

File No.: 04-1000-20-2024-730

December 19, 2024

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 December 11, 2024 under the ***Freedom of Information and Protection of Privacy Act*** for:

Record of the City's current record retention schedules. Date range: January 1, 2023 to December 10, 2024.

All responsive records are attached. Please note the enclosed responsive records package (retention schedule) was last updated as of April 2024.

Under Part 5 of the Act, you may ask the Information & Privacy Commissioner to review any matter related to the City's response to your FOI request 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 (2024-730); 2) a copy of this letter; 3) a copy of your original request; and 4) detailed reasons why you are seeking the review.

Yours truly,

[Signed by Cobi Falconer]

Cobi Falconer, MAS, MLIS, CIPP/C
Director, Access to Information & Privacy

If you have any questions, please email us at foi@vancouver.ca and we will respond to you as soon as possible. You may also contact 3-1-1 (604-873-7000) if you require accommodation or do not have access to email.

Encl. (Response Package)

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VanRIMS

Vancouver's Records and Information Management Standard

Access to Information and Privacy

Updated: April 2024

VanRIMS Overview:

VanRIMS is the City of Vancouver’s standard **file classification system**. It applies to all City records in all locations and all formats. The VanRIMS classification system groups records into categories (called classifications) based on functional relationships between and among the records. These groupings are based on a business activity or process, rather than by who created the record.

VanRIMS is structured hierarchically, progressing from the general to the specific. There are three main classification levels within this hierarchy: function group, primary classifications and secondary classifications.

At each level of classification a number is assigned to all of the classification units within that level. These numbers are combined to produce a classification number.

Function Group (2-digit identifier)

Primary (4-digit identifier)

Secondary (2-digit identifier)

01 - Administration

2500 - Staff and Committee Meetings

10 - Staff Meeting Records

Function Group

The *function group* is the highest level of classification in VanRIMS. Function groups are collections of related activities that contribute to a core function the City undertakes as part of its mandate to deliver services and governance to the citizens of Vancouver, or that are necessary for the City to function as an organization. Each function group consists of multiple primary classifications, each of which relate to a major business activity undertaken in support of the described function. A function group is identified by its title and a two digit number. For example: **01 - Administration**

Primary classifications

A *primary classification* is an intermediate level of classification that groups together several related activities or sub-functions within a function group. Each primary classification consists of multiple secondary classifications. Primary classifications are identified by their primary title and four-digit number. For example: **2500 - Staff and Committee Meetings**

Secondary classifications

A *secondary classification* is the lowest level of classification within VanRIMS. A secondary classification describes records that have a common subject, documentary form, or transaction type; or, multiple volumes with related subjects or that relate to a common activity that contributes to the sub-function described at the primary level. For example: **10 - Staff Meeting Records**

VanRIMS classifications end at the secondary level. Within a secondary classification, individual offices are free to apply their own organization to the records as best fits their business requirements.

Function Group - Descriptions:

01	<p><u>Administration</u> The Administration function group relates to general administrative activities and services common to all City or Boards that are not covered by other function groups. It includes a wide variety of general administrative matters including policies and procedures; general planning and reporting; staff and committee meetings; relations with the community and external bodies; and other common office activities</p>
02	<p><u>Real Estate and Facilities Management</u> The Facilities Management function group relates to the administration of buildings, properties, and spaces owned or leased by the City or Board. It includes the acquisition, development, construction, alteration, repair and maintenance, and disposal of City-owned buildings and properties. This function group encompasses administration of spaces used for civic purposes, recreational facilities, cultural facilities, and housing facilities, as well as the administration of real property acquired by the City for investment purposes.</p>
03	<p><u>Procurement and Inventory Management</u> Records related to the requisition, procurement, storage, distribution, maintenance, and disposal of materiel, equipment, and supplies. Includes asset control and inventories, clothing, furnishing, computer hardware and software acquisition, as well as fleet vehicle management. Also includes the procurement of intellectual products, support services, consulting services, and other intangible items.</p>
04	<p><u>Information Management</u> The Information Management function group relates to the creation, storage, access, security, distribution, and preservation of information resources in all formats and media. It includes activities related to the planning, development, implementation and maintenance of information technology (IT) infrastructure and IT systems and business solutions. This function group also relates to records and information life cycle control, including records classification and retention, storage and retrieval, and archival preservation. Also included are activities related to publication, distribution, and communication of information to the public; public relations activities; media relations activities; internal library services not provided by the Vancouver Public Library; and administration of access to information under Freedom of Information and Protection of Privacy legislation.</p>

05	<p><u>Financial Management</u></p> <p>The Financial Management function group relates to the control, spending, and reporting of the City's or Board's finances, including the development and approval of budgets and the management of financial transactions. This section includes financial activities related to the receipt, allocation, and expenditure of municipal funds, management of the City's or Board's cash and investment portfolio, financial planning and forecasting, and management of the City's or Board's debt load. It also includes activities related to yearly financial reporting and audits.</p>
06	<p><u>Legal Affairs and Risk Management</u></p> <p>The Legal Affairs and Risk Management function group relates to the management of the City's or Board's legal obligations and responsibilities and to the conduct of its legal activities, including provision of advisory and litigation services, and the mitigation of risk to the City and Board's. It includes activities related to legal agreements, contracts, insurance policies, physical security, claims handling, and debt collection. It also includes City-wide programmes for emergency preparedness and emergency response and recovery.</p>
07	<p><u>Human Resources Management</u></p> <p>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.</p>
08	<p><u>Governance</u></p> <p>The Governance function group relates to the government framework in which the City or Board exercises its powers and authority, and the legislative and regulatory environment under which it operates. It includes Council and Board meetings, acts and legislation affecting municipal affairs, by-laws, relationships with other jurisdictions, and civic elections.</p>
10	<p><u>Public Library</u></p> <p>The Public Library function group relates to the planning and delivery of public library services, programmes, and collections.</p>
11	<p><u>Land Administration and Planning</u></p> <p>The Land Administration and Planning function group relates to the City's role in administering the development and use of land in Vancouver. It includes activities related to addressing, land development, urban and heritage planning, social and cultural planning, affordable housing, environmental protection, property use, building permits and property information. It also includes records documenting property and trades inspections, zoning information, rezoning applications, and subdivisions. Also included in this function group are the licensing activities for businesses, vehicles, and dogs.</p>

<p>12</p>	<p><u>Parks and Recreation</u> The Parks and Recreation function group relates to the administration and management of City parks, recreational facilities and recreational programs. It includes the operation of individual parks, community centres, playgrounds, municipal golf courses, swimming pools and ice rinks, as well as park maintenance and planning; it also includes the planning and delivery of recreation programs. This function group also relates to entertainment programs and events in the City, including special events, festivals and performing arts programs.</p>
<p>13</p>	<p><u>Engineering and Public Works</u> The Engineering and Public Works function group relates to the development and maintenance of the City's transportation and utilities infrastructure, and the provision of related services. It includes the management, planning, building, maintaining, and improving of transportation infrastructure, including traffic control, lighting, signage, streets, sidewalks, bridges and other structures; solid waste management, recycling, and sanitation; water supply and distribution; sewers and drainage; utility corridors; and parking operations.</p>
<p>14</p>	<p><u>Fire and Rescue</u> The Fire and Rescue Services function group relates to fire prevention and suppression services, emergency medical response, and other services related to the protection of life, property and the environment in the event of an emergency. Includes activities related to hazardous materials response, urban search and rescue, fire and emergency education, emergency prevention, and emergency preparedness.</p>
<p>15</p>	<p><u>Police</u> The Police Services function group relates to the provision of policing services in the City of Vancouver. It includes law enforcement, maintenance of public order, criminal investigations, and crime prevention activities. This group also includes activities related to volunteer policing activities, and provision of victim services.</p>

01 - Administration

The Administration function group relates to general administrative activities and services common to all City or Boards that are not covered by other function groups. It includes a wide variety of general administrative matters including policies and procedures; general planning and reporting; staff and committee meetings; relations with the community and external bodies; and other common office activities

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
01-0100 General Records that are of a general nature and for which no suitable classification code exists under this section.	01-0100-01	Transitory Records	Records that are of a general nature, and for which no suitable classification code exists under this section. Use ONLY for records which do not fit into a more specific secondary classification AND may be routinely destroyed after one year because they are of no further business, fiscal or legal value. Note: This classification is regularly audited for compliance.	CY2.0.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
01-0500 Administration - Policies and Procedures Records documenting corporate policies and procedures approved by Council, City Manager, or department managers, and assigned a corporate policy number. Also includes documentation on policy development, authorization procedures, and regarding how policies at the City or Board are written, approved, and disseminated. Includes local policies and procedures specific to a given department, division, or office.	01-0500-02	Reference Material	Use for materials such as text books, articles, white papers, news clippings et cetera 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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	01-0500-10	Metapolicy Records	Records documenting rules and procedures for developing, authoring and approving corporate policies.	EV0.7.A	Repealed, or replaced	Business and Election Services
	01-0500-11	Policy Development Records	Records of the development of policies at all levels of organization within the City or Board (Corporate wide policies and procedures, as well as departmental or local office policies). Records are used in support of the creation of new policies or the amendment of existing policies. Records include draft policies, correspondence, minutes, reports, and any other supporting documents used to formulate policies. Also includes similar types of records used to create or amend procedures that accompany policies. Records arranged by name of policy followed by date.	EV2.5.D	Repealed, or replaced	COV - Office of Custody (OPR)
	01-0500-20	Policy Authority Records	Records documenting the approval of policies, either by letter, memo, or Council and Board Report and signed by the relevant authority. Includes records documenting historical changes made to policies. Records arranged alphabetic by two letter subject abbreviation followed by two sets of numbers for example AG-001-01.	EV0.25.A	Repealed, or replaced	Business and Election Services
	01-0500-21	Corporate Policies	Corporate policies that apply to all of the City or Board, including administrative, employment, financial, governance, and information management policies. Use this classification only for policies that have been issued a corporate policy number. Do not use for departmental or local policies. Records arranged alphabetic by four letter subject abbreviation followed by 3 digit sequential number for example ADMIN-001.	EV0.25.A	Repealed, or replaced	City Clerk's Department (CC)
	01-0500-22	Departmental Policies and Procedures	Records related to administrative and operational policies pertaining to all parts of a service group or department or the city (without a corporate policy number). Also includes documents related to procedures established for applying and implementing the relevant policies. For policies that apply to a group or section within a service group or department see 01-0500-23.	EV0.25.A	Repealed, or replaced	COV - Office of Custody (OPR)
	01-0500-23	Local Policies and Procedures	Records documenting specific policies and/or procedures in place at individual offices or work sites, including items that explain specific process or workflow's associated with work done at the site, instructions on how to address certain situations that typically occur, and any other records that serve to explain how tasks are performed. Do not use for operating manuals for vehicles or equipment.	EV0.16.D	Repealed, or replaced	COV - Office of Custody (OPR)

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
01-1000 Administration - Strategic and Organizational Planning Records related to the planning and coordination of a business unit's activities, the administration of its organizational structure, and the development of long term goals and plans. Also includes records related to coordination of major projects and related activities among different departments.	01-1000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	01-1000-10	Values and Mission Development Records	Records documenting the identification of organizational goals and objectives and the development of mission and values statements in order to guide policy development and strategic planning.	EV0.7.A	Superseded or obsolete	COV - Office of Custody (OPR)
	01-1000-11	Strategic Plans and Projects	Records documenting the development of long term strategic plans or projects for the City or a department or division, including plans that address acquisition and allocation of resources related to staffing, skill levels, finances, equipment, technology and other significant business requirements deemed essential to the achievement of stated long term goals and objectives.	EV5.5.A	Superseded or obsolete	COV - Office of Custody (OPR)
	01-1000-20	Work Plans	Records that document short and mid-range planning for departments. Records are used to plan work and monitor progress within a department or specific business unit, in support of a larger organizational planning process (such as a strategic plan) or to coordinate work among various parts of a business unit. Includes plans for individual business units or offices, as well as plans for specific staff positions. May also include records supporting the creation and revision of planning documents, as well as related communications.	EV2.5.D	Superseded or obsolete	COV - Office of Custody (OPR)
	01-1000-25	Business Process Improvement Project Files	Records related to the application of continuous process improvement methodologies designed to identify, develop and implement business process improvements that will streamline and standardize business processes, deliver efficiencies, reduce costs, and improve customer satisfaction. Records may include Continuous Process Improvement (CPI) charters, project charters, value stream maps, measurement plans, defect check lists, charts, and project reports.	EV2.8.D	Completion of project and progression to control phase	Continuous Process Improvement - SPPM
	01-1000-30	Organizational Charts	Charts, diagrams, and related records documenting the assignment of responsibilities and reporting relationships among City or Board business units and staff.	EV0.7.A	Superseded or obsolete	COV - Office of Custody (OPR)
	01-1000-31	Organizational Change Records	Records documenting projects undertaken to make changes to the City's or Board's organizational structure, including changes to reporting relationships, organizational responsibilities, and re-naming of organizational units. Records are used to plan proposed changes, to document approval of and authority for changes, and to manage issues related to implementing approved changes.	EV5.2.A	Project completed or terminated	COV - Office of Custody (OPR)
	01-1000-32	Equity Program Management Records	Records related to the development and provision of programs and advisory services to advance diversity, inclusion, decolonization and anti-oppression and to support equity within the City of Vancouver.	EV2.0.D	Programme no longer offered	Equity Office

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
01-2500 Administration - Staff and Committee Meetings Records related to regular staff meetings and committee meetings. Does not include the meetings of standing committees of Council, or of other boards, commissions, task forces, or advisory bodies established by Provincial statute, City by-law, or Council resolution.	01-2500-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	01-2500-10	Staff Meeting Records	Records related to regular staff meetings to address only day to day matters affecting the department, division, office or work site. Includes agendas, minutes, and other related material. Records include those generated by internal committees or groups of staff formed by location or position. This classification must not be used for any project committees which are classified with the relevant project.	CY2.5.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)

Does not include meetings related to specific projects. Project-related meetings should be filed with the appropriate project case file.	01-2500-20	Inter-departmental Committee Records	Records documenting the deliberations and decisions of internal City or Board committees constituted to address continuing issues or programs within the City or Board, and comprised of members from multiple business units. Includes agendas, minutes, membership lists, mandate, and other related documentation providing evidence of the work done by the committee. Also includes user group meetings such as ITOC (BAC), TAC, SAP, BPO and other committees that draws its members from across the organization. Does not include the records of the City Leadership Team (formerly known as Corporate Management Team, or CMT)	CY2.23.A	End of Calendar year in which record was created	COV - Office of Custody (OPR)
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	Number	Classification Title	Notes	Retention Period	Trigger	OPR
01-2700 Administration - Event Planning Records related to the planning of events, including special events held for the public and departmental events for City staff. Also includes records relating to the coordination of meetings.	01-2700-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	01-2700-10	Public Event Records	Records relating to special events held by departments for the public. Records may include invitations, advertisements, copies of purchase orders and invoices, location booking records, correspondence, checklists, and other similar records. May also include photographs of events, including photographic prints, negatives and digital images, as well as accompanying documentation.	EV3.4.A	Event concluded or cancelled	COV - Office of Custody (OPR)
	01-2700-11	Departmental Event Records	Records relating to the organization of events for City or Board staff by a department. Records may include invitations, announcements, copies of purchase orders and invoices, location booking records, correspondence, and checklists. May also include photographs of events, including photographic prints, negatives and digital images, as well as accompanying documentation.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
01-3000 Administration - Reports, Statistics, and Surveys Records related to monitoring and reporting on routine business activities within a department, division or other business unit. Also includes statistical and survey information used to prepare reports. Does not include reports prepared for submission to Council or reporting related to specific programmes or projects.	01-3000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	01-3000-10	Administrative Reports	Periodic reports issued by a business unit on an annual, semi-annual, quarterly, monthly or weekly basis for internal reporting on general business activities. Also includes draft reports and related supporting information. Does not include annual reports or other reports intended for general distribution to the public. Do not use for reporting related to a specific project or programme.	CY2.5.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	01-3000-20	Administrative Statistics and Surveys	Records documenting data gathered for general business reporting purposes, including statistics, tables, spreadsheets, databases, surveys, questionnaires, or any other accumulation of quantitative or qualitative information used to administer work site activities. Also includes descriptions of methods by which the information was accumulated and recorded. May also be used for quality assurance purposes.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
01-5000 Administration - Community Relations Records related to interactions between	01-5000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)

members of the public and the City, such as complaints and requests for information, public speeches and presentations by City staff, and invitations to events addressed to staff. Also includes general relations with organizations within the community such as community associations, special interest clubs, schools, volunteer groups, and charitable organizations.	01-5000-10	Enquiries	Records related to general requests for information received from the public. Also includes call centre audio logs and call records. This classification may be used for general staff enquiries when it is not related to activities classified in VanRIMS. Use 05-3000-32 for correspondence related to sewer operations claim request. Use 08-4200-22 for records related to fines which are disputed by ticket recipient.	CY1.1.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	01-5000-11	Public Comments and Complaints	Records documenting complaints, expressions of support or opposition that are received by the City or Board. Comments related to specific activities classified in VanRIMS will be filed together with the related records.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	01-5000-12	Community Relations Records	Records documenting relationships with groups in the community that have an interest in, or are otherwise involved with or affected by the work conducted by a particular Board, department or business unit. Includes public consultation records.	CY2.5.A	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	01-5000-15	Ombudsman Complaints Records	Records documenting citizen complaints about the City of Vancouver or Board that have been directed to the provincial Office of the Ombudsman. Records include correspondence between the City or Board, Ombudsman Office, complainant, and other parties involved in the investigation and resolution of a complaint. Records arranged by year and three digit sequential number.	EV1.6.D	Complaint resolved	Access to Information and Privacy
	01-5000-20	Visit and Tour Records	Records related to visits, tours, and field trips at the City or Board. Used to coordinate and organize the activity with City or Board staff. May include announcements, schedules and room bookings.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	01-5000-30	Invitations	Invitations to events addressed to Mayor and Council or City and Board staff. Includes correspondence relating to attendance at events.	CY2.0.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	01-5000-40	Campaign and Canvassing Records	Campaigns and drives supported by the City, Board or individual departments. Includes but is not limited to records relating to activities such as involvement with the United Way, participation in blood drives, food bank promotions, and special relief efforts.	CY2.0.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	01-5000-50	Residency Certifications	Records documenting certification of residency in the City. Arranged by date issued.	CY10.0.D	End of Calendar year in which record was created	City Clerk

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
01-5200 Administration - External Relations and Protocol Records related to events, ceremonies, and symbols through which the City presents itself to the public. Also includes records related to formal relations and official visits by dignitaries, as well as awards or honours presented to or given by the City.	01-5200-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	01-5200-10	Protocol Records	Records documenting protocol and etiquette for City events and relationships with external bodies and individuals. Includes manuals, precedence lists, supporting background material, invitation lists, illumination and study tour requests, flag raising records, gift request forms and other related documents.	EV5.5.A	Superseded or obsolete	External Relations and Protocol
	01-5200-20	Relations Records	Records relating to relationships that have been formally established between the City or Boards and other governments. May include copies of Sister City agreements, reports, correspondence, itineraries for visits, copies of financial records, and other related documents.	EV5.5.A	Relationship discontinued	External Relations and Protocol

	01-5200-21	Official Visit Records	Records related to visits to the City by heads of state, heads of government, or other dignitaries, ambassadors or representatives. Also includes records of official visits by representatives of the City of Vancouver to other cities. May include invitations, itineraries, regrets, copies of speeches, and records related to events associated with visits. Records are arranged by the date followed by the name of the visit or event.	CY5.2.A	End of Calendar year in which record was created	External Relations and Protocol
	01-5200-30	Protocol Event Records	Records concerning ceremonies and celebrations such as inaugurations, dedications, funerals, flag raisings, and other related events that have a ceremonial or official city function. Includes photographs and other related material. Records are arranged by the date followed by the name of the person or group visiting or ceremonial event celebrated. Do not use for Public or Departmental Events arranged by departments that are promotional in nature rather than ceremonial.	EV5.2.A	Event concluded or cancelled	External Relations and Protocol
	01-5200-40	Proclamations	Records related to the issuing of official proclamations by the Mayor designating special dates. Records include requests for issuance of proclamations, draft proclamations, and copies of issued proclamations.	CY5.5.A	End of Calendar year in which record was created	Mayor's Administration - Mayor and Council Support
	01-5200-50	Awards and Honours	Records documenting awards and honours received by the City or Boards for its services or programs, and awards presented by the City or Boards to other organizations, businesses or individuals other than City Employees. Records arranged by award or honour name followed by the date received.	EV2.0.A	Event concluded or cancelled	COV - Office of Custody (OPR)
	01-5200-60	Badges, Emblems, and Flags	Records documenting the purpose or use of symbols including City arms, badges, crests, emblems, flags and other insignia that represent and symbolize the City of Vancouver, its programs, and services.	EV0.7.A	Superseded or obsolete	City Clerk's Department (CC)

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
01-5500 Administration - Cooperation and Liaison Records related to communication and general information sharing between the City and external organizations, including other levels of government, government agencies, and businesses. Records are used to provide information on issues of common concern, and foster good relationships between the City and external organizations. Does not include records relating to City projects or programmes undertaken jointly or with assistance or advice from external organizations. These records should be filed in their respective project or programme files.	01-5500-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	01-5500-10	Municipal and Regional Relations Records	Records relating to cooperation, communication and information sharing with other Canadian municipal and regional governments and elected boards. Includes correspondence, reports, publications, and similar documents containing information generated by other municipal governments. Does not include records relating to projects or programmes undertaken jointly by the City or Board and other municipalities. These records must be filed in their respective project or programme files.	CY2.5.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	01-5500-20	Provincial Government Relations Records	Records documenting cooperation, communication and information sharing between the City or Board and provincial governments, including the government of British Columbia, provincial agencies, and Crown Corporations of the various provincial governments. Includes correspondence, reports, publications, and other documents containing information about and generated by Provincial Governments, and government programs that impact the City or Board. Does not include records relating to projects or programmes undertaken jointly by the City and the province. These records must be filed in their respective project or programme files.	CY2.5.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)

	01-5500-30	Federal Government Relations Records	Records documenting cooperation, communication and information sharing between the City or Board and the Government of Canada, its ministries, agencies, and Crown Corporations. Includes correspondence, reports, publications, and other documents containing information about and generated by the Federal Government, and government programs that impact the City or Board. Does not include records relating to projects or programmes undertaken jointly by the City or Board and the Federal Government. These records must be filed in their respective project or programme files.	CY2.5.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	01-5500-40	First Nations Relations Records	Records documenting cooperation, communication and information sharing between the City or Board and various First Nations governments. Includes correspondence, reports, publications, and other documents containing information about and generated by First Nations and matters of common concern. Does not include records relating to projects or programmes undertaken jointly by the City or Board and First Nations Governments. These records must be filed in their respective project or programme files.	CY2.5.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	01-5500-50	International Relations Records	Records documenting cooperation, communication and information sharing between the City or Board and foreign governments, including national, state or provincial, and municipal governments. Includes correspondence, reports, publications, and other documents containing information about and generated by foreign governments and matters of common concern. Does not include records relating to projects or programmes undertaken jointly by the City or Board and other foreign governments. These records must be filed in their respective project or programme files.	CY2.5.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	01-5500-60	Non-governmental Relations Records	Records documenting cooperation, communication and information sharing between the City or Board and non-governmental organizations (NGO's), including charitable, social, and cultural organizations and businesses, as well as health and educational institutions. Includes correspondence, reports, publications, and other documents containing information about and generated by non-governmental organizations and matters of common concern. Does not include records relating to projects or programmes undertaken jointly by the City or Board and NGO's. These records must be filed in their respective project or programme files.	CY2.5.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	01-5500-70	Government Relations Project Case Files	Records related to projects between the City and external organizations, including other levels of government, government agencies, and businesses. Records are used to coordinate City projects or programmes undertaken jointly or with assistance or advice from external organizations.	EV0.7.A	Project completed or terminated	Office of the City Manager

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
01-9000 Administration - Corporate Management Records related to briefings, reviews, and other summary information provided to service group, department or other senior managers in order to inform them about specific issues, projects, subjects or matters that affect a City department, programme, or area of operation. Records are used by the City's senior management as reference materials in support of planning and decision making. Records documenting specific actions, transactions or decision made in relation to a particular project, programme, or	01-9000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	01-9000-10	Management Team Minutes and Agendas	Records documenting the meetings of the City Leadership Team (formerly known as the Corporate Management Team, or CMT) and the Directors Group (DGR). Records include agendas, minutes and related supporting documents.	CY2.5.A	End of Calendar year in which record was created	Office of the City Manager
	01-9000-20	Senior Management Issues Records	Records related to issues of significant interest, importance or concern to the offices of a General or Senior Manager. Issues documented in these records often have the potential to be addressed by the City Leadership Team (formerly CMT), Council or Board. Includes general municipal issues, and matters related to the management and operation of specific or multiple business units. Records include departmental reports, memos, correspondence, published information, and other documents containing background or supporting information about a subject or issue. Records are generally arranged by issue.	EV0.7.A	Issue closed	COV - Office of Custody (OPR)

<p>area of business should not be classified under this heading; classify such records under the function and activity appropriate to the given project, programme or area of business.</p>	<p>01-9000-21</p>	<p>City Manager Issue Records</p>	<p>Records documenting issues related to the management of the City by the City Manager. Used to formulate plans for the management of the City which have wide ranging impact on municipal issues, management and operation of specific City business units, major projects, and cooperation with external bodies. Records may include departmental reports, memos, correspondence, published information, and other documents containing background or supporting information about a subject or issue. Records arranged by issue and then by date.</p>	<p>EV5.5.A</p>	<p>Issue closed</p>	<p>Office of the City Manager</p>
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02 - Real Estate and Facilities Management

The Facilities Management function group relates to the administration of buildings, properties, and spaces owned or leased by the City or Board. It includes the acquisition, development, construction, alteration, repair and maintenance, and disposal of City-owned buildings and properties. This function group encompasses administration of spaces used for civic purposes, recreational facilities, cultural facilities, and housing facilities, as well as the administration of real property acquired by the City for investment purposes.

