*	10 y	**R**	**A**

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0450 Election Management (cont.)

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0450 – 10	**Nominations**	10y	**S**	**P**
0450 – 15	**Confidential Election Records** *Includes: contributions, candidate expenses, signage and advertising including issues surrounding signage and advertising by candidates, Polling Area Review documentation, Municipal Ward Boundary Commission documentation, Special Polls, Regular Polls, Poll Keys, Referendum Case Files, and reports and statistics.*	10y	**S**	**C**
0450 – 30	**Final Maps and Election Results** *This refers to finalized maps for public and separate school board elections and municipal elections. Each final map set must include two clean copies of the map as finalized for each election. Draft maps are not included in this secondary. Also includes final official election results as presented to City Council.*	Permanent	**A**	**P**
0450 – 45	**Election Materials** *Includes oaths, ballots and documents that are sealed in a ballot box, as defined in The Local Government Election Act.*	60 days	**S**	**A**

0451 Historical Information Management

Records relating to administrative functions and activities, acquisition of archival materials, including inventory lists, accession forms, correspondence on accessions, deaccession forms, correspondence on deaccessions, appraisal requests, appraisal documentation, etc.

Records relating to conservation of archival materials, including preservation, conservation assessments, pest management, conservation inventories, to public awareness and outreach, including displays, tours, speaking requests, etc.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0451 – 05	**Accession, Deaccession & Appraisal**	Permanent	**A**	**A**
0451 – 10	**Conservation & Preservation**	Permanent	**A**	**C**
0451 – 15	**Historical Information Pest Management**	Permanent	**A**	**C**
0451 – 25	**Client Files**	6y	**S**	**A**
0451 – 30	**Interagency Cooperation** *Includes material loans, joint projects, and archival information networks.*	6y	**R**	**A**

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0451 Historical Information Management (cont.)

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0902-10	**Street Name Master List** *Includes approved street names that are both available and reserved for developers.*	SO	S	D
0902 – 40	**Zoning Bylaw Register**	SO	**S**	**C**
0902 – 45	**Planned Unit Development Case Files** *Pre 1984 development case files with special zone for particular areas & registered on Title.*	Permanent	**PS**	**A**

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COMMUNITY SERVICES

This is the Operational Records Retention Schedule (ORRS) for Community Services. Community Services provides residents and visitors with opportunities to experience parks, recreation, sports and culture. It also provides parking and licensing services to support public safety and community standards.

The records in the ORR Schedule for Community Services include recreational facility development, community capacity building, cultural development, program services, operations and scheduling and business strategy.

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0541 Community Capacity Building 57
0542 Cultural Development 58
0543 Program Services 59
0544 Operations and Scheduling 60
0544 Operations and Scheduling (cont.) 61
0548 Business Strategy 62

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0540 Recreation Facility Development

Records relating to infrastructure planning processes, implementation of approved plans, partnerships and agreements development, management of assigned capital programs and projects, public engagement, internal stakeholder consultation, leading practice research, and capital planning.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0540 – 30	**Recreation Facility Subdivision Case Files** *Includes approvals, amendments, and denials of subdivision applications from Planning. Note: Planning, as the office of record for subdivision case files, retains these records permanently. Subdivision case files held by other departments are considered evidence of business processes only and are retained for a shorter time.*	SO + 2y	**S**	**B**
0540 – 40	**Park Naming** *Includes public engagement, stakeholder consultations, etc.*	Permanent	**PS**	**A**
0540 – 50	**Park Name Master List**	SO	**S**	**P**
0540 – 60	**Recreation Facility Capital Programs**	SO* + 10y	**R**	**B**
0540 – 70	**Recreation Facility Infrastructure Planning**	SO* + 10y	**R**	**C**

SO* = completion of project

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0541 Community Capacity Building

Records relating to community and neighbourhood strategies, partnerships, programs and services that respond to social issues and sport, culture and recreation trends; and take a community development approach to programs and services that build capacity and sustainability in individuals and community based organizations in its delivery of social and leisure programs, opportunities, services and community partnerships and community investments (grants).

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0541 – 30	**Community Capital Partnership Program** *Includes major/minor grants for capital projects.*	SO + 10y	**R**	**A**
0541 – 40	**Community Investment Management**	SO + 6y	**R**	**A**
0541 – 50	**Social Development**	SO + 7y	**R**	**A**

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0542 Cultural Development

Records relating to facility management, policy development and implementation related to arts, culture and film, liaison with related community organizations and agencies, management of the civic art collection, coordination of the City's role in cultural planning and cultural services, and support to special events.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0542 – 50	**Collections Management** *Includes collections management software, collections management records, conservation records, preservation records, pest management, storage issues, tracking lists, artist profiles, acquisition records, disposition records, appraisals, and other documentation relating to collections management.*	Permanent	**PS**	
0542 – 60	**Film Case Files** *Includes shooting schedules, permits, applications, street closures, security and other documentation connected to television and motion picture shoots in the City of Regina.*	SO + 7y	**R**	

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0543 Program Services

Records relating to program services, special events, scheduling, adaptive services, youth, cultural and diversity services.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0543 – 30	**Leisure Passes** *Records relating to registration, sales and marketing of leisure passes. Includes applications, registrations.*	7y	**S**	**A**
0543 - 40	**Adaptive Programming** *Includes leisure access intake forms, registration forms, class lists, daily & statistical attendance, session information, instructor registry, Sports, Crafts & Recreation Activity reports, babysitting sign-in sheets, criteria charts, Fun Line registrations, on-line program registration, Leisure Guide, PlayEscapes, Red Cross/Royal Life worksheets.*	SO + 7y	**R**	**A**
0543 - 50	**Facility Maintenance** *Includes program setup and teardown, basic maintenance records related to safe and efficient operation of equipment, facilities, and programs, facility walk-throughs, security and lockups.*	SO + 7y	**S**	**C**
0543 - 60	**First Aid**	SO + 10y	**S**	**A**

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0544 Operations and Scheduling

Records relating to program development, program implementation, scheduling and special events programming for all sport and recreation facilities in the City of Regina, including but not limited to athletic fields, ball diamonds, tennis courts, lawn bowling, skateboard parks, the Neil Balkwill Arts Centre, and Canada Games Athletic Complex.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0544 – 10	**Facility Use** *Includes school booking information, applications/booking process, application for recreation facility use, scheduling, daily & statistical attendance records, confirmations, fax transmittals, instructional school information, applications, written requests, files for bookings, key use forms, facility rentals & permits.*	SO + 7y	**S**	**A**
0544 - 30	**Facility Special Events** *Includes leisure access intake forms, registration forms, class lists, statistical attendance, session information.*	SO + 7y	**R**	**A**

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0544 Operations and Scheduling (cont.)

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0544 - 40	**Facility Programming** *Includes leisure access intake forms, registration forms, class lists, daily & statistical attendance, session information, instructor registry, Sports, Crafts & Recreation Activity reports, babysitting sign-in sheets, criteria charts, Fun Line registrations, on-line program registration, Leisure Guide, PlayEscapes, Red Cross/Royal Life worksheets, art exhibitions, travelling exhibitions, showcases, community or City of Regina arts programs.*	SO + 7y	**R**	**A**
0544 - 50	**Community Involvement** *Includes zone boards, community associations, community groups, provincial and federal governments, and City of Regina employees and departments.*	SO + 7y	**S**	**C**

0548 Business Strategy

Records relating to business planning and budgeting processes, leading development, collection and analysis of performance measures, leading research initiatives and program reviews, and providing direction for the development and implementation of marketing and technology plans and initiatives.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0548 – 10	**Business Strategy Program Review** *Includes market research, business strategy, systems & revenue analysis.*	SO + 7y	**R**	**C**

FIRE & PROTECTIVE SERVICES

This is the Operational Records Retention Schedule (ORRS) for the Fire & Protective Services. Fire & Protective Services delivers dynamic emergency response and public safety programs with highly trained personnel and industry best practices to preserve and enhance life, property and the environment.

