

File No.: 04-1000-20-2017-332

October 23, 2017

s.22(1)

Dear s.22(1)

Re: Request for Access to Records under the Freedom of Information and Protection of Privacy Act (the "Act")

I am responding to your request of September 13, 2017 for:

Current approved or draft retention schedules or records classification documents as of 2017 (as well as the immediately previous related retention schedule if any) related to Human Resources no matter where they are stored, whether in electronic or paper form.

All responsive records are attached.

Please note the retention schedules enclosed are current and approved.

Under section 52 of the Act you may ask the Information & Privacy Commissioner to review any matter related to the City's response to your request. The Act allows you 30 business days from the date you receive this notice to request a review by writing to: Office of the Information & Privacy Commissioner, info@oipc.bc.ca or by phoning 250-387-5629.

If you request a review, please provide the Commissioner's office with: 1) the request number assigned to your request (#04-1000-20-2017-332); 2) a copy of this letter; 3) a copy of your original request for information sent to the City of Vancouver; and 4) detailed reasons or grounds on which you are seeking the review.

Please do not hesitate to contact the Freedom of Information Office at foi@vancouver.ca if you have any questions.

Yours truly,



Barbara J. Van Fraassen, BA
Director, Access to Information & Privacy

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Encl.

:pm



Number 07
Classification Title Human Resources Management
Trigger
Notes The Human Resources Management function group relates to the administration of employees and employee services. It includes the hiring and termination of employees, leave and attendance management, and labour relations and collective bargaining, as well as the documenting of employment history for individual employees. It also includes programmes for occupational health and safety, employee benefits, training and professional development, and equal opportunity employment.

Number 07-1000
Classification Title Human Resources Management - Collective Bargaining
Trigger
Notes Records documenting the City's or Board's role in the negotiation and administration of collective agreements with employee union bargaining units, which govern the terms and conditions of employment for unionized City or Board staff. Also includes records related to Memoranda of Agreement and Letters of Understanding.

Number 07-1000-01
Classification Title Human Resources Management - Collective Bargaining - General Records
Expanded Schedule Title Calendar Year - CY+1 / 6 / D
Trigger End of Calendar year in which record was created
OPR (COV) COV - Office of Custody (OPR)
OPR (Park Board) PB - Office of Custody (OPR)
OPR (VPD) VPD - Office of Custody (OPR)
OPR (VPL) VPL - Office of Custody (OPR)
Notes Use ONLY for records which:
1) do not fit into a more specific secondary within this primary, AND
2) may be routinely destroyed after one (1) year because they are of no further business, fiscal or legal value.
This classification is regularly audited for compliance.

For guidance on the naming of these documents please refer to the [VanDocs Job Aid on Naming Guidelines](#).

Number 07-1000-02
Classification Title Human Resources Management - Collective Bargaining - Reference Material
Expanded Schedule Title Event Trigger - EV+0 / 7 / D
Trigger No longer required for business purposes
OPR (COV) COV - Office of Custody (OPR)
OPR (Park Board) PB - Office of Custody (OPR)
OPR (VPD) VPD - Office of Custody (OPR)
OPR (VPL) VPL - Office of Custody (OPR)
Notes Use for materials such as text books, articles, white papers, news clippings etcetera which provide ongoing support for activities listed in this primary but which do not serve as evidence of specific transactions, actions taken, instructions, or decisions. For guidance on the naming of these documents please refer to the [VanDocs Job Aid on Naming Guidelines](#).

Number 07-1000-10
Classification Title Human Resources Management - Collective Bargaining - Collective Agreements
Expanded Schedule Title Event Trigger - EV+20 / 48 / A
Trigger Agreement superseded, expired or cancelled
OPR (COV) HR - Business Partnerships and Labour Relations
OPR (VPD) VPD - Human Resources Section
OPR (VPL) VPL - Human Resource Development
Notes Master copies of ratified collective agreement documents, which outline the terms and conditions of employment governing unionized positions at the City or Board.



Number 07-1000-11
Classification Title Human Resources Management - Collective Bargaining - Memoranda of Agreement (MOAs)
Expanded Schedule Title Event Trigger - EV+20 / 48 / A
Trigger Agreement superseded, expired or cancelled
OPR (COV) HR - Business Partnerships and Labour Relations
OPR (VPD) VPD - Human Resources Section
OPR (VPL) VPL - Human Resource Development
Notes Records documenting additions or amendments made to the terms of a collective agreement prior to the expiration of the agreement. MOAs must be ratified by the union, the Labour Relations Bureau of the GVRD, and City Council prior to the changes being incorporated into the relevant collective agreement.

Number 07-1000-12
Classification Title Human Resources Management - Collective Bargaining - Letters of Understanding/Agreement (LOUs / LOAs)
Expanded Schedule Title Event Trigger - EV+10 / 50 / D
Trigger No longer required for business purposes
OPR (COV) HR - Business Partnerships and Labour Relations
OPR (VPD) VPD - Planning, Research and Audit Section
OPR (VPL) VPL - Human Resource Development
Notes Copies of records documenting one-off agreements made between the City and a bargaining unit respecting a specific case or set of circumstances that require an exception to or an interpretation of the terms of a collective agreement that is made without prejudice (i.e.: is not precedent-setting). Used for reference purposes. Original Letters are filed in the relevant Grievance case file.

Number 07-1000-13
Classification Title Human Resources Management - Collective Bargaining - Certification Agreement Records
Expanded Schedule Title Event Trigger - EV+10 / 50 / D
Trigger Union decertified
OPR (COV) Human Resources
OPR (VPD) VPD - Human Resources Section
OPR (VPL) VPL - Human Resource Development
Notes Records related to certification agreements between the Labour Relations Board and the union locals that represent City employees. These agreements authorize the union locals to represent City employees as bargaining units. Used for reference purposes during the collective bargaining process. Records include copies of the agreements as well as related correspondence.

Number 07-1000-20
Classification Title Human Resources Management - Collective Bargaining - Collective Bargaining Records
Expanded Schedule Title Event Trigger - EV+10 / 50 / A
Trigger No longer required for business purposes
OPR (COV) HR - Business Partnerships and Labour Relations
OPR (VPD) VPD - Human Resources Section
OPR (VPL) VPL - Human Resource Development
Notes Records related to the City's bargaining activities with employee bargaining units, including the negotiation, drafting of Collective Bargaining Agreements, and negotiations including those related to collective action such as a strike. Records related to the implementation of the negotiated changes to the collective agreements following their ratification. Records include working files of the City's collective bargaining team members; may also include legal opinions and records documenting the specific terms of each bargaining unit's collective agreement, summaries, presentation materials, and roll-out activities including project work within the business units. Used as supporting documentation for collective bargaining, post ratification reports and for reference purposes.

Number 07-1200
Classification Title Human Resources Management - Employee and Labour Relations
Trigger
Notes Records related to the City's or Board's role as employer and its relationship to its employees, including the application and interpretation of Collective Bargaining Agreements (CBAs). This includes records



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documenting each staff member's employment history, as well as records documenting the City's or Board's participation in complaints proceedings such as grievances or human rights complaints. Used to support and document the City's or Board's fulfillment of its responsibilities as the employer relative to the terms of current agreements, as well as statutory responsibilities prescribed by legislation.

Number 07-1200-01
 Classification Title Human Resources Management - Employee and Labour Relations - General Records
 Expanded Schedule Title Calendar Year - CY+1 / 6 / D
 Trigger End of Calendar year in which record was created
 OPR (COV) COV - Office of Custody (OPR)
 OPR (Park Board) PB - Office of Custody (OPR)
 OPR (VPD) VPD - Office of Custody (OPR)
 OPR (VPL) VPL - Office of Custody (OPR)

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 1) do not fit into a more specific secondary within this primary, AND
 2) may be routinely destroyed after one (1) year because they are of no further business, fiscal or legal value.
 This classification is regularly audited for compliance.

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Number 07-1200-02
 Classification Title Human Resources Management - Employee and Labour Relations - Reference Material
 Expanded Schedule Title Event Trigger - EV+0 / 7 / D
 Trigger No longer required for business purposes
 OPR (COV) COV - Office of Custody (OPR)
 OPR (Park Board) PB - Office of Custody (OPR)
 OPR (VPD) VPD - Office of Custody (OPR)
 OPR (VPL) VPL - Office of Custody (OPR)

Notes Use for materials such as text books, articles, white papers, news clippings etcetera which provide ongoing support for activities listed in this primary but which do not serve as evidence of specific transactions, actions taken, instructions, or decisions. For guidance on the naming of these documents please refer to the VanDocs Job Aid on Naming Guidelines.

Number 07-1200-10
 Classification Title Human Resources Management - Employee and Labour Relations - Employee Records
 Expanded Schedule Title Event Trigger - EV+1 / 59 / D
 Trigger Employment terminated
 OPR (COV) Human Resources
 OPR (Park Board) PB - Office of Custody (OPR)
 OPR (VPD) VPD - Human Resources Section
 OPR (VPL) VPL - Human Resource Development

Notes Records documenting employment information and the working history of individual employees. Files may include the following information about an employee: date of appointment and termination, positions held, pay grades, performance reviews, job evaluations, commendations, disciplinary actions (letter only), leaves of absence and return to work (SAF), training received and certificates awarded, and personal information. Records may include resumes, letters of offer, staff action forms, compensation authorization forms (originals, copies or print-outs), copies of diplomas or certificates, performance ratings, letters of expectation or discipline, letters of resignation. Also includes where necessary, attendance reports, confirmation of occupational checks (ie. Licences and Certificates), security confirmation letter, professional licence registration, trade certificates and job-sharing agreements. Does not include documentation related to grievances involving the employee, medical records, employment reference checks, travel and training expense forms, or actual criminal/credit checks.



Number 07-1200-11
Classification Title Human Resources Management - Employee and Labour Relations - Employment Contracts
Expanded Schedule Title Event Trigger - EV+1 / 59 / D
Trigger Employment terminated
OPR (COV) Human Resources
OPR (VPD) VPD - Human Resources Section
OPR (VPL) VPL - Human Resource Development
Notes Legal documents which outline the terms and conditions of employment for some positions. Positions which are under an employment contract are normally those where the length of employment is tied to the municipal election year (e.g. some positions in the Mayor's Office), but may also include some high-level management positions.

Number 07-1200-12
Classification Title Human Resources Management - Employee and Labour Relations - Student Work Placement, Volunteer Case File
Expanded Schedule Title Event Trigger - EV+1 / 59 / D
Trigger Employment terminated
OPR (COV) COV - Office of Custody (OPR)
OPR (VPD) VPD - Human Resources Section
OPR (VPL) VPL - Office of Custody (OPR)
Notes Records documenting the working history of Student Work Placements or Volunteers. May include documents related to all types of Student Work Experience (paid and unpaid) and Job Shadow Placements, including Post-Secondary Co-Op programs, Internship and Volunteer Opportunities at the City of Vancouver worksites. May also include resumes, lists of duties and work completed, letters of reference, documentation of training completed, confirmation of security checks, criminal record checks, evaluation feedback and related correspondence.

Number 07-1200-13
Classification Title Human Resources Management - Employee and Labour Relations - Attendance Management Records
Expanded Schedule Title Calendar Year - CY+5 / 5 / D
Trigger End of Calendar year in which record was created
OPR (COV) COV - Office of Custody (OPR)
OPR (Park Board) PB - Office of Custody (OPR)
OPR (VPD) VPD - Office of Custody (OPR)
OPR (VPL) VPL - Office of Custody (OPR)
Notes Records related to attendance management activities for City business units, including monitoring absenteeism for individual employees and across entire departments or divisions. Used to document and report on attendance issues, compile statistical information related to hours lost within a business unit, and for reference purposes. Records may include reports generated by SAP, correspondence and email, and other supporting documentation.