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
02-0100 General Records that are of a general nature and for which no suitable classification code exists under this section.	02-0100-01	Transitory Records	Records that are of a general nature, and for which no suitable classification code exists under this section. Use ONLY for records which: 1) do not fit into a more specific secondary classification AND 2) may be routinely destroyed after one (1) year because they are of no further business, fiscal or legal value. Note: This classification is regularly audited for compliance.	CY2.0.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
02-1000 Facilities Development Records related to construction and renovation projects for civic facilities, for which the City has a financial obligation. Includes records related to assessing the feasibility of a project, development of project proposals, tracking of project costs, and comparison of project budgets to actual expenditures. Used to document all phases of a project, and for reference when similar projects arise.	02-1000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	02-1000-21	Facilities Projects Records	Records documenting design, construction, maintenance, relocations, renovations, and development projects (including park buildings) that are financed through capital funding. Includes copies of Council and Board Reports, agenda and minutes, agreements and service contracts, consultant reports, tender documents, permits, correspondence, drawings and technical specifications, project budget/expenditure records, progress reports, research and development studies, cost estimate spreadsheets and reference materials. May also include records related to public enquiries and consultations.	EV3.7.A	Disposal of property	Facilities Planning and Development (FPD)
	02-1000-30	City-owned Facilities Plans and Manuals	Drawing sets, as-builts, blueprints, manuals, and building plans for all City-owned facilities, including City Hall, civic theatres, Public Safety buildings, fire halls, the Provincial Courts building, child care facilities, lodges and non-market housing, libraries, museums, Planetarium complex, Parks, and City Archives, as well as other structures used for commercial and residential purposes. Includes architectural, structural, electrical, and mechanical drawings and plans. May also include plans and blueprints showing major renovations. Also includes digital photographs and base drawings for City owned buildings. May be used as supporting documentation for a development project, for insurance purposes, and for reference.	EV10.0.A	Superseded or obsolete	Facilities Planning and Development (FPD)
	02-1000-40	Engineering Facility Design Records	Records documenting the design and construction of the Engineering facilities at the Yards (Manitoba, Kent and National) and Landfill. Used to document the design of specific purpose facilities such as garages, paint shop, asphalt plant, transfer station, weigh scale, pre-cast plant, and other facilities that are built to facilitate the delivery of engineering services. Includes specifications, as-built drawings and documents construction.	EV0.7.A	Structure demolished	Facilities Planning and Development (FPD)
	02-1000-50	Density Bonus Calculations	Records documenting calculations for density bonuses (agreements between the City and developers where the developer agrees to certain conditions in order to obtain permission to construct higher-density buildings). Used as supporting documentation for density bonus negotiations. Records include spreadsheets.	CY2.10.D	End of Calendar year in which record was created	Real Estate Services (RES)

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
02-1200 Real Estate and Facilities Management - Facilities Maintenance Records related to the maintenance, repair, and inspection of City-owned facilities. Used to document and manage the activities of the central office, on-site building services staff, and mobile crews. Also used as supporting documentation for maintenance or repair work done by Engineering Services or by external contractors.	02-1200-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	02-1200-20	Capital and Preventive Maintenance	Records documenting capital and preventative maintenance projects and initiatives for civic facilities. Work on the projects/programs may be done by City staff or by external contractors. Records may include site inspection reports, building condition assessments, As-Built drawings, data analytics, analysis reports, program and project charters, stakeholder correspondence, contracts and communications related to progress of the projects/programs.	EV2.8.D	Property disposed of or lease terminated	Facilities Management and Operational Excellence
	02-1200-30	Maintenance Manuals	Reference manuals which provide information on the operation, maintenance and repair of equipment in civic facilities, including heating and cooling systems and environmental controls. Use 02-1000-30 for facilities plans.	EV0.7.A	Manual superceded or obsolete	Facilities Management and Operational Excellence (FMOE)
	02-1200-40	Facilities Maintenance Records	Records documenting the maintenance and repair of civic buildings and facilities. Work on the facility may be done by staff from REFM, Engineering Services, or by external contractors. Records may include operating permits, preventative maintenance reports, inspection reports, work orders, copies of tender documents and contracts, payment information, invoices, and communications related to the facility. For As-built drawings see: 02-1000-30 - City-owned Facilities Plans and Manuals 02-1000-40 - Engineering Facility Design Records	CY2.8.D	End of Calendar year in which record was created	Facilities Management and Operational Excellence (FMOE)

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
02-2000 Real Estate and Facilities Management - Environmental Services Records which document inspections, monitoring and mitigation activities related to environmental issues or environmental hazards at City-owned buildings, including civic facilities, energy utilities, and City-owned commercial and residential properties. Includes records related to the removal of asbestos or other hazardous materials, indoor air quality monitoring, and reducing the City's energy consumption.	02-2000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	02-2000-11	Hazardous Materials Records	Records documenting inspections and testing for hazardous materials in City-owned buildings, including lead, mould, and PCBs. Used for reference purposes in support of hazardous material abatement projects. Records include inspection forms, correspondence, records of bulk samples used for testing, test results, and other supporting documentation. For records related to hazardous materials abatement projects see 02-2000-20 For records related to service agreements for sample testing see 03-1200-30 For records related to the storage and control of hazardous materials see 03-2200-11 For records related to the transportation of hazardous materials see 03-2200-10	EV0.10.D	Structure disposed of	Facilities Planning and Development (FPD)
	02-2000-20	Environmental Project Records	Records documenting abatement projects undertaken by the City to remove hazardous materials from civic facilities, including asbestos, lead, mould, PCBs, and records related to environmental soil (review, mitigation and disposal of). Records may include project summaries correspondence, copies of contracts, inspection reports, copies of invoices, and other supporting documentation.	EV0.15.D	Project completed or terminated	Facilities Planning and Development (FPD)
	02-2000-30	Energy Efficiency Project Records	Records documenting projects related to energy efficiency and pollution reduction programmes for City-owned facilities. May include council reports, copies of agreements with contractors or consultants, copies of purchase orders and invoices, spreadsheets, forms used to apply for PowerSmart rebates, equipment data, and other supporting documentation.	EV10.5.A	Project completed or terminated	Facilities Planning and Development (FPD)
	02-2000-31	Energy and Utilities Tracking Database	Database used to track energy consumption for civic facilities and to generate reports by department, by location, or by date. The database is used to track water, gas steam utilities as well. Data is downloaded from BC Hydro.	EV0.7.D	Database no longer in use	Facilities Planning and Development (FPD)

	02-2000-40	Indoor Air Quality Records	Records related to testing and monitoring of indoor air quality of civic facilities. Includes records of testing results, related correspondence and reports, and other supporting documentation.	CY2.13.D	End of Calendar year in which record was created	Facilities Planning and Development (FPD)
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	Number	Classification Title	Notes	Retention Period	Trigger	OPR
02-3000 Real Estate and Facilities Management - Real Estate Management Records related to the management of real property owned or leased by the City of Vancouver. Include records related to the acquisition of property through sale, transfer, or bequest, the negotiation of lease or rental agreements, records documenting property development projects and soil remediation projects, and the disposal of real property through sale or destruction. Also includes records related to property analysis and the development of proposals for real property acquisitions by the City.	02-3000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	02-3000-10	Property Case Files	Records related to the acquisition, administration, development, and sale of real property owned by the City of Vancouver and the Park Board. This includes records documenting the purchase of property, including negotiation and execution of purchase agreements, authorizations for purchase, conveyance, appraisals, site history, expropriation, existing restrictions (including subdivisions, easements and encroachments), and tax payments; records documenting property development projects for City-owned land, including applications for subdivisions; records documenting the negotiation and management of long-term lease agreements, including lessee tax calculations; records related to property assessments and analysis of financial indicators; and records documenting the sale of property by the City, including the negotiation and execution of sales agreements as well as properties under consideration for Development Cost Levies, density bonuses, Heritage Revitalization Awards. Used to document the history of each property for which the City of Vancouver and / or the Park Board is the registered owner, and specifically to document any development or other activity that takes place on an individual property during the period of the City's ownership. Records may include correspondence and email, reports, spreadsheets, site plans, copies of Council and Board reports, interim and final agreements for purchase or sale, lease agreements, and other supporting documentation. Files are arranged by property number.	EV2.8.A	Property disposed of or lease terminated	Real Estate Services (RES)
	02-3000-12	Major Development Project Records	Records relating to major development projects involving multiple properties, owners, and lessees. Includes area studies, analyses, reports, planning documents, correspondence with interested parties, site plans and other supporting documentation, financial analysis, reports, studies and information for due diligence	EV3.7.A	Project completed or terminated	Real Estate Services (RES)
	02-3000-13	Lease and Rental Agreement Records	Records related to the development and management of short term (5 or 10 years plus renewals) lease and rental agreements for commercial and residential property owned by the City. Records include signed agreements and other supporting documentation.	EV2.8.D	Property disposed of or lease terminated	Real Estate Services (RES)
	02-3000-14	Film and Special Event Licenses	Records related to agreements between the City and film production companies for use of City facilities and/or surrounding property during filming. Includes agreements, site safety inspection reports, application form, permit, work orders, and related correspondence.	CY2.5.D	End of Calendar year in which record was created	Real Estate Services (RES)
	02-3000-20	City Lessee Case Files	Records related to property that is leased by the City from external agencies or individuals. Used to document the history of the City's lease on an individual property, including the negotiation of the lease agreement and City's use of that property. Records may include lease agreements, correspondence and email, and other supporting documentation.	EV2.8.D	Contract expired or terminated	Real Estate Services (RES)

	02-3000-30	Soil Remediation Project Case Files	Records related to City-owned property sites that have been identified as having soil contaminated with hazardous materials. Used to document the site's history and previous uses, as well as any soil remediation projects that have been conducted on the site in order to de-contaminate it. Records may include consultants' reports and studies that document the status of the site's soil and recommendations for further action. May also include contracts, work orders and invoices related to remediation projects, certificates of compliance for tested and remediated sites, correspondence, and other supporting documentation.	EV10.15.A	Project completed or terminated	Real Estate Services (RES)
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	Number	Classification Title	Notes	Retention Period	Trigger	OPR
02-4000 Real Estate and Facilities Management - Theatres Management Records related to the management and operation of Civic Theatres, consisting of the Vancouver Playhouse, Orpheum, and Queen Elizabeth Theatre. Includes records necessary for staging of events and performances such as: theatre bookings, licence agreements, and the prime performer case files.	02-4000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	02-4000-10	Event Business Management System (EBMS) Database	Database and electronic records documenting bookings at all Civic Theatre venues for performances, meetings, or other events. Includes the licence name and contact information, date and time of bookings, venue, spaces, charges, and other information specific to individual bookings, and applies a unique number to each booking. Also includes service orders and staffing requirements. Used to generate reports for billing, contracting, and scheduling. Paper copies of reports generated from the system end up in the theatre licence agreement case files.	EV2.5.D	Superseded or obsolete	Civic Theatres
	02-4000-20	Theatre Licence Agreement Case Files	Records documenting the booking and staging of an event or performance at a Civic Theatre venue. Records include contracts, invoices, ticketing agent information, staffing requirements, insurance, special set-up needs, crew and technical specifications, Event Business Management System (EBMS) reports, and other details. Records include holds, tentative bookings, and final bookings. Case numbers are assigned by the EBMS and referred to as a Theatre Licence Agreement (TLA) number.	EV2.6.D	Contract expired or terminated	Civic Theatres
	02-4000-21	Prime Performer Case Files	Records documenting the marketing, promoting, booking and staging of events by 'prime performers' at the civic theatres. Prime performer refers to groups such as the Vancouver Symphony Orchestra that have a continuing relationship with the Theatres. Includes copies of invoices, advertising, banners, newsletters, and other information related to a specific performance or event. Each Prime Performer should be created annually.	EV2.6.A	Contract expired or terminated	Civic Theatres

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
02-6000 Real Estate and Facilities Management - Cemetery Management Records related to the management and operation of Mountain View Cemetery. Includes records related to planning and development, interments, exhumations and grave enhancement. Some records are created and maintained under the	02-6000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	02-6000-10	Planning and Development Project Records	Records documenting the planning and development of Mountain View Cemetery. Records include maps and plans, master plan, copies of Council reports, agenda and minutes, agreements and service contracts, consultant reports, tender documents, correspondence, drawings and technical specifications, project budget/expenditure records, progress reports, and other related materials. May also include records related to public enquiries and consultations.	EV5.2.A	Project completed or terminated	Mountain View Cemetery

authority of Provincial legislation.	02-6000-20	Interment Rights Records	Records documenting the purchase or transfer of cemetery plots or lots. Currently referred to as "Right of Interment" in the Cremation, Interment and Funeral Services Act but previously referred to as cemetery deed books from 1912 to 1967. Information includes deed number, permit number, owner's name and address, cemetery section, range, block, plot, and lot, amount paid for plot or lot, amount paid for perpetual care, stamp of medical health officer and signature, date of sale.	EV2.5.A	Until the place of interment ceases to exist	Mountain View Cemetery
	02-6000-30	Interment and Exhumation Records	Records authorizing deceased to be interred or exhumed at Mountain View Cemetery. Previously known as burial permits. Information includes name of deceased, permit number, date of interment, and interment site and type. May also include the following information in some but not all cases: undertaker, address, age, sex, marital status, birth place, place of death, cause of death, attending physician, religion of deceased, vaults and liners, name and address of plot owner. Also known as grave space records. Records also include cremation certificate and the Provincial Ministry of Health Burial Permit and Acknowledgement of Death.	EV2.5.A	Until the place of interment ceases to exist	Mountain View Cemetery
	02-6000-50	Interment Site Records	Records documenting grave locations by section of cemetery, range, block, plot, and lot. Includes information pertaining to interment sites such as vandalism and correspondence but not enquiries. Information in this classification overlaps with that in Interment rights, Interment and exhumation records. Includes cemetery ledger and index, lot cards, and "Stone Orchard" database. May also include information on marker installations, flower containers, and other interment site enhancements.	EV2.5.A	Until the place of interment ceases to exist	Mountain View Cemetery

03 - Procurement and Inventory Management

Records related to the requisition, procurement, storage, distribution, maintenance, and disposal of materiel, equipment, and supplies. Includes asset control and inventories, clothing, furnishing, computer hardware and software acquisition, as well as fleet vehicle management. Also includes the procurement of intellectual products, support services, consulting services, and other intangible items.

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
03-0100 General Records that are of a general nature, and for which no suitable classification code exists under this section.	03-0100-01	Transitory Records	Records that are of a general nature, and for which no suitable classification code exists under this section. Use ONLY for records which do not fit into a more specific secondary classification AND may be routinely destroyed after one year because they are of no further business, fiscal or legal value. Note: This classification is regularly audited for compliance.	CY2.0.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
03-1000 Tenders Records related to requests from the City for bids on tendered contracts and the responses received from vendors, service providers, contractors or consultants. Also includes records related to review and analysis of those bids, and the monitoring of commodity prices.	03-1000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	03-1000-11	Bid Case Files	Records documenting the preparation of Request for Proposals (RFP), RFP's, and assessment of submissions from vendors, consultants or contractors responding. Used to solicit bids from vendors and to prepare individual bids for the use of bid evaluation committee members, and to record committee members' remarks. Also used to document public notification of the City's or Board's intent to establish a contract with a vendor or service provider without a Request for Proposal. Notices are posted to BC Bid. Records include Requests for Information (RFI), Request for Quotation (RFQ), submission documentation, spreadsheets; may also include minutes, emails, and notes. Bid case file numbering is assigned by Supply Management.	EV1.6.D	Completion of procurement process	Supply Management
	03-1000-20	Price Index Monitoring Records	Records documenting pricing information for various commodities. Used to track trends in commodity pricing and as supporting documentation in the development of Request for Proposal (RFP) documents.	CY0.7.D	End of Calendar year in which record was created	Supply Management

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
03-1200 Procurement and Inventory Management - Purchasing Records related to the requisition and procurement of equipment, supplies or services by the City of Vancouver or Boards. Includes records which document winning tender bid	03-1200-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	03-1200-10	Vendor Master Records	Records documenting the creation and maintenance of Vendor Master accounts in the SAP system. Includes forms used by City or Board business units to request the establishment of new Vendor Master accounts, or updates to existing Vendor Master data.	CY1.6.D	End of Calendar year in which record was created	Supply Management

submissions from vendors, service providers, contractors and consultants, and the awarding of contracts. Also includes records which document individual purchasing transactions by City or Board business units.	03-1200-11	Vendor Contract Case Files	Records documenting contracts awarded to vendors and Preferred vendors who provide equipment, supplies and other products to the City or Board. Contracts may include copies of agreements for equipment servicing (for example, photocopiers). Records include copies of contract documents, correspondence and emails, copies of relevant tender and bid submission documents, and documentation related to specifications and pricing information. If a vendor contract is worth over \$100,000, it constitutes a civic agreement. A copy of the civic agreement may be placed in the vendor contract case file. However, the authoritative signed civic agreement will be held by the City Clerk.	EV2.5.D	Contract expired or terminated	Supply Management
	03-1200-12	Vendor Compliance Records	Records related to the performance of vendors on contracts, including vendor evaluations. Used to keep general vendor information useful in the monitoring of vendor performance of multiple contracts, monitoring of vendor business licences and insurance status. Records include vendor evaluations, correspondence, spreadsheets, and emails.	EV0.7.D	Contract expired or terminated	Supply Management
	03-1200-20	Purchase Orders	Records documenting orders made by City or Board business units to obtain equipment, supplies or services from an external vendor, consultant or contractor. Also includes purchase orders generated for internal ordering by a City or Board business unit from another City or Board business unit.	CY2.5.D	End of Calendar year in which record was created	Supply Management
	03-1200-21	Invoices	Records documenting receipt of, and payment for, equipment, supplies or services. This includes invoices issued to the City or Board by an external vendor, contractor or consultant, as well as invoices used for internal billing between City or Board, business units. Used by City or Board business units to track purchasing expenditures and to reconcile against account balances. Note: supplier invoices are currently scanned and stored in SAP. In August 2011 the invoicing processing was consolidated in Accounts Payable.	CY2.13.D	End of Calendar year in which record was created	Accounts Payable
	03-1200-30	Service Contract Case Files	Records documenting contracts with consultants and external contractors who provide services to the City or Board. This includes both temporary and on-going services; it does not include agreements for equipment servicing that are part of a vendor contract. Records include signed contract documents; may also include correspondence and email, copies of relevant Request for Proposal tenders and submissions, licensing and/or performance evaluation information related to specific contractors or consultants, and pricing information. If a service contract is worth over \$100,000, it constitutes a civic agreement. The authoritative signed civic agreement will be held by the City Clerk under 06-6200-10.	EV2.23.D	Contract expired or terminated	COV - Office of Custody (OPR)
	03-1200-40	Supply Management Project Records	Records related to purchasing, bid, and supply process analysis and projects for City or Board purposes. May be used for identifying available resources and resource gaps, and providing cost/benefit analyses or for buying vs. leasing/renting. May also be used as supporting documentation in the development of budgets or related programmes. Records may include reports, minutes, spreadsheets, notes, and correspondence and e-mail.	EV0.8.D	Project completed or terminated	Supply Management

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
03-1400 Procurement and Inventory Management - Purchase Card Programme Records related to the City's programme for issuing corporate credit cards to City employees. Includes records documenting the distribution of cards to	03-1400-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	03-1400-10	Purchase Card Distribution Records	Records documenting the issuing of corporate purchase/credit cards to the City or Board and the distribution of those cards among City and Board employees. Used to track the number and office location of individual cards. Records are arranged by employee's last name. Filing note: maintain current list from BMO.	EV2.5.D	Expired or terminated	Accounts Payable

City employees as well as card use.	03-1400-11	Card Transaction Statements	Records documenting transactions on a purchase card for a given billing period. Records are received from the card issuer. Used to verify the accuracy of transaction information, and to reconcile purchase card expenditures against the payments sent to the card issuer. May also be used to monitor whether purchase cards are being used in accordance with City policies. Records include spreadsheets, statements, receipts, and other supporting documentation.	CY1.6.D	End of Calendar year in which record was created	Accounts Payable
	03-1400-12	Usage Tracking Records	Records related to the monitoring of purchase card use by City or Board business units, including issues with individual cards. Used to document purchase card issues, to track purchase card activities, and for reference. Includes database reports, correspondence and e-mail, and other supporting documentation.	EV0.7.D	End of Calendar year in which record was created	Accounts Payable

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
03-2000 Procurement and Inventory Management - Inventory Control Records related to the distribution, control, maintenance, and repair of the City's inventory. This includes office supplies, tools and small equipment, furniture, and computer hardware.	03-2000-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	03-2000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	03-2000-10	Commodity Requisition Records	Records documenting internal orders for commodities that the City or Board keeps in stock. Used by City or Board business units to request supplies that are available from another business unit, and to charge the order to the appropriate account. May also be used as supporting documentation for ordering new inventory. Record types include printouts from the SAP system, as well as correspondence and emails.	CY2.5.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	03-2000-11	Small Equipment Inventory Records	Records related to distribution and inventory control for small equipment, hand tools and other such materials. Used to document inventory counts, distribution of materials to City or Board business units, and replacement of equipment as required. Also used to monitor use and re-stocking of materials, and as supporting documentation for charging user fees to business unit accounts. Records may include Inventory Control Reports (ICRs).	CY2.5.D	End of Calendar year in which record was created	Supply Management
	03-2000-12	Office Supplies Inventory Records	Records related to distribution and inventory control for office supplies and equipment. This includes desks, chairs, shelving units, and other office supplies but does not include computer hardware or telecommunications equipment. Used to document inventory counts, distribution of materials to City or board business units, and replacement of equipment as required. Also used to monitor inventory levels and as supporting documentation for charging purchases to business unit accounts.	CY2.5.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	03-2000-13	Computer and Telecommunications Equipment Inventory Records	Records related to distribution and inventory control for computer and telecommunications equipment, including computers, monitors, keyboards, laptops, telephones, cell phones, pagers, fax machines, printers, scanners, and photocopiers. Used to document inventory counts, distribution of materials to City or board business units, and replacement of equipment as required. Also used to monitor equipment use and inventory levels, and as supporting documentation for charging purchases to business unit accounts.	CY2.5.D	End of Calendar year in which record was created	Office of the Chief Technology Officer

	03-2000-14	Software and User Licences Inventory Records	Records related to distribution and inventory control for proprietary computer software products and/or software user licences. Used to document distribution of products and licences to City or Board business units, and the addition or deletion of licences as required. Also used to monitor software use and as supporting documentation for charging software and/or licence purchases to business unit accounts.	EV2.5.D	Expired or terminated	Office of the Chief Technology Officer
	03-2000-15	Radio and Vehicle Communications Equipment Inventory Records	Records documenting the distribution and control of communication devices that are installed in vehicles including radios, handheld radios, mobile data terminals and emergency communications equipment. Used to document inventory counts, distribution of materials to City or Board business units, and replacement of equipment as required. Also used to monitor equipment use and inventory levels, and as supporting documentation for charging purchases to business unit accounts.	CY2.5.D	End of Calendar year in which record was created	Traffic, Electrical Operations and Design Branch (TEOD)
	03-2000-16	Special Purpose Equipment Inventory Records	Records related to distribution and inventory control for special purpose equipment located throughout the City such as food, theatre and other special purpose equipment. Also includes lighting and sound equipment. Used to document inventory counts, distribution of equipment to City or Park Board, and replacement of equipment as required. Also used to monitor use and re-stocking of materials, and as supporting documentation for charging user fees to business unit accounts. Record types may include Inventory Control Reports (ICRs) and serial numbers.	EV2.5.D	Equipment decommissioned	Arts, Culture and Community Services (ACCS)
	03-2000-18	Electrical Part and Supply Records	Records related to distribution and inventory control of materials for City traffic and electrical infrastructure including street lighting, traffic signals or signs, communication network, and pavement marking. Used to document inventory counts, distribution of materials to City or Board work crews, and replacement of equipment as required. Also used to monitor use and re-stocking of materials, and as supporting documentation for charging orders to various jobs.	CY2.5.D	End of Calendar year in which record was created	Traffic, Electrical Operations and Design Branch (TEOD)
	03-2000-20	Inventory Repair and Maintenance Records	Records related to repairs and maintenance work performed on equipment and supplies in the City's or Board's inventory, excluding vehicles and heavy equipment. Records include warranty information and documentation of repairs made under warranty.	EV0.7.D	Equipment decommissioned	COV - Office of Custody (OPR)
	03-2000-30	Construction Material Logs	Records documenting the movement (incoming and outgoing) and volume of construction materials, such as asphalt, aggregate, and concrete. Logs are used to record the date, time, weights, measures, and type of construction of materials received from suppliers. In addition to supplier bills of lading, information about the truck and driver are logged. Does not include materials testing records. Use 13-2200-21.	CY2.15.D	End of Calendar year in which record was created	Kent Construction Supplies and Services (KENT)

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
03-2200 Procurement and Inventory Management - Hazardous Material Management Records documenting the transportation and control of hazardous substances or dangerous goods. Includes records related to use of controlled substances such as pesticides.	03-2200-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	03-2200-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	03-2200-10	Hazardous Substances Transport Records	Records documenting the transportation of hazardous substances such as pesticides, herbicides, and radioactive material. Used to support the regulatory requirements for transportation of hazardous substances and may include licences and manifests.	CY2.5.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)

	03-2200-11	Hazardous Material Control Records	Records documenting the control of hazardous material such as fuel, asbestos, and nuclear material. Used to document the location and quantity of hazardous material. Includes inventory records.	EV2.5.D	Removal of waste	COV - Office of Custody (OPR)
	03-2200-12	Fuel Transportation Records	Records documenting the transportation of fuel by City or Board workers to various work sites in the city. Used to comply with regulations on the transportation of dangerous goods.	CY2.5.D	End of Calendar year in which record was created	Fleet and Manufacturing

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
03-2400 Procurement and Inventory Management - Vehicle and Heavy Equipment Management Records related to the ownership, licensing, maintenance, repair and management of City-owned vehicles and heavy equipment. Includes inventories of the City's vehicle and heavy equipment fleet, as well as records which document compliance with statutory requirements for vehicle and equipment management such as registration with the Insurance Corporation of British Columbia (ICBC), emissions control certification (AirCare), and regular inspections. Also includes records related to design modifications, repairs, and monitoring of vehicle and equipment use by City and Board business units.	03-2400-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	03-2400-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	03-2400-10	Fleet System and Replacement Program Records	Database used to track and monitor the City's and Board's vehicle and heavy equipment fleet from purchase to disposal and documentation related to the City's vehicle replacement program. Includes information such as make, model, registration, licence plate number, and rental rates for each vehicle. Also includes work orders and other maintenance and repair information.	EV0.7.D	Asset disposed of	Fleet and Manufacturing
	03-2400-11	Vehicle Registrations	Records documenting the registration of City and Board vehicles with the Insurance Corporation of B.C.	EV2.5.D	Registration expired	COV - Office of Custody (OPR)
	03-2400-20	Trip Inspection Reports	Records documenting visual inspections of vehicles and heavy equipment prior, during and after each use. Includes pre-trip, trip and post-trip reports. Used to monitor condition of vehicles and equipment for maintenance purposes.	EV0.7.D	Three months after inspection completed	COV - Office of Custody (OPR)
	03-2400-21	Preventative Maintenance Reports	Records related to regular preventative maintenance programmes for City-owned vehicles and heavy equipment. Used as source documentation for data entry into the Fleet System. Includes Commercial Vehicle Inspection Forms.	CY2.10.D	End of Calendar year in which record was created	Fleet and Manufacturing
	03-2400-22	Repair Records	Records documenting repairs to City-owned vehicles and heavy equipment. This includes repairs that are approved by the Insurance Corporation of British Columbia (ICBC) as part of an insurance claim for a motor vehicle accident involving a City-owned vehicle. May be used as supporting documentation for registration and insurance purposes, or to provide cost estimates to ICBC for their approval. Also used as source documentation for data entry into the Fleet System.	EV5.2.D	Equipment decommissioned	Fleet and Manufacturing
	03-2400-30	Specification Records	Records relating to requirements and specifications of new vehicles and equipment. This includes specifications, outfitting sheets, and change orders, and may include both City-made and original equipment manufacturer documents.	EV2.5.D	Asset disposed of	Fleet and Manufacturing
	03-2400-31	Design Records	Records related to modifications made to City-owned vehicles and heavy equipment. This includes records which document both designs and the installation of modifications. May be used for reference purposes in determining cost of replacing modified vehicles or equipment. Record types may include wiring diagrams, installation plans, fabrication specifications, and carpentry records.	EV2.5.D	Asset disposed of	Fleet and Manufacturing
	03-2400-40	Vehicle and Equipment Use Records	Records documenting the use of vehicles and heavy equipment by City and Board business units. Used as supporting documentation for inter-office billing for vehicle and equipment use. May also be used to track and schedule regular maintenance and repairs. Includes printouts from the Fleet System.	CY2.5.D	End of Calendar year in which record was created	Fleet and Manufacturing

	03-2400-41	Vehicle and Equipment Rental Records	Records documenting the rental and lease of equipment and vehicles by the City. May be used as supporting documentation for a cost-benefit analysis of leasing/rental versus purchase of vehicles or equipment. Records include copies of lease/rental agreements.	EV2.5.D	Property disposed of or lease terminated	Fleet and Manufacturing
	03-2400-42	Fuel Records	Records documenting the use of fuel by City-owned vehicles and heavy equipment. Used to reconcile fuel delivery against reported usage by City and Board business units for billing purposes; also used as supporting documentation to monitor mileage, and for data entry into the CCG Fleet System. Includes fuel cards and reports from gas stations at Manitoba Yards, National Yards and the Transfer Station. May also include printouts from the Fleet System.	CY2.5.D	End of Calendar year in which record was created	Fleet and Manufacturing
	03-2400-43	Vehicle and Equipment Location Records	Records documenting the location of vehicles and heavy equipment in the field on a daily basis. Used to track crew locations in order to make effective use of the equipment and crews, and for reference purposes if there is a complaint made. May also be used in the event of an emergency to coordinate response procedures. Records include information on the location of equipment operators, drivers and orders given to foremen. Referred to as vehicle tracking records.	CV0.7.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	03-2400-50	Project Analysis Records	Records related to analysis of vehicle and/or heavy equipment requirements for City projects. May be used for identifying available resources and resource gaps, and providing cost/benefit analyses for different types of equipment or for buying vs. leasing/renting. May also be used as supporting documentation in the development of project budgets or project-related RFPs. Records may include reports, minutes, spreadsheets, notes, and correspondence and email.	EV3.4.A	Project completed or terminated	COV - Office of Custody (OPR)

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
03-2600 Procurement and Inventory Management - Safety Equipment Management Records related to the distribution, control, maintenance and repair of safety equipment inventory. Includes equipment specific to the fire halls, fire fighting apparatus, personal safety equipment and uniforms but does not include office or janitorial supplies or VFRS vehicles.	03-2600-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	03-2600-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	03-2600-10	Personal Safety Equipment and Uniform Outfitting Records	Records documenting the outfitting of staff with individually sized personal safety equipment, clothing, and uniforms. Records include checklists of equipment, order forms, Self Contained Breathing Apparatus (SCBA) fit tests, documentation of special medical or sizing needs, signature sheets received on delivery, yearly replacement reminders, and printouts from the Staff Management System.	EV0.7.D	Employment terminated	COV - Office of Custody (OPR)
	03-2600-20	Communications Equipment Location Records	Records documenting the location and technical specifications of radios used for fire fighting. Used to locate communications devices.	EV2.5.D	Superseded or obsolete	Traffic, Electrical Operations and Design Branch (TEOD)
	03-2600-21	Special Teams Equipment Records	Records documenting the distribution and use of equipment for VFRS special teams (Hazardous Materials Response, Fire Boats, Technical Rescue and Urban Search and Rescue). Includes inspection and testing records, equipment specifications, vendor information, and records documenting the location of equipment and contact information for equipment stored outside of the City of Vancouver.	EV2.5.D	Equipment decommissioned	VFRS - Suppression Operations - Special Teams
	03-2600-25	Firehall Equipment Records	Records documenting the use, testing and maintenance of equipment used only at the fire halls. Includes records pertaining to emergency supplies, medical supplies and fire hall equipment. Does not include office equipment and stationary supplies.	EV2.23.D	Equipment decommissioned	COV - Office of Custody (OPR)

	03-2600-30	Fleet Equipment Records	Records related to equipment used on VFRS rigs, such as hoses, hydrant hook ups and wall ladders. May include inspection and testing results, specifications and vendor information, location information, and records pertaining to maintenance and repair. Does not include records relating to the vehicles themselves.	EV2.5.D	Equipment decommissioned	VFRS - Fleet and Equipment Services
	03-2600-40	SMS Logistics and Safety Module	Computer system module that produces lists of replacement safety equipment based on when the equipment was first issued; also tracks the assignment of equipment to an individual, sizes and special equipment needs such as special sizing or medical requirements.	EV2.5.D	System no longer in use or replaced	VFRS - Logistics/Infrastructure, Capital Planning and Project Management

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
03-3000 Procurement and Inventory Management - Inventory Disposal Records documenting the disposal of equipment and supplies by the City of Vancouver. This includes records related to the sale of surplus equipment and vehicles through auction.	03-3000-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	03-3000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	03-3000-10	Surplus Auction Records	Records related to auctions conducted by the City to sell surplus City or Board equipment and vehicles as well as recovered abandoned vehicles. Includes records documenting each item sold, sale price, the business unit selling the item, and the name of the buyer(s). Also includes records documenting payment for items sold.	CY2.5.D	End of Calendar year in which record was created	Supply Management
	03-3000-11	Surplus Offer Records	Records related to the disposal of surplus inventory by direct offer to potential buyers. Includes records documenting buyer name, item sold and the sale price, payment, and transfer of ownership.	CY2.5.D	End of Calendar year in which record was created	Supply Management
	03-3000-12	Gift Management and Disposal Records	Records documenting the receipt, appraisal and disposition of gifts received by the City. Includes a description of the gift, donor details, event commemorated, and value. Also includes appraisal criteria formula that determines disposition.	CY2.3.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)

04 - Information Management

The Information Management function group relates to the creation, storage, access, security, distribution, and preservation of information resources in all formats and media. It includes activities related to the planning, development, implementation and maintenance of information technology (IT) infrastructure and IT systems and business solutions. This function group also relates to records and information life cycle control, including records classification and retention, storage and retrieval, and archival preservation. Also included are activities related to publication, distribution, and communication of information to the public; public relations activities; media relations activities; internal library services not provided by the Vancouver Public Library; and administration of access to information under Freedom of Information and Protection of Privacy legislation.