List of Primaries

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0580 ADMINISTRATION & COMMUNICATIONS (CONT.) 65
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0582 PUBLIC SAFETY, PLANNING & PREVENTION (CONT.) 68
0583 TRAINING ACADEMY, SAFETY & LOGISTICS 69

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0580 Administration & Communications

Records relating to administration, communication and professional services for Fire & Protective Services.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0580 – 10	**Audio Case Files** *Includes audio from the Emergency Communications Centre.*	2y	**S**	**A**
0580 - 50	**Mapping** *Includes records regarding the production and maintenance of fire response maps, such as GIS and Mylar versions, condo, site and district maps, formatting information, road closure maps, street layout maps, hydrant maps, district profiles, high-rise preplans, and site plans.*	SO	**S**	**C**
0580 - 55	**Incident Plotting** *Includes records regarding the spatial plotting of fire incidents, including all electronic data.*	SO + 7y	**R**	**A**
0580 - 60	**Museum Case Files** *Includes any and all correspondence, inquiries, inventory lists, projects, visitor lists, or other documents pertaining to the operation of the Fire Museum.*	SO* + 5y	**R**	**C**

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0580 Administration & Communications (cont.)

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0580 – 65	**Smoke Sheets** *Records of alarm attendance by employees. NOTE: for Occupational Health and Safety reasons, these records are to be retained long-term.*	100y	**S**	**A**
0580 - 70	**Medical Testing** *Contains notices of testing, scheduling information, billing information, etc.*	7y	**S**	**A**
0580 - 75	**Fire Permit Case Files** *Includes training ground use permits, open air permits.*	7y	**S**	**A**

SO* = life of museum

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0581 Operations

Records relating to providing a progressive level of protective services to preserve and enhance life, property and the environment, including fire suppression, rescue, specialized response (hazardous materials, technical rescue and water rescue), and support to Regina Qu'Appelle Health Region in Emergency Medical Services.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0581 – 10	**Fire Operations Case Files** *Includes alarm records, responses, fire investigation reports, emergency services response reports, out of town alarm response reports, Code Blue Jaws alarm response, and other information found in the FDM computer program.*	Permanent	**PS**	**A**
0581 - 30	**Fire Log Books** *Includes radio logs, apparatus logs, maintenance logs, cylinders.*	6y	**S**	**C**
0581 - 40	**Suppression Crew Inspections** *Includes inspections conducted by suppression crews. Reports are then passed on to Public Safety, Planning & Prevention for further investigation if necessary.*	2y	**S**	**A**

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0582 Public Safety, Planning & Prevention

Records relating to public safety, planning & prevention, including public education, commercial inspections and training programs, inspections, emergency preparedness and business continuity.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0582 – 10	**Fire Safety, Planning & Prevention Case Files** *Includes records relating to public safety programs, outreach programs, promotional events, open houses, and other programs designed to raise public awareness of fire safety.*	SO + 1y	**S**	**A**
0582 - 30	**Suppression & Prevention Inspections** *Includes suppression & prevention inspector's files for both commercial and residential cases.*	10y	**S**	**A**
0582 - 40	**Emergency Response and Business Continuity** *Includes records regarding The City's Disaster Recovery and Emergency Services Plan, such as contact lists, crisis plan, assessment, Essential Services Action Plan and plans from municipally located entities. Also includes peacetime disaster planning, flood preparedness, Emergency Evacuation Plan, emergency preparedness planning and business continuity plans.*	SO + 5y	**R**	**B**

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0582 Public Safety, Planning & Prevention (cont.)

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0582 – 45	**Inspector's Notebooks** *Includes investigation books, breast pocket books, and notes.*	20y	**S**	**A**
0582 – 50	**Youth Intervention** *Includes intake forms, assessment documents, parental consents, training records for support personnel, and case records.*	SO* + 1y	**S**	**A**
0582 – 55	**Smoke Alarm Intervention** *Includes intake forms and program information for defunct Smoke Alarm Prevention Program.*	1y	**S**	**A**
0582 – 60	**Public Emergency Response and Business Continuity Plan**	SO + 5y	**R**	**Public**

SO* = The year the minor child reaches the age of 18

0583 Training Academy, Safety & Logistics

Records relating to education and training program development, implementation and review, department safety planning, design, application and review, asset management in the form of apparatus, equipment and facility maintenance, and central logistics for the acquisition and inventory of goods and services to support the operation.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0583 - 30	**Fire Curriculum & Library**	SO + 2y	**S**	**C**
0583 - 40	**Fire Safety Program** *Includes department safety planning, design, application and review.*	SO + 5y	**S**	**A**

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PARKS & OPEN SPACE

This is the Operational Records Retention Schedule (ORRS) for Parks & Open Space. Parks & Open Space is responsible for managing approximately 1600 hectares of open space and 160,000 city owned trees.

The records in the ORR Schedule for Parks & Open Space include case files by location; cemetery plot files; golf course maintenance records; urban forestry records including tree inventories; pest control files; parks maintenance files; tree nursery records; supplies; and product applications.

List of Primaries

0620 Cemeteries 71
0621 Golf Courses 72
0622 Landscape Trades 73
0623 Forestry 74
0624 Horticulture 75
0625 Pest Control 76
0626 Product Applications 77
0545 Parks Maintenance 78
0546 Irrigation 79
0547 Supplies 80

The retention period indicates the current fiscal year plus the number of years listed.
Abbreviations for Information Classification Security Levels are in Appendix D.
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0620 Cemeteries

Records relating to the operation of Regina's two civic cemeteries, including burial registers, perpetual care, columbaria, interments, disinterments, and other records.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0620 - 50	**Cemetery Plot Files** *Includes interment plot buyer records; perpetual care records; transfer of interment rights records; name, location and date of interment; birth, death and gender of interred person, if known; depth of coverage exemptions; disinterment records; cremation records; and any other records as required by Section 24 and 25 of The Cemeteries Regulations.*	Permanent	**PS**	**A**
0620 - 60	**Prepaid Cemetery Contract Files**	SO* + 2y	**S**	**A**
0620 - 70	**Cemetery Features Case Files** *Include items like benches or trees from the Legacy program, files on the cenotaph, gates, pagoda or other features.*	Permanent	**PS**	**C**

SO = when contract is fulfilled or cancelled, according to Section 19 of *The Cemeteries Regulations.