Number 07-1200-14
Classification Title Human Resources Management - Employee and Labour Relations - Attendance Management Case Files
Expanded Schedule Title Event Trigger - EV+0 / 10 / D
Trigger Case closed or abandoned
OPR (COV) COV - Office of Custody (OPR)
Notes Records related to attendance management activities for monitoring absenteeism for individual employees. Used to document and report on attendance issues for individual employees. Records may include reports generated by SAP, correspondence and email, and other supporting documentation.

Number 07-1200-15
Classification Title Human Resources Management - Employee and Labour Relations - Temporary Foreign Worker case files
Expanded Schedule Title Event Trigger - EV+2 / 5 / D
Trigger Status change or permit expired
OPR (COV) Human Resources
Notes Records documenting the legal eligibility of temporary foreign workers to work at the City of Vancouver. This includes documents such as work permits and associated documentation. May also include documents that have been prepared and provided by the City of Vancouver to support the continued employment of existing temporary foreign workers employed at the City such as letters of reference, letters of support, lists of duties and related correspondence.



Number 07-1200-20
Classification Title Human Resources Management - Employee and Labour Relations - Grievance Case Files-individual
Expanded Schedule Title Event Trigger - EV+10 / 50 / A
Trigger Case closed or abandoned
OPR (COV) Human Resources
OPR (VPD) VPD - Human Resources Section
OPR (VPL) VPL - Human Resource Development
Notes Records related to grievances regarding the discipline, suspension or dismissal of an employee, the use of an employee's sick-leave time for injury or illness that is related to a compensation claim, or any other grievances involving the employer and an individual employee, but excluding classification grievances. Includes records documenting the filing and processing of a grievance through various stages, negotiations, and the agreed terms of resolution. May also include records documenting applications for third-party arbitration, Letters of Understanding/Agreement (LOUs/LOAs), and arbitration awards.

Number 07-1200-21
Classification Title Human Resources Management - Employee and Labour Relations - Grievance Case Files-policy
Expanded Schedule Title Event Trigger - EV+10 / 50 / A
Trigger Case closed or abandoned
OPR (COV) Human Resources
OPR (VPD) VPD - Human Resources Section
OPR (VPL) VPL - Human Resource Development
Notes Records related to grievances regarding the interpretation, application, operation or alleged violation of a collective agreement, or any other grievance involving the employer and a bargaining unit, but excluding classification grievances. Includes records documenting the filing and processing of a grievance through various stages, negotiations, and the agreed terms of resolution. May also include records documenting applications for third-party arbitration.

Number 07-1200-22
Classification Title Human Resources Management - Employee and Labour Relations - Grievance Case Files-classification
Expanded Schedule Title Event Trigger - EV+1 / 14 / A
Trigger Case closed or abandoned
OPR (COV) Human Resources
OPR (VPD) VPD - Human Resources Section
OPR (VPL) VPL - Human Resource Development
Notes Records related to grievances resulting from disagreements over the classification or re-classification of individual positions or groups of positions within the City's organizational structure. Includes records documenting requests for re-classification, as well as the filing and processing of a grievance through various stages, negotiations, and the agreed terms of resolution. May also include records documenting applications for third-party arbitration, Letters of Understanding/Agreement (LOUs/LOAs), and arbitration awards.

Number 07-1200-23
Classification Title Human Resources Management - Employee and Labour Relations - Arbitration Awards and Legal Opinions
Expanded Schedule Title Event Trigger - EV+5 / 10 / D
Trigger No longer required for business purposes
OPR (COV) Human Resources
OPR (VPD) VPD - Human Resources Section
OPR (VPL) VPL - Human Resource Development
Notes Copies of legal documents that outline decisions and terms of resolution for all grievances that have gone to third-party arbitration. Used for reference purposes.



Number 07-1200-30
Classification Title Human Resources Management - Employee and Labour Relations - Labour Issue Records
Expanded Schedule Title Event Trigger - EV+5 / 10 / D
Trigger Issue resolved or abandoned
OPR (COV) Human Resources
OPR (VPD) VPD - Human Resources Section
OPR (VPL) VPL - Human Resource Development
Notes Records related to issues and topics having broad implications for City staff, including unionized and exempt positions. Examples of such issues include hours of work, email usage, excluded staff positions, job evaluation procedures, benchmarking, and the designation of essential services. Used for reference purposes. Records include correspondence, reports, notes, and reference material; does not include records related to individual staff members.

Number 07-1200-31
Classification Title Human Resources Management - Employee and Labour Relations - Human Rights Complaints Case Files
Expanded Schedule Title Event Trigger - EV+10 / 10 / A
Trigger Case closed or abandoned
OPR (COV) Human Resources
OPR (VPD) VPD - Human Resources Section
OPR (VPL) VPL - Human Resource Development
Notes Records documenting complaints filed by City staff members regarding alleged violations of employment standards or human rights legislation. Includes records related to the filing of the complaint, proceedings, and the terms of resolution and settlement.

Number 07-1200-32
Classification Title Human Resources Management - Employee and Labour Relations - Employee Relations Case Files
Expanded Schedule Title Event Trigger - EV+2 / 23 / D
Trigger Case closed or abandoned
OPR (COV) Human Resources
OPR (VPD) VPD - Human Resources Section
OPR (VPL) VPL - Human Resource Development
Notes Records documenting the collection of information resulting from enquiries related to specific employee relations issues. Records may be used as supporting documentation in the event that subsequent grievances or other complaints proceedings arise.

Number 07-1200-40
Classification Title Human Resources Management - Employee and Labour Relations - Complaints and Investigation Case Files
Expanded Schedule Title Event Trigger - EV+1 / 14 / A
Trigger Case closed
OPR (COV) Equal Employment Opportunity (EEO) Program
OPR (VPD) VPD - Human Resources Section
Notes Records relating to investigations of complaints filed by City staff members regarding equity and discrimination in hiring practices, and in the workplace. Also includes investigations under the Respectful Workplace and Human Rights and Harassment policies that are conducted by Human Resources.

 Files are arranged by HR and will prefix EEO, HRH or RWP in the naming convention. Security to be assigned on each case folder.

Number 07-1200-41
Classification Title Human Resources Management - Employee and Labour Relations - Whistleblowing case files
Expanded Schedule Title Event Trigger - EV+1 / 14 / A
Trigger Case closed or abandoned
OPR (COV) Human Resources
Notes Records related to the investigation of allegations of serious misconduct. Includes original report, acknowledgment of report receipt, investigation assignment and results of each investigation in a confidential report. May also include interview notes, legal advice, witness statements, and a summary of reports and outcomes submitted



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 annually to the City Manager and City Council.

Number 07-1200-50
 Classification Title Human Resources Management - Employee and Labour Relations - Union Relations Records
 Expanded Schedule Title Event Trigger - EV+2 / 18 / D
 Trigger Project or committee obsolete
 OPR (COV) Human Resources
 OPR (VPD) VPD - Human Resources Section
 OPR (VPL) VPL - Human Resource Development
 Notes Records relating to ongoing cooperation, communication and information sharing with union and labour organizations that represent City employees. Includes correspondence, reports, publications, agenda and minutes. Does not include records related collective bargaining or the drafting and approval of collective agreements.

Number 07-1200-60
 Classification Title Human Resources Management - Employee and Labour Relations - Reports and Data Analysis records
 Expanded Schedule Title Calendar Year - CY+2 / 18 / D
 Trigger End of Calendar year in which record was created
 OPR (COV) HR - Office of the CHRO
 Notes Records relate to the production of reports from data downloaded from HR Systems and amalgamated into reports. Records are generated on request and contain confidential information.

Number 07-2000
 Classification Title Human Resources Management - Training and Organization Development
 Trigger
 Notes Records related to training and professional development programmes provided by the City or Board for employees. This includes training offered internally through the CityLearn Training Centre, as well as programmes offered in conjunction with external consultants or training providers. Also contains records related to programmes to assist business units with issues such as organizational change, managing conflict, and team building.

Number 07-2000-01
 Classification Title Human Resources Management - Training and Organization Development - General Records
 Expanded Schedule Title Calendar Year - CY+1 / 6 / D
 Trigger End of Calendar year in which record was created
 OPR (COV) COV - Office of Custody (OPR)
 OPR (Park Board) PB - Office of Custody (OPR)
 OPR (VPD) VPD - Office of Custody (OPR)
 OPR (VPL) VPL - Office of Custody (OPR)
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 For guidance on the naming of these documents please refer to the VanDocs Job Aid on Naming Guidelines.

Number 07-2000-02
 Classification Title Human Resources Management - Training and Organization Development - Reference Material
 Expanded Schedule Title Event Trigger - EV+0 / 7 / D
 Trigger No longer required for business purposes
 OPR (COV) COV - Office of Custody (OPR)
 OPR (Park Board) PB - Office of Custody (OPR)
 OPR (VPD) VPD - Office of Custody (OPR)
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Number 07-2000-10
Classification Title Human Resources Management - Training and Organization Development - Training-course Material and Develop
Expanded Schedule Title Event Trigger - EV+2 / 8 / D
Trigger Course no longer offered
OPR (COV) HR - Organizational Development and Strategic Initiatives
OPR (Park Board) PB - Office of Custody (OPR)
OPR (VPD) VPD - Training / Recruiting Section
OPR (VPL) VPL - Corporate Services and Facilities
Notes Records documenting the development and delivery of training courses to City employees through the CityLearn Training Centre. Records may include course outlines, teaching materials and handouts, video training materials, and other supporting documentation. May also include records related to training consultants who participate in the development and/or delivery of courses, and feedback from course participants.

Number 07-2000-11
Classification Title Human Resources Management - Training and Organization Development - Training-session Records
Expanded Schedule Title Calendar Year - CY+2 / 5/ D
Trigger End of Calendar year in which record was created
OPR (COV) HR - Organizational Development and Strategic Initiatives
OPR (VPD) VPD - Training / Recruiting Section
Notes Records documenting delivery of individual sessions of courses through the CityLearn Training Centre. Used to track course registration levels and to document participation by staff members, as well as for reference purposes. Records include correspondence, registration lists, and room booking information.

Number 07-2000-12
Classification Title Human Resources Management - Training and Organization Development - Training-external Course Records
Expanded Schedule Title Event Trigger - EV+2 / 5 / D
Trigger Course no longer offered
OPR (COV) HR - Organizational Development and Strategic Initiatives
OPR (VPD) VPD - Training / Recruiting Section
OPR (VPL) VPL - Human Resource Development
Notes Records related to courses available to City staff through external training providers and consultants who are contracted by the City for specialized training purposes. Includes records related to apprenticeship programmes, internships, and other work placements offered by the City where the individual is not a City employee. Used to document programme participation, performance ratings, and completion of programme requirements by students. Records may include copies of contracts and agreements, course calendars, registration information, and other supporting documentation.

Number 07-2000-13
Classification Title Human Resources Management - Training and Organization Development - Training-transfer Credit Agreements
Expanded Schedule Title Event Trigger - EV+0 / 7 / D
Trigger Agreement superseded, expired, or cancelled
OPR (COV) HR - Organizational Development and Strategic Initiatives
OPR (VPD) VPD - Training / Recruiting Section
OPR (VPL) VPL - Human Resource Development
Notes Records documenting agreements between the City and various educational institutions for course credit transfers. Agreements allow City employees who take eligible courses through City Learn to transfer the credits for those course(s) towards a certificate, diploma, or degree programme. Records include agreement documents.