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
04-0100 General Records that are of a general nature and for which no suitable classification code exists under this section.	04-0100-01	Transitory Records	Records that are of a general nature, and for which no suitable classification code exists under this section. Use ONLY for records which do not fit into a more specific secondary classification AND may be routinely destroyed after one year because they are of no further business, fiscal or legal value. Note: This classification is regularly audited for compliance.	CY2.0.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
04-0500 Forms Management Records relating to the development and or management of local, Departmental, City, Board and non-City forms.	04-0500-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	04-0500-10	Forms Development Records	Records related to the development of forms. Used to design new forms or amend existing forms to comply with the relevant business processes. Includes correspondence, minutes, draft copies, and form master records.	CY2.0.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	04-0500-11	Blank Forms and Templates	Blank forms, including both master copies of forms and duplicate copies intended for use as part of a business procedure. This classification should only be used for blank forms, and not applied to forms after they have been filled in. Completed forms should be classified on the basis of the business process they relate to.	EV2.0.D	Superseded or obsolete	COV - Office of Custody (OPR)

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
04-1000 Information Management - Access and Privacy Records relating to privacy issues and requests for access to information under the custody and control of the City of Vancouver and Boards made in accordance with the Freedom of Information and Protection of Privacy Act (FIPPA).	04-1000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	04-1000-10	PIB Directory	Records documenting the existence of personal information banks (PIBs) in the City of Vancouver and the Vancouver Board of Parks and Recreation, as defined by the BC Freedom of Information and Protection of Privacy Act (FOIPPA).	EV0.7.D	No longer legislatively required	Access to Information and Privacy
	04-1000-20	FOI Request Case Files-City	Records documenting formal Freedom of Information (FOI) requests submitted to the City for access to City records. Contains forms and correspondence to and from the applicant, City FOI Office, Provincial Information and Privacy Commissioner, and relevant departments related to the processing and approval or denial of the request. Also includes records related to appeals or requests for review of a decision made on an access request. Records arranged by year and three digit sequential number.	EV1.6.D	Case closed or abandoned	Access to Information and Privacy
	04-1000-21	FOI Request Database	Database used to track Freedom of Information (FOI) requests for access to City records. A new database is created for each calendar year and closed at the end of the year. Used to index FOI request case files and track the progress of requests.	CY2.8.D	Superseded or obsolete	Access to Information and Privacy

04-1000-23	FOI Request Case Files-Parks Board	Records documenting formal Freedom of Information (FOI) requests submitted to the Board for access to Board records. Contains forms and correspondence to and from the applicant, City FOI Office, Provincial Information and Privacy Commissioner, and relevant departments related to the processing and approval or denial of the request. Also includes records related to appeals or requests for review of a decision made on an access request. Records arranged by year and three digit sequential number.	EV1.6.D	Case closed or abandoned	0
04-1000-24	FOI Request Case Files-VPL	Records relating to privacy issues and requests for access to information under the custody and control of the Vancouver Public Library and Board made in accordance with the Freedom of Information and Protection of Privacy Act (FOIPPA).	EV1.6.D	Case closed or abandoned	0
04-1000-25	FOI Information Request Case files	Records relating to requests for information deemed to be (routinely) available to the public without undergoing a formal request as specified under the Freedom of Information and Protection of Privacy Act (FOIPPA). May include forms and correspondence to and from the applicant. Does not include formal FOI requests. Records arranged by year and sequential number.	EV2.5.D	Case closed or abandoned	Access to Information and Privacy
04-1000-30	Privacy Program	Records generated in the process of ensuring that personal information is protected in accordance with the Freedom of Information and Protection of Privacy Act (FOIPPA) (RSBC 1996, c. 165). Privacy protection activities may include responding to privacy complaints and queries; developing and implementing processes to guide and enhance how privacy protection is handled by the city; investigating and responding to accidental or intentional privacy breaches. Records consist of correspondence, notifications, decisions, research and reports and are filed under one of the following headings: Privacy complaint, Privacy query, Privacy matter, Privacy breach. Excludes Personal Information Banks (PIBs) use 04-1000-10 - Ombudsperson files. Records arranged by topic, year and three digit sequential number. Topics include: Privacy Complaint – dealing with external complaints (from the public) that personal information has been discussed or exposed in the public realm. Privacy Query – dealing with privacy related questions from the public regarding how the city handles privacy. Privacy Matter – dealing with internal privacy issues, queries, or matters which include proactive, preventative, problem solving to improve how privacy protection is handled by the city. Privacy Breach – dealing with the loss of, unauthorized access to, or disclosure of personal information.	EV1.6.D	Case closed or abandoned	Access to Information and Privacy
04-1000-33	Privacy Program-VPL	Records generated in the process of ensuring that personal information is protected in accordance with the Freedom of Information and Protection of Privacy Act (FOIPPA) (RSBC 1996, c. 165). Privacy protection activities may include responding to privacy complaints and queries; developing and implementing processes to guide and enhance how privacy protection is handled by the library; investigating and responding to accidental or intentional privacy breaches. Records consist of correspondence, notifications, decisions, research and reports and are filed under one of the following headings: Privacy Complaint – dealing with external complaints (from the public) that personal information has been discussed or exposed in the public realm. Privacy Query – dealing with privacy related questions from the public regarding how the library handles privacy. Privacy Matter – dealing with internal privacy issues, queries, or matters which include proactive, preventative, problem solving to improve how privacy protection is handled by the library. Privacy Breach – dealing with the loss of, unauthorized access to, or disclosure of personal information.	EV1.6.D	Case closed or abandoned	0
04-1000-40	Privacy Impact Assessment Case files	Records related to Privacy Impact Assessments including advice, reports, and minutes. Information collected is used to ensure compliance with government's privacy protection responsibilities. May also include a PIA for the Office of the Information and Privacy Commissioner (OIPC) if a program is either a 'Data-linking Initiative' or 'Common or Integrated Program or Activity'.	EV2.0.D	System no longer in use or replaced	Access to Information and Privacy

	04-1000-41	CCTV Applications	Records related to the review and approval of closed-circuit television or other video systems (CCTV systems) to ensure that any use by the City of CCTV systems appropriately respects privacy and complies with the law. Includes the original CCTV System Application, and any amendments, for a new system or existing system; and, the approval of a CCTV System Application and any related amendments.	EV1.0.D	CCTVs decommissioned from facility	Access to Information and Privacy
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	Number	Classification Title	Notes	Retention Period	Trigger	OPR
04-2000 Information Management - Communications Records relating to projects carried out by the Communications division to convey information about the City and Boards. Includes records relating to information disseminated internally and to the public through the media, publications, and events.	04-2000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	04-2000-10	Project Case Files	Records documenting the communications activities pertaining to a particular project, publication, campaign, or event. May contain communications strategy documents, draft versions, layout notes, news releases, correspondence, samples of final publications, advertisements, invoices, multimedia recordings, invitations, and other related records.	EV2.5.A	Project completed or terminated	Civic Engagement and Communications
	04-2000-12	Image Release Consent Forms	Records documenting consent to publish photographs or videos containing images of individuals. Records are used to ensure consent for publication. Records consist of photo release forms including personal information. Note: Communications maintains its photographs in a Digital Asset Management system (Extensis Portfolio or PDam).	EV1.0.D	Life of image	Civic Engagement and Communications
	04-2000-20	Graphic Design Files	Records documenting individual graphic design jobs produced including brochures, posters, invitations, display boards, rack cards, maps, reports, and other similar records. May include draft designs and final products. Graphic design files are filed by graphic design ticket number but can also be searched by document number, by date, and by designer who completed the work.	EV2.3.D	Completion of design work	Civic Engagement and Communications
	04-2000-30	Publication and Event Photographs	Photographs documenting events or commissioned images intended for use as content in publications or in support of promotional activities. Includes digital photographs, indexes, and photographic descriptions. Note: Corporate Communications uses an image database to manage the images created or commissioned on behalf of the projects they support. The Extensis Portfolio Digital Asset Management System (PDAM) holds both the images and corresponding descriptive information including usage rights and attribution details.	EV2.3.A	No longer required for business purposes	Civic Engagement and Communications

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
04-2200 Information Management - Communications: Media Relations and Broadcasting Records relating to the communication of information about the City and Boards through the media. Includes records documenting information issued through news releases, advertising, and Greater Vancouver Television (GVTV) programming, as well as records relating to the City's and Board's relationship with the media.	04-2200-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	04-2200-10	Media Release Records	Records related to information distributed to the public through the media describing the City's or Board's policy, position, or response to an issue, or publicizing matters of interest to the community. Includes news releases, information bulletins, and advisories issued to the media notifying them of events, presentations, and announcements occurring in the near future.	CY3.4.A	End of Calendar year in which record was created	Civic Engagement and Communications
	04-2200-11	Issue Notes	Records relating to information and advice provided to staff on how to respond to media or public inquiry on a particular issue, and to ensure consistent information sharing.	CY3.4.A	End of Calendar year in which record was created	Civic Engagement and Communications

	04-2200-20	Advertising Records	Records documenting the design and placement of City or Board's advertising and advertising campaigns. Includes advertising related to City and Board events, and meetings. Advertisements pertaining to a particular project should also be filed in the appropriate project case file. Do not use for advertising records for the Civic Theatres or job competitions. See 04-2200-21 for Civic Theatres advertising records See 07-3000-20 for job competitions.	CY2.5.D	End of Calendar year in which record was created	Civic Engagement and Communications
	04-2200-21	Civic Theatre Advertising Records	Records related to the promotion of the Vancouver Playhouse, Orpheum, and Queen Elizabeth Theatre, and the City's role in the promotion of shows or events being held at civic theatres. Use only for advertising records produced by Civic Theatres.	CY2.5.A	End of Calendar year in which record was created	Civic Theatres
	04-2200-30	Media Contact Records	Records documenting information about individual media outlets. Records contain contact information, advertising rates, and other information about the relationship between the City or Board and the media. May also include personal information collected on media contacts that require security clearance from the Vancouver Police Department. Note: Corporate Communications currently maintains its media distribution lists on Lyris and this includes basic contact information, including designation of ethnic media outlets.	EV0.7.D	No longer required for business purposes	Civic Engagement and Communications
	04-2200-35	Media Enquiries	Records related to enquiries from the media on a broad range of issues. Includes media call/contact logs that document interactions with media, daily summaries and year-end reports. Used in support of news releases and performance measurements.	CY3.4.D	End of Calendar year in which record was created	Civic Engagement and Communications

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
04-2400 Information Management - Communications: Publications Records relating to the dissemination of information about City or Boards projects and programming, released in print form or via the Internet. Includes publications produced for internal or public distribution.	04-2400-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	04-2400-10	Internal Communications	Internal communications to employees about City events, activities, achievements, policy, organizational changes, etc. that are of interest to or affect employees. Documents may include newsletters (such as City Insider), email broadcasts, intranet pages (Currents), etc.	CY2.0.A	End of Calendar year in which record was created	Civic Engagement and Communications
	04-2400-20	Public Web Content (CMS)	Web pages published on the City's and Board's public websites. Official copies of records presented on web pages must be filed under the appropriate secondary classification.	CY.3.0.A	End of quarter	COV - Office of Custody (OPR)
	04-2400-21	Web Content Development Files	Records documenting the development and administration of content published on the City's and Board's internal and public websites. Records may include text documents for mark-up, graphic files, development versions of webpages, and other supporting documentation.	CY2.0.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	04-2400-30	External Publications	Final versions of recurring publications distributed by the Communications division, such as CityNews, Annual reports, Municipal Guides, and Mayor and Council fact sheets. Does not include Web pages published by departments or business units for the City's and Board's internal and public websites.	EV3.4.A	Date published	COV - Office of Custody (OPR)
	04-2400-31	External Publications Development Files	Records relating to the development of external publications distributed by the Communications division. Includes drafts, source material, text documents for mark-up, graphic files, and other documentation supporting publications such as CityNews, Annual reports, Municipal Guides, and Mayor and Council fact sheets.	EV3.4.A	Date published	COV - Office of Custody (OPR)
	04-2400-40	Departmental Publications	Final versions of newsletters and other publications distributed internally or externally by departments containing general information about departmental activities.	EV2.5.A	Date published	COV - Office of Custody (OPR)
	04-2400-41	Departmental Publications Development Files	Records relating to the development of departmental publications. Includes drafts, source material, notes and other documentation associated with the production and distribution of publications.	EV2.5.D	Date published	COV - Office of Custody (OPR)

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
04-3000 Information Management - Reproduction Services Records related to the reproduction of City or Board records and other materials for access, retrieval, security, and long-term preservation.	04-3000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	04-3000-10	Microfilm Finding Aids	Records documenting the location of original microfilms. Used to locate and retrieve microfilmed records.	EV0.7.A	Disposition of associated microfilm	Development, Buildings and Licensing (DBL)
	04-3000-11	Microfilm Specifications	Records documenting specifications for microfilming City records. Used to manage recurring microfilming projects for City departments. Records arranged by user and then by department.	EV0.7.D	Superseded or obsolete	Development, Buildings and Licensing (DBL)
	04-3000-20	Dockets	Records documenting individual printing jobs done by Printing and Graphics Services, contained in small pre-printed and sequentially numbered envelopes. Each envelope contains a sample of the final product; a form attached to the docket contains the information required to reproduce the job at a later date (stock and ink used, machines used, and any applicable collation and binding information).	CY2.5.D	End of Calendar year in which record was created	Printing and Graphics Services
	04-3000-22	Job Design Sheets	Records which document the design and details of jobs to be done by the office. Forms are sequentially numbered and detail the work specifications, materials and processes to be used, staff hours used to complete jobs, and calculations for itemized and total costs to be charged to the client. Numbers on each form match the number for the corresponding docket.	CY8.0.D	End of Calendar year in which record was created	Printing and Graphics Services
	04-3000-30	Ledger Sheets	Records which document a running list of jobs charged to City departments, broken down by materials, man-hours, bindery, or other criteria. Used as an index to Dockets, back-up to information available in SAP or on the job design sheets, and for reference purposes.	CY2.5.D	End of Calendar year in which record was created	Printing and Graphics Services
	04-3000-31	Monthly Charge-out Sheets	Records which document internal billing items for printing and graphic services to City or Board business units. Used for data entry purposes into the SAP system to charge business unit accounts.	CY1.6.D	End of Calendar year in which record was created	Printing and Graphics Services
	04-3000-40	Reproduction Request Records	Records documenting requests for reproduction services, including printing, photocopying, microfilming, and photographic reproductions. Includes internal requisitions for services provided to City or Board business units and orders issued to external businesses. May be used as supporting documentation for charging purchases to business unit accounts. Does not include records relating to tenders or payment issued to external service contractors.	CY2.0.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	04-3000-50	Copyright Compliance Records	Records documenting copies of works made by an archives or library on behalf of patron or other institution in accordance with sections 30.2 and 30.21 of the Copyright Act. Records include name of the institution making the copy, person or institution requesting the copy, date of the request, and information sufficient to identify the work copied. Used to comply with recordkeeping requirements as identified under the Copyright Act - Exceptions for Educational Institutions, Libraries, Archives and Museums Regulations.	CY3.4.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
04-3500 Information Management - Mail and Courier Services Records related to the administration and	04-3500-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)

operation of mail and courier services at the City or Board. Includes shipping and receiving records, distribution records, receipts for registered and certified mail, and correspondence logs.	04-3500-10	Courier Service Records	Records related to mail delivered by courier services. Records include courier receipts, packing slips and other related documentation. Used to track charges, and to confirm sending and receipt of mail by courier.	CY2.0.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	04-3500-20	Mail Meter Records	Records documenting postage charges for metered mail. Used for data entry purposes into the SAP system to charge business unit accounts. Records include daily charge sheets and monthly summary charge sheets for each business unit.	CY2.5.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	04-3500-30	Mail Registers	Records documenting the sending or receipt of mail.	EV0.7.A	Superseded or obsolete	COV - Office of Custody (OPR)
	04-3500-31	Registered and Certified Mail Receipts	Receipts documenting the sending or receipt of registered or certified mail.	CY3.4.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
04-4000 Information Management - IT Business Applications Records related to the development, maintenance and upgrading of IT business applications at the City or Board, including GIS applications, web-based applications, and enterprise resource planning (ERP) applications. This includes records documenting routine ongoing maintenance and upgrading of City business systems, and source code records.	04-4000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	04-4000-10	Application Maintenance Records	Records related to operational support and maintenance for the City's or board's business applications, which are the client-facing aspects of the City's or Board's business systems. This includes projects to address issues related to client-system interaction and workflow. Used to document and monitor adjustments to system functionality in response to client needs. Records may include work plans, notes, forms, correspondence and email, project plans, memoranda, minutes and agenda, configuration documentation, test scripts and testing data, data migration or data integration documentation, progress and/or status reports, surveys, sign-off documentation from project committees or end-user departments, project databases, and other supporting documentation.	EV2.5.D	No longer required for business purposes	Office of the Chief Technology Officer
	04-4000-20	Application Development and Upgrade Project Case Files	Records related to projects to plan, design, develop, upgrade and implement new business applications at the City or Board. Development of a new business application may result from a request from a City or Board business unit, the needs of a larger project, the need to replace an existing application due to impending obsolescence, or the identification of a technology which would be beneficial to the City or Board in terms of cost, efficiency, or functionality. Used to document all phases of a project, including business case analysis, project approval, coding and programming, configuration, testing, and delivery of the application. May also include records related to the evaluation of the feasibility of the project, including required resources, logistics, and financing options. Records may include work plans, project plans, surveys, agenda, minutes, correspondence and email, reports, spreadsheets, testing and configuration data, project databases, and other supporting documentation and/or electronic data.	EV2.5.D	System no longer in use or replaced	Office of the Chief Technology Officer
	04-4000-30	Source Code Records	Records documenting source code for applications and systems developed in-house by City IT departments, including the Vancouver Police Department, Vancouver Public Library and Park Board. This includes codes that are stored in a Visual SourceSafe database, housed on a network server.	EV0.7.D	Superseded or obsolete	Office of the Chief Technology Officer

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
04-4400 Information Management - IT Infrastructure Records related to the administration, support, and maintenance of the City's or Board's networks, including operating infrastructure, servers and data storage. Includes records documenting staff log-in ID's and access rights for City or Board networks; installation, location and technical information for network drops and networked devices such as phones, printers and fax machines; configuration data for the internal networks and routers; and records related to physical network maintenance for circuits, splices, conduits, cable routing, and installations.	04-4400-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	04-4400-10	Network Configuration Records	Records documenting configuration data for the City's or Board's voice and data networks, including wireless networks. Proprietary applications (e.g. HP Open View, Solar Winds) are used to search the network, collect information about network activity, and store the information in a database. Includes records documenting the configurations of the City's or Board's network routers, which provide interfaces between external networks and the City's or Board's internal systems. Used to identify and resolve problems related to network activity. Records are data maintained in electronic format and includes configuration data and IP addresses for City or Board servers.	EV2.5.D	Superseded or obsolete	Office of the Chief Technology Officer
	04-4400-11	Network ID/access Request Records	Records documenting network IDs for City or Board staff and their associated access rights to the City's or Board's voice and data networks, including networked devices such as printers. Includes records documenting access rights to the Virtual Private Network (VPN), which allows City or Board employees to have access to the City's or Board's internal network from home or other remote locations. Used to monitor network IDs and to document the addition or removal of access rights for employees who change positions or terminated employees. Records may include spreadsheets, SAP printouts, server reports, email requests for new IDs or alterations to existing IDs, and data maintained in electronic format.	CY2.48.D	End of Calendar year in which record was created	Office of the Chief Technology Officer
	04-4400-21	Infrastructure Development Project Case Files	Records related to projects to plan, design, develop, upgrade and implement new aspects of the City's or Board's operating infrastructure, such as the implementation of new operating software or a new application platform. Development projects may result out of a request from a City or Board business unit, the needs of a larger project, the need to replace existing operating software, application platforms, or productivity applications due to impending obsolescence, or the identification of a technology which would be beneficial to the City or Board in terms of cost, efficiency, or functionality. Used to document all phases of a project, including business case analysis, project approval, coding and programming, configuration, testing, and delivery of the application. May also include records related to the evaluation of the feasibility of the project, including required resources, logistics, and financing options. Records may include work plans, project plans, surveys, agenda, minutes, correspondence and e-mail, reports, spreadsheets, testing and configuration data, project databases, and other supporting documentation and/or electronic data.	EV2.5.D	System no longer in use or replaced	Office of the Chief Technology Officer
	04-4400-22	Infrastructure Maintenance Records	Records related to maintaining aspects of the City's or Board's infrastructure, such as the software or application platform. May result from a request from a City or Board business unit, the needs of a larger project, the need to replace existing operating software, application platforms, or productivity applications. Used to document maintenance including analysis, project approval, coding and programming, configuration, testing, and delivery. May also include records related to the required resources, logistics, and financing options. Records may include work plans, project plans, surveys, agenda, minutes, correspondence and email, reports, spreadsheets, testing and configuration data, project databases, and other supporting documentation and/or electronic data.	EV2.5.D	System no longer in use or replaced	Office of the Chief Technology Officer

	04-4400-30	Architectural Diagrams and Schematics	Records related to the City's or Board's physical network for information systems. This includes both the fibre optic and copper wire networks. Used to document the location and layout of the physical network, including splices, joins, and terminals; also used for planning physical network upgrades and conversion from copper wire to fibre optic. Records include circuit lists, splice diagrams, cable routing diagrams, fibre network diagrams, fire alarm circuit diagrams, and conduit schematics.	EV0.7.D	Superseded or obsolete	Office of the Chief Technology Officer
	04-4400-41	System Back-up Records	Computer tapes and other records which serve as a back-up to the City's or Board's information and communications systems. Used as part of the City's or Board's business resumption plan, to restore systems operations in the event of a systems failure or an incident that causes systems to be shut down or corrupted. Back-up tapes are stored in the City Hall tape library and at the Vancouver Emergency Operations Centre, located at the ECOMM facility. Records also include logs that document tape rotation.	CY2.0.D	End of Calendar year in which record was created	Office of the Chief Technology Officer

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
04-4600 Information Management - IT Systems Security Records related to the protection of the City's or Board's information systems and networks from inappropriate access by external parties, as well as the monitoring of systems and network use by City or Board employees to guard against inappropriate use. This includes records related to the creation and analysis of security protocols for business systems, and records documenting investigations into allegations of inappropriate use, including criminal activities.	04-4600-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	04-4600-10	Investigations Case Files	Records related to investigations into inappropriate use of City or Board computer resources, including email, the Internet, confidential data, software licences, and computer hardware. Includes dates and descriptions of events.	EV2.5.D	Employment terminated	Cybersecurity - Office of the Chief Technology Officer
	04-4600-20	Security Testing Records	Records related to testing of current installed security controls for the City's or Board's information technology systems. Used to monitor and evaluate the effectiveness of current controls. Records include testing data, reports, and other supporting documentation.	EV2.5.D	Project completed or terminated	Cybersecurity - Office of the Chief Technology Officer
	04-4600-21	IT Security Logs	Records documenting usage of City or Board IT systems, including use of City or Board computer terminals and the network. Used to monitor firewall activity for the City's or Board's network, and to document any unauthorized attempts to access the network; also used to monitor workstation activity, including accessing of inappropriate or restricted websites.	CY0.7.D	End of Calendar year in which record was created	Cybersecurity - Office of the Chief Technology Officer
	04-4600-22	Audit Trail Records	Records documenting changes to the stored records. Includes system function applied; objects to which the function was applied; outcome; person responsible for initiating and carrying out the function; date and time of events such as initial capture, creation, location, processing, amendments, deletions, changes to authorization, retention, classification, and disposal data. Used to establish the integrity of the audit trail so that the authenticity of the data lends evidentiary weight to the stored records. May also contain details related to the movement of information from medium to medium as well as all significant events associated with the stored records.	CY1.6.D	End of Calendar year in which record was created	Office of the Chief Technology Officer
	04-4600-30	Security Projects Case Files	Records documenting projects to develop and maintain security controls for City or Board IT systems and physical security. This includes projects to review, assess, and update existing security controls for systems that are currently in use at the City or Board, as well as projects related to risk assessments on new systems under development or being considered for purchase. Records may include reports, correspondence and email, and other supporting documentation.	EV2.5.D	System no longer in use or replaced	Cybersecurity - Office of the Chief Technology Officer