0621 Golf Courses

Records relating to the overseeing and maintenance of Regina's 5 City golf courses and one lawn-bowling green.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0621 – 10	**Golf Courses Case Files** *Includes records BY LOCATION OR PROGRAM relating to the overseeing and maintenance of golf courses and lawn bowling green.*	SO + 5y	**S**	**C**

0622 Landscape Trades

Records relating to repairs and restoration in parks and open space, tree planting, and landscape restoration and construction services for other City departments.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0622 – 10	**Landscape Trades Case Files** *Includes records BY LOCATION relating to repairs and restoration; tree planting; and landscape restoration and construction services.*	SO + 5y	**S**	**C**

0623 Forestry

Records relating to the maintenance of the trees in the parks and open space system, including street trees.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0623 - 50	**Forestry Case Files** *Includes: records regarding management of The City's urban forest BY LOCATION OR PROJECT, including tree damage reports, watering, planting, fertilizing and pruning data, disease treatment information, Tree Manager database records, pest and disease data, copy of urban forest business plan, specifications and copies of line locates.*	SO + 5y	**S**	**C**
0623 - 60	**Tree Inventory**	SO* + 2y	**S**	**C**

SO* = life of tree

0624 Horticulture

Records relating to the planting and maintenance of floral displays on medians, in parks and downtown, operation of the tree nursery, and provision of horticultural support to the Regina Floral Conservatory.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0624 – 50	**Greenspace** *Records BY LOCATION OR PROGRAM regarding the management and care of various plants, such as plant histories.*	SO + 5y	**S**	**C**
0624 – 60	**Tree Nursery**	SO* + 5y	**S**	**C**
0624 - 70	**Regina Floral Conservatory**	SO* + 5y	**S**	**C**
0624 - 80	**Community Extension Program**	SO + 5y	**S**	**A**

SO* = time the plant or tree is in the tree nursery or Regina Floral Conservatory

0625 Pest Control

Records relating to the control of a wide range of pests, including gophers, cankerworms and mosquitoes.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0625 – 50	**Pest Control Case Files** *Includes records regarding programs, and the overall planning and management of pests within the city, including insects, rodents, wildlife, disease, and turf/aggregate agreements.*	SO + 5y	**S**	**C**
0625 - 60	**West Nile Virus Program**	SO + 5y	**S**	**C**

0626 Product Applications

Records relating to the application of chemical, natural or biological agents, pesticides, herbicides or fertilizers.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0626 – 10	**Product Applications Case Files** *Includes records by location, product or program.*	SO + 5y	**S**	**C**

0545 Parks Maintenance

Records relating to the maintenance of the parks, athletic fields, playgrounds, joint-use school grounds and open space in one of four geographic areas.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0545 – 10	**Parks Maintenance Case Files** *Includes records BY LOCATION OR PROGRAM relating to incident response, graffiti, vandalism, maintenance and cleanup.*	SO + 5y	**S**	**C**
	Park Features Case Files	Permanent		

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0546 Irrigation

Records relating to the maintenance and repair to irrigation systems, pump stations, and the City's central irrigation control system throughout all four Parks Maintenance Districts, golf courses and both city-owned cemeteries.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0546 – 10	**Irrigation Case Files** *Includes records BY LOCATION OR PROGRAM regarding management of the irrigation program within City parks, such as automated irrigation systems, irrigation logs, copies of quotes and standards and testing reports.*	SO + 5 y	**S**	**C**

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0547 Supplies

Records relating to purchases of parks equipment and supplies, including benches and irrigation supplies.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0547 – 10	**Product and Service Information**	SO	**S**	**C**
0547 – 15	**Parks Supplies Case Files**	2y	**S**	**C**
0547 – 30	**Parks Supplies Research Files**	SO + 2y	**S**	**C**

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SOLID WASTE

This is the Operational Records Retention Schedule (ORRS) for Solid Waste. Solid Waste provides reliable and sustainable solid waste and environmental services to protect health, safety and the environment for Regina and surrounding communities.

The records in the ORR Schedule for Solid Waste include landfill operations, solid waste collection, waste diversion and environmental services.

List of Primaries

0627 LANDFILL OPERATIONS 82
0628 SOLID WASTE COLLECTION 83
0629 WASTE DIVERSION 84
0630 ENVIRONMENTAL SERVICES 85

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0627 Landfill Operations

Records relating to environmentally sound waste disposal for the Regina region, and optimization of diversion and recovery of non-residential waste material delivered to the landfill. Records include landfill project case files and hazardous materials & toxic waste files.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0627 – 10	**Landfill Project Files**	Permanent	**S**	**C**
0627 – 15	**Hazardous Materials & Toxic Waste**	Permanent	**PS**	**C**
0627 - 50	**Laboratory Testing Results**	Permanent	**PS**	**C**
0627 - 60	**Inspection and Investigation** *Includes inspections such as former gas tanks, landfills, etc. and incident based investigations*	Permanent	**PS**	**A**
0627 - 70	**Environmental Impact** *Includes contaminated sites, decommissioning, land annexation, land use studies, etc.*	Permanent	**PS**	**C**

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0628 Solid Waste Collection

Records relating to solid waste collection and diversion. Records include solid waste project case files.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0628 – 10	**Solid Waste Project Case Files**	SO* + 10y	**S**	**C**

SO* = end of project

0629 Waste Diversion

Records relating to recycling/waste diversion. Records include waste diversion and recycling project case files.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0629 – 10	**Waste Diversion Case Files**	SO* + 10y	**S**	**C**
0629 – 50	**Waste Recycling Case Files**	SO* + 10y	**R**	**C**

SO* = end of project

0630 Environmental Services

Records relating to environmental regulatory compliance monitoring of City operations, environmental spill response and environmental engineering to support corporate projects. Records include environmental sampling, site contamination and spill response, environmental engineering projects.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0630 - 20	**Environmental Engineering Case Files** *Includes environmental monitoring and sampling, analytical data, site contamination and spill response, landfill gas to energy, greenhouse gas emission, City source control; permits; etc.*	Permanent	**PS**	**A**

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TRANSIT SERVICES

This is the Operational Records Retention Schedule (ORRS) for Transit Services. Transit Services is responsible for operating an accessible, affordable, urban transit service. The service includes utilizing a transit fleet of 115 low-floor accessible buses that provide approximately 6.4 million rides annually.

The records in the ORR Schedule for Transit include transit fare assistance program case files, shelters and stops case files, R-Card case files, Transit Security case files, transit planning, scheduling and routing analysis, usage details, vehicle logs, asset management case files, environmental initiatives case files, preventative maintenance case files, vehicle modification and refurbishment case files, senior's pass case files, bus charters, Transfit program, routing case files, special bus service case files, and paratransit case files.

List of Primaries

0660 Business Development 87
0661 Paratransit & Accessibility 88
0662 Operations & Training 89
0663 Transit Administration 90

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Abbreviations for Information Classification Security Levels are in Appendix B.
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0660 Business Development

Records relating to planning & marketing of transit and paratransit services, including transit fare assistance program case files, shelters and stops case files, R-Card case files, Transit Security case files, transit planning, and scheduling and routing analysis.

Note: Transportation and Facilities are responsible for installation and maintenance of shelters and stops. Transit is responsible for requests and information relating to shelters and stops only.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0660 – 10	**Transit Fare Assistance Program** *Includes original paper applications.*	7y	**S**	**A**
0662 – 10	**Bus Charters** *Includes charter instruction sheets, charter orders, charter mileage records, waybills, charters for month, charter reports etc.*	7y	**S**	**A**
0660 - 60	**Transit Planning Case Files**	7y	**R**	**C**
0660 - 70	**Scheduling and Routing Analysis**	7y	**R**	**C**
0662 - 60	**Shelters and Stops** *Includes order information, requests, etc.*	7y	**S**	**A**

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0661 Paratransit & Accessibility

Records relating to administration, trip planning and booking of paratransit services, including paratransit case files.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0661 – 10	**Paratransit Case Files** *Includes trip planning, administration, applications, trip sheets and booking.*	SO + 7y	**S**	**A**
0661 - 50	**Special Bus Service** *Includes Ding In The New year program, Roughrider bus service program, special events direct bus routes (such as Grey Cup, Jeux Canada Games), City of Regina corporate event bus routing programs, etc.*	7y	**S**	**A**