Number 07-2000-30
Classification Title Human Resources Management - Training and Organization Development - Intervention and Training Request Ca
Expanded Schedule Title Event Trigger - EV+2 / 6 / D
Trigger Case closed or abandoned
OPR (COV) HR - Organizational Development and Strategic Initiatives
OPR (VPD) VPD - Training / Recruiting Section
Notes Records documenting interventions, where an HR practitioner works with managers and supervisors in business units at the City to provide advice and assistance in resolving various human resources issues in their offices. Examples of such issues may be underperforming employees, dysfunctional work groups, or recruiting and retaining qualified



Continued...	employees. Also includes records related to requests for specialized training services. Record types may include correspondence documenting requests for services, memoranda, meeting minutes, reports, and other supporting documentation.
Number	07-2000-40
Classification Title	Human Resources Management - Training and Organization Development - Organization Development Project Ca
Expanded Schedule Title	Event Trigger - EV+2 / 5 / D
Trigger	Case closed or abandoned
OPR (COV)	HR - Organizational Development and Strategic Initiatives
OPR (VPD)	VPD - Human Resources Section
OPR (VPL)	VPL - Human Resource Development
Notes	Records related to organization development projects for City or Board business units. This includes projects related to succession planning and change management. Records may include minutes and agenda, project plans, training plans, reports, emails, memoranda, and other supporting documentation.
Number	07-2000-50
Classification Title	Human Resources Management - Training and Organization Development - CityLearn Course Calendar
Expanded Schedule Title	Calendar Year - CY+2 / 5 / D
Trigger	End of Calendar year in which record was created
OPR (COV)	HR - Organizational Development and Strategic Initiatives
OPR (VPD)	VPD - Human Resources Section
Notes	Calendar published annually listing all courses available through CityLearn for a given year. Includes information on course content, as well as dates and times offered. Calendar is available in both hardcopy and web-based formats. Also includes records related to the development and publication of the calendar.
Number	07-2000-60
Classification Title	Human Resources Management - Training and Organization Development - Employee Orientation Records (DISCO)
Expanded Schedule Title	Event Trigger - EV+0 / 7 / D
Trigger	
OPR (COV)	HR - Organizational Development and Strategic Initiatives
OPR (VPD)	VPD - Human Resources Section
OPR (VPL)	VPL - Human Resource Development
Notes	Use New Employee Orientation under 07-2000-10 Records related to orientation for new employees at the City. Includes the Employee Handbook provided as part of the employee orientation programme, as well as other handouts. Also includes records related to the development, updating and publication of orientation materials.
Number	07-2200
Classification Title	Human Resources Management - Departmental Training and Development
Trigger	
Notes	Records related to the development and delivery of department-specific training sessions or courses, or other training programmes not delivered centrally via CityLearn. This includes systems training, procedures training, and equipment operations training. Also includes records related to departmental training plans, and departmental activities related to employee development and employee recognition. Does not include records related to training programmes for emergency response personnel or safety training programmes that are mandated by the Workers Compensation Board.
Number	07-2200-01
Classification Title	Human Resources Management - Departmental Training and Development - General Records
Expanded Schedule Title	Calendar Year - CY+1 / 6 / D
Trigger	End of Calendar year in which record was created
OPR (COV)	COV - Office of Custody (OPR)
OPR (Park Board)	PB - Office of Custody (OPR)
OPR (VPD)	VPD - Office of Custody (OPR)
OPR (VPL)	VPL - Office of Custody (OPR)
Notes	Use ONLY for records



which:

- 1) do not fit into a more specific secondary within this primary, AND
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Number	07-2200-02
Classification Title	Human Resources Management - Departmental Training and Development - Reference Material
Expanded Schedule Title	Event Trigger - EV+0 / 7 / D
Trigger	No longer required for business purposes
OPR (COV)	COV - Office of Custody (OPR)
OPR (Park Board)	PB - Office of Custody (OPR)
OPR (VPD)	VPD - Office of Custody (OPR)
OPR (VPL)	VPL - Office of Custody (OPR)
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Number	07-2200-10
Classification Title	Human Resources Management - Departmental Training and Development - Training Plans
Expanded Schedule Title	Calendar Year - CY+2 / 5 / D
Trigger	End of Calendar year in which record was created
OPR (COV)	COV - Office of Custody (OPR)
OPR (VPD)	VPD - Office of Custody (OPR)
OPR (VPL)	VPL - Office of Custody (OPR)
Notes	Records related to the development of training plans by managers/supervisors for City or Board business units. Used to assess training or skills gaps among business unit staff so that those needs can be addressed. Records may include reports, correspondence and email, notes, and other supporting documentation.

Number	07-2200-20
Classification Title	Human Resources Management - Departmental Training and Development - Course Development Records
Expanded Schedule Title	Event Trigger - EV+2 / 33 / D
Trigger	Course no longer offered
OPR (COV)	COV - Office of Custody (OPR)
OPR (VPD)	VPD - Office of Custody (OPR)
OPR (VPL)	VPL - Office of Custody (OPR)
Notes	Records related to the development of department-specific training courses or sessions. This includes training for staff within a department, as well as specialized training for City staff that is developed and delivered by a department outside of CityLearn. Records may include manuals or other training materials, presentations, master copies of handouts, notes, records documenting participant feedback, and other supporting documentation.

Number	07-2200-21
Classification Title	Human Resources Management - Departmental Training and Development - Course Delivery Records
Expanded Schedule Title	Calendar Year - CY+2 / 33 / D
Trigger	End of Calendar year in which record was created
OPR (COV)	COV - Office of Custody (OPR)
OPR (VPD)	VPD - Office of Custody (OPR)
OPR (VPL)	VPL - Office of Custody (OPR)
Notes	Records related to the delivery of an individual training course or session. Includes attendance and participation records, course schedules, material produced for a specific session or sessions, course feedback, testing, and other related documentation. Does not include certification of individual employees.



Number 07-2200-30
Classification Title Human Resources Management - Departmental Training and Development - Employee Development Records
Expanded Schedule Title Calendar Year - CY+2 / 5/ D
Trigger End of Calendar year in which record was created
OPR (COV) COV - Office of Custody (OPR)
OPR (VPD) VPD - Office of Custody (OPR)
OPR (VPL) VPL - Office of Custody (OPR)

Notes Records documenting employee development activities within a department or division. This includes team-building seminars or workshops, skills development activities, and mentoring programmes. Records may include Professional Development Overview forms, presentations, master copies of handouts, correspondence and email, memoranda, and other supporting documentation.

Professional Development Overview may eventually end up in the Employee file.

Number 07-2200-40
Classification Title Human Resources Management - Departmental Training and Development - Employee Recognition Records
Expanded Schedule Title Calendar Year - CY+2 / 5/ D
Trigger End of Calendar year in which record was created
OPR (COV) COV - Office of Custody (OPR)
OPR (VPD) VPD - Office of Custody (OPR)
OPR (VPL) VPL - Office of Custody (OPR)

Notes Records documenting programmes or activities related to employee recognition and appreciation. Records may include presentations, correspondence and email, memoranda, and copies of certificates or other documents presented to individual employees.

Number 07-2200-60
Classification Title Human Resources Management - Departmental Training and Development - Departmental Orientation Records
Expanded Schedule Title Event Trigger - EV+0 / 7 / D
Trigger Superseded or obsolete
OPR (COV) COV - Office of Custody (OPR)
OPR (VPD) VPD - Office of Custody (OPR)
OPR (VPL) VPL - Office of Custody (OPR)

Notes Records related to orientation for employees new to a business unit. Includes training checklists, lists of duties. May include copies of local procedures. Also includes records related to the development, updating and publication of orientation materials.

Number 07-2300
Classification Title Human Resources Management - Driver Services
Trigger
Notes Records related to the delivery of comprehensive driver education and training programs and the promotion of best practices around vehicle and equipment use in order to improve the safety of our drivers and of the public, and in compliance with the National Safety Code and the Motor Vehicle Act.

Number 07-2300-01
Classification Title Human Resources Management - Driver Services - General Records
Expanded Schedule Title Calendar Year - CY+1 / 6 / D
Trigger End of Calendar year in which record was created
OPR (COV) COV - Office of Custody (OPR)

Notes Use ONLY for records which:
 1) do not fit into a more specific secondary within this primary, AND
 2) may be routinely destroyed after one (1) year because they are of no further business, fiscal or legal value.
 This classification is regularly audited for compliance.

For guidance on the naming of these documents please refer to the VanDocs Job Aid on Naming Guidelines.



Number 07-2300-02
Classification Title Human Resources Management - Driver Services - Reference Material
Expanded Schedule Title Event Trigger - EV+1 / 6 / D
Trigger No longer required for business purposes
OPR (COV) COV - Office of Custody (OPR)
Notes Use for materials such as text books, articles, white papers, news clippings etcetera which provide ongoing support for activities listed in this primary but which do not serve as evidence of specific transactions, actions taken, instructions, or decisions. For guidance on the naming of these documents please refer to the VanDocs Job Aid on Naming Guidelines.

Number 07-2300-10
Classification Title Human Resources Management - Driver Services - Car Share Administration
Expanded Schedule Title Calendar Year - CY+2 / 8 / D
Trigger End of Calendar year in which record was created
OPR (COV) Driver Services
Notes Records related to the registration, tracking and monitoring of employee membership in the City's car share program. This program provides a centralized pool of vehicles that can be booked by City employees travelling by car on City business.

 Includes application forms, driving record, driver licensing information, and accident claims history.

 Use 03-2400-41 for Vehicle and Equipment Rental Records
 Use 01-0500-21 for car share policies

Classification title changed and scope notes rewritten to distinguish between the tracking and monitoring of users of the car share program from the tracking and monitoring of employees who drive as part of their regular work duties (7-2300-15). "Monday, June 26, 2017 at 10:17:35 AM (GMT+07:00) Madsen, Sian:"

Number 07-2300-15
Classification Title Human Resources Management - Driver Services - Driver Records
Expanded Schedule Title Event Trigger - EV+2 / 2 / D
Trigger Employment terminated
OPR (COV) Driver Services
Notes Driving related records about individual employees who drive as part of their regular work duties. Used to track and monitor driver history, qualifications and performance, and maintained to ensure compliance with both internal policies and external standards and regulations.

 Includes driver assessments, preventable letters, training certificates, driver indexes, pre-trip inspection audits, driver certifications, driver abstracts, driver license checks, etc.

 Use 07-2200-20 for specific driving training courses
 Use 07-2200-21 for course attendance records
 Use 03-2400-20 for Vehicle Inspection Reports
 Use 01-0500-21 for Safe Driving Policy
 Use 03-2400-21 for Preventative Maintenance Reports

Number 07-2300-20
Classification Title Human Resources Management - Driver Services - Driver Safety and Training Projects
Expanded Schedule Title Event Trigger - EV+0 / 10 / D
Trigger Project completed or terminated
OPR (COV) Driver Services
Notes Records related to the development of training and safety programmes for drivers associated with the COV operations. Includes information related to regulatory compliance but does not include any personal information. May also include driver-related communications.



Number 07-2400
 Classification Title Human Resources Management - Professional Development
 Trigger
 Notes Records related to employee and departmental participation in external associations, professional organizations, clubs, and societies that have to do with the work activities of the employee or department. Also includes records related to participation in conferences, symposia, seminars, and other professional development events. Does not

Number 07-2400-01
 Classification Title Human Resources Management - Professional Development - General Records
 Expanded Schedule Title Calendar Year - CY+1 / 6 / D
 Trigger End of Calendar year in which record was created
 OPR (COV) COV - Office of Custody (OPR)
 OPR (Park Board) PB - Office of Custody (OPR)
 OPR (VPD) VPD - Office of Custody (OPR)
 OPR (VPL) VPL - Office of Custody (OPR)
 Notes Use ONLY for records which:
 1) do not fit into a more specific secondary within this primary, AND
 2) may be routinely destroyed after one (1) year because they are of no further business, fiscal or legal value.
 This classification is regularly audited for compliance.