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
04-4800 Information Management - IT Support Services Records related to support provided to end-users of information technology at the City or Board. Includes records documenting requests for assistance from the Help Centre by City or Board business units, referrals, site visits by IT departmental staff, and problem resolutions. Also includes records related to the development of user support strategies, documentation and communication standards, and service level agreements.	04-4800-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	04-4800-10	Help Centre Support Records	Records related to requests from City or Board staff members for assistance with information technology issues. This includes requests to the City's IT Help Centre, which are logged into a system by the Help Centre technician and given a reference number; if necessary, the request is forwarded to other groups as appropriate. It also includes requests to departmental IT groups. Used to document the nature of the request and problem resolution, as well as information about site visits.	CY2.5.D	End of Calendar year in which record was created	Office of the Chief Technology Officer
	04-4800-20	User Support Records	Records related to the development and planning of information technology user support strategies and materials at the City or Board. Used to identify skill requirements for staff who provide user support, the development of medium and long-term City-wide training strategies, and the development of communication and documentation standards for delivering information to users. Records may include reports, surveys, glossaries, tip sheets, training guides, and other supporting documentation.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	04-4800-21	Service Support Agreements	Agreements related to support services provided to City or Board IT clients by City or Board business units and/or by external support service providers. Used to document scope of the service offered, the resources providing the service, any costs, availability of service, response/resolution times and escalation procedures. Includes Service Level Agreements (SLAs), Operating Level Agreements (OLAs), and other types of support agreements.	EV2.5.D	Agreement expired or terminated	Office of the Chief Technology Officer

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
04-6000 Information Management - Internal Library Services Records related to the creation, maintenance and use of reference libraries within City or Board departments. Does not include records related to the operations of the Vancouver Public Library. Planning Library Dismantled in 2015. Recommend deletion of this primary once records have finished their retention.	04-6000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	04-6000-10	Library Catalogues	Records related to library catalogues and other finding aids used to locate library materials.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	04-6000-12	Loan Records	Records documenting loans of library materials.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	04-6000-13	Collection Development Records	Records documenting the acquisition of library materials.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
04-7000 Information Management - Records Management: Programme Coordination	04-7000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)

Records related to the planning and coordination of records management activities, including the development of policies, procedures, standards, and best practices, management of the corporate records classification and retention system (VanRIMS), inventory and analysis of records holdings, and the implementation of projects with records management goals.	04-7000-10	Program Facilitation Records	Records documenting the delivery and support of the records management programme throughout the City. May include records related to the development and implementation of standards, rules and instructions for managing records. Also includes consultation and advice provided to departments and departmental records coordinators on records management issues and related projects.	EV2.5.D	Superseded or obsolete	Corporate Records and Information Management (RIM)
	04-7000-30	Classification and Retention Schedules	Records documenting the development, maintenance, and use of the City's or Board's classification systems and retention schedules. Includes the authoritative copy of VanRIMS, record series inventories, retention research, and approvals. Also includes records documenting changes to records classifications and retention schedules.	EV2.5.A	Superseded or obsolete	Corporate Records and Information Management (RIM)
	04-7000-35	Storage and Disposition	Records related to the storage, retrieval, transfer and disposition of semi-active and inactive records. Consists of records that document the deposit of records in off-site storage facilities, the transfer of records to the City Archives, and inventory reports compiled and maintained by the CRC of records maintained in storage. Also includes transfer forms, box content listings, disposition approvals, destruction certificates, and supporting records.	EV2.48.D	Records destroyed or transferred	Corporate Records and Information Management (RIM)
	04-7000-40	Records Centre Administration	Records related to processing requests for the storage, retrieval, and refiling of records to and from off-site storage. Includes correspondence between the CRC, clients, and the off-site storage vendor. May also include other requests such as for ordering supplies, and managing shredding accounts.	CY1.2.D	End of Calendar year in which record was created	Corporate Records and Information Management (RIM)

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
04-8000 Information Management - Archives: Accessions Records related to the acquisition and subsequent processing of archival material from the City, Boards, and from private donations. Includes records concerning the accession, appraisal, arrangement and description of the archival material. Also includes records concerning holdings, planning and development. Does not include records related to physical preservation or conservation.	04-8000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	04-8000-10	Acquisition Project Records	Records relating to project planning for acquisitions of private and public records. Includes acquisition plans, research documentation, contact information, and related records. Records are arranged by year and then by sequentially assigned two digit case number.	EV0.7.A	Project completed or terminated	Archives
	04-8000-20	Accession Control Records	Records documenting the accession of public and private records into the Archives' holdings. Includes log book registers, accession control registers, accessions database, numbering logs, and public records transfer forms.	CY0.7.A	End of Calendar year in which record was created	Archives
	04-8000-30	Archival Holdings Case Files : Private	Records documenting holdings of records private individuals, businesses or organizations. Includes information on the creator, appraisal criteria, authorizations and restrictions of access, preliminary inventories, donor correspondence, and other documentation. Used to manage the accession and ongoing administration of archival records. Records are physically arranged by AM number.	EV0.7.A	Records deaccessioned	Archives
	04-8000-31	Archival Holdings Case Files : City	Records documenting holdings of records from City departments, boards, and commissions. Includes information on the creator, appraisal criteria, authorizations and restrictions of access, preliminary inventories, donor correspondence, and other documentation. Used to manage the accession and ongoing administration of archival records. Records are physically arranged by accession number.	EV0.7.A	Records deaccessioned	Archives
	04-8000-35	Holdings Development Project Records	Records concerning the holdings, planning and development projects produced by the City's Archives. Includes plans, research documentation, contact information, and related records. Records are arranged the title of the project followed by year and then by sequentially assigned two digit case number.	EV0.7.A	Project completed or terminated	Archives
	04-8000-50	Loan Records	Records documenting loans of archival material or reproductions from the Archives to individuals, organizations or City departments. Records are arranged by year and then by sequentially assigned two digit case number.	EV2.5.D	Agreement expired and items returned	Archives

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
04-8200 Information Management - Archives: Conservation and Preservation Records related to the conservation and preservation of archival materials. Includes records related to controlling storage environments, conservation treatments for individual objects, and reformatting of archival materials.	04-8200-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	04-8200-20	Environmental Control Records	Records documenting the control of environmental conditions for the storage of archival materials, such as temperature, humidity, and light levels. Used to monitor environmental conditions in the storage environment in order to maintain a healthy and stable environment for archival holdings. Includes logs of temperatures and humidity fluctuations.	CY5.2.D	End of Calendar year in which record was created	Archives
	04-8200-30	Conservation Treatment Records	Records documenting specific conservation treatments or techniques applied to specific records. Includes the treatment performed, description of the records (fonds, records series number, etc.), date of treatment and conservator's name. May include log books, conservation reports, and photographs. Used to document all treatments to prevent any serious consequences from later treatments that could result in bad chemical reactions or damage to the records. Records arranged by year and sequential number.	EV0.7.A	Project completed or terminated	Archives
	04-8200-40	Conservation Project Records	Records documenting specific projects related to the conservation and preservation of archival material, including development of specialized storage environments, new conservation processes, digitization, migration, and other types of reformatting. May include project proposals, funding requests, and other related documentation. Records are arranged by year and then by sequentially assigned two digit case number.	EV5.2.A	Project completed or terminated	Archives
	04-8200-50	Scanning Metadata Sheets	Records documenting metadata associated with scanned images. Includes information about file formats, resolution, storage information, and scanning technicians.	EV0.7.A	No longer required for business purposes	Archives
	04-8200-60	Conservation Advisory Records- Departmental	Records relating to opinions and advice provided by the Archives regarding the preservation and conservation of records in the custody of City departments. Records are arranged by year and then by sequentially assigned two digit case number.	CY0.7.D	End of Calendar year in which record was created	Archives

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
04-8400 Information Management - Archives: Research and Access Records related to providing access to archives, including fonds and collection descriptions, documentation of access restrictions arising from privacy or intellectual property legislation, statistics on research uses. Also includes records related to outreach activities, public programming, and loans and exhibits of archival materials.	04-8400-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	04-8400-10	Public Programmes and Outreach Case Files	Records documenting programmes intended to enhance overall public access to the Archives. both to specific types of records and to archives in general.	EV3.4.A	No longer required for business purposes	Archives
	04-8400-15	Descriptions and Finding Aids	Records describing the fonds and collections held by the Archives and used by archivists and researchers for access. Includes lists, inventories, indices and catalogues used to manage archival holdings. May include information on the history, scope, extent, dates, and physical locations of records. Finding aids are available both in hard copy in the Archives Reading Room and on the Archives public web site. The current databases that generate the descriptions, finding aids, and restricted records use Inmagic DB Text software.	EV0.7.A	Records deaccessioned	Archives

	04-8400-20	Researcher Registration Forms	Records concerning the registration of researchers accessing the Archives collections. Includes name, contact information, organizational affiliation if any, as well as information on the type of research being conducted, and copies of access to restricted records forms. Registration is valid for one year and used to determine who has had access to the Archives holdings. Records are also used to compile statistics on users of the Archives.	CY1.6.D	End of Calendar year in which record was created	Archives
	04-8400-21	Record Request Forms	Records documenting requests from researchers to view archival holdings. Includes information on the requestor and the materials viewed. Used to track access to records for security purposes, and to compile statistics on departmental activities.	CY5.2.D	End of Calendar year in which record was created	Archives
	04-8400-30	Departmental Requests For Information	Records relating to requests for information received by the Archives from City departments. May include correspondence, documentation of responses provided, contact information and other related records.	CY5.2.D	End of Calendar year in which record was created	Archives
	04-8400-40	Exhibit Case Files	Records documenting the preparation and presentation of exhibits featuring copies of archival materials. Records are arranged by year and then by sequentially assigned two digit case number.	EV2.5.D	No longer required for business purposes	Archives

05 - Financial Management

The Financial Management function group relates to the control, spending, and reporting of the City's or Board's finances, including the development and approval of budgets and the management of financial transactions. This section includes financial activities related to the receipt, allocation, and expenditure of municipal funds, management of the City's or Board's cash and investment portfolio, financial planning and forecasting, and management of the City's or Board's debt load. It also includes activities related to yearly financial reporting and audits.

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
05-1000 Operating Budgets Records related to the development and approval of the City's or Board's operating budget for a given year. This includes the annual publication of the Budget Book; it also includes records related to the development, approval, and review of annual operating budgets for City and Board departments and divisions.	05-1000-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	05-1000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	05-1000-10	Budget Books	Reports published annually by the City of Vancouver which provide information to the public and Council on proposed budget allocations for the upcoming year, as well as departmental service plans and the City of Vancouver's 5 year plan. The budget books include a city wide consolidated budget, including budgets for operating and capital funds, Property Endowment Fund, and other funds and consolidated entities. These reports are made available for download on the CoV public web site.	CY2.5.A	End of Calendar year in which record was created	Financial Planning and Analysis
	05-1000-20	Operating Budget Submission Records	Records related to the development and drafting of yearly submissions by City departments/divisions for approval of their annual operating budgets. Submissions may be sent to the Budget office for analysis and evaluation prior to approval. Records include reports, correspondence and email, and other supporting documentation.	CY2.5.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	05-1000-21	Variance Request Records	Records which document requests made by a department/division for variances in a departmental/divisional budget during the budget year. Variances must be approved by the Budget office. Also includes variance reports used by each department, division or section to monitor their budget on a monthly basis.	CY2.5.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	05-1000-22	Departmental Year End Reports and SOFA	Records related to the development of year-end reports by department heads and form the Statement of Financial Affairs (SOFA). These reports are submitted to Council and are used in the development of the City's Budget Book and the Annual Consolidated Financial Statements.	CY2.5.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	05-1000-30	Budget Approval Records	Records created and used in the preparation of the annual budget report presented to Council. Includes but is not limited to Finance Committee and City Leadership Team (formerly CMT) records, summary spreadsheets, and supporting files for budget records held in SAP.	CY3.4.D	End of Calendar year in which record was created	Financial Planning and Analysis
	05-1000-31	Monthly and Quarterly Reports Records	Records related to monthly and quarterly reviews of operating, capital, and PEF fund budgets. Includes management reports (monthly/ quarterly), Council reports, expenditure documentation, reports generated by the SAP system, and Excel spreadsheets with commentary.	CY3.4.D	End of Calendar year in which record was created	Financial Planning and Analysis
	05-1000-32	Carry Forward Records	Records related to funds to be carried forward into the next budget year, other surplus budgets, budget overruns, and analysis of variations between budget targets and expenditures; may also include reports, spreadsheets, and SAP printouts.	EV3.4.D	End of Calendar year in which record was created	Financial Planning and Analysis

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
05-1200 Financial Management - Financial Planning Records related to development and maintenance of the City's or Board's medium and long range financial plans to support corporate strategic direction. This includes records related to fund cashflow analysis, and financial analysis that supports the business objectives of the City or Board. Also includes records related to fee modelling to project property tax and service fee rates.	05-1200-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	05-1200-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	05-1200-10	Fund Analysis Records	Records documenting the management of funds to ensure appropriate levels. Used to analyse future financial needs in order to provide adequate cash to meet the City's financial obligations. Includes copies of council decisions, fund projections and other related documentation.	CY2.8.D	End of Calendar year in which record was created	Financial Policy and Projects
	05-1200-20	Project and Financial Analysis Case Files	Records related to the analysis of the business case and financial implications of projects proposed or undertaken by City or Board business units, such as financing options, the long-term financial impact, and the associated costs or benefits. Includes copies or draft versions of reports sent for commentary; may also include notes, correspondence and email, and other supporting documentation.	EV2.13.D	Project completed or terminated	Financial Policy and Projects
	05-1200-23	Authorization Minutes	Records documenting the authorization of the City Manager for any budget related matter, which is above the financial authority of a General Manager, but does not require Council approval. Authorization minutes are also known as City Manager Minutes. Used to provide approval for business units to transfer funds from reserves or between departments or hiring of temporary staff. Minutes contain an explanation of the expenditure, account numbers, and original signatures.	CY2.5.A	End of Calendar year in which record was created	City Manager's Office (CMO)
	05-1200-30	Property Tax Analysis Records	Records related to the development of land assessment averaging and property tax analysis. Models are used to assist in determining the tax impact of land assessment averaging, setting property tax rates, and to forecast the potential impact of property tax changes on tax rates as part of the operating budget process. May also be used as supporting documentation for Council reports. Records include database reports.	CY2.13.A	End of Calendar year in which record was created	Financial Policy and Projects
	05-1200-31	Property Tax Modeling Database	Access database used to develop property tax models. Contains data collected from both Corporate Services - Revenue Services at the City and the BC Assessment Authority. Used to forecast the impacts of tax policy options on taxpayers in order to help City Council decide on property tax policy options each year.	EV0.15.D	Superseded or obsolete	Financial Policy and Projects
	05-1200-40	Service Fee Modeling Records	Records related to the development of fee models for service fees, including fees for utilities services, moorage, and admission and/or user fees for Park Board facilities. Models are used in determining service fee levels and revenue projection. May also be used as supporting documentation for Council reports. Records may include spreadsheets, database reports, correspondence and email, copies of agreements, and other supporting documentation.	CY2.5.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
05-1400 Financial Management - Capital Budgets and Capital Plans Records related to the City's or Board's capital expenditure program. Capital expenditure plans are outlined in the Capital Plan, which encompasses a four year time horizon. Annual Capital Budgets are approved by Council to allocate funding to specific projects and project	05-1400-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	05-1400-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)

expenditures planned for a given year. Includes records related to the development of the Capital Plan and the associated financial plans. Also includes records documenting the development and approval of budgets for capital projects and programmes.	05-1400-11	Capital Plan Book	Report published every four years which provides a detailed summary of the City's Capital Plan. The Capital Plan provides for the infrastructure and facilities that are needed to support the operations of the City, including sewer, water, streets, parks and facilities. Allocations for Capital Plan expenditures are approved by Council as outlined in the Allocation Plan report; approval for borrowing to finance capital expenditures comes from the electorate, by means of a referendum that takes place during the quadrennial civic election.	EV3.4.A	Completion of capital plan cycle	Financial Planning and Analysis
	05-1400-20	Capital Budget Submission Records	Records documenting requests by a City or Board business unit for a capital expenditure, related to a capital programme or a capital project. Requests must be approved by Council. Records may include reports, correspondence and email, spreadsheets, copies of Council reports, and other supporting documentation.	EV2.5.D	Project completed or terminated	COV - Office of Custody (OPR)
	05-1400-30	Capital Plan Development Records	Records documenting the development and approval of the four year Capital Plan. Used as supporting documentation for the creation of the Capital Plan Book. Records may include reports, copies of Council reports, spreadsheets, and other supporting documentation.	EV4.4.A	Completion of capital plan cycle	Financial Planning and Analysis
	05-1400-31	Capital Budget Reports Records	Records related to quarterly and yearly reviews by the Capital Budget team of the departmental spending, in order to compare budget targets with actual expenditures and to review spending variances. Includes management (quarterly) reports, Council reports, expenditure documentation, reports generated by the SAP system, and Excel spreadsheets with commentary.	CY3.4.D	End of Calendar year in which record was created	Financial Analysis, Budgets and Reports

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
05-1600 Financial Management - Treasury Management Records related to the management of the City's or Board's cash and investments. This includes records documenting point-of-sale transactions, the management and monitoring of the City's or Board's bank accounts, management of the City's or Board's investment and debt portfolios, and the receipt and dispersal of money in accordance with the City's or Board's financial management policies. Also includes records documenting cheques issued from City or Board accounts.	05-1600-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	05-1600-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	05-1600-10	Cash Account Records	Records documenting payments received and other transactions for City or Board bank accounts. Includes bank statements, credit card merchant statements, deposit receipts, fund transfer documents, credit and debit card sales records along with various summary reports. Documents are used to reconcile bank accounts and the general ledger. Also known as cash books and cash voucher envelopes.	EV2.5.D	Year end reconciliations complete	Treasury Services
	05-1600-20	Letters of Credit	Records documenting agreements between the City and an external agency, where the external agency agrees to complete certain work or guarantee the product or work performed and to cover certain costs that may be incurred by the City as the result of a project or event. In some cases these agreements are required in order for a project or event to receive approval from the City. Records include signed agreements. The security (letter of credit; performance bond etc.) is kept by the City until such time as the work, project, event or product has been satisfactorily complete.	EV2.5.D	Contract expired or terminated	Treasury Services
	05-1600-30	Investment Portfolio Management Records	Records related to the management and administration of the City's medium and long-term investment portfolio, including records documenting individual investment transactions. Used for analysis, reporting, and strategic planning purposes.	CY2.5.D	End of Calendar year in which record was created	Treasury Services
	05-1600-31	Investment Portfolio Database	Database used to track the City's investments and investment account transactions. Also referred to as Portfolio database.	EV0.7.D	Superseded or obsolete	Treasury Services

	05-1600-32	Investment Confirmation Letters	Correspondence between the City and the City's investment dealers and custodian. Used to document and confirm investment transactions.	CY2.5.D	End of Calendar year in which record was created	Treasury Services
	05-1600-40	Cheque Issue Records	Records documenting the issuance and reconciliation of cheques from City or Board accounts for payment purposes. Used to prevent issuance of duplicate cheques, and for audit purposes.	CY2.5.D	End of Calendar year in which record was created	Treasury Services
	05-1600-42	Payment and Fund Transfer Records	Cashed cheques, Electronic Funds Transfers (EFT) or Wire Transfers documenting the completion of the payment transaction. Used to verify payment in the event of a dispute. Records are also used for the audit process.	CY2.5.D	End of Calendar year in which record was created	Treasury Services
	05-1600-51	Cash Register Records	Journal rolls and other related records generated by City cash registers. Used to reconcile transaction information against deposit information; may also be used for audit purposes. May also include cashier stubs, daily cash sheets.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	05-1600-52	Cash Float Authorization Records	Records documenting authorization for cash floats in business units that engage in retail sales. Used to document float distribution and the amount of the float. Records include signed authorization forms and other supporting documentation.	CY2.5.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	05-1600-60	Bank Authority Records	Records related to the administration of the relationship with banking authorities for the City, Boards and Societies. Records are used to govern the relations when using various services provided by the financial institutions. Includes records regarding Line of Credit, borrowing, bank accounts, signing authority, service fees, cheque specifications, cheque clearing, credit and debit cards, other bank processes and information related to bank services.	EV1.6.A	Repealed, or replaced	Treasury Services

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
05-1800 Financial Management - Debt Management Records related to the City's internal and external debenture programme. This includes records documenting the issuance and management of external debentures, as well as records related to the management of the City's internal loan portfolio. It also includes records related to the City's bond rating.	05-1800-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	05-1800-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	05-1800-10	Debenture Issue Records	Records related to the issue of bonds and debentures by the City of Vancouver. Used to document each bond or debenture issue, including projections on debt charges as well as actual debt incurred. May also include reports, correspondence and e-mail, spreadsheets, and other supporting documentation.	CY5.10.A	End of Calendar year in which record was created	Financial Reporting
	05-1800-20	Internal Loan Portfolio Records	Records documenting the management of funds borrowed from the City's accounts. Used to provide analysis of the impact and management of short term loans within the organization. Includes request, approval, repayment schedule and analysis.	EV1.6.D	Expiry of loan	Financial Reporting
	05-1800-30	Credit Rating Records	Records related to financial and economic reviews conducted annually, in order to provide information about the City's finances and debt load to credit rating agencies. May also be used for reference purposes. Records may include reports, spreadsheets, and other supporting documentation. Formerly referred to as Bond rating records.	CY2.5.D	End of Calendar year in which record was created	Treasury Services

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
05-2000 Financial Management - Corporate Accounting Records related to accounting activities and financial management for the City and Boards. This includes records related to account management for the City's Capital Fund, Capital Financing Fund, Property Endowment Fund, Revenue Fund, and Sinking Fund; financial management of capital projects; financial transactions related to City investments or City-owned property; and the development and publication of the City's annual Statement of Financial Information. Also includes records related to processing of internal loans and debenture issues, the management of the City's debt load, financial audits, and records documenting daily activity for City and Board accounts.	05-2000-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	05-2000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	05-2000-10	General Ledger	General ledger which documents all transactions and account activity for all City business unit accounts. Includes accounting codes which identify each City account. The SAP system has functioned as the General Ledger for the City since 1999.	CY2.0.A	End of Calendar year in which record was created	Accounting Operations
	05-2000-11	Financial Information Reports	Reports published annually by the City of Vancouver which provide an account of the City's revenue, expenditures, assets, debt load and liabilities, and other information related to the City's financial position for a given year. Used to fulfill the City's obligation to make corporate financial information available for public consumption, in accordance with the Financial Information Act of BC. Also includes Statement of Financial Information (SOFI) Form 6 required under Business Corporations Act Section 51 for incorporated companies that the City owns and operates.	CY2.8.A	End of Calendar year in which record was created	Accounting Operations
	05-2000-12	Journal Entry Records	Records documenting and supporting debits and credits to City or Board accounts. Includes SAP data.	CY2.5.D	End of Calendar year in which record was created	Accounting Operations
	05-2000-20	Year-end Working Papers and Financial Statements	Records related to year-end analysis, audit, and reporting of the City's financial activities during a given year. Includes records documenting the management and analysis of the City's Funds. Used as supporting documentation for preparing the City's annual Statement of Financial Information and the Annual Report. Records may include spreadsheets, statements, reports, correspondence and email, and SAP print-outs.	EV2.5.D	Year end reconciliations complete	Accounting Operations
	05-2000-30	Funds Records	Records related to the management and analysis of the City's or Board's fund accounts, reserves, DCL's and CAC's that make up the City's operating and reserve capital. This includes the Capital Fund, which finances the City's capital expenditures or programmes supporting civic infrastructure, as well as holding all properties required for civic use and the related long-term debt; the Capital Financing Fund, which provides funds for internal financing of capital works; the Property Endowment Fund (PEF), which holds properties owned by the City that are not required for civic purposes, and is used to finance capital projects related to property acquisition or property development; the Operating Fund, which provides for the City's operating budget; the City's specific purpose reserve funds; and the Sinking Fund, which holds the debt increment payments. Also includes records related to loans, accounting and day-to-day financial management for capital projects carried out by City business units. Used to process financial transactions related to capital projects, reserves, DCL's, CAC's and to reconcile and balance project accounts, and as supporting documentation for preparing yearly financial statements. Records may include spreadsheets, reports, correspondence and e-mail, and SAP printouts. Statistics Canada reports done electronically from Payroll, Local Government Data Entry forms replaced by SAP. Excludes year-end working papers: use 05-2000-20.	CY3.4.D	End of Calendar year in which record was created	Accounting Operations

	05-2000-42	Debt Database	Access database used to track and compile information about the City's debenture issue and current debt obligations. Information in the database includes by-law numbers for debenture issue by-laws, debenture maturity date, interest payments, installments for the Sinking fund, and data related to the annual debt charges. Used to prepare journal entries in SAP so that the accounts of City business units can be charged or credited as necessary.	EV0.7.D	Superseded or obsolete	Accounting Operations
	05-2000-50	External Audit Records	Records related to yearly financial audits of City records, performed by an external audit firm contracted to conduct audits for the City. Independent audits are used as a means to confirm and validate the calculations and projections outlined in the City's Annual Consolidated Financial Statements and the Budget Books. Records may include correspondence and email, spreadsheets, and other supporting documentation.	CY2.5.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	05-2000-70	Tax Receipt Issue Records	Records documenting the issue of tax receipts for donations or bequests made to the City or Board. Records may include appraisal reports, copies of receipts issued, and other supporting documentation.	CY2.5.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	05-2000-80	Reconciliation and Analysis Records	Records or reports generated by SAP, LGFS (Mainframe) system or by a third party (such as a bank), which provide summaries of transactions processed. Used to analyze transactions, reconcile transaction information against account information, to ensure accuracy, and to balance accounts. Includes billing reports, update reports, and account adjustment reports.	EV0.7.D	Project completed or terminated	COV - Office of Custody (OPR)
	05-2000-90	Warrant Reports and Financial Summaries	Reports submitted by the Director of Finance to the City Clerk for the information of Council. Includes warrants for payment and investing activity statements.	CY3.4.D	End of Calendar year in which record was created	City Clerk's Department (CC)

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
05-3000 Financial Management - Accounts Payable Records related to payments made by the City and Board to external agencies or individuals, including payments for the purchase of goods and/or services, payments related to the settlement of liability claims, and refunding of payments for property taxes, utilities, and by-law fines. Also includes records related to reimbursements to employees for travel and training expenses.	05-3000-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	05-3000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	05-3000-10	Vendor Payments Records	Records documenting payment on accounts with vendors who are contracted to provide equipment and supplies to the City or Board. Records may include payable invoices, spreadsheets, and printouts from SAP. Includes SAP data	CY2.5.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	05-3000-32	Sewer Unstop Bills	Records documenting reimbursements to residents for the cost of plumbing services. Reimbursements are issued in the event that sewer pipes become blocked due to City tree roots. Used to document any investigation into the complaint and to request that a reimbursement cheque be issued. Also used to flag the location for future preventative maintenance. Records include invoices, investigation reports, and correspondence.	CY2.5.D	End of Calendar year in which record was created	Water and Sewer Records - Engineering Services
	05-3000-50	Travel and Training Expense Records	Records documenting reimbursements to City employees for travel and training expenses incurred in relation to their job. Records include claim forms, copies of expense receipts, and invoices.	CY1.6.D	End of Calendar year in which record was created	Accounts Payable

	05-3000-51	Petty Cash Transaction Records	Records documenting disbursement of funds from petty cash accounts. Records include receipts and reconciliation reports.	CY2.5.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	05-3000-60	Tax Payment Records	Records documenting payment of provincial and federal taxes by the City, including the Goods and Services Tax (GST), Provincial Sales Tax (PST), and Non-resident Withholding Tax deducted from payments to non-resident contractors and consultants.	CY2.5.D	End of Calendar year in which record was created	Accounts Payable