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0662 Operations & Training

Records relating to operation, routing & scheduling, and training of transit staff, vehicles and services, including senior's pass case files, bus charters, Transfit program, routing case files and special bus service case files.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0662 – 50	**Transfit**	10y	**S**	**A**
0662 – 55	**Routing Case Files** *Includes block party permit information, construction schedules, route information reports, complaints, inquiries, requests, etc.*	5y	**S**	**A**
0662 – 65	**Security Case Files** *Includes planning for surveillance, monitoring, etc. For actual surveillance footage see 0662-70.*	7y	**S**	**A**
0662 - 70	**Bus Surveillance Footage**	10 days	**S**	**A**
0662 - 75	**Circle Check Cards** *Pretrip inspection required for SGI regulations and standards.*	6mos	**S**	**B**
0662 -80	**Bus Incident Case Files** *Includes Incident logs, requests for information and surveillance footage relating to transit incidents.*	10y	**S**	**A**

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0663 Transit Administration

Records relating to administration of transit services.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0662 – 20	**R-Card Case Files** *Includes registration information and card numbers entered into R-Card database.* *Note: R-Card applications are transitory because they are entered into a master database. They may be disposed of once the information on the form has been entered.*	7y	**S**	**A**

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SERVICE REGINA

This is the Operational Records Retention Schedule (ORRS) for Service Regina. Service Regina responds to customer inquiries, requests for service and concerns relating to all City of Regina services. The Branch is often the first point of contact for citizen/resident concerns and as a result, champions the implementation of the Customer Service Strategy.

The ORR Schedule for Service Regina includes customer service strategy, customer relationship management and operational services (formerly known as Dispatch).

List of Primaries

0740 SERVICE REGINA 92

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0740 Service Regina

Records relating to the Corporate Customer Service Strategy, Customer Service Centres including Operational Services (formerly known as Dispatch), Hosted Contact Centre Solution (IVR) System, and the Customer Relationship Management software. Records include information resources and reference files, inquiries and responses, and service delivery case files.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0740 – 30	**Inquiries and Responses (CRM)** *Includes Customer Relationship Management software, and in-person inquiries and responses.*	5y	**D**	**A**
0740 – 40	**Inquiries and Responses (IVR)** *Includes Hosted Contact Centre Solution software including call centre audio recordings.*	2y	**D**	**A**
0740 – 50	**Service Regina Case Files**	SO + 5y	**D**	**A**
0740 - 60	**Service Delivery Case Files** *Includes records relating to the development and evolution of customer service strategies, customer service delivery models, Customer Relation Management or Hosted Contact Centre Solution, and other special projects relating to customer service delivery.*	SO + 5y	**R**	**C**
0740 - 70	**Utility Locates and Water Meter Installs**	7y	**D**	**A**

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ROADWAYS & TRANSPORTATION

This is the Operational Records Retention Schedule (ORRS) for Roadways & Transportation Services. Roadways & Transportation delivers quality public roadway infrastructure services for the community.

The records in the ORR Schedule for Roadways & Transportation Services include case files, pavement and concrete cuts, lab testing, condition survey, barricade inspections and lists, approvals, closure permits and road and easement closure.

Note: Reference materials such as engineering standards and specifications (federal and provincial), encyclopedias, textbooks, trade magazines and conference papers are considered copies. These materials cannot be sent to offsite storage for long-term storage and must be destroyed when superseded or obsolete. See ARRS 1950 for retention on library and reference materials.

List of Primaries

0780 Asphalt Services 94
0781 Concrete Services 95
0782 Asphalt Production & Materials Engineering 96
0783 Roadway Preservation 97
0783 Roadway Preservation (cont.) 98
0784 Sweeping & Alley Services 99
0785 Winter District Maintenance 100
0786 Traffic Control 101
0787 Traffic Signals & Lighting 102
0788 Operational Services & Business Support 103

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0780 Asphalt Services

Records relating to the effective maintenance and operation of the paved roadway surfaces of streets and alleys in a manner that meets community expectations for a safe, reliable transportation system. Records include case files, arterial & roadway surveys, barricade inspections & lists, road & easement closures, Department of Highways approvals, pavement ledger, pavement cuts, street lighting and lab testing.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0780 – 10	**Asphalt Case Files** *Includes notices of intention, engineering drawings, design records, design calculations & drawings, maintenance inventory.*	SO* + 10y	**S**	**C**
0780 - 30	**Pavement Cuts**	7y	**S**	**A**

SO* = end of project

0781 Concrete Services

Records relating to the effective maintenance and operation of concrete and asphalt capped sidewalks, including proving cut repair and/or replacement of concrete and asphalt capped sidewalks for Water and Sewer Services. Records include case files, sidewalk surveys, barricade inspections & lists, concrete cuts and lab testing.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0781 – 10	**Concrete Case Files** *Includes notices of intention, engineering drawings, design records, design calculations & drawings, sight line restrictions, obstructions, maintenance inventory.*	SO* + 10y	**S**	**C**
0781 - 30	**Concrete Cuts**	7y	**S**	**A**
0781 - 50	**Lab Testing**	10y	**S**	**C**

SO* = end of project

0782 Asphalt Production & Materials Engineering

Records relating to the provision of quality asphalt mixes, granular and landscape materials and technical services to support road infrastructure construction, renewal and maintenance, water and sewer network upgrades and repairs, and open space and parks maintenance programs. Records include asphalt tickets, lab testing, and production & field services case files.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0782 – 10	**Asphalt Production Case Files** *Includes materials that would be found in a Production & Field Services project file.*	SO* + 10y	**S**	**C**
0782 - 40	**Nuclear Safety Devices** *Includes records on Testing & Maintenance, including gauges, repairs to equipment, list of names of radiation workers, and any other testing & maintenance records audited by the Nuclear Safety Commission.***	3y	**S**	**C**

SO* = completion of project

**** = Section 28 of the *General Nuclear Safety and Control Regulations* requires that licensees under those regulations keep the records related to the license for one year after the license expires or any other date required by the *Nuclear Safety and Control Act* or any other regulations made pursuant to that Act. At least 90 days before the disposal, notice of the nature of the record and the proposed disposal date must be given to the Nuclear Safety Commission.**

0783 Roadway Preservation

Records relating to engineering services and project management in order to enhance and preserve roadways assets. Records include local improvement case files and capital project case files.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0783 – 10	**Roadway Capital Projects Case Files** *Includes engineering drawings, design records, design calculations & drawings.*	SO* + 10y	**S**	**C**
0783 – 20	**Bridges Capital Projects Case Files** *Includes engineering drawings, design records, design calculations, drawings, consultant and contract documents.*	Permanent	**PS**	**A**
0783 - 30	**Local Improvements Case Files** *Includes records regarding streets, sidewalk, pavements etc., improvements made in conjunction with businesses and residents, such as copies of contracts, documentation, progress certificates, invoices, change orders, specifications, project summary reports and site maps. Also includes relevant studies, reports, notice of intention, pay out notices, estimates, calculations and material testing.*	15y	**S**	**A**

SO* = Demolition of structure or Completion of Project

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0783 Roadway Preservation (cont.)