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Number 07-2400-02
 Classification Title Human Resources Management - Professional Development - Reference Material
 Expanded Schedule Title Event Trigger - EV+0 / 7 / D
 Trigger No longer required for business purposes
 OPR (COV) COV - Office of Custody (OPR)
 OPR (Park Board) PB - Office of Custody (OPR)
 OPR (VPD) VPD - Office of Custody (OPR)
 OPR (VPL) VPL - Office of Custody (OPR)
 Notes Use for materials such as text books, articles, white papers, news clippings etcetera which provide ongoing support for activities listed in this primary but which do not serve as evidence of specific transactions, actions taken, instructions, or decisions. For guidance on the naming of these documents please refer to the VanDocs Job Aid on Naming Guidelines.

Number 07-2400-10
 Classification Title Human Resources Management - Professional Development - Professional Association Records
 Expanded Schedule Title Calendar Year - CY+2 / 5 / D
 Trigger End of Calendar year in which record was created
 OPR (COV) COV - Office of Custody (OPR)
 OPR (VPD) VPD - Office of Custody (OPR)
 OPR (VPL) VPL - Office of Custody (OPR)
 Notes Records documenting staff or departmental involvement with external associations, professional organizations, work-related clubs and societies. Includes correspondence, proceedings, minutes, annual reports, membership information, and other related documentation.

Number 07-2400-11
 Classification Title Human Resources Management - Professional Development - Conference and Meeting Records
 Expanded Schedule Title Event Trigger - EV+0 / 7 / D
 Trigger No longer required for business purposes
 OPR (COV) COV - Office of Custody (OPR)
 OPR (VPD) VPD - Office of Custody (OPR)
 OPR (VPL) VPL - Office of Custody (OPR)
 Notes Records related to the participation by City staff in conferences, seminars, symposiums or workshops. Includes registrations, programmes, agendas, minutes, proceedings, and other related documents.



Number 07-3000
 Classification Title Human Resources Management - Staffing and Recruitment
 Trigger
 Notes Records related to the recruitment and selection of staff. This includes records documenting the identification of vacant positions within the City or Board, as well as candidate review, interviewing, and hiring for both internal and external job competitions. Also includes records related to the identification and review of staffing requirements

Number 07-3000-01
 Classification Title Human Resources Management - Staffing and Recruitment - General Records
 Expanded Schedule Title Calendar Year - CY+1 / 6 / D
 Trigger End of Calendar year in which record was created
 OPR (COV) COV - Office of Custody (OPR)
 OPR (Park Board) PB - Office of Custody (OPR)
 OPR (VPD) VPD - Office of Custody (OPR)
 OPR (VPL) VPL - Office of Custody (OPR)
 Notes Use ONLY for records which:
 1) do not fit into a more specific secondary within this primary, AND
 2) may be routinely destroyed after one (1) year because they are of no further business, fiscal or legal value.
 This classification is regularly audited for compliance.

For guidance on the naming of these documents please refer to the VanDocs Job Aid on Naming Guidelines.

Number 07-3000-02
 Classification Title Human Resources Management - Staffing and Recruitment - Reference Material
 Expanded Schedule Title Event Trigger - EV+0 / 7 / D
 Trigger No longer required for business purposes
 OPR (COV) COV - Office of Custody (OPR)
 OPR (Park Board) PB - Office of Custody (OPR)
 OPR (VPD) VPD - Office of Custody (OPR)
 OPR (VPL) VPL - Office of Custody (OPR)
 Notes Use for materials such as text books, articles, white papers, news clippings etcetera which provide ongoing support for activities listed in this primary but which do not serve as evidence of specific transactions, actions taken, instructions, or decisions. For guidance on the naming of these documents please refer to the VanDocs Job Aid on Naming Guidelines.

Number 07-3000-10
 Classification Title Human Resources Management - Staffing and Recruitment - Succession Planning Records
 Expanded Schedule Title Calendar Year - CY+3 / 7 / A
 Trigger End of Calendar year in which record was created
 OPR (COV) COV - Office of Custody (OPR)
 OPR (VPD) VPD - Office of Custody (OPR)
 OPR (VPL) VPL - Office of Custody (OPR)
 Notes Records documenting planning activities related to staffing requirements, skills requirements, and the continuation of corporate knowledge for City business units. This includes review of current positions and the identification of new positions that may be required. Records may include reports, correspondence and email, and other supporting documentation

Number 07-3000-11
 Classification Title Human Resources Management - Staffing and Recruitment - Recruitment Program Records
 Expanded Schedule Title Event Trigger - EV+2 / 6 / A
 Trigger Superseded or obsolete
 OPR (COV) Human Resources
 Notes Records related to the development and sustainment of recruitment programmes. This includes records documenting the e-recruiting programme and other related programmes such as candidate review, interviewing, and hiring. May also include records related to the identification and review of staffing requirements for City or Board business units, and the creation of new positions.



Number	07-3000-20
Classification Title	Human Resources Management - Staffing and Recruitment - Recruitment Case Files
Expanded Schedule Title	Event Trigger - EV+2 / 5 / D
Trigger	Position filled or competition cancelled
OPR (COV)	Human Resources
OPR (Park Board)	PB - Corporate Services
OPR (VPD)	VPD - Human Resources Section
OPR (VPL)	VPL - Human Resource Development
Notes	Records related to the advertising of position vacancies at the City of Vancouver, and the recruitment of new employees. Records include copies of postings, job descriptions, and resumes or application forms. May also include copies of interview questions and interview notes.
Number	07-3000-21
Classification Title	Human Resources Management - Staffing and Recruitment - Employment Check Files
Expanded Schedule Title	Event Trigger - EV+1 / 0 / D
Trigger	Applicant unsuccessful
OPR (COV)	Human Resources
OPR (VPD)	VPD - Recruiting
OPR (VPL)	VPL - Human Resource Development
Notes	Records documenting requests for and results of police record checks, credit record checks and driver checks for current employees, current employees who are not successful and prospective employees of the City of Vancouver and its Boards. Records include consent forms, notes, and correspondence. Does not include records related to the Enhanced Reliability Status process.
Number	07-3000-22
Classification Title	Human Resources Management - Staffing and Recruitment - Enhanced Reliability Status Files-RCMP (DISCONTINUED)
Expanded Schedule Title	Event Trigger - EV+1 / 0 / D
Trigger	
OPR (COV)	Access to Information
Notes	Records documenting the RCMP Enhanced Reliability Status (ERS) clearance process for current and prospective employees of the City of Vancouver, including its Boards. The RCMP ERS is a level of personnel security clearance required of City of Vancouver employees that have access to security restricted areas within RCMP facilities, RCMP data, personnel data about RCMP staff and/or emergency response data. Includes records documenting the results of police record checks and credit record checks. Also includes documentation of the record check process, including consent forms, notes and correspondence.
Number	07-3000-23
Classification Title	Human Resources Management - Staffing and Recruitment - Enhanced Reliability Status Files-VPD
Expanded Schedule Title	Event Trigger - EV+1 / 0 / D
Trigger	Applicant unsuccessful or employment terminated
OPR (COV)	Access to Information
OPR (VPD)	VPD - Human Resources Section
Notes	Records documenting the Vancouver Police Department (VPD) Enhanced Reliability Status (ERS) clearance process for current and prospective employees of the City of Vancouver, including its Boards. The VPD ERS is a level of personnel security clearance required of City of Vancouver employees that have access to security restricted areas within VPD facilities, VPD data, personnel data about VPD staff and/or emergency response data. Includes records documenting the results of police record checks and credit record checks. Also includes documentation of the record check process, including consent forms, notes and correspondence. Records arranged by last name, first
Number	07-3000-24
Classification Title	Human Resources Management - Staffing and Recruitment - Contractor clearance records
Expanded Schedule Title	Calendar Year - CY+10 / 50 / D
Trigger	End of Calendar year in which record was created
OPR (COV)	Access to Information
Notes	Records related to the applications to the Vancouver Police Department for security clearance of individual current employees. Clearance is valid for a five year period and may be used in the place of an enhanced reliability check.



Number 07-3000-30
Classification Title Human Resources Management - Staffing and Recruitment - Executive Recruitment Case Files
Expanded Schedule Title Event Trigger - EV+2 / 5 / D
Trigger Position filled or competition cancelled
OPR (COV) Human Resources
OPR (VPD) VPD - Human Resources Section
OPR (VPL) VPL - Human Resource Development
Notes Records related to recruitment of executive managers, including negotiations about position requirements and compensation.

Number 07-3000-40
Classification Title Human Resources Management - Staffing and Recruitment - Uniform Staff Recruitment Case Files
Expanded Schedule Title Event Trigger - EV+3 / 4 / D
Trigger Case closed or abandoned
OPR (COV) VFRS - EMS and Recruitment and Outreach
OPR (VPD) VPD - Recruiting
Notes Records related to the advertising of position vacancies at the both Vancouver Fire and Rescue Services and Vancouver Police Department, and the recruitment of emergency services staff. Records include resumes or application forms, copies of interview questions and interview notes. May also include internal requests for transfer

Number 07-3000-41
Classification Title Human Resources Management - Staffing and Recruitment - Extended Boundary Authorizations
Expanded Schedule Title Calendar Year - CY+1 / 6 / D
Trigger End of Calendar year in which record was created
OPR (COV) VFRS - Office of the General Manager/Fire Chief
OPR (VPD) VPD - Human Resources Section
Notes Records relating to authorizations issued to Vancouver Fire and Rescue Services members (local 18) to live outside of the boundaries of Vancouver as stipulated in a collective agreement. Includes correspondence, statistics, and spreadsheets compiled to track authorizations.

Number 07-3000-42
Classification Title Human Resources Management - Staffing and Recruitment - Recruits Polygraph Records
Expanded Schedule Title Event Trigger - EV+0 / 7 / D
Trigger Applicant unsuccessful
OPR (VPD) VPD - Training / Recruiting Section
Notes Records document the pre-hire polygraph test results for recruits (charts, questions, notes and video). Used as one factor in the determination of the suitability of applicants. A summary of the test results are transferred and retained by the Recruiting Unit.

Number 07-3200
Classification Title Human Resources Management - Classification and Compensation
Trigger
Notes Records related to the establishment and adjustment of compensation levels for City or Board employees, based on the terms and conditions of employment that govern their position. This includes records documenting the evaluation of the classification assigned to a position or group of positions; also includes records related to job-share agreements.

Number 07-3200-01
Classification Title Human Resources Management - Classification and Compensation - General Records
Expanded Schedule Title Calendar Year - CY+1 / 6 / D
Trigger End of Calendar year in which record was created
OPR (COV) COV - Office of Custody (OPR)
OPR (Park Board) PB - Office of Custody (OPR)
OPR (VPD) VPD - Office of Custody (OPR)
OPR (VPL) VPL - Office of Custody (OPR)
Notes Use ONLY for records



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which:

- 1) do not fit into a more specific secondary within this primary, AND
 - 2) may be routinely destroyed after one (1) year because they are of no further business, fiscal or legal value.
- This classification is regularly audited for compliance.

For guidance on the naming of these documents please refer to the VanDocs Job Aid on Naming Guidelines.

Number	07-3200-02
Classification Title	Human Resources Management - Classification and Compensation - Reference Material
Expanded Schedule Title	Event Trigger - EV+0 / 7 / D
Trigger	No longer required for business purposes
OPR (COV)	COV - Office of Custody (OPR)
OPR (Park Board)	PB - Office of Custody (OPR)
OPR (VPD)	VPD - Office of Custody (OPR)
OPR (VPL)	VPL - Office of Custody (OPR)
Notes	Use for materials such as text books, articles, white papers, news clippings etcetera which provide ongoing support for activities listed in this primary but which do not serve as evidence of specific transactions, actions taken, instructions, or decisions. For guidance on the naming of these documents please refer to the VanDocs Job Aid on Naming Guidelines.