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
05-3200 Financial Management - Payroll Records related to the payment of salaries or wages to City of Vancouver and Board employees. This includes records which document each employee's pay rate, hours worked, taxation levels, deductions, and any other information used to calculate an employee's gross and net pay for a given pay period, as well as their annual income and their eligibility for federal Employment Insurance. Also includes records related to direct deposit of paycheques into employees' bank accounts, and records used for reporting on the City's and Board's overall expenditures on salaries and wages.	05-3200-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	05-3200-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	05-3200-10	Payroll Action System	The Payroll Action System records information about City employees that affects their pay, such as: date of hire or rehire, reassignment, temporary or permanent changes in an employee's pay grade or status, nature and duration of leave, and date of termination of employment. Includes payroll action forms (eSAFs) and Compensation Authorization Forms (eCAFs).	EV2.0.D	System no longer in use or replaced	Payroll Services
	05-3200-20	Time Entry Records	Records documenting number of hours worked by employees in a given business unit, including overtime hours. Used for manager authorization prior to data entry into SAP. Records include sign-in books and any other documentation used to record working hours. Each time sheet is authorized by the Business unit manager prior to entry into SAP. Time sheets are stored electronically in VanDocs.	CY3.4.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	05-3200-21	Time Entry Reporting Records	Records used to summarize and verify time entry information for employees. Includes Time Entry Reports printed out from the SAP system.	CY2.5.D	End of Calendar year in which record was created	Payroll Services
	05-3200-30	Payroll Deductions	Records documenting deductions made from employee pay which are compulsory or optional for City employees. This includes statutory deductions for income tax, Canada Pension Plan, and Employment Insurance; deductions for union dues from employees who are in unionized positions; and deductions for benefits which are mandatory or optional for the employee's position. Also includes TD-1 and deductions for savings plans such as RSPs or RESPs; deductions for charitable contributions.	CY2.5.D	End of Calendar year in which record was created	Payroll Services
	05-3200-40	T4 Slips	Forms documenting annual gross and net income for each City employee as required by the Canada Revenue Agency. These electronic forms are used to report the following information every year for each employee: remuneration paid, taxable benefits and allowances, deductions withheld (including Canada Pension Plan premiums, Employment Insurance premiums, and income tax), and Pension Adjustment amounts. Online soft copies only are stored in SAP.	CY2.5.D	End of Calendar year in which record was created	Payroll Services
	05-3200-42	Record of Employment (ROE) Forms	Records that document and summarize an employee's E.I. eligible earnings and deductions. These forms (electronic) are given to an employee upon temporary suspension (for example, medical leave, maternity/parental leave, etc.) or termination of employment with the City of Vancouver, and a copy is retained by the City for reference.	CY2.5.D	End of Calendar year in which record was created	Payroll Services

	05-3200-60	Auxiliary Increments Database	Access database used to track hours worked at different pay grades by auxiliary employees. Used to ensure that auxiliary employees receive appropriate pay increases based on hours worked.	EV0.7.D	Superseded or obsolete	Payroll Services
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	Number	Classification Title	Notes	Retention Period	Trigger	OPR
05-4000 Financial Management - Accounts Receivable Records related to accounts billing and collection of payments by the City and Board for cost-recovery purposes. Includes collection of one-time and monthly payments owed for services such as street cuts, equipment rental, and encroachments. Also includes records documenting collection of payments resulting from claims made by the City and Board for vehicle or property damage, as well as records related to NSF cheques, overdue payments, and payments owing that have been written off as uncollectible.	05-4000-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	05-4000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	05-4000-10	Customer Master Records	Records related to the creation and maintenance of Customer Master accounts in the SAP system, which are used for external invoicing and billing purposes. Includes forms used to request Customer Master numbers for new clients, as well as correspondence and email.	EV3.4.D	Superseded or obsolete	Accounts Receivable
	05-4000-11	Receivables Billing Records	Records related to billing external clients for services rendered by City or Board departments; this includes work order billing, where the client's account is billed on a per work order basis, Development Cost Levies (DCLs), Community Amenities Contributions (CACs), and accounts which are billed on a monthly basis. It also includes records documenting billing by Board's to recover utilities and other charges. It does not include billing for property tax or utilities accounts. Used to issue invoices to clients and to reconcile invoicing and payment information against account information. Records may include background documentation on the account, work orders, invoices, and printouts from the SAP or LGFS (Mainframe) system. Also includes remittance reports and attached receipts.	CY2.5.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	05-4000-12	Rental and Lease Billing Records	Records related to billing and collection of lease and rental payments for market-rate residential and commercial properties owned by the City. Used to document receipt and processing of payments, and to reconcile transaction information against account information. Records may include spreadsheets, control reports, copies of cheques, cash receipts, printouts from the SAP or LGFS (Mainframe) system, and other supporting documentation.	CY2.5.D	End of Calendar year in which record was created	Real Estate Services (RES)
	05-4000-20	Damaged Property Claims Collection Records	Records related to the collection and processing of payments received as a result of claims by the City for damages to City-owned property, excluding vehicles.	EV2.5.D	Case closed or abandoned	Accounts Receivable
	05-4000-40	NSF Cheques	Records related to cheques written to the City or Board that have been dishonoured by the bank. Used to identify the account to which the cheque applies, reverse payment, and charge NSF fees to the account. Records include dishonoured cheques (originals and/or copies), printouts from the Mainframe and/or SAP system(s), and other supporting documentation.	CY2.5.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	05-4000-41	Receivables Case Files	Records documenting payments owed to the City or Board that are past due. Also may contain payments owed to the City or Board for delinquent accounts, which have been written off as uncollectible. May include correspondence and email related to the account, as well as printouts from SAP.	EV2.5.D	Case closed or abandoned	Accounts Receivable

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
05-4200 Financial Management - Taxation and Utilities Records related to the collection of money that is used by the City to provide services and infrastructure to Vancouver residents, property owners, and businesses. This includes the billing and collection of property taxes, water, sewer, and solid waste utility fees.	05-4200-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	05-4200-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	05-4200-10	Property Tax Account Records	Records related to billing and collection of payments for property taxes from Vancouver property owners, for all classes of property. Used to document all information pertaining to each property tax account, including: name, billing address, and other information about the property owner; assessed property value and taxation rate for the property; payment information, which may include application and approval for a Tax Installment Pre-payment Plan (TIPP) account; information about Home Owner Grants, Grants-in-Lieu, or other forms of property tax reductions or exemptions applied to the property; and information regarding circumstances which affect the amount of property taxes owed for a given taxation year, such as Local Improvement Projects, Business Improvement Areas, and subdivisions which occur during the taxation year. Also used as supporting documentation for any changes or adjustments made to the account during the year such as changes to the assessment on the property or grants that are added to the Tax Roll, as well as any administrative charges made against the account. Records may include correspondence and email, application forms, tax forms, cheques (originals and/or copies), and printouts from SAP. The majority of records in this classification are in Tempest. Other tax related correspondence is held in VanDocs	CY2.5.D	End of Calendar year in which record was created	Revenue Services
	05-4200-11	Tax Roll	Record of total property taxes owing on each property in the City of Vancouver for a given year. Includes information about the taxation rate, the assessed value of each property, and any deductions or exemptions that are applied to a given property. Also includes information on the registered owner, the legal address, and a physical description of each property. Does not include the Assessment Roll or Supplementary Assessment Rolls received from the British Columbia Assessment Authority.	CY2.5.A	End of Calendar year in which record was created	Revenue Services
	05-4200-12	Tax Sale Records	Records related to the City's sale of properties where the property tax payments are delinquent by more than two years. Tax sales are conducted by the City in November of each year. Records include copies of title certificates from the Land Title Office, correspondence related to notification of sale, spreadsheets, sales receipts, and redemption forms.	CY2.5.D	End of Calendar year in which record was created	Revenue Services
	05-4200-17	Other Taxing Authorities (OTA) Records	Records documenting the collection of levies by the City on behalf of Other Taxing Authorities (OTAs). Levies are collected via property tax billings, then distributed to the OTAs, which includes the Province, the Greater Vancouver Regional District, Translink, and other levels of government.	CY2.5.D	End of Calendar year in which record was created	Revenue Services

	05-4200-20	Utilities Account Records	Records related to billing and collection of payments for water, sewer, NEU and solid waste utilities accounts from Vancouver property owners or agents, for commercial and residential properties; also includes records related to commercial accounts for use of the landfill and transfer station. Used to document all information for each utilities account, including: name, billing address, and payment information for account holders; information about billing rates including accounts which qualify for special rates; date of establishment of the account; adjustments made to an account due to circumstances such as subdivision or conversion of property to a different type of use; and any rebates applied to the account. Also includes information on overdue payments which have been transferred to a property tax account or to Legal Services for collection. Records may include copies of applications for new service, file maintenance forms, adjustment vouchers, correspondence and email, water service record cards, and data stored in SAP. Records are maintained in Tempest.	CY2.5.D	End of Calendar year in which record was created	Revenue Services
	05-4200-21	Water Service Application Records	Records documenting applications for new water service for properties in Vancouver. Used to document the initial installation of water service to the property. Records include water service cards and electronic data.	CY2.5.A	End of Calendar year in which record was created	Revenue Services
	05-4200-23	Vacancy Tax Program	Records generated in the course of reviewing completed property status declarations submitted by residential home owners in accordance with the Vacancy Tax by-law. Includes reviews and audits of property tax declarations; reviews of complaints submitted by registered owners to the vacancy tax office; determinations; reviews by vacancy tax review panel; and, all supporting information and evidence collected. Note: Property status declaration forms are filed in Tempest with related property tax account records. Use 05-4200-10 for property tax account records Use 06-6000-31 for by-law prosecution case files	EV2.2.D	Resolution of audit, complaint, and or review	Revenue Services

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
05-4250 Financial Management - Revenue Records documenting the collection of money that is used by the City and Board to provide services and infrastructure to its users. This includes programme and admission fees, concession and other retail sales, golf course green fees, marina moorage fees, and facility rentals.	05-4250-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	05-4250-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	05-4250-10	Retail Sales Records	Records documenting the revenue generated at facilities from sales of goods and food, including concessions, and gift shops, as well as fee and fine collection, photocopy services, subscription and visitor cards. Records may include daily cash records, photocopier remittance forms, cash counts, refund floats, and receipt books.	CY2.5.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	05-4250-20	Programme and Admission Fee Records	Records documenting the revenue generated from all programme and admission fees. These include revenue from programmes offered at libraries and community centres. Records include fees and charges, ticket issue logs, free passes log book, cash counts, refund floats, pass sales, registration receipts, and refund vouchers.	CY2.5.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	05-4250-30	Facility Rental and Lease Fees	Records documenting the revenue received from the rental or lease of any facility, including rooms, berths, restaurants, fields, and picnic sites. Includes records of revenue received from fees. The SAP Rental Billing (REFX), which records all rentals leases, billings and payments, was implemented in 2007.	CY2.5.D	End of Calendar year in which record was created	Revenue Services

	05-4250-31	Parking Revenue Records	Records related to revenue from fees charged for parking in Vancouver. This includes revenue from parking meters, fees charged for parking permits, and revenue generated by off-street parking facilities which are managed in conjunction with the Parking Corporation of Vancouver (EasyPark) . Also used to manage contracts for parking services in City Parks. Used to record deposit information, balance accounts, credit the appropriate business unit accounts, and reconcile transaction information against account information. Records include receipts, invoices, copies of cheques, reconciliation reports, deposit books, and other supporting documentation.	CY2.5.D	End of Calendar year in which record was created	Transportation Division (TD)
	05-4250-50	EPOS Database	System that captures daily sales at concessions, pitch and putts, children's train, and pools. Data is used to generate reports of sales by item and sales by hours open. Data is entered from the A-form, which is the official record.	EV0.7.D	Superseded or obsolete	0

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
05-5000 Financial Management - Grants Management Records related to the management of grants by City and Board business units. This includes grants given out by the City and Board to external agencies or individuals, as well as grants that City and Board business units apply for from external organizations or other levels of government.	05-5000-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	05-5000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	05-5000-10	Payable Grants Application Case Files	Records documenting the process of determining who receives a grant from the City of Vancouver. Includes any grant from all City departments payable to the applicant. Records include the grant application, background information, previous funding paid by the City, history of the applicant, and all related documentation necessary to make the final decision. Grant types include service, cultural, and capital.	EV5.10.D	Case closed or abandoned	COV - Office of Custody (OPR)
	05-5000-11	Grants Allocation Records	Records documenting the allocation of funds to a City or Board business unit for the purpose of paying out grants. Records may include correspondence and email, as well as SAP data and printouts.	CY3.4.D	End of Calendar year in which record was created	Financial Planning and Analysis
	05-5000-12	Grants Payment Records	Records documenting the payment of grant monies by the City to external agencies or individuals. Used to debit the grant payment from the appropriate business unit account and to request that a cheque be issued. Includes SAP data and printouts.	CY2.5.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	05-5000-13	Payable Grant Adjudication Records	Records documenting the adjudication process of advisory boards and staff for grants provided by the City. Included are process documentation, scores, and final recommendations to Council. May also include minutes.	EV1.6.D	Grant relationship ended	COV - Office of Custody (OPR)
	05-5000-20	Receivable Grants Application Case Files	Records documenting the application and receipt of grant monies by the City or Board from external agencies or individuals. May be used to credit the grant payment to the appropriate business unit account and or to monitor expenditures for reporting purposes. May include SAP data and printouts, and other material used in support of writing grant proposals.	EV2.5.D	Case closed or abandoned	COV - Office of Custody (OPR)

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
05-6000 Financial Management - Finance and Performance Measurement Records related to the measurement of financial performance. This includes financial analysis, advanced metrics, business intelligence tools, and service planning.	05-6000-01	General Records	Use ONLY for records which do not fit into a more specific secondary within this primary. Value for Money Analysis that do not result in a Benefits Realization plan may be filed here. This classification is regularly audited for compliance.	CY1.6.D	End of Calendar year in which record was created	Financial Planning and Analysis
	05-6000-02	Reference Material	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.	EV0.7.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	05-6000-10	Service Planning Records	Records related to annual service planning by departments and boards that align with the budget cycle. Includes service plans which describe the service, plans and accomplishments, financial information and metrics.	CY2.5.D	End of Calendar year in which record was created	Financial Planning and Analysis
	05-6000-11	Benefits Realization Records	Records related to the benefits realization process that describes the financial and non-financial benefits of a project. Used to produce a Benefits Realization Plan (BRP) that is used for accountability and consensus on outcomes. Includes value for money analysis, meeting minutes, status reports, and presentations.	EV2.13.D	Project completed or terminated	COV - Office of Custody (OPR)
	05-6000-12	FPM Project Case Files	Records related to projects that support the delivery of finance and performance management. Includes project plans and budgets, meeting agendas and minutes, correspondence, reports, and other records related to the project. Records arranged by project.	EV2.5.D	Project completed or terminated	Financial Planning and Analysis
	05-6000-14	City Revenue Opportunities	Records related to the assessment of all new and existing services for which the City can charge fees. Existing services may include but are not limited to rezoning fees, trades permits, development permits, film and special events permits, sign permits, and licenses. Fee reviews and other revenue assessments may be used as a basis for setting fees and inform the budgeting process. Records include correspondence, data collection notes, comparison studies, reports, etc.	CY2.13.D	End of Calendar year in which record was created	Financial Planning and Analysis
	05-6000-15	Performance Measurement	Records related to measuring metric performance (non-financial and financial) across the City (by department or City-wide). Includes dashboard files by department which monitor annual, quarterly and monthly service metrics as well as metric lists, trackers, performance maturity assessments and other performance measurement analyses and files.	EV2.13.D	Completion of the reporting cycle	Financial Planning and Analysis

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
05-6050 Financial Management - Development and Fundraising Records related to the development of corporate sponsorships and fundraising through donor programmes. Records include the gift for parks programme records along with donor information (name, address, phone number, banking information, amount donated), gift donated (park bench, picnic table, tree, etc.), plaque inscription, correspondence and contracts with donors, and communication with Park Board and Vancouver Public Library staff involved with the installation of the gifts/amenities. All donor data gets input into a database for quick reference. This	05-6050-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	05-6050-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	05-6050-10	Fundraising Case Files	Records documenting fundraising activities and projects.	EV2.5.A	Case closed or abandoned	COV - Office of Custody (OPR)
	05-6050-20	Corporate Sponsorship Records	Records documenting relationships between the City or Board and corporate sponsors, including the administration of agreements to sell products or provide services on City property. Records relate to guidelines, accounting practices, use of received funds, and other subjects relevant to specific agreements. Records include board, financial, and consultant reports, correspondence, and copies of agreements.	CY2.8.D	End of sponsorship relationship	COV - Office of Custody (OPR)

secondary may also include records related to the corporate sponsorship programme, which documents the relationship that has been established between the Park Board, Vancouver Public Library and various corporate sponsors that are granted permission to sell their products on Park Board and Vancouver Public Library property.	05-6050-30	Donor Records	Records related to donations to a Board or a programme. Records document donations and gifts for which charitable tax receipts may be issued. Donations made to fund raising campaigns, programmes, foundations, legacies, gift programs, and specific funds may come in a variety of forms such as security and estate gifts, endowments, and one-time cash contributions. Use 05-6050-31 for significant donations of lands and trust.	EV2.5.D	Donation finalized	COV - Office of Custody (OPR)
	05-6050-31	Lands and Trusts	Records documenting donations of real property, trust agreements, or legacies of significant value, made to the City.	EV2.5.A	Asset disposed of or termination of trust agreement	COV - Office of Custody (OPR)

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
05-9100 Financial Management - Office of the Director Of Finance Records related to the corporate financial administration functions of the office of the Director of Finance as outlined in the Vancouver Charter, which includes the management of the departments that fall under the Financial Services Group. Used by the GM/Director primarily for reference purposes, in support of reporting on the financial implications of departmental activities, departmental budgets and financial planning, and the involvement of Financial Services departments in projects and programmes undertaken by the City or Board. Also includes records related to financial agreements between the City, Board, and various external agencies, and high-level financial analysis of City or Board operations.	05-9100-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	General Manager - Financial Services Group (FSG)
	05-9100-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	General Manager - Financial Services Group (FSG)
	05-9100-10	City Finance Records	Records related to the development of the annual operating and capital budgets for the City. Used for reference and analysis purposes. Records may include departmental service inventory reports and departmental budget reports.	CY2.5.A	End of Calendar year in which record was created	Director - Financial Planning and Analysis - Corporate
	05-9100-20	Committee Records	Records related to the role of the Director of Finance as liaison and advisor to City Council on matters of City finances. Also includes records related to committees where the General Manager of Finance is a member. Used for reference and analysis purposes. Records include copies of agenda and minutes, and notes.	CY10.0.A	End of Calendar year in which record was created	General Manager - Financial Services Group (FSG)
	05-9100-30	City Project Records	Records related to the financial aspects of projects undertaken by the City. Used for reference and analysis purposes. Records may include project charters, reports, correspondence and e-mail, records of steering committees, and presentations.	EV2.5.A	Project completed or terminated	General Manager - Financial Services Group (FSG)
	05-9100-31	City Programmes Records	Records related to financial aspects of on-going programmes undertaken by City departments, including programmes undertaken in partnership with external agencies. Records may include communications, reports, copies of service agreements, and reference material.	EV2.5.A	Programme terminated	General Manager - Financial Services Group (FSG)
	05-9100-50	Financial Audit Records	Records related to audits of the City's finances and its annual financial statements. Used for reference and analysis purposes. Records include reference copies of audit reports, procedure manuals, copies of records related to RFPs for external audit services, and correspondence.	CY2.5.A	End of Calendar year in which record was created	Director - Financial Services
	05-9100-51	City Department Reference Records	Records related to the operations and high-level financial management of City departments. Used by the office for reference and analysis purposes, as part of strategic financial planning for departments and for the City as a whole. Records include correspondence and email, reports, notes, and other supporting documentation.	CY2.5.A	End of Calendar year in which record was created	Director - Financial Planning and Analysis - Corporate

06 - Legal Affairs and Risk Management

The Legal Affairs and Risk Management function group relates to the management of the City's or Board's legal obligations and responsibilities and to the conduct of its legal activities, including provision of advisory and litigation services, and the mitigation of risk to the City and Board's. It includes activities related to legal agreements, contracts, insurance policies, physical security, claims handling, and debt collection. It also includes City-wide programmes for emergency preparedness and emergency response and recovery.

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
06-0100 General Records that are of a general nature, and for which no suitable classification code exists under this section.	06-0100-01	Transitory Records	Records that are of a general nature, and for which no suitable classification code exists under this section. Use ONLY for records which do not fit into a more specific secondary classification AND may be routinely destroyed after one year because they are of no further business, fiscal or legal value. Note: This classification is regularly audited for compliance.	CY2.0.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
06-1000 Liability Management Records related to the management of the City's or Board's liability for personal injury or damage to property not owned by the City, as well as claims made by the City or Board for damage to City property. Includes records which document incident investigations, filing and settlement of liability claims, and claims which proceed to civil litigation. Also includes records related to motor vehicle accidents involving City vehicles.	06-1000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	06-1000-11	Incident Reports	Reports which document any incidents in City facilities or on City property, including parks and community centres, that resulted in personal injury to visitors or damage to personal property; this includes, but is not limited to, incidents alleged to have been caused by City negligence. Used as supporting documentation in the event that a liability claim arises out of the incident, and for reference purposes.	CY2.18.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	06-1000-20	Property Claims Reports	Records related to the City's first party claims for loss or damage to City property. Used to document the details of the property loss or damage, assessment of eligibility for the claim, and any corrective measures taken as a result of the claim. Records include claim forms; proof of loss documentation such as receipts, photos, witness statements, and reports from Fire, Police, or Security personnel; cost estimates for replacement or repair work; and settlement or denial, including invoices, documentation. This includes payments on claims and SAP data.	EV2.6.D	Case closed or abandoned	COV - Office of Custody (OPR)
	06-1000-21	Liability Claims Case Files	Records related to third party liability claims made against the City for bodily injury, death, property damage, or financial loss, alleged to have been caused or contributed to by City operations or activities. Records are used to document the claims cycle, including the initiation of a claim, details of the incident, investigation, assessment of the legitimacy of the claim and the level of the City's liability in the matter, settlement or denial of the claim, and any corrective measures taken in relation to the claim. Records may include written notice of claims and acknowledgement letters; investigative documentation such as photos, site sketches, maps, reports from Fire and/or Police personnel, medical reports, witness statements, consent and/or waiver forms, interview notes and reports; proof of loss or damage documentation including invoices and receipts; estimates for replacement or repair work; settlement or denial correspondence, including settlement or expense payment records; and other supporting documentation. May also include copies of documents from other City business units used to provide technical and/or historical information related to the claim.	CY.3.19.D	End of Calendar year in which record was created closed	Risk Management

	06-1000-23	City Vehicle Claims Case Files	Records related to incidents involving use of City-owned and licensed vehicles. Used to document details of the incident, assessment of liability, and settlement or denial of the claim. Records include Vehicle Accident Reports (LL8 forms), notification of claim to ICBC, documents related to City investigation and liability assessment, and liability decision letters from ICBC; may also include Police reports, correspondence and e-mail, notification by third parties involved, concurrence or dispute resolution documentation, and settlement confirmation documentation.	EV2.8.D	Case closed or abandoned	COV - Office of Custody (OPR)
	06-1000-30	Collection Claims Case Files	Records related to collection for damage to City property or costs incurred by the City as a result of the actions of a third party. Used to document details of the incident and any subsequent investigation, assessment of liability, and settlement or denial of the claim. Records may include Police reports; documents related to notification of the incident and notice of claim; proof of loss or damage including receipts, photos, and witness statements, replacement or repair work cost estimates; concurrence or dispute resolution documentation; and settlement confirmation documentation.	EV2.5.D	Case closed	Risk Management
	06-1000-40	Claims Summary Reports	Reports related to claims history for all City claims including but not limited to third party liability claims against the City for bodily injury, death, property damage, financial loss, auto claims, marine claims, and accident or death claims for elected officials or volunteers. Used for inter-departmental notification and external reporting to the City's insurers; may also be used for claims trend analysis.	CY2.48.D	End of Calendar year in which record was created	Risk Management

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
06-1200 Legal Affairs and Risk Management - Risk Analysis and Mitigation Records related to the administration and management of the City's or Board's insurance, self-retention, and risk transfer programmes. This includes records documenting the negotiation and administration of the City's commercial insurance policies, the administration of self-insurance reserves, and compliance with guidelines for risk transfer; it also includes records related to analysis of the City's property and liability risks arising out of asset ownership and operations, or assumed through contracts.	06-1200-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	06-1200-10	Insurance Policy Records	Records related to insurance policies held by the City of Vancouver and the Park/Library Board. Includes policies for property, automobiles, marine facilities, special events or programmes, and accident, dismemberment or death for volunteers and elected officials. Records include copies of policies, statement of insured values, correspondence, insurance applications, surveys, and other supporting documentation related to the negotiation of new policies and the renewal of existing policies.	CY2.48.D	End of Calendar year in which record was created	Risk Management
	06-1200-11	Insurance Certificate Records	Records related to certificates issued for the City of Vancouver project or agreement required by a third party as proof of insurance.	CY2.20.D	End of Calendar year in which record was created	Risk Management
	06-1200-21	Property Asset Records	Records related to the City's or Board's insurance needs arising out of asset ownership and operations. Used to document insurable values of City-owned properties and assets, as well as any other property or assets which the City or Board has a responsibility to care for and insure. Records include the statements of values, list of named insureds, property appraisals or valuations, correspondence, and other supporting documentation. Records that are related to individual properties should be filed in 02-1000-21	CY2.48.D	End of Calendar year in which record was created	Risk Management
	06-1200-40	Risk Consultation Program and Project Case Files	Records related to advice and consultation services on risk assessment and risk management, provided to City or Board departments by request. Used to document options and recommendations provided to departments, including insurance, risk transfer, and loss prevention measures. Records include risk assessment/referral forms, full or partial copies of contracts, and other supporting documentation.	EV2.5.D	Project completed or terminated	Risk Management

	06-1200-41	Risk Consultation Records	Records of a routine nature related to advice and consultation services on risk assessment and risk management, provided to City or Board departments by request. Used to document options and recommendations provided to departments, including insurance, risk transfer, and loss prevention measures. Records include risk assessment/referral forms, full or partial copies of contracts, and other supporting documentation.	CY2.5.D	End of Calendar year in which record was created	Risk Management
	06-1200-42	Compliance Management Project Records	Records related to compliance initiatives to identify, manage, measure, and report on City departments' compliance with rules, laws, policies, and standards of governance at the federal, provincial and municipal level. Compliance projects are strategic by nature and cover a broad range of risks including safety, financial, reputation, and criminal or civil liability. Records include correspondence, consultation, advice documentation, memorandums, reports, project timelines and execution plans, and project meeting minutes. They may also include council reports, safety reports, financial summaries, and contracts.	EV2.8.A	Project completed or terminated	Risk Management
	06-1200-50	Waivers-Adults	Forms documenting the release of the City from liability, in relation to public participation in activities or events run by the Park Board or other City departments. Forms are signed by participants to indicate their consent to the waiver.	CY2.13.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	06-1200-51	Waivers-minors	Forms documenting the release of the City from liability in relation to public participation of minors in activities or events run by the Park Board or other City departments. Forms are signed by participants' parents or legal guardians to indicate their consent to the waiver.	EV3.4.D	Age of Majority	COV - Office of Custody (OPR)

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
06-2000 Legal Affairs and Risk Management - Emergency Preparedness Records related to the development and management of the City of Vancouver's emergency preparedness programmes. This includes the Vancouver Emergency Plan and programmes for the City or Board administration, as well as public awareness programmes that the City or Board sponsors or participates in.	06-2000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	06-2000-10	Vancouver Emergency Plans	Authorized, unabridged copies of the Vancouver Emergency Plan document, which is required under the provincial Emergency Program Act and the Local Authority Emergency Management Regulation. The purpose of the plan is to provide an outline for co-ordinated response and recovery in the event of an emergency or disaster affecting the City of Vancouver; it also provides information on the roles and responsibilities of City departments and agencies in relation to emergency planning and response, including resumption of business operations. Also includes plans for an alternate City Hall site.	EV2.18.A	Superseded or obsolete	Vancouver Emergency Management Agency
	06-2000-12	Vancouver Emergency Planning Development Records	Records related to the development, drafting and approval of the Vancouver Emergency Plan, including amendments and updates. Records may include correspondence and email, notes, draft versions of the plan document, and other supporting documentation.	EV0.7.D	No longer required for business purposes	Vancouver Emergency Management Agency
	06-2000-20	Emergency Management Committees Records	Records related to the City's Emergency Management Committee, as mandated by the provincial Emergency Program Act, or any other emergency committee created to address Emergency Planning. The committees provide overall direction for emergency planning and disaster preparedness for the City and the region. Record types include correspondence and emails, agenda, minutes, and reports.	CY2.5.A	End of Calendar year in which record was created	Vancouver Emergency Management Agency
	06-2000-30	Public Awareness Programme Records	Records related to public awareness programmes and campaigns to promote emergency preparedness and to disseminate information about the City's emergency preparedness and disaster recovery programmes. Records include master copies of promotional materials and ephemera, meeting minutes, and text for advertisements or web-based documents.	EV0.7.D	Programme terminated	Vancouver Emergency Management Agency