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0783 – 40	**Condition Surveys** *Includes arterial, sidewalk & roadway.*	SO* + 10y	**S**	**C**
0783 – 50	**Barricade Inspections & Lists**	3y	**S**	**A**
0783 – 60	**Department of Highways Approvals**	5y	**S**	**C**

SO* = completion of project

0784 Sweeping & Alley Services

Records relating to effective maintenance and operation of the paved and gravel alley network including gravel surface rural roads and effective provision of sweeping services to the streets/medians, alley, and sidewalks. Records include case files, barricade inspections & lists, and street lighting.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0784 – 10	**Sweeping & Alley Services Case Files** *Includes notices of intention, engineering drawings, design records, design calculations & drawings, sight line restrictions, obstructions, maintenance inventory.*	SO* + 10y	**S**	**C**

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0785 Winter District Maintenance

Records relating to the effective provision of winter maintenance activities to roads, alleys, and sidewalks that will support the health, attractiveness, and economic viability of the community during the winter months, in accordance with the approved Winter Maintenance Policy. Records include case files.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0785 – 10	**Winter Maintenance Case Files** *Includes maintenance inventory, snow clearing area reports.*	10y	**S**	**C**

0786 Traffic Control

Records relating to Traffic Engineering and Traffic Safety Services, including traffic engineering design and implementation, managing road right of ways, pedestrian protection, administering the Traffic Bylaw, traffic accommodation design and implementation, traffic sign design and implementation, roadway pavement markings design and application, street use, special event and over-dimensional move coordination.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0786 - 10	**Traffic Control Case Files** *Includes testing, research into new traffic accommodation, design and implementation practices, projects connected with traffic control.*	SO + 10y	**S**	**C**
0786 - 40	**Closure Permits** *Includes case files for street closure permits and coordination of all kinds, including street use, special event and over-dimensional move, block party permits, sandwich board permits, garbage bin permits, building construction, temporary street closure permits & maintenance permits.*	SO + 7y	**S**	**A**
0786 - 50	**Road & Easement Closures** *Includes both permanent and temporary road and easement closures, sight line restrictions, obstructions.*	7y	**S**	**A**
0786 - 60	**Traffic Barricade Inspections & Lists**	3y	**S**	**A**

The retention period indicates the current fiscal year plus the number of years listed.
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R – To be reviewed; **PS** – Permanent Storage

0787 Traffic Signals & Lighting

Records relating to the design, operation, installation and maintenance of the City's traffic signals and street lighting systems, ensuring public safety and the efficient movement of vehicles. Records include traffic signals case files and street lighting case files.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0787 – 10	**Signals Case Files** *Includes records relating to traffic signal maintenance, design, operation and installation.*	Permanent	**PS**	**C**
0787 – 15	**Lighting Case Files** *Includes records relating to street lighting maintenance, design, operation and installation.*	Permanent	**PS**	**C**

0788 Operational Services & Business Support

Records relating to pavement, concrete and lawn cuts.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0788 - 10	**Cut Records** *Includes pavement, concrete and lawn cuts.*	7y	**S**	**C**

WATER WORKS

This is the Operational Records Retention Schedule (ORRS) for Water Works. Water Works delivers sustainable water, wastewater and drainage services for customers in Regina & surrounding communities, protecting public health, property and the environment.

The ORR Schedule for Water Works includes records on sewer & drainage operations, water & sewer construction, water & sewer engineering, water engineering and wastewater program.

Note: Reference materials such as engineering standards and specifications (federal and provincial), encyclopedias, textbooks, trade magazines and conference papers are considered copies. These materials cannot be sent to offsite storage for long-term storage and must be destroyed when superseded or obsolete. See ARRS 1950 for retention on library and reference materials.

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0860 Sewer & Drainage Operations 105
0861 Water & Sewer Construction 106
0862 Water & Sewer Engineering 107
0863 Water Operations 108
0700 Wastewater Program 109
0700 Wastewater Program (cont.) 110

The retention period indicates the current fiscal year plus the number of years listed.
Abbreviations for Information Classification Security Levels are in Appendix B.
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0860 Sewer & Drainage Operations

Records relating to the operation and maintenance of sewer and drainage services to the City of Regina, including case files, effluent analysis records, sewer assessments and sewer connection surveys.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0860 – 10	**Sewer & Drainage Case Files** *Includes notices of intention, engineering drawings, design records, design calculations & drawings, and site plans.*	Permanent	**PS**	**C**
0860 -30	**Effluent Analysis** *Includes sewer, sewage, storm drain and other analysis areas.*	Permanent	**PS**	**C**
0860 - 40	**Sewer Assessments**	7y	**S**	**C**
0860 - 50	**Connection Surveys** *By Location.*	10y	**S**	**C**

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0861 Water & Sewer Construction

Records relating to the provision of quality repairs, restoration, emergency assistance and new construction throughout the City of Regina in order to protect the community and its infrastructure, including case files, water & sewer service orders, water & sewer installation orders, and water & sewer trouble files.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0861 - 10	**Water & Sewer Construction Case Files** *Includes notices of intention, engineering drawings, design records, design calculations & drawings, site plans, underground utility maps, permits, branch statistics and Water and Sewer Historical Data Base.*	Permanent	**PS**	**A**
0861 - 30	**Service Orders** *Includes service orders for repairs to water & sewer lines. Work orders, financial records, Daily Diary, Utility Locate Forms, Water Trax, WAM.*	25y	**S**	**A**
0861 - 40	**Installation Orders** *Includes installation orders for new construction & move-ins to existing property, water & sewer database.*	7y	**S**	**A**
0861 - 50	**Trouble Spots** *Includes historical information on trouble spots for water and sewer, water and sewer database.*	SO + 2y	**S**	**A**

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0862 Water & Sewer Engineering

Records relating to the delivery of engineering solutions to ensure the effective, efficient and accountable delivery of infrastructure services, including case files, Department of Environment approvals, storm retention calculations and research files.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0862 – 10	**Water & Sewer Engineering Case Files** *Includes engineering drawings, design records, design calculations, site plans & drawings for sanitary sewers, storm sewers, domestic sewers and other sewer and water delivery systems.*	Permanent	**PS**	**A**
0862 - 30	**Water & Sewer Engineering Department of Environment Approvals**	Permanent	**PS**	**C**
0862 - 40	**Storm Retention Calculations**	7y	**S**	**C**
0862 - 50	**Water & Sewer Engineering Research Files** *Includes research on sewer treatment, water treatment, waste water treatment, and other water and sewer engineering innovations.*	7y	**S**	**C**

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0863 Water Operations

Records relating to the provision of safe and sufficient potable water to the citizens and businesses of the City of Regina and surrounding areas to protect public health and safety, including hydrology reviews, pumping station charts, water sampling records, water supply reports, and well records.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0863 – 10	**Water Operations Case Files** *Includes notices of intention, engineering drawings, design records, design calculations & drawings.*	Permanent	**PS**	**A**
0863 - 30	**Hydrology Review**	Permanent	**PS**	**A**
0863 - 40	**Water Operations Pumping Station Charts**	Permanent	**PS**	**A**
0863 - 50	**Water Meter Case Files** *Includes Maintenance and Shop records.*	7y	**S**	**A**
0863 - 60	**Water Sampling**	Permanent	**PS**	**A**
0863 - 70	**Water Supply Reports**	7y	**S**	**A**
0863 - 80	**Well Records**	Permanent	**PS**	**A**

0700 Wastewater Program

Records relating to managing and maintaining the wastewater transfer and treatment systems for the City of Regina and the surrounding area to protect public health and property while upholding responsible environmental stewardship by ensuring receiving waters are not negatively impacted by urban water use. Records include Department of Environment approvals, Hauled Wastewater records, effluent analysis records, pumping station files, hazardous materials & toxic waste files, maintenance and wastewater management case files, and laboratory testing results. Please note that EPCOR, the P3 partner, has taken over operation of the Wastewater Treatment Plant as of 2016, while the City of Regina retains operation of the McCarthy Pumping Station.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0700 – 05	**Wastewater Department of Environment Approvals** *Includes reports, permits and inspections.*	Permanent	**PS**	**C**
0700 – 10	**Hauled Wastewater Records** *Includes site use application forms and disposal manifests, operational testing reports, probe testing reports and sampling records.*	Permanent	**PS**	**C**
0700 – 20	**Wastewater Reports and Statistics** *Includes both regulatory (required) and non-regulatory (voluntary) reports provided to external sources.*	SO + 5y	**R**	**C**
0700 - 30	**Wastewater Pumping Station Charts** *Includes flow records.*	Permanent	**PS**	**C**

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0700 Wastewater Program (cont.)