Number	07-3200-10
Classification Title	Human Resources Management - Classification and Compensation - Classification Specifications
Expanded Schedule Title	Event Trigger - EV+0 / 7 / D
Trigger	Superseded or obsolete
OPR (COV)	HR - Compensation and Benefits
OPR (VPD)	VPD - Human Resources Section
OPR (VPL)	VPL - Human Resource Development
Notes	Documents developed by HR/Compensation, which outline standard specifications for position classification and compensation levels in municipal governments. These specifications are used as the basis for classification of positions at the City of Vancouver and Boards. Also used for reference purposes when creating new positions, writing job descriptions, and conducting job evaluations. Note that these records were prior to January 1, 2012 received from the Greater Vancouver Regional District Labour Relations Board.

Number	07-3200-11
Classification Title	Human Resources Management - Classification and Compensation - Position Control Case Files
Expanded Schedule Title	Event Trigger - EV+2 / 8 / D
Trigger	Case closed or abandoned
OPR (COV)	HR - Compensation and Benefits
OPR (VPD)	VPD - Human Resources Section
OPR (VPL)	VPL - Human Resource Development
Notes	Records document approval for establishing new positions or making adjustments to an existing position. Adjustments include job evaluation, a procedure to review a given position or group of positions in order to assess whether the current classification is appropriate. Includes records related to making amendments to organizational units and costs centres in SAP, copies of position request forms, requests for evaluations, review of current job requirements and activities, and copies of records from the Metro Vancouver Labour Relations Board, the body which conducts the evaluation and recommends the appropriate classification.

Number	07-3200-20
Classification Title	Human Resources Management - Classification and Compensation - Salary Survey and Analysis Records
Expanded Schedule Title	Event Trigger - EV+3 / 4 / A
Trigger	Survey complete
OPR (COV)	HR - Compensation and Benefits
OPR (VPL)	VPL - Human Resource Development
Notes	Records related to surveys of salary information and analysis of pay band structures for exempt positions at the City of Vancouver. Used to compile wage lines and other statistical information that compare the salaries paid by the City against the market rate for similar positions in other working environments. Also used to make recommendations for adjustments to the current exempt pay structure. Records may include copies of survey



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 submissions and final reports, correspondence and email, spreadsheets, and other supporting documentation.

Number 07-3200-21
 Classification Title Human Resources Management - Classification and Compensation - Job Evaluation Plan
 Expanded Schedule Title Event Trigger - EV+2 / 5 / A
 Trigger Superseded or obsolete
 OPR (COV) HR - Compensation and Benefits
 OPR (VPL) VPL - Human Resource Development
 Notes Authoritative copy of the City's or Board's Job Evaluation Plan document detailing the City's or Board's methodology for conducting job evaluations of exempt positions, a procedure to review a given position or group of positions in order to assess whether the current classification and/or paygrade is appropriate. Includes evaluation procedures and criteria used to assess a position and determine any recommendations for adjustments to the classification and/or pay grade.

Number 07-3200-22
 Classification Title Human Resources Management - Classification and Compensation - Job Evaluation Plan Development Records
 Expanded Schedule Title Event Trigger - EV+3 / 4 / A
 Trigger Plan completed or project terminated
 OPR (COV) HR - Compensation and Benefits
 OPR (VPD) VPD - Human Resources Section
 OPR (VPL) VPL - Human Resource Development
 Notes Records related to the development of the City's or Board's Job Evaluation Plan, including projects to update or amend the Plan. Records may include research materials, plan proposals submitted by consultants, meeting minutes and notes, correspondence and email, copies of position descriptions, and other supporting documentation.

Number 07-3200-23
 Classification Title Human Resources Management - Classification and Compensation - Exempt Position Case Files (DISCONTINUED)
 Expanded Schedule Title Event Trigger - EV+2 / 8 / D
 Trigger
 OPR (COV) HR - Compensation and Benefits
 OPR (VPL) VPL - Human Resource Development
 Notes Records documenting the history of each exempt position within the City of Vancouver or Board. This includes position descriptions, classification information, and documentation of job evaluations, a procedure to review a given position or group of positions in order to assess whether the current classification and/or paygrade is appropriate. Records include forms used to request a job evaluation, correspondence and email, print-outs of Compensation Authorization Forms, and other supporting documentation related to each position.

Number 07-3200-30
 Classification Title Human Resources Management - Classification and Compensation - Job-share Agreement Records
 Expanded Schedule Title Event Trigger - EV+6 / 1 / D
 Trigger Agreement terminated
 OPR (COV) HR - Compensation and Benefits
 OPR (VPD) VPD - Human Resources Section
 OPR (VPL) VPL - Human Resource Development
 Notes Records documenting positions that fall under the City's job-share scheme, where a single position is split between two or more employees. Includes records documenting requests for and approval of job-shares.

Number 07-3200-40
 Classification Title Human Resources Management - Classification and Compensation - Compensation Decision Case Files
 Expanded Schedule Title Event Trigger - EV+10 / 50 / D
 Trigger Case closed or abandoned
 OPR (COV) HR - Compensation and Benefits
 OPR (VPD) VPD - Human Resources Section
 OPR (VPL) VPL - Human Resource Development
 Notes Records document the request for a higher step within the pay grade for a position or a temporary adjustment to an employee's pay. Requests are initiated by the employee's supervisor within their business unit and are used to



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approve or deny the request. May also be used to support decisions on the application of HR pay policies.

Forms used to request a re-titling or reclassification of a position, a higher step within the pay grade for a position, or a temporary adjustment to an employee's pay. Forms are filled out by the employee's supervisor within their business unit, and are used by management to approve or deny the request. Also used as documentation of approval to adjust an employee's payroll information in SAP (in conjunction with a Staff Action Form). Electronic forms (ECAFs) were implemented in July 2003 and are stored on a web server.

Number 07-3400
Classification Title Human Resources Management - Benefits and Pensions
Trigger
Notes Records related to employee participation in the City's or Board's employee benefits and employee pension programmes. Used to document employees' eligibility for and entitlement to benefits, including medical, dental and life insurance benefits, as well as their eligibility for and entitlement to income from the employee pension plan after their retirement. Also includes records documenting the administration of the benefits and pension programmes, the administration of agreements between the City or Board and benefits carriers, and the payment of employer premiums by the City or Board.

Number 07-3400-01
Classification Title Human Resources Management - Benefits and Pensions - General Records
Expanded Schedule Title Calendar Year - CY+1 / 6 / D
Trigger End of Calendar year in which record was created
OPR (COV) COV - Office of Custody (OPR)
OPR (Park Board) PB - Office of Custody (OPR)
OPR (VPD) VPD - Office of Custody (OPR)
OPR (VPL) VPL - Office of Custody (OPR)
Notes Use ONLY for records which:
 1) do not fit into a more specific secondary within this primary, AND
 2) may be routinely destroyed after one (1) year because they are of no further business, fiscal or legal value.
 This classification is regularly audited for compliance.

For guidance on the naming of these documents please refer to the VanDocs Job Aid on Naming Guidelines.

Number 07-3400-02
Classification Title Human Resources Management - Benefits and Pensions - Reference Material
Expanded Schedule Title Event Trigger - EV+0 / 7 / D
Trigger No longer required for business purposes
OPR (COV) COV - Office of Custody (OPR)
OPR (Park Board) PB - Office of Custody (OPR)
OPR (VPD) VPD - Office of Custody (OPR)
OPR (VPL) VPL - Office of Custody (OPR)
Notes Use for materials such as text books, articles, white papers, news clippings etcetera which provide ongoing support for activities listed in this primary but which do not serve as evidence of specific transactions, actions taken, instructions, or decisions. For guidance on the naming of these documents please refer to the VanDocs Job Aid on Naming Guidelines.

Number 07-3400-10
Classification Title Human Resources Management - Benefits and Pensions - Benefits Enrollment Forms
Expanded Schedule Title Calendar Year - CY+2 / 48 / D
Trigger End of Calendar year in which record was created
OPR (COV) HR - Compensation and Benefits
OPR (VPD) VPD - Payroll
OPR (VPL) VPL - Human Resource Development
Notes Forms filled out by City employees to apply for coverage under the City's employee benefits programmes, including MSP, extended health, and dental benefits. Used to document date of enrolment, selection of specific benefits packages, and levels of coverage for individual employees. Also used as source documentation for data entered into the MSP database and the SAP system. May also include benefit coverage confirmation.



Number 07-3400-11
Classification Title Human Resources Management - Benefits and Pensions - Benefit Analysis Records
Expanded Schedule Title Event Trigger - EV+10 / 0 / D
Trigger Superseded or obsolete
OPR (COV) HR - Compensation and Benefits
OPR (VPD) VPD - Payroll
OPR (VPL) VPL - Human Resource Development
Notes Records documenting benefits coverage and usage under the City's employee benefits programmes. Used to review claims experience in order to produce budget estimates and premium rates. Also used to design new benefit schemes. Includes records which are sent to the City by the benefits carriers and by the provincial Medical Services Plan (MSP) office, SAP data, and other supporting documentation.

Number 07-3400-12
Classification Title Human Resources Management - Benefits and Pensions - Life Insurance Coverage Confirmation Records
Expanded Schedule Title Event Trigger - EV+10 / 50 / D
Trigger Claim settled or coverage terminated
OPR (COV) HR - Compensation and Benefits
OPR (VPD) VPD - Human Resources Section
OPR (VPL) VPL - Human Resource Development
Notes Records documenting life insurance coverage for City employees. Used to summarize each employee's life insurance information, including date of enrollment and level of coverage under the policy, as well as employee's signature confirming that the information is correct, and date of signing. Includes life insurance cards and coverage confirmation letters from the insurance carrier.

Number 07-3400-13
Classification Title Human Resources Management - Benefits and Pensions - Benefits Carrier Agreements
Expanded Schedule Title Event Trigger - EV+10 / 0 / D
Trigger Agreement superseded or obsolete
OPR (COV) HR - Compensation and Benefits
OPR (VPD) VPD - Payroll
Notes Copies of policy agreements between the City and benefits carriers for extended medical, dental, and life insurance policies.

Number 07-3400-14
Classification Title Human Resources Management - Benefits and Pensions - Benefits Premium Payment Records
Expanded Schedule Title Calendar Year - CY+1 / 6 / D
Trigger End of calendar year in which folder was created
OPR (COV) HR - Compensation and Benefits
OPR (VPD) VPD - Payroll
Notes Records documenting the payment by the City of employer benefits premiums to the City's contracted benefits carriers for extended medical, dental, and life insurance coverage. Also includes records documenting payments of employer contributions to the provincial Medical Services Plan (MSP). Records include monthly statements from

Number 07-3400-20
Classification Title Human Resources Management - Benefits and Pensions - Critical Illness and Life Insurance Claims-in-service
Expanded Schedule Title Event Trigger - EV+1 / 6 / D
Trigger Claim settled
OPR (COV) HR - Compensation and Benefits
OPR (VPD) VPD - Human Resources Section
Notes Records related to claims against an employee life insurance policy for eligible City employees who died or have a critical illness while actively employed by the City. Records include correspondence with legal representatives, beneficiaries, executors of estate, public trustee, and benefits carriers, as well as copies of death certificates. May also include copies of letters of probate and copies of birth certificates of beneficiaries.



Number 07-3400-21
Classification Title Human Resources Management - Benefits and Pensions - Life Insurance Claims-retired Employees
Expanded Schedule Title Event Trigger - EV+1 / 6 / D
Trigger Claim settled
OPR (COV) HR - Compensation and Benefits
Notes Records related to claims against an employee life insurance policy for eligible City employees who died after retirement. Records include correspondence with legal representatives, beneficiaries, executors of estate, public trustee, and benefits carriers, as well as copies of death certificates.

Number 07-3400-30
Classification Title Human Resources Management - Benefits and Pensions - Plan Member Record
Expanded Schedule Title Event Trigger - EV+0 / 7 / D
Trigger Data entered
OPR (COV) HR - Compensation and Benefits
Notes Forms filled out by City employees to request enrolment in the City's employee pension programme. Used to document date of enrolment, as well as position at the time of enrolment; also used as source documentation for data entered into the SAP system.