	06-2000-31	Education and Training Course Records	Records related to the development and delivery of courses in emergency preparedness. This includes courses and workshops offered to the public through the Neighbourhood Emergency Preparedness Program (NEPP) or through Fire and Rescue Services, and training provided to City employees in personal, family and work emergency preparedness. Includes training courses for emergency response personnel. Records include master copies of course outlines and teaching materials, registration lists, and training event schedules.	EV2.5.D	Course no longer offered	Vancouver Emergency Management Agency
	06-2000-40	Emergency Social Services Programme Records	Records documenting the Emergency Social Services programme, which includes community based teams and partner agencies. The programme provides for various needs of evacuees in a disaster or emergency situation, including managing reception centres and shelters. Records include the ESS plan, community team records, partner service agency agreements, ESS minutes, and incident responses.	CY3.7.A	Programme terminated	Vancouver Emergency Management Agency
	06-2000-42	Emergency Plan Volunteer Records	Records documenting the volunteers for the ESS programme, Vector (volunteer amateur radio users), and Neighbourhood Emergency Preparedness Program instructors. These include registration forms, call-out lists, team lists, and contact information. Volunteer information is also maintained in an Excel spreadsheet and databases.	EV2.5.D	Superseded or obsolete	Vancouver Emergency Management Agency
	06-2000-43	HUSAR Deployment System	Database used to provide current contact information on emergency personnel in order to coordinate their assignment during an emergency. Also includes home and office contact information, qualifications and training, and other information necessary to effectively respond to an emergency.	EV2.5.D	Superseded or obsolete	Vancouver Emergency Management Agency
	06-2000-50	Emergency Programme Records	Records documenting the development and administration of Emergency programmes and initiatives, such as operational readiness, hazard risk communication, emergency preparedness, and community resilience. Records include correspondence and email, notes, programme documentation, and other supporting material. Does not include the Vancouver Emergency plan.	CY2.13.A	End of Calendar year in which record was created	Vancouver Emergency Management Agency
	06-2000-51	Seismic Hazard Mitigation Program Records	Records relating to the seismic hazard mitigation program for high-risk buildings in Vancouver. Records include the development of a long term strategy to prepare for and reduce the impact of a major earthquake on our seismically vulnerable buildings. Program mandates include education, providing incentives, enacting by-laws, and identifying a modest level of upgrading.	EV2.8.A	Project completed or terminated	Building Policy Branch
	06-2000-55	Emergency Project Records	Records documenting emergency management related projects. Projects may be part of a programme or a stand-alone project. Records may include correspondence, notes, project charters, project close out documents, and other supporting material.	EV2.13.A	Project completed or terminated	Vancouver Emergency Management Agency
	06-2000-60	Business Continuity Management	Records related to business continuity planning and the development and maintenance plans for responding to localized business disruptions, treating risk and resuming business. Documents may include business impact assessments, analyses, business continuity plans, assessments, facilities information, correspondence with internal and external stakeholders, call trees (emergency contact lists), response frameworks and escalation procedures.	EV1.6.A	Superseded or obsolete	Risk Management

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
06-2200 Legal Affairs and Risk Management - Emergency Response Records which document the City's or	06-2200-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)

Board's response to emergency events. Includes records related to the development of emergency response procedures and protocols, as well as documentation of real events. Also includes records related to live training exercises for emergency response personnel.	06-2200-12	Emergency Event Records	Records which document plans, specifications, operations during an emergency (scheduled or non-scheduled) including protocols and procedures for the City of Vancouver and Boards to provide emergency response and recovery for emergencies. Examples of such events may include bomb threats, blackouts, riots, earthquake, pandemic, or any other disaster that would require the activation of the Emergency Operations Centre. Includes approved protocol documents. Record types may also include draft versions of protocols, notes, and other supporting documentation related to protocol and procedure development. Also may include responses to disasters of a local nature that may require coordination of staff and resources.	EV2.48.A	Event concluded or cancelled	Vancouver Emergency Management Agency
	06-2200-30	Vancouver Emergency Operations Centre- Technical Specification Records	Records related to hardware and software specifications, network configurations, and data protection requirements for the Vancouver Emergency Operations Centre (VEOC). Used to document security protocols and procedures for the VEOC local area network, as well as the transfer of data between the main city network and the VEOC. Records may include reports, correspondence and emails, and technical manuals.	EV0.7.D	Superseded or obsolete	Vancouver Emergency Management Agency

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
06-4000 Legal Affairs and Risk Management - Internal Auditing Records related to internal audits of City or Board business units, a process used to examine and evaluate the current business practices of an individual City and Board business unit or office. Includes records documenting the planning process for an audit of an office, as well as the results of an audit.	06-4000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	06-4000-10	Internal Audit Case Files	Records which document the planning and implementation of internal audits of individual City business units. Includes records related to audit plans, samples used to perform the audit, discussions with auditee(s), and working documents used to develop the final audit report. Records may include reports, correspondence and e-mails, minutes, notes, and other supporting documentation.	EV3.4.D	Case closed or abandoned	Internal Audit
	06-4000-11	Internal Audit Reports	Reports created after the completion of an internal audit of a City business unit. Used to provide senior management with information related to the current state of business practices in a given business unit and the identification of any weaknesses in internal controls over those business procedures, and to identify possible corrective measures.	CY2.5.A	End of Calendar year in which record was created	Internal Audit

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
06-5000 Legal Affairs and Risk Management - Security Records related to the provision of security services at the City or Boards. Includes records related to building, property, and personal security. Also includes records related to the administration of employee keycard passes and parking permits.	06-5000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	06-5000-10	Security Incident Reports	Records documenting incidents at civic facilities which require the involvement of security personnel. Examples of such incidents may include alarm activations, theft, vandalism, or public disturbances. Reports are used to collect information about the incident, including name of person(s) involved, location of the incident, and in the case of theft, information about the stolen item(s). Replaced by Perspective Incident Management System which tracks maintenance, alarm, security and safety related incidents. May also be used in Litigation or Civil/Criminal proceedings.	CY2.13.D	End of Calendar year in which record was created	City Protective Services
	06-5000-11	First Aid (non-staff) Records	Records documenting the provision of first-aid treatment to visitors, members of the public, or other individuals who are not City employees, where the incident occurred on City property and treatment was provided by City staff.	CY2.18.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)

	06-5000-12	Daily Shift Reports	Forms filled out by security personnel to document their activities during their shift. May be used for reference purposes if an incident occurs, to determine who was on shift and their respective locations at the time of the incident. Also includes key control register, Olympic flag check register and Articles found register.	CY1.6.D	End of Calendar year in which record was created	City Protective Services
	06-5000-13	Security Issues Records	Records relating to security concerns or issues. Used to inform staff about particular matters or individuals in order to ensure that appropriate precautionary safety measures are met, and to monitor ongoing issues. May include log books, memos, reports, and other related documentation. Due to the fact that these records are retained throughout the organization it is required that any user saving into this classification must ensure that security has been set correctly.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	06-5000-20	Card Access and Photo ID Request Forms	Forms filled out by City employees to request an employee photo identification badge and access to civic facilities via the keycard entry system. Used for data entry purposes for the Keyscan system.	EV0.7.D	Data entered	City Protective Services
	06-5000-21	Keyscan Database	Database containing information on building access rights for all City employees. Also used to track entry and exit from civic facilities.	EV0.7.D	Superseded or obsolete	City Protective Services
	06-5000-22	Photo Database	Database containing digital photos of all City employees. Used to print photos on employee ID cards. Linked to Keyscan database.	EV0.7.D	Superseded or obsolete	City Protective Services
	06-5000-23	Marina Security Access Databases	Databases used to administer access and security to the Park Board Public Marinas, including floats and parking lots.	EV0.7.D	Superseded or obsolete	0
	06-5000-35	Site Case File Folders	Records related to the provision of security services for the City or Boards. Includes records related to security incidents, threat risk assessments, evaluations, surveys, and photographs	EV0.7.D	Case closed or abandoned	City Protective Services
	06-5000-40	Security Sign-in Logs	Records documenting the entry and exit of people, including City employees, from various offices. Used in some offices for security purposes to record who is in the office at a given time, including staff members who are in the office outside of regular work hours. May also be used in the event of an emergency to ensure that everyone is evacuated safely. Includes sign in dates, times and signature. Due to the fact that these records are retained throughout the organization it is required that any user saving into this classification must ensure that security has been set correctly.	CY0.7.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	06-5000-41	CCTV Recordings	Footage from cameras stationed at various civic facilities and other points in the city. Used to monitor activities for security and public safety purposes, including the protection of City assets and property from damage or theft. Due to the fact that these records are retained throughout the organization it is required that any user saving into this classification must ensure that security has been set correctly.	EV.1.0.D	Date reviewed	COV - Office of Custody (OPR)

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
06-6000 Legal Affairs and Risk Management - Legal Services Records related to the provision of legal services to the City or Board. Records relate to the City's or Board's involvement in litigation, drafting by-laws, by-law prosecutions, debt collection proceedings, and bankruptcy proceedings. Also includes records related to legal opinions provided to City departments or Boards. Does not include records related to agreements entered in to by the City.	06-6000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	06-6000-20	Bankruptcy Case Files	Case files documenting the City's involvement in bankruptcy proceedings in which it has a potential claim on the assets of the bankrupt party. Does not include collection of debts unrelated to bankruptcy proceedings.	EV1.6.D	Case closed	Legal Services
	06-6000-30	By-law Consultation Case Files	Case files documenting the provision of advice on the preparation of and proposed amendments to by-laws, prior to submission to Council. Records contain draft by-laws, memos, correspondence and other supporting documents.	EV2.0.D	By-law repealed	Legal Services
	06-6000-31	By-law Prosecutions Case Files	Records related to defending challenges to the City's bylaws and regulations; prosecuting by-law violations; and Council resolutions by way of injunction and prosecution. Records include memos, correspondence, investigation reports, court documents, and other supporting documentation	EV1.9.D	Case closed	Legal Services

	06-6000-40	Collections Case Files	Case files documenting the collection of money from external parties including employees. Does not include collections related to bankruptcy proceedings. May include invoices and by-law fines.	EV2.5.D	Case closed	Legal Services
	06-6000-50	Labour Case Files	Case files related to the City's involvement in litigation and other legal proceedings that are chiefly matters of labour law.	EV1.14.A	Case closed	Legal Services
	06-6000-60	Litigation Files: Non-Significant	Case files documenting litigation involving the City or Board, including breach of contract, injunctions, personal injury, property damage, and other matters before the courts. Also includes records held by the DG where particular court cases involved employees of the VPL system.	EV1.14.A	Case closed	Legal Services
	06-6000-65	Litigation Files: Significant	Case files documenting litigation involving the City, the Park Board, VPD, or Library Board, deemed significant by the responsible lawyer.	EV2.48.A	Case closed	Legal Services
	06-6000-70	Litigation Files: Advice	Records documenting legal advice on litigation matters that is not related to a specific court matter.	EV2.28.A	Case closed	Legal Services

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
06-6200 Legal Affairs and Risk Management - Legal Agreements Records related to agreements entered into by the City of Vancouver or Board. Includes case files related to preparation and review of agreements, as well as final versions of agreements maintained by the City Clerk's or Board's office.	06-6200-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	06-6200-10	Civic Agreements	Authoritative copies of all agreements entered into by the City of Vancouver or Board, maintained by the City Clerk or Board. Includes contracts, leases, indemnities, encroachments, crossings, and other agreements. Agreements are assigned eight digit sequential numbers by the AIS system. For the Agreements Index (AIS) use the General classification in this secondary.	EV0.10.A	Expired or terminated	Access to Information and Privacy
	06-6200-20	Solicitor Files: Corporate	Case files documenting the preparation and creation of contracts, indemnities, and other agreements between the City and other parties related to procurement, incorporations and corporate filings for City entities. Two copies of final agreements are created. One copy is retained in the case file, one copy is retained by the City Clerk's office.	EV1.14.A	Contract expired or terminated	Legal Services
	06-6200-25	Solicitor Files: Rezoning and Development	Records documenting the provision of real estate rezoning and development agreements and advice relating to the City's land rights and interests, including the regulation of land development, drafting of by-laws, securing public benefits and the delivery of engineering infrastructure.	EV2.18.A	Building demolished / completion of new development based upon new zoning application	Legal Services
	06-6200-30	Conveyancing Case Files	Records documenting the transfer of property either to or from the City. May include more than one agreement per case as different properties may require several agreements with different parties.	EV2.48.A	Case closed or abandoned	Legal Services
	06-6200-35	Solicitor / Corporate Advice	Records documenting legal advice on matters not related to a specific contract or development.	EV2.28.A	Case closed	Legal Services

07 - Human Resources Management

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	Classification Title	Notes	Retention Period	Trigger	OPR
07-1000 Collective Bargaining 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.	07-1000-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	07-1000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	07-1000-10	Collective Agreements	Master copies of ratified collective agreement documents, which outline the terms and conditions of employment governing unionized positions at the City or Board.	EV20.48.A	Agreement superseded, expired or cancelled	HR - Business Partnerships and Labour Relations
	07-1000-11	Memoranda of Agreement (MOAs)	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.	EV20.48.A	Agreement superseded, expired or cancelled	HR - Business Partnerships and Labour Relations
	07-1000-12	Letters of Understanding/Agreement (LOUs / LOAs)	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.	EV10.50.D	No longer required for business purposes	HR - Business Partnerships and Labour Relations
	07-1000-13	Certification Agreement Records	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.	EV10.50.D	Union decertified	Human Resources
	07-1000-20	Collective Bargaining Records	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.	EV10.50.A	No longer required for business purposes	HR - Business Partnerships and Labour Relations

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
07-1200 Human Resources Management - Employee and Labour Relations 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	07-1200-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	07-1200-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)

<p>Agreements (CBAs). This includes records 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.</p>	07-1200-10	Employee Records	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 (i.e. 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.	EV1.9.D	Employment terminated	Human Resources
	07-1200-11	Employment Contracts	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.	EV1.9.D	Employment terminated	Human Resources
	07-1200-12	Student Work Placement, Volunteer Case Files	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.	EV1.9.D	Employment terminated	COV - Office of Custody (OPR)
	07-1200-13	Attendance Management Records	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.	CY5.5.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	07-1200-14	Attendance Management Case Files	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.	EV0.10.D	Case closed or abandoned	COV - Office of Custody (OPR)
	07-1200-15	Temporary Foreign Worker Case Files	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.	EV2.5.D	Status change or permit expired	Human Resources
	07-1200-20	Grievance Case Files-individual	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.	EV10.50.A	Case closed or abandoned	Human Resources

07-1200-21	Grievance Case Files-policy	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.	EV10.50.A	Case closed or abandoned	Human Resources
07-1200-22	Grievance Case Files-classification	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.	EV1.14.A	Case closed or abandoned	Human Resources
07-1200-23	Arbitration Awards and Legal Opinions	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.	EV5.10.D	No longer required for business purposes	Human Resources
07-1200-30	Labour Issue Records	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.	EV5.10.D	Issue resolved or abandoned	Human Resources
07-1200-31	Human Rights Complaints Case Files	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.	EV10.10.A	Case closed or abandoned	Human Resources
07-1200-32	Employee Relations Case Files	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.	EV2.23.D	Case closed or abandoned	Human Resources
07-1200-40	Complaints and Investigation Case Files	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.	EV1.14.A	Case closed	Equity Office
07-1200-41	Whistleblowing Case Files	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 annually to the City Manager and City Council.	EV1.14.A	Case closed or abandoned	Human Resources
07-1200-50	Union Relations Records	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 to collective bargaining or the drafting and approval of collective agreements.	EV2.18.D	Project or committee obsolete	Human Resources
07-1200-60	Reports and Data Analysis records	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.	CY2.18.D	End of Calendar year in which record was created	HR - Office of the CHRO

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
07-2000 Human Resources Management - Training and Organization Development 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.	07-2000-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	07-2000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	07-2000-10	Training-course Material and Development Records	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.	EV2.8.D	Course no longer offered	HR - Organizational Development and Strategic Initiatives
	07-2000-11	Training-session Records	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.	CY2.5.D	End of Calendar year in which record was created	HR - Organizational Development and Strategic Initiatives
	07-2000-12	Training-external Course Records	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.	EV2.5.D	Course no longer offered	HR - Organizational Development and Strategic Initiatives
	07-2000-13	Training-transfer Credit Agreements	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.	EV0.7.D	Agreement superseded, expired, or cancelled	HR - Organizational Development and Strategic Initiatives
	07-2000-30	Intervention and Training Request Case Files	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 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.	EV2.6.D	Case closed or abandoned	HR - Organizational Development and Strategic Initiatives
	07-2000-40	Organization Development Project Case Files	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.	EV2.5.D	Case closed or abandoned	HR - Organizational Development and Strategic Initiatives
	07-2000-50	Citylearn Course Calendar	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.	CY2.5.D	End of Calendar year in which record was created	HR - Organizational Development and Strategic Initiatives

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
07-2200 Human Resources Management - Departmental Training and Development 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.	07-2200-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	07-2200-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	07-2200-10	Training Plans	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 e-mail, notes, and other supporting documentation.	CY2.5.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	07-2200-20	Course Development Records	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.	EV2.33.D	Course no longer offered	COV - Office of Custody (OPR)
	07-2200-21	Course Delivery Records	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.	CY2.33.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	07-2200-30	Employee Development Records	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.	CY2.5.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	07-2200-40	Employee Recognition Records	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.	CY2.5.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	07-2200-60	Departmental Orientation Records	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.	EV0.7.D	Superseded or obsolete	COV - Office of Custody (OPR)

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
07-2300 Human Resources Management - Driver Services 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,	07-2300-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	07-2300-02	Reference Material	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.	EV1.6.D	No longer required for business purposes	COV - Office of Custody (OPR)

and in compliance with the National Safety Code and the Motor Vehicle Act.	07-2300-10	Car Share Administration	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	CY2.8.D	End of Calendar year in which record was created	Driver Services
	07-2300-15	Driver Insurance Records	Records documenting the insurance history of individual employees who perform work-related driving. Used to ensure compliance with both internal policies and external standards and regulations. Includes driver claims history, driver abstracts, and driver license checks. Use 07-2300-16 for driver history (non ICBC) records.	CY2.2.D	End of Calendar year in which record was created	Driver Services
	07-2300-16	Driver Activity Records	Records related to the driving history (non-ICBC) and qualifications of individual employees' who perform work-related driving. Used to track and monitor driver history, qualifications and performance. Includes disciplinary records, Vehicle Incident Reports, manager's action plans, preventable letters, training certificates, driver indexes, pre-trip inspection audits, driver certifications, assessment reports, and evaluations. Use 07-2300-15 for insurance and claims records 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	CY2.48.D	End of Calendar year in which record was created	Driver Services
	07-2300-20	Driver Safety and Training Projects	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.	EV0.10.D	Project completed or terminated	Driver Services

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
07-2400 Human Resources Management - Professional Development 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 include records related to education and training delivered internally by the City or Board.	07-2400-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	07-2400-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	07-2400-10	Professional Association Records	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.	CY2.5.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	07-2400-11	Conference and Meeting Records	Records related to the participation by City staff in conferences, seminars, symposiums or workshops. Includes registrations, programmes, agendas, minutes, proceedings, and other related documents.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
07-3000 Human Resources Management - Staffing and Recruitment Records related to the recruitment and	07-3000-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)

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 for City or Board business units, and the creation of new positions.	07-3000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	07-3000-10	Succession Planning Records	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	CY3.7.A	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	07-3000-11	Recruitment Program Records	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.	EV2.6.A	Superseded or obsolete	Human Resources
	07-3000-20	Recruitment Case Files	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.	EV2.5.D	Position filled or competition cancelled	Human Resources
	07-3000-21	Employment Check Files	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.	EV1.0.D	Applicant unsuccessful or employment terminated	Human Resources
	07-3000-23	Enhanced Reliability Status Files-VPD	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 name.	EV1.0.D	Applicant unsuccessful or employment terminated	Access to Information and Privacy
	07-3000-24	Contractor clearance records	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.	CY10.50.D	End of Calendar year in which record was created	Access to Information and Privacy
	07-3000-30	Executive Recruitment Case Files	Records related to recruitment of executive managers, including negotiations about position requirements and compensation.	EV2.5.D	Position filled or competition cancelled	Human Resources
	07-3000-40	Uniform Staff Recruitment Case Files	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 to Special Teams and associated correspondence.	EV3.4.D	Case closed or abandoned	VFRS - EMS Recruitment and Outreach
	07-3000-41	Extended Boundary Authorizations	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.	CY1.6.D	End of Calendar year in which record was created	VFRS - Office of the General Manager/Fire Chief
	07-3000-42	Recruits Polygraph Records	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.	EV0.7.D	Applicant unsuccessful	0

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
07-3200 Human Resources Management - Classification and Compensation 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.	07-3200-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	07-3200-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	07-3200-10	Classification Specifications	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.	EV0.7.D	Superseded or obsolete	HR - Compensation and Benefits
	07-3200-11	Position Control Case Files	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.	EV2.8.D	Case closed or abandoned	HR - Compensation and Benefits
	07-3200-20	Salary Survey and Analysis Records	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 submissions and final reports, correspondence and email, spreadsheets, and other supporting documentation.	EV3.4.A	Survey complete	HR - Compensation and Benefits
	07-3200-21	Job Evaluation Plan	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.	EV2.5.A	Superseded or obsolete	HR - Compensation and Benefits
	07-3200-22	Job Evaluation Plan Development Records	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.	EV3.4.A	Plan completed or project terminated	HR - Compensation and Benefits
	07-3200-24	Living Wage Review Records	Records related to complying with the requirements of the Living Wage Employer Program. This process entails an annual review of pay rates to ensure that all staff and contractors are maintained at a living wage rate. Records may include living wage notifications and receipt confirmations, employee pay data reports, Living Wage Adjustment Plan approvals, memos, stakeholder correspondence and communications.	CY1.4.D	End of Calendar year in which record was created	HR - Compensation and Benefits
	07-3200-30	Job-share Agreement Records	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.	EV6.1.D	Agreement terminated	HR - Compensation and Benefits

	07-3200-40	Compensation Decision Case Files	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 either 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.	EV10.50.D	Case closed or abandoned	HR - Compensation and Benefits
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	Number	Classification Title	Notes	Retention Period	Trigger	OPR
07-3400 Human Resources Management - Benefits and Pensions 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.	07-3400-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	07-3400-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	07-3400-10	Benefits Enrollment Forms	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.	CY2.48.D	End of Calendar year in which record was created	HR - Compensation and Benefits
	07-3400-11	Benefit Analysis Records	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.	EV10.0.D	Superseded or obsolete	HR - Compensation and Benefits
	07-3400-12	Life Insurance Coverage Confirmation Records	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.	EV10.50.D	Claim settled or coverage terminated	HR - Compensation and Benefits
	07-3400-13	Benefits Policies and Agreements	Copies of policy agreements owned by the City or between the City and benefits carriers for extended medical, dental, disability, and life insurance policies.	EV10.0.D	Agreement superseded or obsolete	HR - Compensation and Benefits
	07-3400-14	Benefits Premium Payment Records	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 benefits carriers, invoices, and correspondence and email.	CY1.6.D	End of calendar year in which folder was created	HR - Compensation and Benefits

	07-3400-20	Critical Illness and Life Insurance Claims-in-service	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.	EV1.6.D	Claim settled	HR - Compensation and Benefits
	07-3400-21	Life Insurance Claims-retired Employees	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.	EV1.6.D	Claim settled	HR - Compensation and Benefits
	07-3400-30	Plan Member Record	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.	EV0.7.D	Data entered	HR - Compensation and Benefits
	07-3400-31	Pension Waiver Forms	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.	EV1.59.D	Employee retired or employment terminated	HR - Compensation and Benefits
	07-3400-32	Pension Case Files	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.	EV1.59.D	Employee retired or employment terminated	HR - Compensation and Benefits
	07-3400-40	Pensions BC Annual Payroll Reports	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.	CY2.5.D	End of Calendar year in which record was created	Payroll Services
	07-3400-41	Pensions BC Statements	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.	CY1.6.D	End of Calendar year in which record was created	Payroll Services

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
07-3600 Human Resources Management - Temporary and Auxiliary Employee Management 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 the administration and monitoring of the temporary employee booking system used by business units.	07-3600-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	07-3600-02	Reference Material	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. '	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	07-3600-10	Temporary Employment Placement Records	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 employee(s) assigned.	EV0.7.D	No longer required for business purposes	HR - Business Partnerships and Labour Relations

	07-3600-20	Booking System Administration	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.	CY2.5.D	End of Calendar year in which record was created	HR - Business Partnerships and Labour Relations
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	Number	Classification Title	Notes	Retention Period	Trigger	OPR
07-4000 Human Resources Management - Occupational Health and Safety 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 programmes, and mechanisms for employee feedback on health and safety matters.	07-4000-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	07-4000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	07-4000-10	Health and Safety Programs	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.	EV2.5.D	Superseded or obsolete	HR - Organizational Safety
	07-4000-11	WSBC Orders	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.	EV3.4.D	Order expired or superseded	HR - Organizational Safety
	07-4000-12	WSBC Variances	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.	EV3.4.D	Order expired or superseded	HR - Organizational Safety
	07-4000-13	WSBC Inspection Records	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.	CY3.4.D	End of Calendar year in which record was created	HR - Organizational Safety
	07-4000-14	WSBC Premiums Records	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 surcharges applied to the City, and quarterly payment of premiums.	CY3.7.D	End of Calendar year in which record was created	HR - Organizational Safety
	07-4000-20	Health and Safety Workplace Inspections	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 BC and other related material.	EV0.10.D	Investigation completed or report approved	HR - Organizational Safety

07-4000-21	First Aid Records	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.	CY2.8.D	End of Calendar year in which record was created	HR - Organizational Safety
07-4000-23	Safety Data Sheets	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 WHIMIS/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.	CY0.7.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
07-4000-24	Hazard and Risk Assessment Records	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.	EV10.50.D	Superseded or obsolete	Human Resources
07-4000-25	Health and Safety Investigation	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.	EV0.10.D	Investigation complete	HR - Organizational Safety
07-4000-30	Joint Safety Committee Records	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.	CY2.5.D	End of Calendar year in which record was created	HR - Organizational Safety
07-4000-40	Safety Training Programme Records	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.	EV2.5.D	Superseded or obsolete	HR - Organizational Safety
07-4000-50	Ergonomics Assessment (for individuals) Records	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.	EV2.8.D	Assessment complete	HR - Organizational Safety
07-4000-51	Ergonomics Project Records	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.	EV2.8.D	Project complete or terminated	HR - Organizational Safety
07-4000-60	Occupational Hygiene Assessment Records	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 documentation.	EV2.8.D	Assessment complete	HR - Organizational Safety

	07-4000-61	Health Monitoring Programme Records	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 programmes. Records include copies of test results and other supporting documentation.	CY10.50.D	End of Calendar year in which record was created	HR - Organizational Safety
	07-4000-70	Occupational Physician Contract Records	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.	EV10.0.D	Agreement expired or terminated	HR - Organizational Safety

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
07-4200 Human Resources Management - Employee Claims Management 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).	07-4200-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	07-4200-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	07-4200-10	WSBC Claims Case Files	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.	EV1.59.D	Employee terminated	HR - Organizational Safety
	07-4200-20	WSBC Wage Loss Records	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.	CY2.6.D	End of Calendar year in which record was created	HR - Organizational Safety
	07-4200-21	ICBC Third Party Recovery Records	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.	EV2.6.D	Claim settled	HR - Organizational Safety
	07-4200-22	ICBC Non-recovery Records	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.	EV0.7.D	Claim settled	HR - Organizational Safety
	07-4200-30	WSBC Claims Transaction Reports	Reports that provide summaries of claims submitted to the WorkSafe BC (WSBC) by City employees. Used for reporting and reference purposes.	CY2.5.D	End of Calendar year in which record was created	HR - Organizational Safety

	07-4200-31	WSBC Statistical Summary Reports	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.	CY10.0.D	End of Calendar year in which record was created	HR - Organizational Safety
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	Number	Classification Title	Notes	Retention Period	Trigger	OPR
07-4400 Human Resources Management - Disability Management 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.	07-4400-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	07-4400-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	07-4400-10	Disability Case Files	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.	EV0.15.D	Case closed or abandoned	HR - Business Partnerships and Labour Relations
	07-4400-20	Benefits Recovery Records	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.	EV0.10.D	Repayment or Settlement	HR - Business Partnerships and Labour Relations
	07-4400-30	Disability Insurance Payment Records	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.	CY2.6.D	End of Calendar year in which record was created	HR - Business Partnerships and Labour Relations

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
07-4600 Human Resources Management - Employee Health Enhancement Records related to programmes offered	07-4600-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)

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, offered through the Fit City programme; it also includes special events that occur throughout the year.	07-4600-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	07-4600-10	Health Screening Programme Records	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.	EV0.7.D	No longer required for business purposes	HR - Organizational Development and Strategic Initiatives
	07-4600-11	Health and Fitness Programme Records	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, schedules, sponsor/donor information, and contact information for event volunteers.	EV2.5.D	Programme terminated	HR - Organizational Development and Strategic Initiatives
	07-4600-20	Incentive Programme Records	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.	EV0.7.D	No longer required for business purposes	HR - Organizational Development and Strategic Initiatives
	07-4600-30	Corporate Discounts Records	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.	EV1.6.D	Discount terminated	HR - Organizational Development and Strategic Initiatives

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
07-5000 Human Resources Management - Schedules and Work Assignments Records related to staff schedules, routes, work assignments, and other records documenting the location of staff or tasks given to staff.	07-5000-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	07-5000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	07-5000-10	Crew Location Records	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.	CY0.7.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	07-5000-11	Shift Authorization Records	Records documenting authorization for staff schedule changes. Used to record whether a staff member was on site working, and formalizes shift coverage and subsequent re-scheduling of shifts.	CY2.5.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)

	07-5000-12	Work Schedules	Records relating to staff and departmental work schedules, including vacation planning. May include spreadsheets, lists, and related correspondence.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	07-5000-20	Shift Checklists	Records documenting completion of scheduled duties and tasks during a shift. Used to document opening and closing procedures, equipment locations, security procedures, and other components of daily and shift routines.	CY2.5.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)

08 - Governance

The Governance function group relates to the government framework in which the City or Board exercises its powers and authority, and the legislative and regulatory environment under which it operates. It includes Council and Board meetings, acts and legislation affecting municipal affairs, by-laws, relationships with other jurisdictions, and civic elections.