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0700 – 40	**Wastewater Maintenance Case Files** *Includes records relating to the physical maintenance and upkeep of wastewater transfer and treatment systems and all related equipment.*	SO + 20y	**S**	**C**
0700 – 50	**Wastewater Capital Project Case Files**	SO* + 10y	**R**	**C**
0700 – 60	**Wastewater Testing Records** *Includes internal and external testing records and operational testing records.*	Permanent	**PS**	**C**
0700 - 70	**Miscellaneous Records** *Includes records that belong to wastewater and are not otherwise easily classified.* *NOTE: ONLY TO BE USED DURING THE PERIOD PRECEDING TRANSFER TO P3 OWNERSHIP. NOT APPLICABLE TO MCCARTHY PUMPING STATION RECORDS.*	10 y	**R**	**C**

SO* = life of structure

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PLANNING

This is the Operational Records Retention Schedule (ORRS) for Planning. Planning co-ordinates and balances stakeholder interests in the creation and implementation of land development policy that sustains the vibrancy of the City and region. Planning co-ordinates land use and infrastructure with developers and regional partners to ensure long-term planning objectives, as outlined in the Official Community Plan, are achieved. Planning is also responsible for social development and housing policy.

The records in the ORR Schedule for the Planning Department include neighbourhood case files, social development case files, housing program, neighbourhood profiles, municipal master plan, greenspace master plan, capital project case files, development applications and servicing agreements.

Note: Reference materials such as engineering standards and specifications (federal and provincial), encyclopedias, textbooks, trade magazines and conference papers are considered copies. These materials cannot be sent to offsite storage for long-term storage and must be destroyed when superseded or obsolete. See ARRS 1950 for retention on library and reference materials.

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0900 URBAN PLANNING (FORMERLY NEIGHBOURHOOD AND LONG-RANGE PLANNING) 112
0940 INFRASTRUCTURE PLANNING 113
0950 REGIONAL PLANNING 114

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0900 Urban Planning

Records relating to research and analysis, long range and policy planning, place making, and sustainable communities. Records include municipal master plan case files, research and analysis, comprehensive planning case files and master greenspace plan case files.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0900 – 30	**Neighbourhood Case Files** Includes existing neighbourhood and City Centre.	Permanent	**R**	**A**
0900 – 40	**Social Development Case Files**	25y	**R**	**A**
0900 - 50	**Housing Program Case Files** *Includes Housing Incentive Program.*	15y	**S**	**A**
0900 - 55	**Neighbourhood Profiles**	25y	**R**	**P**
0901 – 10	**Municipal Master Plan** *Includes Community Plan, Regina Development Plan, Design Regina, Regina RSVP, and any other projects designed to create a municipal master plan as required by Saskatchewan law.*	25y	**A**	**C**
0901 – 50	**Greenspace Master Plan**	25y	**A**	**C**
0901 - 60	**Urban Planning Capital Project Case Files**	Permanent	**A**	**C**

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0940 Infrastructure Planning

Records relating to long-range planning, design and construction of new infrastructure in support of growth, development application reviews, commercial and higher-density residential building permit reviews, managing development policies, engineering standards and specifications, and servicing agreement fees.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0940 – 30	**Infrastructure Development Applications** *Includes Secondary/Neighbourhood Plans, Concept Plans and new neighbourhood.*	Permanent	**S**	**A**
0940 - 50	**Infrastructure Planning Capital Projects Case Files** *Includes design standards.*	Permanent	**PS**	**A**

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0950 Regional Planning

Records relating to delivery of city services, regional development and regional servicing agreement.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0950 - 20	**Regional Planning Case Files**	Permanent	**S**	**A**
0950 - 30	**Regional Servicing Agreements** *Includes Extra Municipal Agreements.*	Permanent	**S**	**A**

DEVELOPMENT SERVICES

This is the Operational Records Retention Schedule (ORRS) for Development Services. Development Services works collaboratively and uses expertise to ensure compliance with bylaws and regulations in the development of the built environment so that the community grows in a way that benefits all.

The records in the ORR Schedule for Development Services include development engineering capital projects, infrastructure street files, servicing agreement, development applications, portable and permanent sign permits, heritage applications, heritage building rehabilitation program, heritage award, building permit applications and building compliance.

Please note that Building Standards, Licensing, Bylaw Enforcement, Parking Services, Geospatial Solutions and Service Regina have now been given autonomous numbering segments in ORRS. This reflects a historical tendency to move these business functions from department to department. Isolating these business functions will make it easier for the ORRS to be reorganization-proof.

Note: Reference materials such as engineering standards and specifications (federal and provincial), encyclopedias, textbooks, trade magazines and conference papers are considered copies. These materials cannot be sent to offsite storage for long-term storage and must be destroyed when superseded or obsolete. See ARRS 1950 for retention on library and reference materials.

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0941 Development Engineering 116
0941 Development Engineering (cont.) 117
0902 Current Planning 118
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0903 Heritage 120

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0941 Development Engineering

Records relating to coordinating the construction associated with development, infrastructure renewal and new capital assets, development and maintenance of the infrastructure assets database, and liaison with utilities and other outside agencies.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0941 - 20	**Circulation Reviews** *Reviews circulated in process from initial application to letter of acceptance, for building permits, servicing agreement files, planning case files, land sales, major projects, including cancelled permits.*	10y	**R**	**A**
0941 - 35	**Development Engineering Capital Projects** *Includes roads, water, wastewater & drainage that provide services to new developments.*	Permanent	**PS**	**A**

0941 Development Engineering (cont.)

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0941 - 55	**Development Engineering Infrastructure Street Files** *Includes proposed utility installations, building grade maps, grade sheets, grades, surface and underground infrastructure work in relation to driveway crossings and service connections. Buildings in particular blocks or address. ROW road right of way for services, maintenance, infrastructure records, plan profiles. Final approval letters from circulation reviews.*	Permanent	**PS**	**A**
0941 - 60	**Servicing Agreement Files** *New subdivision files includes process from Request for Servicing Agreement to Final Acceptance Certificate (FAC), including failed or rescinded servicing agreements.*	Permanent	**PS**	**A**

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0902 Current Planning

Records relating to development application review, zoning administration, inspections, and heritage planning and programs. Records include street/subdivision master list, development appeal decisions, development permit case files, zoning bylaw register, inquiries and responses, and case files, neighbourhood improvement plan case files, planned use development case files, sign permits and permanent street closure case files.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0902 - 30	**Current Planning Street Files** *Includes inspections & enforcement of development permits & zoning checklists, decisions & interpretation; zoning checks; service requests; minor changes to discretionary uses; development permits & refusals; building siting certificates; zoning certification letters; minor various decisions; enforcement & Order to Comply; land use interpretations; circulations; external correspondence; motor licenses; zoning inspections; DAB notices reports, decisions; preliminary reviews.*	Permanent	**PS**	**A**

0902 Current Planning (cont.)

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0902 - 35	**Development Application Files** *Includes applications, all Planning project files such as A annexations, C condominiums, CL closures, CP concept plans, CZ contract zoning, DP development plan, DU discretionary uses, LA lease area, MV minor variance, OCP & OP Official Community Plan amendments, PC parcel consolidations, SD sale of dedicated land, SN subdivisions, SV severances, Z zoning; development permits; permit ledger pre-1994; electronic development log since 1994.*	Permanent	**PS**	**A**
0902 - 50	**Portable Sign Permits** *Approval for signs on wheels, not tied to a particular property.*	SO + 2y	**S**	**A**
0902 – 55	**Permanent Sign Permits** *Approval for signs permanently attached to buildings or property for the life of the structure.*	Permanent	**PS**	**A**

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0903 Heritage

Records relating to applications, designations, research files, award winners, alterations permits and heritage building rehabilitation program.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0903 – 65	**Heritage Street Files** *Includes statements of significance, plans, drawings, photographs, applications for heritage status, research files, designations, Heritage alteration permits, HBRP Heritage Building Rehabilitation Program.*	Permanent	**PS**	**C**
0903 – 70	**Heritage Award** *Includes statements of significance, applications, plans, drawings, photographs, research files and list of award winners.*	Permanent	**PS**	**A**

BUILDING STANDARDS

This is the Operational Records Retention Schedule (ORRS) for Building Standards. Building Standards is a work unit within the Development Services Department. Building Standards Branch assists the public with any Building Permit needs. Building Standards does intake of applications for all Building Permit Applications in the City of Regina.