Number 07-3400-31
Classification Title Human Resources Management - Benefits and Pensions - Pension Waiver Forms
Expanded Schedule Title Event Trigger - EV+1 / 59 / D
Trigger Employee retired or employment terminated
OPR (COV) HR - Compensation and Benefits
Notes Forms documenting that an employee has opted out of the city's employee pension plan. Part-time or auxiliary employees who have accumulated sufficient hours to be eligible for pensionable service have the option to waive their enrollment in the pension plan. Includes original forms signed by employees.

Number 07-3400-32
Classification Title Human Resources Management - Benefits and Pensions - Pension Case Files
Expanded Schedule Title Event Trigger - EV+1 / 59 / D
Trigger Employee retired or employment terminated
OPR (COV) HR - Compensation and Benefits
Notes Records documenting pension information for City employees. Used to document an individual employee's pension entitlement and to assist the employee with applying to collect their pension; may also be used for reference purposes when any issues related to their retirement or pension arise. Includes information on the employee's specific pension plan and their beneficiaries, and copies of documents from the Pension Corporation of BC. May also include records documenting applications for pension buy-back, a Pensions BC programme which allows employees to purchase pensionable service for periods where they were not making full pension contributions. Records may include enrollment or application forms, correspondence and email, SAP print-outs, and other supporting documentation.

Number 07-3400-40
Classification Title Human Resources Management - Benefits and Pensions - Pensions BC Annual Payroll Reports
Expanded Schedule Title Calendar Year - CY+2 / 5/ D
Trigger End of Calendar year in which record was created
OPR (COV) Payroll Services
Notes Reports submitted to the Pension Corporation of BC, detailing member service, salary, and pension contributions for all City employees who are members of the pension plan. Data is downloaded from SAP into spreadsheets.

Number 07-3400-41
Classification Title Human Resources Management - Benefits and Pensions - Pensions BC Statements
Expanded Schedule Title Calendar Year - CY+1 / 6 / D
Trigger End of Calendar year in which record was created
OPR (COV) Payroll Services
Notes Reports received by the City from the Pension Corporation of BC, including Pension Adjustment (PA) statements and Member Benefits Statements. Used to ensure accuracy of employee pension information and for reference purposes.



Number 07-3600
 Classification Title Human Resources Management - Temporary and Auxiliary Employee Management
 Trigger
 Notes Records related to the management of temporary and auxiliary employee pools at the City or Board, and the administration of the City's Temp Agency Pool or other temporary employment systems. Includes records related to

Number 07-3600-01
 Classification Title Human Resources Management - Temporary and Auxiliary Employee Management - General Records
 Expanded Schedule Title Calendar Year - CY+1 / 6 / D
 Trigger End of Calendar year in which record was created
 OPR (COV) COV - Office of Custody (OPR)
 OPR (Park Board) PB - Office of Custody (OPR)
 OPR (VPD) VPD - Office of Custody (OPR)
 OPR (VPL) VPL - Office of Custody (OPR)
 Notes Use ONLY for records which:
 1) do not fit into a more specific secondary within this primary, AND
 2) may be routinely destroyed after one (1) year because they are of no further business, fiscal or legal value.
 This classification is regularly audited for compliance.

For guidance on the naming of these documents please refer to the VanDocs Job Aid on Naming Guidelines.

Number 07-3600-02
 Classification Title Human Resources Management - Temporary and Auxiliary Employee Management - Reference Material
 Expanded Schedule Title Event Trigger - EV+0 / 7 / D
 Trigger No longer required for business purposes
 OPR (COV) COV - Office of Custody (OPR)
 OPR (Park Board) PB - Office of Custody (OPR)
 OPR (VPD) VPD - Office of Custody (OPR)
 OPR (VPL) VPL - Office of Custody (OPR)
 Notes Use for materials such as text books, articles, white papers, news clippings etcetera which provide ongoing support for activities listed in this primary but which do not serve as evidence of specific transactions, actions taken, instructions, or decisions. For guidance on the naming of these documents please refer to the VanDocs Job Aid on Naming Guidelines.

Number 07-3600-10
 Classification Title Human Resources Management - Temporary and Auxiliary Employee Management - Temporary Employment Plac
 Expanded Schedule Title Event Trigger - EV+0 / 7 / D
 Trigger No longer required for business purposes
 OPR (COV) HR - Business Partnerships and Labour Relations
 OPR (VPD) VPD - Human Resources Section
 Notes Records documenting the placement of temporary employees with business units in the City. Includes records documenting requests from a business unit for a temporary employee, the nature of the assignment, and the

Number 07-3600-20
 Classification Title Human Resources Management - Temporary and Auxiliary Employee Management - Booking System Administratic
 Expanded Schedule Title Calendar Year - CY+2 / 5/ D
 Trigger End of Calendar year in which record was created
 OPR (COV) HR - Business Partnerships and Labour Relations
 OPR (VPD) VPD - Human Resources Section
 Notes Records related to the administration and monitoring of the Temp Agency Pool booking system. Includes records documenting the implementation and end-user configuration of the system.



Number 07-4000
Classification Title Human Resources Management - Occupational Health and Safety
Trigger
Notes Records related to the City's or Board's occupational health and safety programme, and the fulfillment of its statutory obligations for the maintenance of safe working conditions for its employees. This includes records documenting the development of safe operation procedures, as well as compliance with the safety regulations of the BC Worker's Compensation Act. Also includes records related to reporting and addressing unsafe working conditions, worksite incidents, employee safety training and certifications, occupational hygiene and ergonomic

Number 07-4000-01
Classification Title Human Resources Management - Occupational Health and Safety - General Records
Expanded Schedule Title Calendar Year - CY+1 / 6 / D
Trigger End of Calendar year in which record was created
OPR (COV) COV - Office of Custody (OPR)
OPR (Park Board) PB - Office of Custody (OPR)
OPR (VPD) VPD - Office of Custody (OPR)
OPR (VPL) VPL - Office of Custody (OPR)
Notes Use ONLY for records which:
 1) do not fit into a more specific secondary within this primary, AND
 2) may be routinely destroyed after one (1) year because they are of no further business, fiscal or legal value.
 This classification is regularly audited for compliance.

For guidance on the naming of these documents please refer to the VanDocs Job Aid on Naming Guidelines.

Number 07-4000-02
Classification Title Human Resources Management - Occupational Health and Safety - Reference Material
Expanded Schedule Title Event Trigger - EV+0 / 7 / D
Trigger No longer required for business purposes
OPR (COV) COV - Office of Custody (OPR)
OPR (Park Board) PB - Office of Custody (OPR)
OPR (VPD) VPD - Office of Custody (OPR)
OPR (VPL) VPL - Office of Custody (OPR)
Notes Use for materials such as text books, articles, white papers, news clippings etcetera which provide ongoing support for activities listed in this primary but which do not serve as evidence of specific transactions, actions taken, instructions, or decisions. For guidance on the naming of these documents please refer to the VanDocs Job Aid on Naming Guidelines.

Number 07-4000-10
Classification Title Human Resources Management - Occupational Health and Safety - Health and Safety Programs
Expanded Schedule Title Event Trigger - EV+2 / 5 / D
Trigger Superseded or obsolete
OPR (COV) HR - Organizational Safety
OPR (VPD) VPD - Safety and Health
OPR (VPL) VPL - Human Resource Development
Notes Records documenting the development and implementation of programmes for protection of workers as mandated by the Occupational Health and Safety Regulation and the Workers Compensation Act. This includes, but is not limited to, programmes for the maintenance of safe premises and operations, access and egress from the workplace, storage of materials, protection of workers from hazards or from violence in the workplace, and requirements for the provision of protective clothing or equipment. Records may include correspondence, activity reports, audits, copies of budget requests related to materials or equipment required for compliance, and other supporting documentation.



Number 07-4000-11
Classification Title Human Resources Management - Occupational Health and Safety - WSBC Orders
Expanded Schedule Title Event Trigger - EV+3 / 4 / D
Trigger Order expired or superseded
OPR (COV) HR - Organizational Safety
OPR (VPD) VPD - Safety and Health
OPR (VPL) VPL - Human Resource Development
Notes Documents issued by WorkSafe BC (WSBC) which outline equipment and/or procedural requirements for a business unit to be compliant with the Workers Compensation Act and/or Regulations. For the City and its business units to be compliant with the order, they are required to post orders where they are accessible to all employees of the business unit.

Number 07-4000-12
Classification Title Human Resources Management - Occupational Health and Safety - WSBC Variances
Expanded Schedule Title Event Trigger - EV+3 / 4 / D
Trigger Order expired or superseded
OPR (COV) HR - Organizational Safety
OPR (VPL) VPL - Human Resource Development
Notes Documents issued by WorkSafe BC (WSBC) which outline approved variances from regular safety procedures set by the Workers Compensation Act and/or its regulations. Employers may apply for a variance order when such variances are necessary to business operations, but must demonstrate that the variances meet or exceed safety standards set by the Act and regulations. For the City and its business units to be compliant with the order, they are required to post variance orders where they are accessible to all employees of the business unit.

Number 07-4000-13
Classification Title Human Resources Management - Occupational Health and Safety - WSBC Inspection Records
Expanded Schedule Title Calendar Year - CY+3 / 4 / D
Trigger End of Calendar year in which record was created
OPR (COV) HR - Organizational Safety
OPR (VPD) VPD - Safety and Health
OPR (VPL) VPL - Human Resource Development
Notes Records related to worksite inspections at the City of Vancouver by representatives from WorkSafe BC (WSBC). Includes copies of the reports sent to the office by WSBC and related correspondence.

Number 07-4000-14
Classification Title Human Resources Management - Occupational Health and Safety - WSBC Premiums Records
Expanded Schedule Title Calendar Year - CY+3 / 7 / D
Trigger End of Calendar year in which record was created
OPR (COV) HR - Organizational Safety
OPR (VPL) VPL - Human Resource Development
Notes Records related to the payment of WorkSafe BC (WSBC) employer premiums by the City. Used to recalculate rates as they are adjusted, and for reference purposes. Records include copies of WSBC Assessments, WSBC Experience Rating Forms, and other supporting documentation used by the WSBC to calculate the amount that the City will be charged in premiums for the coming year. Also includes records that document experience rating discounts or

Number 07-4000-20
Classification Title Human Resources Management - Occupational Health and Safety - Health and Safety Workplace Inspections
Expanded Schedule Title Event Trigger - EV+0 / 10 / D
Trigger Investigation completed or report approved
OPR (COV) HR - Organizational Safety
OPR (VPL) VPL - Human Resource Development
Notes Records documenting workplace inspections and day-to-day or requested workplace site visits. Records may include: inspection checklists and reports, inspection schedules, safety topics discussed, concerns raised by workers, corrective actions and observations. May also include photographs, correspondence from WorkSafe



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BC and other related material.

Number 07-4000-21
Classification Title Human Resources Management - Occupational Health and Safety - First Aid Records
Expanded Schedule Title Calendar Year - CY+2 / 8 / D
Trigger End of Calendar year in which record was created
OPR (COV) HR - Organizational Safety
OPR (VPD) VPD - Safety and Health
OPR (VPL) VPL - Human Resource Development
Notes Records documenting employee injury or illness occurring at a worksite during the employees' working hours, as well as any treatment provided at the time of the incident. Required content of the records is mandated by the Workers Compensation Act, and includes but is not limited to the following: name of the injured worker, date of the incident, description of the nature of the injury or illness and how it occurred, and a description of any treatment provided.