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
08-1000 General Local Elections Records related to planning, preparation and execution of general local elections and the overall administration of the election process. Also includes records on plebiscites, referenda ('other voting' as defined in Part II of the Vancouver Charter). Elections include the Mayor, Councillors, and representatives for the Vancouver School Board, Vancouver Park Board, and Capital spending question.	08-1000-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	08-1000-02	Reference Material	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. '	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	08-1000-10	Election Staffing Records	Records documenting staffing for elections, including records on all staff working for an election. Includes names, addresses, employment status with the City or Board and payroll number. Records are arranged by polling station and then alphabetically by last name.	EV6.1.D	Election complete	Business and Election Services
	08-1000-11	Election Official Declarations	Records documenting solemn declarations signed by appointed election officials to carry out their duties as prescribed by section 14(8) of the Vancouver Charter. Records arranged by poll and then by date.	EV.2.0.D	Election complete	Business and Election Services
	08-1000-15	Election Program Administration Records	Records relating to the administration of the election programme. Including the policies or procedures manuals created each election cycle which detail the duties of election officials and the administration of voting places.	EV0.7.A	Revised, repealed, or replaced	Business and Election Services
	08-1000-20	Voting Divisions and Places Records	Records documenting the establishment and administration of voting divisions and locations for voting places. Records arranged by poll and then by date. One copy of the map of voting locations is included with election results (08-1000-70).	EV6.1.D	Election complete	Business and Election Services
	08-1000-21	Special Voting Opportunities Records	Records documenting arrangements for voting other than on the designated election day, or at advance polls. Includes records relating to mobile voting, voting in hospitals and care facilities, and mail in ballots. Records arranged by poll and then by date.	EV6.1.D	Election complete	Business and Election Services
	08-1000-30	Candidate Management Records	Records pertaining to candidates running in an election, including nomination forms and solemn declarations. Nomination records are made available in the City Clerk's office for public inspection from the time they are received until 30 days following declaration of election results, as required by sections 45(6) and 122(3) of the Vancouver Charter. Records arranged by position and then by name.	EV3.4.D	Election complete	Business and Election Services
	08-1000-31	Election Documents Inspection Statements	Statements signed before inspection of election materials, as required of persons other than city officers or employees acting in the course of duties under sections 35(4), 45(6), and 122(4) of the Vancouver Charter. Election materials, defined under section 122(3) of the Charter, are available for public inspection until 30 days following the declaration of official election results. Records arranged by date inspected.	EV3.4.A	Election complete	Business and Election Services
	08-1000-40	Campaign Financing Disclosure Statements	Disclosure forms from candidates and elector organizations documenting all contributions and expenses associated with a campaign, in accordance with section 62 of the Vancouver Charter. Records arranged by position and then by name.	EV0.10.D	Election complete	Business and Election Services
	08-1000-41	Campaign Financing Disclosure Inspection Statements	Statements signed before inspection of campaign financing disclosure records, as required of persons other than city officers or employees acting in the course of duties under section 65(2) of the Vancouver Charter. Records arranged by date inspected.	EV10.0.D	Election complete	Business and Election Services
	08-1000-50	Ballots	Ballots used in elections, by-elections, referenda, and plebiscites.	EV.2.0.D	Eight weeks after official results declared	Business and Election Services

	08-1000-60	Voters List	List of all voters eligible to participate in a general municipal election, also referred to as the Register of Electors, or the List of Registered Electors. From the 46th day before general voting day until the close of general voting, a copy of the list of registered electors as it stands at the beginning of that period is available for public inspection at City Hall, as required by section 35(3) of the Vancouver Charter. Any copies of the list of registered electors used for the purposes of voting proceedings are made available in the City Clerk's office for public inspection for 30 days following the declaration of election results, as required by section 122(3) of the Charter.	EV.2.0.D	Eight weeks after official results declared	Business and Election Services
	08-1000-61	Voter Registrations	Records documenting voter registration and advance voter registration for a referendum or plebiscite where registration occurs only at the time of voting.	EV.2.0.D	Eight weeks after official results declared	Business and Election Services
	08-1000-62	Voting Books and Voter Declarations	Books signed by registered voters indicating that they have received a ballot, and voter declarations made in the process of registering or declaring their entitlement to vote. Voting books and voter declarations are made available in the City Clerk's office for public inspection from the time they are received until 30 days following declaration of election results, as required by Section 122(3) of the Vancouver Charter. Records arranged by poll.	EV.2.0.D	Eight weeks after official results declared	Business and Election Services
	08-1000-70	Election Results	Records documenting the outcomes of municipal general elections, by-elections, referenda, and plebiscites. Includes poll by poll results, final tallies, and other compiled statistical information related to election results. Also includes sample ballots and a map of voting locations. Records arranged by position then poll.	EV3.4.A	Election complete	Business and Election Services

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
08-2000 Governance - Council and Committee Meetings Records documenting the meetings of City Council. Includes reports, agendas and minutes of regular, special and in-camera meetings of Council, as well as the records of Council standing committees, public hearings, and the Court of Revision.	08-2000-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	08-2000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	08-2000-20	Regular Council and Committee Meeting Records	Records documenting the deliberations and decisions of Council in regular, Special, Standing Committee, Public Hearings, Business Licence, and Court of Revision meetings. Includes agendas, reports and other information submitted to Council for deliberation, meeting minutes, and other related documentation. Records are arranged by an alphabetic abbreviation for the type of meeting and then by date (yyyy-mm-dd). The signed and sealed written minutes of meetings are considered the official records.	CY0.7.A	End of Calendar year in which record was created	Council Operations
	08-2000-21	In Camera Council Meeting Records	Records documenting the deliberations and decisions of Council in in camera meetings. Includes agendas, reports and other information submitted to Council for deliberation, meeting minutes, and other related documentation.	CY0.7.A	End of Calendar year in which record was created	Council Operations
	08-2000-25	Council and Committee Concurrence Records	Records documenting the concurrence of departments with the final draft of reports going to Council or Committee for approval. May also include copies of briefing documents and other supporting material.	CY3.4.D	End of Calendar year in which record was created	Council Operations
	08-2000-26	Council Meeting Video Records	Video recordings of Council meetings. Meetings are streamed online as they happen and are available on-demand after. Note: The videos are not considered to be the official Council records. The signed, sealed, hard copy minutes are the official copies	CY4.0.A	End of Calendar year in which record was created	Office of the City Clerk

	08-2000-41	Business Licence Hearings Case Files	Records documenting evidence presented at business licence hearings convened to consider the suspension or revocation of a business licence.	EV10.0.A	Hearing concluded or abandoned	Chief Licence Inspector - DBL
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	Number	Classification Title	Notes	Retention Period	Trigger	OPR
08-2200 Governance - Council and Board: Membership Records documenting information on members of the City Council, including the Mayor, and Board membership. Includes biographical sketches, financial disclosures, compensation and benefits information, and other related documents.	08-2200-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	08-2200-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	08-2200-10	Biographies	Biographical information on each Council, Board or Trust member used for general information purposes such as media requests, City internet, and annual reports/municipal yearbooks. Records arranged by name of official.	CY2.5.A	End of Calendar year in which record was created	Council Support
	08-2200-11	Financial Disclosures	Personal financial disclosures provided by each electoral candidate as well as elected Officials as required under the Financial Disclosure Act. May also include financial disclosures for senior managerial staff. Includes gift disclosures as required under Vancouver Charter section 145.7 and 145.8. Does not include disclosures related to election campaign finances. Previously known as CC 6-6, Elected Officials - Bi-annual Disclosure Forms. Records arranged by name of official.	EV0.10.D	Councillor no longer holds office	Council Support
	08-2200-12	Oaths of Office	Oaths of office required of members of Council and Board as specified in Section 140 of the Vancouver Charter. Records arranged by name of official.	CY3.4.A	End of Calendar year in which record was created	City Clerk
	08-2200-20	Councillors' and Board Member Records	Records kept by and for individual councillors or board members documenting their activities, research and correspondence in relation to their roles on Council or a Board.	EV0.7.A	Councillor no longer holds office	Council Support
	08-2200-25	Councillor Support Records	Records pertaining to the administration of Councillors' positions during their term of office. May include completed forms documenting personal information and office support requirements, copies of benefits, tax, and payroll forms, invoices, and related correspondence.	EV0.7.D	Councillor no longer holds office	Council Support
	08-2200-30	Council Briefing Records	Records documenting information and advice provided to Council. Used to brief Councillors on particular issues of concern, the role of Councillors and City departments, and the general functioning of the City. Includes records of Council briefing sessions and workshops with departments, Council orientation packages, and other briefing notes. Does not include records of Council meetings or issues briefing notes prepared by the Communications division.	CY2.5.A	End of Calendar year in which record was created	Council Support

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
08-3000 Governance - Civic Boards and Commissions Records documenting the activities of Boards, civic agencies and advisory bodies established by City Council, including bodies that have been delegated powers	08-3000-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	08-3000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)

through enabling legislation such as a City by-law or Provincial statute and bodies established by Council resolution having a strictly advisory role. Council may appoint people to civic agencies and advisory bodies, and members of Council may serve on some of these agencies and bodies as non-voting members. Includes information on the scope and function of the agencies, membership lists, meeting agendas and minutes, reports and other related documentation. Does include records of the Library, Park, or Police boards, but not of taskforces or other temporary bodies established to address a specific issue.	08-3000-10	Agency and Committee Membership Administration	Records related to the administration of membership to civic agencies and committee. Includes applications submitted by members of the public for appointments to civic agencies or committees. May also include contracts, confidentiality agreements, and correspondence. Applications may be reviewed by the Nomination Sub-committee before submission to Council in an in-camera meeting.	EV3.4.D	Term of membership expired	Council Operations
	08-3000-11	Civic Agency Records	Records relating to civic agencies, advisory committees, and other bodies that have been established by a by-law or Provincial statute, including non-profit bodies created by the City under the Society Act, and bodies established by Council resolution. Includes agendas and minutes, membership lists, mandates, and other documentation related to inquiries, deliberations, and actions taken by an agency. Records arranged by agency and date of meeting. Includes but is not limited to the records of the following bodies: Building Board of Appeal, Bicycle Advisory Committee, Chinatown Historic Area Planning Committee, Development Permit Board Advisory Panel, Family Court/Youth Justice Committee, Public Art Committee, Urban Design Panel, Vancouver Athletic Commission, Vancouver City Planning Commission, Vancouver Civic Theatres Board, Vancouver Economic Development Commission, Vancouver Heritage Commission, Vancouver Heritage Foundation Board, Advisory Committee on Seniors Issues. Does not include Board of Variance records, or records of commissions and taskforces.	CY2.5.A	End of Calendar year in which record was created	Council Operations
	08-3000-12	Board of Variance Records	Records documenting the deliberations and decisions of the Board of Variance in relation to zoning, development permit, signage, tree by-law, and parking requirements. Includes agendas, minutes, and other supporting documentation. Note: audio recordings of Board of Variance meetings are considered transitory records and are not included in the official files.	CY2.0.A	End of Calendar year in which record was created	Board of Variance
	08-3000-13	Commission and Taskforce Records	Records documenting the work of individual commissions or taskforces established by Council or by a Board on a short term basis to provide recommendations on specific issues. May include membership lists, meeting agendas and minutes, records concerning the mandate and function of the taskforce, reports and other related documentation. Records arranged by alphabetic abbreviation and by date.	EV0.7.A	Commission or taskforce dissolved	Council Operations
	08-3000-20	Regular Board Meeting Records	Records documenting the deliberations and decisions of the Board in regular meetings. Records include agendas, minutes, reports, indices, hand-written notes of meetings used to generate the minutes, stenographer's notes, minute books, and supporting documentation provided to the Board in advance of meetings. Records arranged by name of Board and date of meeting.	CY2.5.A	End of Calendar year in which record was created	City Clerk's Department (CC)
	08-3000-21	In-camera Board Meeting Records	Records documenting all in-camera Board meetings. Records include agendas, minutes, indices, hand-written notes of the meetings used to generate the minutes, stenographer's notes, and minute books. May also include closed in-camera meetings.	CY2.5.A	End of Calendar year in which record was created	City Clerk's Department (CC)
	08-3000-30	Board Committee Records	Records documenting the meetings of various Board committees. Records include agendas, minutes, indices, hand-written notes of committee meetings used to generate the minutes, stenographer's notes, and minute books. Records arranged by name of committee and date of meeting.	CY2.5.A	End of Calendar year in which record was created	City Clerk's Department (CC)

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
08-3900 Governance - Metro Vancouver Relations Records related to the City's or Board's participation in the Metro Vancouver (formerly Greater Vancouver Regional District, or GVRD). Includes records	08-3900-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	08-3900-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)

related to meetings of the Metro Vancouver board and committees, communications and information sharing between the City, Board and Metro Vancouver, and records related to management involvement in specific projects undertaken by the City or Board in conjunction with Metro Vancouver.	08-3900-10	Metro Vancouver Board Records	Records relating to the City's participation on the Metro Vancouver boards. Includes minutes, agendas, information packages and other records pertaining to the following boards: Metro Vancouver Board, Metro Vancouver Sewerage and Drainage District Board (MVS and DD), Metro Vancouver Water District Board (MVWD), Metro Vancouver Housing Corporation Board (MVHC).	CY2.5.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	08-3900-11	Metro Vancouver Standing Committee Records	Records relating to City participation in the standing committees of Metro Vancouver formerly Greater Vancouver Regional District (GVRD). Records include agendas, minutes, information packages and other related materials.	CY2.5.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	08-3900-20	Metro Vancouver Project Records	Records related to specific issues being addressed by Metro Vancouver, or to projects undertaken by Metro Vancouver and its members. May include reports, memos, news articles, and other supporting documents.	EV2.5.A	Project completed or terminated	COV - Office of Custody (OPR)

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
08-4000 Governance - By-laws Records documenting the development, enactment, and amendment of civic by-laws. Includes draft by-laws, official versions of by-laws passed by council or Board, and records relating to legal process and procedures connected to by-law creation, enacting, amending, and repealing procedures. Section 491 of the Vancouver Charter gives the Park Board power to pass, amend and repeal by-laws.	08-4000-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	08-4000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	08-4000-10	By-law Development Records	Records documenting proposed by-laws and by-laws under development. Once a by-law is enacted by Council or Board it should be filed under 08-4000-11 Enacted bylaws. Records arranged by the name of the by-law and then by version.	EV0.2.D	By-law repealed	COV - Office of Custody (OPR)
	08-4000-11	Enacted By-laws	Approved by-laws that have been passed by Council and signed and sealed by the Mayor and City Clerk. Approved Board By-laws that have been passed by Park Board, signed by the General Manager and the Chair of the Park Board, and sealed by the Chair of the Park Board. For indexes to by-laws, finding aids and reference tools please refer to the General secondary in this section. Records arranged by a five digit sequential number assigned after by-law has been approved.	EV0.7.A	By-law enacted	Business and Election Services
	08-4000-12	By-law Authority Records	Records authorizing the version of a by-law submitted to Council or Board for approval. Includes signed memos from Legal Services and a copy of the authorized by-law. Records arranged by the name of the by-law and then by date.	CY2.5.D	End of Calendar year in which record was created	Business and Election Services

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
08-4100 Governance - By-law Exemptions Records related to the issuing of exemptions from by-law restrictions or requirements.	08-4100-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	08-4100-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	08-4100-10	Noise Control Exemptions	Records documenting the application for exemption to the Noise Control By-law (By-law no. 6555) and subsequent issuing of exemptions as described under section 17 and schedule 'E' of the by-law. Applications are forwarded to Licences and Inspections for approval by the Property Use Inspector. Final written approval is processed by the Director of Licenses and Inspections.	CY2.5.D	End of Calendar year in which record was created	Office of Licensing and Policy - DBL

	08-4100-20	Parking Permit Programmes	Permits issued annually to provide for exemption from certain parking requirements or restrict parking to certain zones. Used to regulate public parking on City streets and waterways where parking meters are not feasible and to facilitate staff carrying out their duties by providing exceptions for parking. Includes decal numbers, names, vehicles, addresses in order to monitor use and control issuance. Also includes records of residential, Freedom of the City recipients, and disabled persons parking permits.	CY2.5.D	End of Calendar year in which record was created	Transportation Division (TD)
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	Number	Classification Title	Notes	Retention Period	Trigger	OPR
08-4200 Governance - By-law Enforcement: Collections and Disputes Administration Records related to the collection of unpaid by-law fines, including the issuing of summonses related to collection of fines, as well as the administration of fines that have been disputed by the ticket recipient.	08-4200-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	08-4200-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	08-4200-20	By-law Fines Collection Records	Records documenting billing and collection of payment for by-law infraction fines, including parking tickets and refunds. Also includes records from the Parking Ticket Payment system.	CY2.5.D	End of Calendar year in which record was created	Revenue Services
	08-4200-21	By-law Fines Summonses Records	Records related to overdue uncollected by-law fines for which summonses have been issued. Used by Process Servers to obtain and serve summonses, and to document, on a daily basis, summonses served and incidents of attempted service. May also be used to as evidence in Small Claims court proceedings, and for reference and reporting purposes. Records include daily activity sheets, reports, correspondence and email, and other supporting documentation. Excludes parking tickets. Use instead 08-4400-20 - Parking Ticket Records.	CY2.5.D	End of Calendar year in which record was created	Revenue Services
	08-4200-22	By-law Fines Disputes Records	Records related to fines for parking or other by-law infractions which are handled through the by-law adjudication process. Used to document and track disputes. Records include correspondence, reports, and other supporting documentation.	EV2.5.D	Case closed	Revenue Services

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
08-4400 Governance - By-law Enforcement Records related to the enforcement of City or Board by-laws, including the registering of complaints by the public, investigations of potential violations conducted by City or board staff or law enforcement officers, issuance of tickets, orders to comply or other notifications of violations, and documentation of actions taken by the City or Board to bring an offender into compliance with a by-law such as seizures of vehicles or property, or removal of refuse or graffiti. Does not include records related to the collections of assessed fines or the administration of	08-4400-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	08-4400-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	08-4400-05	Short Term Rental Licence Audits	Records related to auditing short-term rental business licenses to ensure that operators are in compliance with short term rental regulations. Includes copies of supporting documents requested from operators to prove that the rental location is their principal residence and licence conditions are met.	EV2.5.D	Case closed	Licence Office
	08-4400-10	Enforcement Complaints	Records documenting complaints received from members of the public related to potential by-law compliance in the community. Where appropriate or necessary, copies of complaints should also be filed together with the relevant investigation file. Do not use for complaints or disputes related to fines or other penalties imposed on members of the public.	CY2.5.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)

disputed infractions.

08-4400-15	Seized Property Records	Records related to the seizure of property as part of a by-law compliance action. Includes the impounding of animals, illegally parked or abandoned vehicles, and seizure of illegal signage and street furniture. Records include documentation of the authority for property seizure; time, date and location of seizure; persons involved in the compliance action; and information about the storage and disposition of the seized property. Does not include property seized as part of a collection action.	EV2.5.D	Disposal of property	COV - Office of Custody (OPR)
08-4400-20	Parking Ticket Records	Records related to the issuance of tickets to vehicles that are illegally parked on City streets or property, or otherwise violating by-laws related to the use of streets or other public spaces. Includes book copies of violation notices used as staff and court evidence for outstanding trials and hearings. Also includes records documenting chronic violators used to decide the type of enforcement action to be taken.	CY2.5.D	End of Calendar year in which record was created	Engineering Services (ENG)
08-4400-21	Electronic Parking Ticket Management System	Database containing information about parking by-law violations received from parking enforcement officers in the field using hand-held computers to issue parking tickets.	CY6.1.D	End of Calendar year in which record was created	Parking Operations and Enforcement Branch (POEB)
08-4400-30	Signage and Graffiti Removal Records	Records related to the removal of posters, graffiti, and unauthorized signage from City property, including streets, boulevards, light standards and City buildings. Also includes records related to facilitating removal of graffiti from private property.	EV2.5.D	Case closed or abandoned	Street Activities Branch (SA)
08-4400-31	Street Use Inspection Reports	Records documenting the enforcement of permits on street usage for the following: sidewalk café, produce and flower display, vending, entertainment, furniture, signs, and pedicabs. Used to track and respond to complaints. Includes printouts from the 'Enforce' database and may contain pictures of the actual offence. Organized by type of offence, i.e. sign, vending, display, and café.	CY2.5.D	End of Calendar year in which record was created	Street Activities Branch (SA)
08-4400-50	Problem Premises Case Files	Records related to property by-law compliance cases that have been advanced to enforcement. Cases include untidy and unsafe premises and land use issues. Used to manage enforcement activities in order to achieve compliance. Records include copies of inspection reports, permits, and correspondence with the owner. Records may also include photographs of the premises. Records are organized by street address.	EV2.48.D	Building demolished	CBO, Inspections and By-law Services - DBL
08-4400-51	Property By-law Compliance records	Records documenting compliance orders sent to property owners in relation to by-law violations. Used to inform and enforce compliance of City by-laws and Provincial Acts pertaining to private property. May also include letters pertaining to the following City by-laws: Zoning and Development, Building, Standards of Maintenance, Untidy Premises, Sign, Private Property Tree, Graffiti, Electrical, Noise, DCC/DCL, Licences, Health and the Safety Standards Act. Signed letters and orders are retained for the life of the building.	EV2.5.D	Building demolished	Business Services and Strategic Compliance - DBL
08-4400-90	Animal Complaint and Enforcement Records	Records documenting complaints received by animal control from the public concerning bites or attacks by animals, or other animal related enforcement issues. Records include complaint forms, witness statements, police reports, and photographs. Details are added to the register database. Records are used by staff to track owner and animal history. Documents are used in court cases as evidence and to ensure sentencing conditions are adhered to.	CY10.5.D	End of Calendar year in which record was created	CBO, Inspections and By-law Services - DBL
08-4400-95	Adoption and Fostering Case Files	Records documenting adoption and fostering arranged by animal control. Records include applications of successful applicant, adoption agreement, dogs available for adoption, animal behaviour while impounded or fostered, animals returned after being adopted, animals in foster homes, and microchip information (i.e. new owner information). Filed by surname of person adopting animal.	EV2.5.D	Case closed or abandoned	CBO, Inspections and By-law Services - DBL
08-4400-96	Animal Medical Records	Records documenting medical condition and care provided by animal control for animals that have been impounded. Records include medication and vaccination administered, microchip information of new owner, and any other relevant medical conditions. The case file is handed over to the new owner once adoption takes place.	EV0.7.D	Animal adopted	CBO, Inspections and By-law Services - DBL

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
08-5000 Governance - Public Access and Involvement Records related to services, programmes, and activities intended to provide citizens with improved access to City or Board services, and to foster greater involvement in City government processes.	08-5000-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	08-5000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	08-5000-10	NIST Programme Coordination Records	Records documenting strategic planning for the Neighbourhood Integrated Service Team (NIST) programme, and coordination of NIST teams. Records include steering committee minutes, planning documents, correspondence and other related materials.	CY2.5.A	End of Calendar year in which record was created	Social Policy and Projects Division
	08-5000-11	NIST Case Files	Records documenting action taken by Neighbourhood Integrated Service Teams (NIST) on specific cases.	EV0.7.A	Case closed or abandoned	COV - Office of Custody (OPR)
	08-5000-20	Public Involvement Programme Records	Records relating to programmes designed to promote public involvement in the City's or Board's decision-making processes. Includes records documenting programmes for City or Board employees and the public, and records relating to the management and support of civic agencies, boards, and commissions. May include planning documents, correspondence, educational materials, and other related records.	CY2.5.A	End of Calendar year in which record was created	Council Operations
	08-5000-21	Public Involvement Project Records	Records relating to projects undertaken to facilitate public access and involvement in the City's or Board's decision-making processes. Includes project plans, correspondence, drafts and other records.	EV2.5.A	Project completed or terminated	Council Operations

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
08-7000 Governance - Sustainability Records documenting the City's commitment to enacting and enabling environmentally sustainable practices for itself, residents, and businesses. Records are used in the planning, development, implementation, maintenance, and assessment of initiatives (projects, programmes, etc.) which facilitate sustainable practices within the City and outside in the wider community. May include information on climate change, energy efficiency, greenhouse gas emission reduction, biofuels, biomass, and renewable energy such as solar, wind, and water, or other materials related to sustainable development and activity.	08-7000-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	08-7000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	08-7000-10	Support Services case files	Records relating to the development, implementation, maintenance, and assessment of sustainability-related projects which involve community partners and/or participants, or which have a substantial impact on the larger community of Vancouver. Used to document and implement all stages of a project to completion or termination, and may serve as a point of reference for future projects. Records include but are not limited to terms of reference, goals, plans, requirements, approvals, agreements, procedures and processes, budgets, and participants.	EV2.8.A	Project completed or terminated	Sustainability - PDS
	08-7000-11	Green Operations case files	Records relating to sustainability projects that are focused on internal city operations, including employee incentive programmes. Used to document all phases of a project through to completion, and may serve as a point of reference for future projects. Records include but are not limited to terms of reference, goals, plans, requirements, approvals, agreements, procedures and processes, reports, assessments, presentations, budgets, and related material.	EV2.8.A	Project completed or terminated	Sustainability - PDS

	08-7000-12	Green Buildings case files	Records relating to the development, implementation, maintenance, and assessment of Green Building projects such as retrofitting existing non-City owned buildings, Vancouver Building Bylaw research, and training. Used to document and implement all stages of a project to completion or termination, and may serve as a point of reference for future projects. Records include but are not limited to terms of reference, goals, plans, requirements, approvals, agreements, procedures and processes, budgets, and participants. Records may be filed by location or project name.	EV2.5.A	Project completed or terminated	Sustainability - PDS
	08-7000-13	Climate Adaptation case files	Records relating to the development, implementation, maintenance, and assessment of Climate Adaptation issues such as long-term water level monitoring (sea level rise), storm-water management, heat planning and other climate related resilience-building issues. Used to document and implement all stages of a project to completion or termination, and may serve as a point of reference for future projects. Records include but are not limited to terms of reference, goals, plans, requirements, approvals, agreements, procedures and processes, budgets, and participants. Records may be filed by project name.	EV2.5.A	Project completed or terminated	Sustainability - PDS
	08-7000-14	Climate and Air Quality case files	Records relating to improving Vancouver's air quality which includes but not limited to GHG control, electric vehicle installations and maintenance. Used to document and implement all stages of a project to completion or termination, and may serve as a point of reference for future projects. Records include but are not limited to terms of reference, goals, plans, requirements, approvals, agreements, procedures and processes, budgets, and participants. Records may be filed by project name.	EV2.5.A	Project completed or terminated	Sustainability - PDS
	08-7000-15	Monitoring and reporting case files	Records relating to the monitoring and reporting of sustainability initiatives. Used to collect data from and document all stages of a project to completion or termination to the publication of the data in such media outlets as implementation updates, and provincial agency reporting. Records include but are not limited to statistics, budgets and reports.	CY2.5.A	End of Calendar year in which record was created	Sustainability - PDS

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
08-8000 Governance - Olympics Organization Records relating to the City's or Board's interaction with the 2010 Olympic Organizing Committee.	08-8000-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	08-8000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	08-8000-10	Olympic Meeting Records	Records documenting the deliberations and decisions of 2010 Olympic meetings. Includes agendas, reports and other information submitted for deliberation, meeting minutes, and other related documentation.	CY4.6.A	End of Calendar year in which record was created	City Manager's Office (CMO)
	08-8000-20	Olympic Planning and Development Records	Records documenting the co-ordination of the City's or Board's role in the Olympic planning and development for Olympic events and programmes that are to be held at City and Board facilities. Used to provide consultation, document the process and track conditions. Includes development plans, planning and negotiations, minutes, progress reports, copies of agreements and plans.	CY4.6.A	End of Calendar year in which record was created	City Manager's Office (CMO)

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
08-9000 Governance – Office of the Mayor Records relating to the Mayor's role as the chief executive officer of the City and head of Council, and concurrent responsibilities as the official representative of and spokesperson for the City. Also includes records relating to Mayor's interaction with Boards.	08-9000-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	08-9000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	08-9000-10	Public Correspondence	Contains public correspondence addressed to the Mayor and the Mayor's replies. Also includes letters sent by the Mayor's office to the media, and correspondence issued on behalf of local organizations indicating the Mayor's support or bids for events and other activities. With the exception of this classification, under VanRIMS, correspondence should be filed with the matter or issue that it relates to.	EV2.2.D	Vacates office	Mayor's Administration - Mayor and Council Support
	08-9000-11	Greetings	Records relating to formal welcoming or congratulatory greetings issued by the Mayor to be read or published in conference and event programs. Includes requests by community organizations, greetings, and related correspondence.	CY1.6.D	End of Calendar year in which record was created	Mayor's Administration - Mayor and Council Support
	08-9000-20	Speeches and Presentations	Records related to speeches, presentations, and other public addresses made by the Mayor.	EV3.4.A	Event concluded or cancelled	Mayor's Administration - Mayor and Council Support
	08-9000-30	Project Records	Records related to projects initiated by the Mayor, or in which the Mayor plays a role or has a specific interest. May include correspondence, reports, publications, news releases, multi-media recordings, and other related documentation.	EV2.5.A	Project completed or terminated	Mayor's Administration - Mayor and Council Support
	08-9000-40	Issues Records	Records relating to temporary issues or subjects required for ongoing reference by the Mayor's Office in order to facilitate decision-making processes. Such issues range from general municipal matters, to management and operation of specific City business units, major projects, and cooperation with external bodies. Records include departmental reports, memos, correspondence, published information, and other documents.	EV0.7.A	Vacates office	Mayor's Administration - Mayor and Council Support
	08-9000-50	Subject Records	Records relating to ongoing subject matters maintained in connection with the Mayor's role as the chief executive officer of the City and head of Council, and concurrent responsibilities as the official representative of and spokesperson for the City.	CY2.5.A	End of Calendar year in which record was created	Mayor's Administration - Mayor and Council Support
	08-9000-51	Government and Department Reference Records	Records related to the Mayor's interactions with specific city departments, various Boards and Committees, as well as other levels of Government. Records include correspondence and communications.	CY2.5.A	End of Calendar year in which record was created	Mayor's Administration - Mayor and Council Support

10 - Public Library

The Public Library function group relates to the planning and delivery of public library services, programmes, and collections.