The records in the ORR Schedule for Building Standards includes permit case files, permit applications, compliance files and building street files.

Please note that Building Standards, Licensing, Bylaw Enforcement, Parking Services, Geospatial Solutions and Service Regina have now been given autonomous numbering segments in ORRS. This reflects a historical tendency to move these business functions from department to department. Isolating these business functions will make it easier for the ORRS to be reorganization-proof.

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0945 PERMITS & INSPECTIONS..... 122

0945 Permits & Inspections

Records relating to residential, commercial, and mechanical inspections, building permit application, coordination and review, and building standards review. Records include permit case files, building inspection case files, condominium case files, and temporary structure permit case files.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0945 - 30	**Building Plan Permit** *Includes building permits, building permit cancellations, building permit applications, building permit ledgers, as-built drawings & plans, demolition permits, occupancy permits, Inspector's notebooks, inspection reports. Electronic copy will be the official record. Paper copies will be transitory records.*	Permanent	**PS**	**A**
0945 - 40	**Building Permit Applications (Original)** *Original signed applications with the original signed building permit, kept separately for legal purposes.*	Permanent	**PS**	**A**
0945 – 50	**Building Compliance Files** *Includes legal actions, prosecutions background.*	16y	**R**	**A**
0945 - 55	**Building Street Files** *Includes inquiries concerns complaints not part of building compliance or permit case files.*	7y	**S**	**A**

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GEOSPATIAL SOLUTIONS

This is the Operational Records Retention Schedule (ORRS) for Geospatial Solutions. Geospatial Solutions is a work unit within Information Technology Services department. The Geospatial community works together to incorporate location-based context into all applicable systems, processes and practices.

Please note that Building Standards, Licensing, Bylaw Enforcement, Parking Services, Geospatial Solutions and Service Regina have now been given autonomous numbering segments in ORRS. This reflects a historical tendency to move these business functions from department to department. Isolating these business functions will make it easier for the ORRS to be reorganization-proof.

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0946 INFRASTRUCTURE RECORDS & ASSET MANAGEMENT 124

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0946 Infrastructure Records & Asset Management

Records relating to surveying and drafting records, plans, uniterrm drawings and infrastructure maps.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0946 – 10	**Geospatial Infrastructure Assets** *Includes surveying/drafting records, registered plans, uniterm drawings, maps for infrastructure, IR Viewer, and description of documents being stored.*	Permanent	**R**	**C**

LICENSING

This is the Operational Records Retention Schedule (ORRS) for Licensing. Licensing provides the majority of licenses and permits for the city, including animal licenses, taxi, business, snow removal and any other applicable permits and licenses. For permits relating to construction & demolition, see Building Standards. For permits relating to parking, see Parking Services. For permits relating to the blocking off of streets or alleys on a temporary or permanent basis see Traffic Control.

The records in the ORR Schedule for Licensing include license and permit files.

Please note that Building Standards, Licensing, Bylaw Enforcement, Parking Services, Geospatial Solutions, and Service Regina have now been given autonomous numbering segments in ORRS. This reflects a historical tendency to move these business functions from department to department. Isolating these business functions will make it easier for the ORRS to be reorganization-proof.

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0950 LICENSES & PERMITS 126

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0950 Licenses & Permits

Records relating to the provision of licenses and permits, including animal licensing, taxi, business, snow removal, and any other applicable licenses and permits.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0950 – 10	**Licenses & Permits Case Files** *Includes animal licensing & enforcement, taxi, business, snow removal city, and any other applicable licenses and permits.*	7y	**S**	**A**

BYLAW ENFORCEMENT

This is the Operational Records Retention Schedule (ORRS) for Bylaw Enforcement. Bylaw Enforcement works with residents to resolve issues through education and enforcement to achieve bylaw compliance, investigates property complaints, remedies issues of non-compliance by dispatching City or contracted crews to clean up or repair properties, and coordinates investigations with internal and external enforcement agencies. Bylaw Enforcement also oversees the Residential Rehabilitation Assistance Program (RRAP), the HomeFirst program, and the Atoskata program for home improvements.

The records in the ORR Schedule for Bylaw Enforcement includes bylaw compliance action files, RRAP files, HomeFirst files, and Atoskata files.

Please note that Building Standards, Licensing, Bylaw Enforcement, Parking Services, Geospatial Solutions and Service Regina have now been given autonomous numbering segments in ORRS. This reflects a historical tendency to move these business functions from department to department. Isolating these business functions will make it easier for the ORRS to be reorganization-proof.

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0960 ACTIONS & IMPROVEMENT PROGRAMS..... 128

0960 Actions & Improvement Programs

Records relating to enforcement of bylaws including Zoning Bylaw and Clean Property Bylaw (misuse of property); safe public access; Traffic Bylaw; Noise Abatement Bylaw; Building Bylaw; Parks & Open Space Bylaw; Forestry Bylaw, Noxious Weed Act; the Domestic Pigeon Control Bylaw; as well as on its functions related in partnership with the Regina Humane Society; assistance provided with the enforcement of the Animal Control Bylaw; and enforcement of any other bylaws in force in the City of Regina.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0960 – 10	**Compliance Actions** *Includes compliance cases that are investigated and remedied by the City, including but not limited to property maintenance, forestry, clean property, zoning, traffic, noise abatement, noxious weeds, animal control, or snow removal.*	SO + 15y	**S**	**A**
0960 - 30	**Residential Rehabilitation Assistance Program (RRAP) Case Files**	7y	**S**	**A**
0960 - 40	**HomeFirst Case Files** *Includes secondary title information about the HomeFirst project.*	7y	**S**	**A**
0960 - 50	**Atoskata Case Files** *Includes secondary title information about the Atoskata project.*	7y	**S**	**A**

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PARKING SERVICES

This is the Operational Records Retention Schedule (ORRS) for Parking Services. Parking Services is a work unit within the Community Services Department. Parking Services delivers parking services through education, administration and management to enhance quality of life by providing safe, accessible and available parking for the public. Parking Services ensures the order and safety of the general public on the public right of way by enforcing traffic bylaw regulations related to public safety, traffic flow and community standards.

The records in the ORR Schedule for Parking Services includes parking permit case files, parking meter service files, and parking ticket case files.

Please note that Building Standards, Licensing, Bylaw Enforcement, Parking Services, Geospatial Solutions and Service Regina have now been given autonomous numbering segments in ORRS. This reflects a historical tendency to move these business functions from department to department. Isolating these business functions will make it easier for the ORRS to be reorganization-proof.