Number 07-4000-23
Classification Title Human Resources Management - Occupational Health and Safety - Safety Data Sheets
Expanded Schedule Title Calendar Year - CY+0 / 7 / D
Trigger End of Calendar year in which record was created
OPR (COV) COV - Office of Custody (OPR)
OPR (VPD) VPD - Office of Custody (OPR)
OPR (VPL) VPL - Human Resource Development
Notes Safety Data Sheets (SDS) and related records that identify and describe hazards and exposure procedures for controlled substances as mandated by the Workplace Hazardous Materials Information System (WHMIS) program. Used to interpret WHMIS/SDS labeling on containers and to provide information to workers on procedures to deal with exposure to controlled substances. Note that prior to 2015 Safety Data Sheets were referred to Material Safety Data Sheets.

Number 07-4000-24
Classification Title Human Resources Management - Occupational Health and Safety - Hazard and Risk Assessment Records
Expanded Schedule Title Event Trigger - EV+10 / 50 / D
Trigger Superseded or obsolete
OPR (COV) Human Resources
OPR (VPD) VPD - Office of Custody (OPR)
OPR (VPL) VPL - Human Resource Development
Notes Records documenting the assessment of risk for specific work activities. Work activities require a risk assessment if legally identified in the Occupational Health and Safety Regulation (OHSR) or the Workers Compensation Act (WCA), or, independent of any legal requirement, based on the presence and level (low, medium, high) of risk to employees. May include information regarding site visits or observations of task, employee/supervisor/knowledgeable person interviews, questionnaires, photographs and correspondence.

Number 07-4000-25
Classification Title Human Resources Management - Occupational Health and Safety - Health and Safety Investigation
Expanded Schedule Title Event Trigger - EV+0 / 10 / D
Trigger Investigation complete
OPR (COV) HR - Organizational Safety
Notes Records documenting accident and near miss investigations and incident investigations. Incident investigation records may include: copy of incident report, contributing cause(s) of the incident, relevant acts or procedures, recommendations for corrective actions. May also include photographs and witness statements.



Number 07-4000-30
Classification Title Human Resources Management - Occupational Health and Safety - Joint Safety Committee Records
Expanded Schedule Title Calendar Year - CY+2 / 5 / D
Trigger End of Calendar year in which record was created
OPR (COV) HR - Organizational Safety
OPR (VPD) VPD - Safety and Health
OPR (VPL) VPL - Human Resource Development
Notes Records related to the departmental joint committees on employee health and safety, as mandated by the Workers Compensation Act. Records include minutes, agenda, and committee reports.

Number 07-4000-40
Classification Title Human Resources Management - Occupational Health and Safety - Safety Training Programme Records
Expanded Schedule Title Event Trigger - EV+2 / 5 / D
Trigger Superseded or obsolete
OPR (COV) HR - Organizational Safety
OPR (VPL) VPL - Human Resource Development
Notes Records documenting the development and delivery of training programmes related to occupational health and safety, including first aid training and safe procedure training. This includes training of City managers in incident reporting procedures and the use of relevant forms. Records may include training manuals, course outlines and teaching materials, master copies of handouts or other course materials, feedback from participants, crew talks, and other supporting documentation. Does not include programme completion or certification records for individual employees.

Number 07-4000-50
Classification Title Human Resources Management - Occupational Health and Safety - Ergonomics Assessment (for individuals) Reco
Expanded Schedule Title Event Trigger - EV+2 / 8 / D
Trigger Assessment complete
OPR (COV) HR - Organizational Safety
OPR (VPD) VPD - Safety and Health
OPR (VPL) VPL - Human Resource Development
Notes Records related to assessments of the design and configuration of City work areas and their suitability for the individual(s) who perform(s) the assigned work-related activities in that area. This includes conventional office work stations and other work areas. Records may include notes, assessment reports, and emails.

Number 07-4000-51
Classification Title Human Resources Management - Occupational Health and Safety - Ergonomics Project Records
Expanded Schedule Title Event Trigger - EV+2 / 8 / D
Trigger Project complete or terminated
OPR (COV) HR - Organizational Safety
OPR (VPD) VPD - Safety and Health
OPR (VPL) VPL - Human Resource Development
Notes Records documenting projects to purchase, design, redesign or reconfigure an existing office, work area, machinery, vehicles or tools at the City of Vancouver to make it more suitable for work activities carried out there. Records may include reports, emails, copies of purchase orders and invoices for better ergonomically-designed equipment, and other supporting documentation.

Number 07-4000-60
Classification Title Human Resources Management - Occupational Health and Safety - Occupational Hygiene Assessment Records
Expanded Schedule Title Event Trigger - EV+2 / 8 / D
Trigger Assessment complete
OPR (COV) HR - Organizational Safety
OPR (VPL) VPL - Human Resource Development
Notes Records related to occupational hygiene assessments of City office spaces and other work areas. Assessments are performed at the request of a manager or an individual staff member, to assess the level of employee exposure to environmental conditions such as chemicals or irritants, excessive noise, or extreme temperatures, in their work space. Records may include testing data, correspondence and email, assessment reports, and other supporting



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documentation.

Number 07-4000-61
Classification Title Human Resources Management - Occupational Health and Safety - Health Monitoring Programme Records
Expanded Schedule Title Calendar Year - CY+10 / 50 / D
Trigger End of Calendar year in which record was created
OPR (COV) HR - Organizational Safety
Notes Records related to the City's occupational hygiene programmes for health monitoring, including programmes for hepatitis B immunization and hearing conservation. Used to document and track employee participation in these

Number 07-4000-70
Classification Title Human Resources Management - Occupational Health and Safety - Occupational Physician Contract Records
Expanded Schedule Title Event Trigger - EV+10 / 0 / D
Trigger Agreement expired or terminated
OPR (COV) HR - Organizational Safety
Notes Records related to the City's contract with medical health facilities to provide the services of occupational physicians to its employees. Employees are required to report any hygiene-related exposure incidents to an occupational physician, and seek treatment when required. Records may include copies of service agreements, correspondence, and information on procedures for reporting exposure incidents.

Number 07-4200
Classification Title Human Resources Management - Employee Claims Management
Trigger
Notes Records related to the management of employee claims for compensation due to injury or illness. This includes records related to employee claims through the Workers Compensation Board (WCB) resulting from occupational injury or illness; it also includes records related to the City's or Board's role as employer in the event that an employee files a claim through the Insurance Corporation of British Columbia (ICBC).

Number 07-4200-01
Classification Title Human Resources Management - Employee Claims Management - General Records
Expanded Schedule Title Calendar Year - CY+1 / 6 / D
Trigger End of Calendar year in which record was created
OPR (COV) COV - Office of Custody (OPR)
OPR (Park Board) PB - Office of Custody (OPR)
OPR (VPD) VPD - Office of Custody (OPR)
OPR (VPL) VPL - Office of Custody (OPR)
Notes Use ONLY for records which:
 1) do not fit into a more specific secondary within this primary, AND
 2) may be routinely destroyed after one (1) year because they are of no further business, fiscal or legal value.
 This classification is regularly audited for compliance.

Number 07-4200-02
Classification Title Human Resources Management - Employee Claims Management - Reference Material
Expanded Schedule Title Event Trigger - EV+0 / 7 / D
Trigger No longer required for business purposes
OPR (COV) COV - Office of Custody (OPR)
OPR (Park Board) PB - Office of Custody (OPR)
OPR (VPD) VPD - Office of Custody (OPR)
OPR (VPL) VPL - Office of Custody (OPR)
Notes Use for materials such as text books, articles, white papers, news clippings etcetera which provide ongoing support for activities listed in this primary but which do not serve as evidence of specific transactions, actions taken, instructions, or decisions. For guidance on the naming of these documents please refer to the VanDocs Job Aid on Naming Guidelines.



Number 07-4200-10
Classification Title Human Resources Management - Employee Claims Management - WSBC Claims Case Files
Expanded Schedule Title Event Trigger - EV+1 / 59 / D
Trigger Employee terminated
OPR (COV) HR - Organizational Safety
OPR (VPD) VPD - Human Resources Section
OPR (VPL) VPL - Human Resource Development
Notes Records documenting claims and appeals for compensation from the WorkSafe BC (WSBC) by City employees. Claims are limited to employees who are off work or working in a limited capacity due to injury or illness caused by occupational activities. Includes copies of forms and other documentation sent to WSBC to initiate a claim, and all documentation related to the awarding or denial of a claim. Records may include correspondence, emails, notes, printouts from SAP or other systems, and forms filled out manually including Form 7s and Return to Work forms. May also include records related to requests for appeal of a claims decision. Files are arranged by claim number.

Number 07-4200-11
Classification Title Human Resources Management - Employee Claims Management - WSBC Claims Appeals Records (DISCONTINUED)
Expanded Schedule Title Event Trigger - EV+1 / 59 / D
Trigger
OPR (COV) HR - Organizational Safety
OPR (VPL) VPL - Human Resource Development
Notes Records documenting appeals of WorkSafe BC (WSBC) claims decisions, either by the claimant or by the City as the employer. Records include copies of documentation from the relevant WSBC claims case file, and documentation related to the outcome of the appeal. Files are arranged by employee name and claim number.

Number 07-4200-20
Classification Title Human Resources Management - Employee Claims Management - WSBC Wage Loss Records
Expanded Schedule Title Calendar Year - CY+2 / 6 / D
Trigger End of Calendar year in which record was created
OPR (COV) HR - Organizational Safety
OPR (VPD) VPD - Human Resources Section
OPR (VPL) VPL - Human Resource Development
Notes Records documenting partial recovery of money paid out by the City to employees who are collecting on a claim through the WorkSafe BC (WSBC). The City pays the employee their regular net pay while they are on WCB leave, and then collects part of that amount from WSBC. Also includes records documenting overpayments that are returned to WSBC. Records include wage loss statements, cheque stubs, deposit slips, print-outs of SAP summary reports of cheques received and adjustments made for overpayments, and correspondence and email. Filed by deposit date.

Number 07-4200-21
Classification Title Human Resources Management - Employee Claims Management - ICBC Third Party Recovery Records
Expanded Schedule Title Event Trigger - EV+2 / 6 / D
Trigger Claim settled
OPR (COV) HR - Organizational Safety
OPR (VPD) VPD - Human Resources Section
OPR (VPL) VPL - Human Resource Development
Notes Records documenting the recovery of an employee's wages from the Insurance Corporation of British Columbia (ICBC) when the employee is being paid sick or vacation time due to an injury that is subject to an ICBC claim. Records include cheque statements, correspondence, and other supporting documentation. Also referred to as ICBC subrogation files.



Number 07-4200-22
Classification Title Human Resources Management - Employee Claims Management - ICBC Non-recovery Records
Expanded Schedule Title Event Trigger - EV+0 / 7 / D
Trigger Claim settled
OPR (COV) HR - Organizational Safety
OPR (VPD) VPD - Human Resources Section
OPR (VPL) VPL - Human Resource Development
Notes Records documenting wage or time loss for employees who are unable to work due to injury that is subject to an ICBC claim, where the employee is not entitled to sick leave or vacation benefits. Used to calculate an employee's total amount of lost wages; calculations are submitted to ICBC.

Number 07-4200-30
Classification Title Human Resources Management - Employee Claims Management - WSBC Claims Transaction Reports
Expanded Schedule Title Calendar Year - CY+2 / 5 / D
Trigger End of Calendar year in which record was created
OPR (COV) HR - Organizational Safety
OPR (VPL) VPL - Human Resource Development
Notes Reports that provide summaries of claims submitted to the WorkSafe BC (WSBC) by City employees. Used for reporting and reference purposes.

Number 07-4200-31
Classification Title Human Resources Management - Employee Claims Management - WSBC Statistical Summary Reports
Expanded Schedule Title Calendar Year - CY+10 / 0 / D
Trigger End of Calendar year in which record was created
OPR (COV) HR - Organizational Safety
OPR (VPD) VPD - Human Resources Section
OPR (VPL) VPL - Human Resource Development
Notes Quarterly reports that provide statistical information on time lost and health benefits paid as a result of claims submitted by City employees for compensation from WorkSafe BC (WSBC). Used for reporting and reference purposes.