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0970 ADMINISTRATION & ENFORCEMENT 130

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0970 Administration & Enforcement

Records relating to parking pass administration, parking meter maintenance and administration & enforcement of parking tickets for the City of Regina, University of Regina, SIAST and Wascana Centre Authority.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0970 – 10	**Parking Tickets** *Includes both paid, unpaid and cancelled parking tickets, violation tickets, enforcement records including seizures and collection of unpaid fines.*	15y	**S**	**A**
0970 – 15	**Parking Meter Service Files** *Includes records relating to parking meter maintenance and replacement.*	SO + 7y	**S**	**C**
0970 - 30	**Parking Permit Case Files** *Includes resident permits, daily permits, special event permits, disabled parking permits and any other parking permits administered by the City of Regina.*	7y	**S**	**A**
0970 - 40	**Towed Vehicle Case Files**	7y	**S**	**A**

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ASSESSMENT & TAX

This is the Operational Records Retention Schedule (ORRS) for Assessment and Tax. Assessment and Tax provides reliable Property Assessment and Tax Administration to generate operating revenue for the City, while providing excellent customer service.

The records included in the ORR Schedule for Assessment and Tax include grants in lieu, tax rolls, tax adjustments, tax notices, tax enforcement files, tax instalment payment plan service, assessment notices, assessment case files, assessment roll and assessment appeals.

List of Primaries

0980 PROPERTY TAXATION AND ADMINISTRATION 132
0980 PROPERTY TAXATION AND ADMINISTRATION (CONT.) 133
0981 ASSESSMENT 134

0980 Property Taxation and Administration

Records relating to the administration of the taxation revenue machine, including maintaining property tax records, administering assessment and tax notices and payment plans, conducting financial reporting on property taxes, providing business process and system services for the department, and providing customer service to internal and external customers.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0980 – 10	**Payments-in-lieu**	7y	**S**	**A**
0980 – 30	**Tax Roll**	Permanent	**PS**	**Public**
0980 – 35	**Tax Notices** *Includes first and final business and residential tax notices, tax certificates.*	7y	**S**	**A**
0980 - 40	**Tax Adjustments** *Includes exemption, abatement & adjustment records, and waivers.*	7y	**S**	**A**
0980 - 45	**Tax Enforcement Case Files** *Includes tax liens, letters & correspondence, investigation notes.*	7y	**S**	**A**

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0980 Property Taxation and Administration (cont.)

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0980 – 50	**Tax Installment Payment Plan Service (TIPPS)**	2y	**S**	**A**
0980 – 55	**School Declaration of Shareholder's Company**	7y	**S**	**A**
0980 – 60	**Replots** *Also known as property splits.*	7y	**S**	**A**
0980 - 65	**Tax Dailies**	7y	**S**	**A**

0981 Assessment

Records relating to the valuating of all properties within the boundaries of the City of Regina for property tax purposes, including maintaining accurate property assessment records, implementing accurate and fair modelling techniques, managing assessment appeal processes, and providing customer service to internal and external customers.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0981 – 10	**Assessment Forms** *Includes Notification of Change of Assessment forms, assessment notices, supplementary assessment notices, assessment letters & correspondence, and any other notification for commercial or residential assessment and income expense/sales verification.*	7y	**S**	**A**
0981 - 30	**Assessment Case Files** *Includes paper and electronic forms for commercial and residential valuation, field sheets, and property assessment cards used in the compilation of the final assessment roll as defined in the Cities Act.*	7y	**S**	**A**
0981 - 40	**Assessment Roll**	Permanent	**PS**	**Public**
0981 - 50	**Assessment Appeals**	7y	**D**	**A**

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LAND & REAL ESTATE MANAGEMENT

This is the Operational Records Retention Schedule (ORRS) for Land & Real Estate Management. As part of Corporate Services Division, Land & Real Estate Department provides centralized real estate information services for City-owned properties, administers selling of City-owned industrial and commercial properties including leasing of City-owned land and buildings and obtaining or providing easement rights, operating agreements and encroachments.

The records included in the ORR Schedule for Land & Real Estate include subdivision case files and lease case files.

List of Primaries

0982 REAL ESTATE 136

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0982 Real Estate

Records relating to real estate-related services for the corporation, including buying, selling and leasing properties and acquiring rights/easements required for City operations, performing industrial land development functions, strategically managing the City's real estate portfolio, and providing customer service to internal and external customers.

Code	Secondary Title	Retention	Final Disposition	Information Classification Security Level
0982 – 10	**Real Estate Subdivision Case Files** *Includes plans, agreements, correspondence, marketing, and any other documents relating to the development of subdivisions by the City of Regina.*	SO*+25y	**S**	**A**
0982 - 15	**Real Estate Lease Case Files** *Includes records relating to the lease of property by and from the City of Regina, including correspondence, building plans, copies of contracts and agreements and related backup documentation.*	SO** + 25y	**S**	**A**

SO* = until subdivision project development is completed
SO = until lease expires**

Appendix D – Information Classification Security Level

Information Classification Security Levels				
Levels	**Sensitivity**	**Description**	**Examples of Information Assets**	**Examples of Risk Impacts**
A	**High Sensitivity**	• Information that is deemed to be extremely sensitive; of highest value to the City; information protected by statutes, regulations or City policies; information that can be used to create an identity. • Inappropriate access, use or disclosure could reasonably be expected to result in extremely serious personal injury/harm or extremely serious injury/harm to the City including: financial loss to the City or third party; loss of life and/or risk to public safety; damage to the City's reputation and integrity; major political or economic impact • Level A "High Sensitivity" information is available only to named individuals (specified positions) and must not be shared without appropriate consent or a formal agreement. External requests for access must be reviewed by the Access and Privacy Team.	• Personal information such as information maintained on a personnel file • Health information • Files of the City Solicitor's office, including Risk Management and Prosecutions divisions • An individual's financial transactions and payments • Sealed tenders and requests for proposal (RFPs prior to the closing of a competition)	• Lawsuit • Substantial fine • Sever/Harm to an individual's reputation or loss of livelihood • Loss of personal or individual privacy • Unfair competitive advantage in bidding
B	**Medium Sensitivity**	• Information that is deemed to be sensitive within the City of Regina • Inappropriate access, use or disclosure could reasonably be expected to result in serious injury/harm to the City including: loss of competitive advantage, loss of confidence in a City program, legal action, financial loss, damage to partnerships, relationships or reputation • Level B "Medium Sensitivity" information is accessible only to specific functions, groups or positions, on a need-to-know basis for business-related purposes. External requests for access must be reviewed by the Access and Privacy Team.	• Draft budget information • Private committee reports • Draft policy, policy advice • Opinions of a solicitor	• Damage to City's reputation • Significant financial loss • Loss of public safety
C	**Low Sensitivity**	• Information that is used within the City and deemed to be sensitive outside of the City of Regina • Inappropriate access, use or disclosure could reasonably be expected to result in significant injury/harm to individuals or to the City including: financial loss, negative impacts in services/performance levels and reputation. • **Level C "Low Sensitivity"** information is accessible internally and to authorized third parties possessing a need to know for business-related purposes. External requests for access must be reviewed by the Access and Privacy Team.	• Reports prepared for and paid by a third party • Tender submissions by the successful bidder (may contain proprietary information) • Information obtained in confidence	• Limited financial loss • Interfere with negotiations • Unfair competitive advantage
D	**Public**	• Information that is intended for unrestricted public disclosure and would not reasonably be expected to result in injury to individuals, third parties or to the City.	• News releases, public service announcements • Job Postings • Public City Council meeting minutes and agendas • Request for proposal document used during the competition	• Would not result in injury to an individual if lost or changed

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