Number 07-4400
Classification Title Human Resources Management - Disability Management
Trigger
Notes Records related to the management of City or Board employees who are off work due to injury or illness or who are returning to work after being on medical leave. This includes records related to employee applications for disability benefits, as well as City or Board programmes to assist employees in returning to active employment through either temporary or permanent modifications to their duties or hours of work.

Number 07-4400-01
Classification Title Human Resources Management - Disability Management - General Records
Expanded Schedule Title Calendar Year - CY+1 / 6 / D
Trigger End of Calendar year in which record was created
OPR (COV) COV - Office of Custody (OPR)
OPR (Park Board) PB - Office of Custody (OPR)
OPR (VPD) VPD - Office of Custody (OPR)
OPR (VPL) VPL - Office of Custody (OPR)
Notes Use ONLY for records which:
 1) do not fit into a more specific secondary within this primary, AND
 2) may be routinely destroyed after one (1) year because they are of no further business, fiscal or legal value.
 This classification is regularly audited for compliance.

For guidance on the naming of these documents please refer to the VanDocs Job Aid on Naming Guidelines.



Number 07-4400-02
Classification Title Human Resources Management - Disability Management - Reference Material
Expanded Schedule Title Event Trigger - EV+0 / 7 / D
Trigger No longer required for business purposes
OPR (COV) COV - Office of Custody (OPR)
OPR (Park Board) PB - Office of Custody (OPR)
OPR (VPD) VPD - Office of Custody (OPR)
OPR (VPL) VPL - Office of Custody (OPR)

Notes Use for materials such as text books, articles, white papers, news clippings etcetera which provide ongoing support for activities listed in this primary but which do not serve as evidence of specific transactions, actions taken, instructions, or decisions. For guidance on the naming of these documents please refer to the VanDocs Job Aid on Naming Guidelines.

Number 07-4400-10
Classification Title Human Resources Management - Disability Management - Disability Case Files
Expanded Schedule Title Event Trigger - EV+0 / 15 / D
Trigger Case closed or abandoned
OPR (COV) HR - Business Partnerships and Labour Relations
OPR (VPD) VPD - Human Resources Section
OPR (VPL) VPL - Human Resource Development

Notes Records related to the management of City employees who are off work or working in a limited capacity due to injury or illness caused by either occupational or non-occupational activities and who may require a return-to-work programme to facilitate their return to active employment. Return-to-work programmes can include temporary adjustments made to an employee's duties or hours of work, in order to facilitate a graduated return to full duties; and/or permanent accommodations for an employee who has been diagnosed with a permanent disability, which can include modifications to their duties, work hours, or work processes, the provision of assistive devices or training, or moving the employee into a more suitable alternate vacant position within the City. Used to document the employee's application for disability benefits and their time away from work, as well as all phases of their return-to-work programme; also used to monitor and evaluate whether the return-to-work and/or accommodation measures are appropriate and effective. Records may include employer portions of application forms, correspondence, copies of employee benefits coverage documentation, meeting minutes, attendance reports, and other supporting documentation. May also include records related to pensionable service hours for employees collecting disability benefits.

Number 07-4400-20
Classification Title Human Resources Management - Disability Management - Benefits Recovery Records
Expanded Schedule Title Event Trigger - EV+0 / 10 / D
Trigger Repayment or Settlement
OPR (COV) HR - Business Partnerships and Labour Relations
OPR (VPD) VPD - Human Resources Section
OPR (VPL) VPL - Human Resource Development

Notes Records documenting the recovery of health benefits paid by the City for an employee who is collecting disability benefits. Records include cheque statements and spreadsheets. Filed by month and employee name.

Number 07-4400-30
Classification Title Human Resources Management - Disability Management - Disability Insurance Payment Records
Expanded Schedule Title Calendar Year - CY+2 / 6 / D
Trigger End of Calendar year in which record was created
OPR (COV) HR - Business Partnerships and Labour Relations

Notes Records documenting payment of money by disability insurance providers to claimants. Records include monthly benefit payment summaries, payment vouchers organized by business unit, and correspondence. Filed by date.

Number 07-4600
Classification Title Human Resources Management - Employee Health Enhancement
Trigger
Notes Records related to programmes offered by the City or Board to its employees to encourage personal health, fitness, and well-being. This includes classes, activities and seminars, as well as incentives and corporate discounts.



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through the Fit City programme; it also includes special events that occur throughout the year.

Number 07-4600-01
 Classification Title Human Resources Management - Employee Health Enhancement - General Records
 Expanded Schedule Title Calendar Year - CY+1 / 6 / D
 Trigger End of Calendar year in which record was created
 OPR (COV) COV - Office of Custody (OPR)
 OPR (Park Board) PB - Office of Custody (OPR)
 OPR (VPD) VPD - Office of Custody (OPR)
 OPR (VPL) VPL - Office of Custody (OPR)

Notes Use ONLY for records which:
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For guidance on the naming of these documents please refer to the VanDocs Job Aid on Naming Guidelines.

Number 07-4600-02
 Classification Title Human Resources Management - Employee Health Enhancement - Reference Material
 Expanded Schedule Title Event Trigger - EV+0 / 7 / D
 Trigger No longer required for business purposes
 OPR (COV) COV - Office of Custody (OPR)
 OPR (Park Board) PB - Office of Custody (OPR)
 OPR (VPD) VPD - Office of Custody (OPR)
 OPR (VPL) VPL - Office of Custody (OPR)

Notes Use for materials such as text books, articles, white papers, news clippings etcetera which provide ongoing support for activities listed in this primary but which do not serve as evidence of specific transactions, actions taken, instructions, or decisions. For guidance on the naming of these documents please refer to the VanDocs Job Aid on Naming Guidelines.

Number 07-4600-10
 Classification Title Human Resources Management - Employee Health Enhancement - Health Screening Programme Records
 Expanded Schedule Title Event Trigger - EV+0 / 7 / D
 Trigger No longer required for business purposes
 OPR (COV) HR - Organizational Development and Strategic Initiatives

Notes Records related to informational programmes or events for City employees which promote preventative health activities such as blood pressure and cholesterol testing, and back care. Also includes records related to the Healthy Heart Society website and database which employees may use to do self-evaluation health surveys; the Society then provides the City with aggregate data from these surveys. Used for reference purposes. Records may include attendance lists, surveys and feedback from health fairs, statistical reports, master copies of handouts or pamphlets, correspondence and email, and other supporting documentation.

Number 07-4600-11
 Classification Title Human Resources Management - Employee Health Enhancement - Health and Fitness Programme Records
 Expanded Schedule Title Event Trigger - EV+2 / 5 / D
 Trigger Programme terminated
 OPR (COV) HR - Organizational Development and Strategic Initiatives
 OPR (Park Board) PB - Office of Custody (OPR)

Notes Records related to health and fitness activities, special events, or workshops for City employees. This includes City-sponsored seminars on health-related topics and fitness classes for employees such as yoga and pilates, as well as providing co-ordination and contact information for groups of employees who wish to form teams or participate in events such as the Sun Run. It also includes records related to special events such as nutrition lunches and the United Way chili cook-off. Records may include registration and attendance lists, activity or event descriptions,



Number 07-4600-20
Classification Title Human Resources Management - Employee Health Enhancement - Incentive Programme Records
Expanded Schedule Title Event Trigger - EV+0 / 7 / D
Trigger No longer required for business purposes
OPR (COV) HR - Organizational Development and Strategic Initiatives
Notes Records related to the incentive programme offered to City employees through Fit City, where employees can accumulate points for health and fitness-related activities, then use those points to earn prizes. Used to track points accumulation for participating employees and for statistical reporting purposes. Records include spreadsheets submitted by participating employees to show points accumulated, and the database application.

Number 07-4600-30
Classification Title Human Resources Management - Employee Health Enhancement - Corporate Discounts Records
Expanded Schedule Title Event Trigger - EV+1 / 6 / D
Trigger Discount terminated
OPR (COV) HR - Organizational Development and Strategic Initiatives
Notes Records related to agreements between the City and various organizations to provide discounts and corporate rates on their products or services to City employees. Records may include copies of signed agreements.

Number 07-5000
Classification Title Human Resources Management - Schedules and Work Assignments
Trigger
Notes Records related to staff schedules, routes, work assignments, and other records documenting the location of staff or tasks given to staff.

Number 07-5000-01
Classification Title Human Resources Management - Schedules and Work Assignments - General Records
Expanded Schedule Title Calendar Year - CY+1 / 6 / D
Trigger End of Calendar year in which record was created
OPR (COV) COV - Office of Custody (OPR)
OPR (Park Board) PB - Office of Custody (OPR)
OPR (VPD) VPD - Office of Custody (OPR)
OPR (VPL) VPL - Office of Custody (OPR)
Notes Use ONLY for records which:
 1) do not fit into a more specific secondary within this primary, AND
 2) may be routinely destroyed after one (1) year because they are of no further business, fiscal or legal value.
 This classification is regularly audited for compliance.

For guidance on the naming of these documents please refer to the VanDocs Job Aid on Naming Guidelines.

Number 07-5000-02
Classification Title Human Resources Management - Schedules and Work Assignments - Reference Material
Expanded Schedule Title Event Trigger - EV+0 / 7 / D
Trigger No longer required for business purposes
OPR (COV) COV - Office of Custody (OPR)
OPR (Park Board) PB - Office of Custody (OPR)
OPR (VPD) VPD - Office of Custody (OPR)
OPR (VPL) VPL - Office of Custody (OPR)
Notes Use for materials such as text books, articles, white papers, news clippings etcetera which provide ongoing support for activities listed in this primary but which do not serve as evidence of specific transactions, actions taken, instructions, or decisions. For guidance on the naming of these documents please refer to the VanDocs Job Aid on



Number 07-5000-10
Classification Title Human Resources Management - Schedules and Work Assignments - Crew Location Records
Expanded Schedule Title Calendar Year - CY+0 / 7 / D
Trigger End of Calendar year in which record was created
OPR (COV) COV - Office of Custody (OPR)
OPR (VPD) VPD - Office of Custody (OPR)
Notes Records documenting the location of the crews in the field. Used to track the location of equipment and crews in order to make the most efficient use of the resources available. In the event of an emergency would be used to coordinate rescue, assess damage and provide restoration of essential services.

Number 07-5000-11
Classification Title Human Resources Management - Schedules and Work Assignments - Shift Authorization Records
Expanded Schedule Title Calendar Year - CY+2 / 5/ D
Trigger End of Calendar year in which record was created
OPR (COV) COV - Office of Custody (OPR)
OPR (VPD) VPD - Office of Custody (OPR)
OPR (VPL) VPL - Office of Custody (OPR)
Notes Records documenting authorization for staff schedule changes. Used to record whether a staff member was on site

Number 07-5000-12
Classification Title Human Resources Management - Schedules and Work Assignments - Work Schedules
Expanded Schedule Title Calendar Year - CY+1 / 6 / D
Trigger End of Calendar year in which record was created
OPR (COV) COV - Office of Custody (OPR)
OPR (VPD) VPD - Office of Custody (OPR)
OPR (VPL) VPL - Office of Custody (OPR)
Notes Records relating to staff and departmental work schedules, including vacation planning. May include spreadsheets, lists, and related correspondence.

Number 07-5000-20
Classification Title Human Resources Management - Schedules and Work Assignments - Shift Checklists
Expanded Schedule Title Calendar Year - CY+2 / 5/ D
Trigger End of Calendar year in which record was created
OPR (COV) COV - Office of Custody (OPR)
OPR (VPD) VPD - Office of Custody (OPR)
Notes Records documenting completion of scheduled duties and tasks during a shift. Used to document opening and