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
10-0100 General Records that are of a general nature, and for which no suitable classification code exists under this section.	10-0100-01	Transitory Records	Records that are of a general nature, and for which no suitable classification code exists under this section. Use ONLY for records which: 1) do not fit into a more specific secondary classification AND 2) may be routinely destroyed after one (1) year because they are of no further business, fiscal or legal value. Note: This classification is regularly audited for compliance.	CY2.0.D	End of Calendar year in which record was created	0

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
10-1000 Planning and Development Records documenting planning of library collections and services, and for records which support those activities. Records are used by Library management and others to provide reference information in support of planning decisions. Includes information about Public Service units, VPL projects, programmes, collection development and maintenance. Also includes committee records related to planning activities.	10-1000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	10-1000-10	Branch and Division Planning Files	Records documenting planning activities for individual public and non-public Branches and Divisions at VPL. Records may be used for creating branch and division profiles. Records may also be used for short to medium term planning for branches and divisions. Also known as branch case files, branch Profiles, division profiles or division reports. Records may include copies of annual operating budgets, branch and division profiles, spreadsheets, and correspondence.	EV10.0.A	Plan completed or project terminated	0
	10-1000-20	Collection Management Files	Records documenting collections development and planning. Records used by library staff as an overview of particular collections to guide library materials purchasing or plan new library collection areas. Records may contain statistics, memos, correspondence. Record types may include statistical print-outs, meeting minutes, reports, catalogue tear-sheets, handwritten notes and lists. Also includes collection development plans for newly renovated or existing branches of the system that wish to alter or expand the scope of their current collection.	CY5.2.A	End of Calendar year in which record was created	City Clerk's Department (CC)
	10-1000-21	Collection Materials Ordering Records	Records related to the ordering of materials for the library's collection. Records are created by library staff to order library. Records may contain information on selected material, and supplier contact details. Records may include auto-release plans, fund account lists, purchase order lists, tracking records, publisher catalogues, standing orders, electronic orders, correspondence/letters to vendors, meeting agendas, minutes, reports of the ordering committee and its sub-committees. Records may also include vendor code lists. Does not include invoices, purchase orders, and vendor contracts. Use record arrangement systems currently in place.	CY3.4.D	End of Calendar year in which record was created	City Clerk's Department (CC)
	10-1000-25	Weeding and Evaluation Records	Records related to weeding and evaluation of library materials. Records may be used to guide reduction or increase of library resources in certain subject areas. Records may include "weeding schedules", reports, and evaluation lists.	CY1.6.D	End of Calendar year in which record was created	City Clerk's Department (CC)
	10-1000-40	Board/DG Program and Service Development Project Files	Records documenting VPL projects, programs or reports that require Board or Directors Group approval. Record types include project plans and budgets, meeting agendas and minutes, correspondence, reports, and other records related to the project or development of a system wide program. Final reports for that were submitted and approved by the Board and Directors Group are not included in this classification.	EV2.5.A	Project completed or terminated	0

	10-1000-41	Division/Branch Program and Service Development Project Files	Records documenting VPL projects at the departmental level that do not require Board or Directors Group approval. Record types include project plans and budgets, meeting agendas and minutes, correspondence, reports, and other records related to the project or to the development of a program.	EV4.3.D	Project completed or terminated	0
	10-1000-50	VPL Committee Records	Records documenting the activities of library staff committees and working groups that results in decisions, policy changes, updates or changes to services. Records include agendas, minutes, reports, membership lists, copies of goals and objectives, mandates and other related documentation providing evidence of the work done by the committee. Records of sub-committees should be classified as per those of the parent committee or working group. For Director's Group (LMT) records see 01-9000-10 For staff meetings see 01-2500-10	CY2.5.A	End of Calendar year in which record was created	City Clerk's Department (CC)

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
10-2000 Public Library – Library Systems Records documenting activities related to preparing bibliographic, serials, multi-media records and associated items, for usage in the library.	10-2000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	10-2000-10	ILS Database	System and database used as a core library patron and materials management tool. Used to record and manage library materials checkin/checkout and patron information. Includes: Horizon Launcher, Circulation, Catalogue, Acquisitions, Searching, Horizon Web Reporter, Remote Patron Authentication and other applications including cloud-based services.	EV2.2.D	System no longer in use or replaced	0

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
10-3000 Public Library - Public Services Records documenting activities which directly support VPL's mission to promote life-long learning by providing access to its collections and services. Records support reference and reader's advisory services and resources, as well as public programming coordination and delivery.	10-3000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	10-3000-20	Adult Public Programme Records	Records related to the delivery of adult public programmes and services. Records are used as the "working file" for a particular public program or service. Records include scripts, handouts, props, registration lists, and other program content materials. Does not include request for publicity forms or honorariums.	EV4.3.A	Programme no longer offered	0
	10-3000-21	Public Event Records	Records related to the planning, coordination and delivery of public events. Records include planning, scheduling, room and equipment booking, registration and attendance lists, seating plans, performance speaker or author contacts, correspondence, procedures, forms and templates specific to the event, scripts, handouts, publicity such as bookmarks, flyers, brochures, posters, guides and other related documentation.	CY2.5.A	End of Calendar year in which record was created	City Clerk's Department (CC)
	10-3000-22	Children's and Teen Services Public Programme Records	Records related to the delivery of children's and teen public programmes and services. Records are used as the "working file" for a particular public program, or service. Records include scripts, handouts, props, registration lists, and other program content materials. Does not include request for publicity forms or honorariums.	EV4.3.A	Superseded or obsolete	0
	10-3000-30	Study Guides, Booklists, and Promotional Materials	Records related to the authoring of VPL booklists, study guides, directories, indexes and other free information sources for use by library patrons and staff. Record may include notes, readings, correspondence, draft reports and the "master" copy of the final product.	EV2.5.A	Superseded or obsolete	0

	10-3000-42	Inter-library Loan Requests	Records documenting management of patron requests through the inter library loan system. Record types include original request forms, correspondence, copies of invoices, search history (when VPL is the borrower), and statement of search results. Records are arranged by date when VPL is the lender and by request number which is generated from RSS database when VPL is the borrower.	CY1.6.D	End of Calendar year in which record was created	City Clerk's Department (CC)
	10-3000-50	Accessible Services Patron Profiles	Records documenting the management of VPL's relationship with its Accessible Services patrons. Records are used to ensure a consistent and high standard of service is maintained for each patron. Records contain information about patrons, their reading needs, and preferences, as well as their equipment loan agreement. Record types include Rolodex index cards, Home Delivery binders, reading record files, and book deposit profiles. Records are arranged by patron name.	EV2.0.D	Patron no longer in system	0

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
10-4000 Public Library - Fee-based Services Records documenting fee-based activities which directly affect VPL's income and support its mission to promote life-long learning by providing access to its facilities, collections and services. Does not include fines revenue, charitable activities or grant-funded activities.	10-4000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	10-4000-21	InfoAction Job Case Files	Records documenting the work done for InfoAction clients. Records are used to keep track of work done. Each file contains the work order, summary letter, copy of invoice, copy of findings, and related correspondence. Files may also contain a copy of Due Diligence sources checked sheet. Records are arranged by order number.	CY5.2.D	End of Calendar year in which record was created	City Clerk's Department (CC)
	10-4000-31	Facility Rental Client Records	Records documenting the rental of VPL facilities to internal and external clients. Records may include client contact, billing, payment receipts, contracts or exhibit agreements, copies of special occasion (liquor) licences, liability insurance certificates, copies of work orders, set-up instructions, room diagrams, floor plans, signage, correspondence, price charts, and insurance material.	CY2.5.D	End of Calendar year in which record was created	City Clerk's Department (CC)

11 - Land Administration and Planning

The Land Administration and Planning function group relates to the City's role in administering the development and use of land in Vancouver. It includes activities related to addressing, land development, urban and heritage planning, social and cultural planning, affordable housing, environmental protection, property use, building permits and property information. It also includes records documenting property and trades inspections, zoning information, rezoning applications, and subdivisions. Also included in this function group are the licensing activities for businesses, vehicles, and dogs.

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
11-1000 Addressing and Street Naming Records relating to the registry of street names, addresses and suites within the City of Vancouver for the purpose of Emergency Response, (Police, Ambulance and Fire), mail delivery, and for the general public in locating a specific building. Records include building registers, addressing plans, and an index for street names and address. Note: Some older strata plan information is also located in Domino, and Street Name data is located on PRISM, as well as in the CAS - Central Addressing System. PID's (Property Identifiers) matching to addresses (and some suite numbers) are located in AMANDA.	11-1000-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	11-1000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	11-1000-10	Building Registers	Records documenting the approved uses of a building and address assignment in the City of Vancouver. Information captured in the building register includes the address and suite number assignment, location (floor) in the building, approved use, building code classification, square footage, last approval (building permit, occupancy permit, license) and additional notes relating to time limited approval, special conditions, and property information (cross reference).	EV0.7.A	Building demolished	Business Services and Strategic Compliance - DBL
	11-1000-11	Addressing records	Records related to the establishment, maintenance and notification to public and staff of property information (subdivision, consolidation and strata) and building information (addresses and suites) in the City. Includes changes related to permitting, address change requests and property (parcel) changes relating and in compliance with the Building By-law.	CY2.5.D	End of Calendar year in which record was created	Business Services and Strategic Compliance - DBL
	11-1000-12	Addressing Plans	Records documenting address and suite number assignments, layouts, and suite access, within a building. Records exist for most new developments and some existing buildings. Records consist of building permit architectural drawings, lease plans, architectural floor plans, and key plans. Information contained in architectural floor plans include plans with addresses, suite numbers, permitting changes (such as new demising walls). May also include photos of the site and buildings (entrances and addresses posted).	EV2.5.A	Addressing plan superseded	Business Services and Strategic Compliance - DBL
	11-1000-13	Street Names Records and Index	Records documenting location and street name of new streets, extension of existing streets (public and private) or naming of existing city asset (public lane) with notification sent to the public and staff. Records include the date approved by the Civic Asset Naming Committee and/or Council, name of the street (extension or change of existing street or new street), type of street (public/private), hundred Block with the corresponding map. Records of notification are displayed on City of Vancouver Web-page from the year 2000 and include a link to the electronic map.	EV2.5.A	Index superseded or street renamed	Business Services and Strategic Compliance - DBL

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
11-1200 Land Administration and Planning - Development Services Records of a general nature relating to the development services functions. In order to develop or build on private property, various City approvals and	11-1200-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	11-1200-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)

permits are required. The two most common permits are development permits which ensure that the proposed land use and design of buildings conforms to Zoning Regulations, and building permits which authorize new construction, renovations, additions and repairs in accordance with the Vancouver Building By-law (VBBL). The objective is to integrate and manage the diverse City approval processes in an environment that best serves the applicant, the City and the community. Used to document all phases of a development project. Records may include City-owned major area development projects, development project plans and revisions, and project scoping and facilitation records, Development Permit Board records, as well as letters of notification.	11-1200-12	Major Area Development Projects (City Owned)	Records documenting the co-ordination of services for development of city owned large or involved projects. Includes major developments that due to their scale, location or context, may have a significant impact on their surroundings. Used to provide consultation, document the permit process and track conditions imposed. Includes overall development plans for new neighbourhoods, planning and negotiations for rezoning applications, development permits, infrastructure design reviews, change orders, construction minutes, progress reports, copies of agreements and plans.	EV2.8.A	Project completed or terminated	Permitting Services - Development and Building - DBL
	11-1200-21	Project Scoping Records	Records generated during the initial project scoping phase of complex (multi-year, multi-department) development projects. Used to determine the feasibility of projects and document key issues which will have to be addressed and resolved during the review and approval process. Records include development plans, summaries of findings, scoping documents, planning and negotiations, and other related material. Case folders are organized by location. The project scoping process is a separate front-end process that does not always result in the approval of a permit or a development project. These records are handed over to the project facilitator once the project is at the development application phase. If the project is terminated, the records are retained by the scoper. Use 11-1200-22 for development project application records that have progressed to the development application phase for project facilitation.	EV3.7.D	Project completed or terminated	Permitting Services - Development and Building - DBL
	11-1200-22	Project Facilitation Records	Records documenting the facilitation services for development projects of significant scale, degree of complexity or controversy. Used to document the permit process, provide consultation, and track conditions imposed from the project scoping stage through to building occupancy. Records include development permits, overall development plans and amendments, technical reports and reviews, planning and negotiations, checklists, progress reports, copies of legal agreements, meeting minutes, and related information. These development application project records usually originate with the project scopers and are transferred to project facilitators once the project is at the development application phase. Documents related to the development permit file are scanned and filed into POSSE to be retained as the official record. See 11-1200-21 for terminated projects that have not moved on to the development application phase. See 11-4200 for specific issued permits.	EV3.7.D	Project completed or terminated	Permitting Services - Development and Building - DBL
	11-1200-30	Permit Application Records	Records used to prepare a permit application for submission including documents related to the processing and negotiations preceding the issuing of a permit, but not the issued permit itself. Includes permit processing records for Development, Building, Subdivision and Strata permits, etc. May also include public notification documents, technical reports, internal reviews, land title searches, checklists, copies of legal agreements, building permit deficiency lists and other related documents. Includes refused and lapsed permit applications. Records are retained in the Permit file within POSSE. Use 11-1200-31 for withdrawn applications See 11-4200 for issued permits See 11-1200-21 and 11-1200-22 for project scoping and facilitation records.	EV3.4.A	Building demolished	Permitting Services - Development and Building - DBL
	11-1200-31	Withdrawn Applications	Records related to permit applications that have been withdrawn. Applications may be for a variety of different permits including development, building, subdivision and stratas, sprinkler, trades, sign, awning, etc. Records may include relevant permit application processing documentation such as application forms, correspondence, undertaking letters, internal review notes, checklists, permit deficiency lists, requests to withdraw, etc. Use 11-1200-30 for accepted, refused or lapsed permit applications Use 11-4200 for permit issuance records.	EV1.0.D	Application withdrawn	0

	11-1200-40	Project Tracking Database	Database used to track all projects the facilitators are involved with, and where in the process the development or building permit application is, from receipt by the facilitator until building occupancy. Fields include permit number; address of project; name of project; meeting, review, and issuance dates; facilitator names. Used to assign projects to staff, and referred to when dealing with enquiries. All data also in the PRISM database as notes for each address.	EV2.5.D	Superseded or obsolete	Permitting Services - Development and Building - DBL
	11-1200-41	Development Permit Board Records	Records documenting the Development Permit Board and Advisory Panel's consideration of various types of development applications. Records include the reports of the Development Permit Staff Committee that provide the basis for discussion at the Development Permit Board meetings and include a recommendation from the Staff Committee. Records also include agendas, minutes, explanations, changes, correspondence, approvals and decisions of the board. The minutes from 1998 onwards are posted on the City's public website. The signed original is kept with the assistant to the DP Board for the calendar year in which the meeting occurred.	CY0.7.A	End of Calendar year in which record was created	Planning, Urban Design and Sustainability (PDS)

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
11-2000 Land Administration and Planning – Planning Records of a general nature relating to official development plans. Includes general information from which official plans are derived. Includes records related to land use planning, policy development, proposals and studies, projects, programs, industrial and commercial land strategies, blueways program, and community visions.	11-2000-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	11-2000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	11-2000-11	Consolidated Planning Regulations and Plans	Records documenting adopted land use policies, plans (including official plans), consolidated by-laws and guidelines. Also includes the maintenance as well as measures and procedures necessary to support Planning activities. Used to administer and maintain the objectives and policies for the physical development of the land use in the City and for specific areas.	EV0.7.D	Superseded or obsolete	Planning, Urban Design and Sustainability (PDS)
	11-2000-14	Planning Project and Program Records	Records documenting the development, coordination, implementation, management, and progress of planning projects (major, citywide, industrial, regional, transportation, ecodensity, urban design, central and station area) and programs including neighbourhood centres, visioning, and business improvement. Used to produce reports, document new projects for approval by Council, and monitor completion. Includes terms of reference, project plans and strategies, studies, budgets, development enquiries, neighbourhood profiles, meeting minutes, and copies of grant applications, policies, guidelines and by-laws and other related material.	EV5.5.A	Project completed or terminated	Planning, Urban Design and Sustainability (PDS)
	11-2000-31	Blueways Programme Records	Records documenting projects under the Blueways programme to direct future development affecting Vancouver's waterfront environments including Burrard Inlet, English Bay, False Creek and the Fraser River. Used to produce reports and document new projects for approval.	EV2.5.A	Programme terminated	Transportation Design Branch (TDE)

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
11-2100 Land Administration and Planning - Urban Design and Development Planning	11-2100-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)

Records related to the urban design and development of the City's urban landscape, which considers how buildings, amenities and spaces work together to create livable, workable, safe environments within the City of Vancouver. Includes records related to inquiries and applications of development projects, urban design input on planning projects, and recommendations or advice from staff and the advisory design panels. Also includes records for the Crime-Free Multi-Housing (CFMH) programme designed to assist apartment owners, their staff and residents in working with the police and city staff to provide a safer environment.	11-2100-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	11-2100-10	Development Planning Case Files	Development planning case files created and maintained as part of the process of assessing current development applications and inquiries. Case file documentation includes a record of previous considerations on past cases. Records include meeting notes, internal notes, drawings, correspondence, current policies, copies of by-laws, and other material related to the development of a given site. Records may also include additional background information collected to support staff advice. Records are arranged by civic address assigned by staff.	EV2.18.A	Project completed or terminated	Development Planning - PDS
	11-2100-20	Urban Design Project Records	Records related to the urban design input on planning projects. Used to document all phases of a project, including analysis, testing, and delivery of the project. Records may include work plans, project plans, meeting minutes, correspondence, reports, and other supporting documentation. Records are arranged by project title assigned by staff.	EV2.18.A	Project completed or terminated	Planning, Urban Design and Sustainability (PDS)
	11-2100-30	Review Meeting Records	Records related to meetings to review inquiries and applications by staff. Records may be used to review previous staff advice. Record types include meeting agendas and notes. Records are arranged by date of meeting.	CY2.8.A	End of Calendar year in which record was created	Planning, Urban Design and Sustainability (PDS)
	11-2100-40	Advisory Design Panel Records	Records documenting Design Panel advice or recommendations to the Director of Planning, Development Permit Board or City Council on any significant development permit applications or policy affecting the community's physical environment. Includes records of the Urban Design Panel and First Shaughnessy District Design Panel. Records include meeting agendas and minutes, recommendations, and nominations for membership. Records may also include location maps, design rationale, field notes from site visits, mandate and function of the panel, and other relevant material.	CY5.5.A	End of Calendar year in which record was created	Planning, Urban Design and Sustainability (PDS)

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
11-2200 Land Administration and Planning - Social Development Records related to the social development process. The records document the monitoring of emerging community needs and developing long range social services, facilities, infrastructure, strategies, grant funding, plans and policies for Council's approval. Social issues may include aboriginal, addiction, children, childcare, disabled, food policy, gambling, health, liquor licensing, multiculturalism, poverty, prostitution, safety, seniors, social sustainability, women, and youth.	11-2200-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	11-2200-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	11-2200-10	Social Program and Project Records	Records documenting priorities, plans, policy development, management and coordination of social development programs and projects and services offered by Social Policy, Social Infrastructure, Carnegie Centre, Gathering Place and Evelyn Saller. Records include background information, program and project approvals and materials. Records may also contain copies of council reports on social policy and infrastructure, community centre initiatives, budgeting information, funding of programs and projects, copies of agreements and leases, the relationships and partnerships with external organizations and agencies, other levels of government and the non-profit and private sectors, committee meeting minutes, reports, statistics, policies, and research material.	EV5.10.A	Project completed or terminated	Social Policy and Projects Division
	11-2200-20	Childcare Records	Records documenting the management and coordination of childcare programs, projects, committees and initiatives. Records include childhood development and daycare issues, capital childcare grant reviews, development work plans, strategy reports, manager's reports, meeting minutes and correspondence. Records may also include copies of legal agreements, leases, and other related information.	EV5.10.A	Project completed or committee disbanded	Social Policy and Projects Division

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
11-2400 Land Administration and Planning - Housing Records related to the City's commitment to assist families and individuals who are unable to afford housing in the private market by providing social, non-market and subsidized housing. The records document housing projects, housing issues, housing plans and policies, various housing programs (including tenant assistance and SRA), tenant and residence records, and special needs residential facility records. Does not include records relating to the actual buildings or records relating to the financial matters.	11-2400-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	11-2400-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	11-2400-10	Housing Project Records	Records documenting the management and coordination of affordable housing projects. Records include background information, plans, initiatives, project approvals and materials. Records may also contain copies of council reports on social infrastructure, social housing initiatives, budgeting information, funding (of projects), meeting minutes, reports, lease renewals, MOU's, agreements, statistics, policies, research material, and information on external organizations, governments and committees.	EV5.5.A	Project completed or terminated	Housing Policy and Regulation - PDS
	11-2400-11	Housing Policy and Program Case Files	Records documenting affordable housing programs that the City is engaged in and developing. Programs may include tenant assistance, homelessness and other issues related to shelter. Records include studies, surveys, meeting minutes, reports, statistics, policies, research material, and information on external organizations, governments, committees, agencies and jurisdictions. Records may include background information, plans, events, program approvals and materials. Records may also contain copies of council reports on homelessness issues, initiatives and counts, tracking information, and shelters.	EV2.5.A	Project completed or terminated	Housing Policy and Regulation - PDS
	11-2400-30	Tenant Case Files	Records documenting the tenancy at all residences and lodges operated by the City. Records include tenant agreements, rental applications, room inspection reports, checklists, keys issued, terminations of tenancy, security deposit receipts, post-dated cheques, notifications, tenant incident reports, and any other information related to the tenant. Records may also contain photos, provincial ministry forms, wills, DNR's and release forms.	EV2.5.D	Tenancy terminated	Non-Market Housing Development and Operations
	11-2400-31	Residence Log Books	Records documenting the daily activities and occurrences at all residences operated by the City. The log books are a record of all activities that occur 24 hours a day, seven days a week, and are used by staff to stay informed. Types of entries include safety rounds, tenants incidents or complaints, state of the building, problems with visitors, contractor visits, emergency services calls, and crew talk notes. Entries may contain tenant names. May be used for legal purposes.	CY2.5.D	End of Calendar year in which record was created	Non-Market Housing Development and Operations
	11-2400-32	Housing Operations Residential Facilities Records	Records related to the City's operation of Non-Market Housing Residential Facilities. Records include plans, initiatives, programmes and projects documentation. May also include copies of council reports, operating agreements, budgets, funding, minutes, reports and other information necessary for the operation of the facility.	EV5.10.A	Asset sold	Non-Market Operations
	11-2400-20	Non-market Housing Lease Management	Records related to the negotiation, execution, monitoring and renewal of leases on city owned land and buildings as well as non-city owned properties whereby the City is involved in non-market and or below-market housing agreements. Records include letters, evaluations, reports, lessee information, compliance documentation, lessee tax calculations, financial information, and capital maintenance documentation/reports. May also contain copies of lease renewals, agreements, council reports, etc. Files are arranged by contract number.	EV2.8.D	Property disposed of or lease terminated	Non-Market Housing Development and Operations

	11-2400-40	Special Needs Residential Facilities Records	Records documenting the Special Needs Residential Facilities program that provides various types of nursing or other care or rehabilitation for people who have physical or mental illnesses or disabilities, minors in the care of the Province, people under the custody of Corrections Canada, and people who need emergency support on a short term basis. The City's role is to assess and process applications for new homes or facilities and to work with operators, funders and neighbours in any cases where operating problems may arise. Records include background information, plans, initiatives, program and project approvals and materials. Records may also contain copies of council reports on SNRF initiatives, budgeting information, funding approvals, meeting minutes, reports, statistics, policies, research material, and information on external organizations, governments and committees.	EV2.3.A	Application rejected or life of facility	Social Policy and Projects Division
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	Number	Classification Title	Notes	Retention Period	Trigger	OPR
11-2600 Land Administration and Planning - Cultural Services Records related to the City's commitment to ensure that all Vancouver residents and visitors have opportunities to enjoy and participate in cultural activities, and advise Vancouver City Council on issues and strategies related to the arts and cultural sector. This includes the development and administration of cultural policies and programs, and participation in City planning and development processes, including grant and support programs, cultural facilities, and public art. Working with other civic departments, Cultural Services participates in the development and upgrading of City-owned and other cultural facilities through zoning incentives and capital funding. These activities are informed by research and analysis of trends in Vancouver's cultural sector and best practices in other cities.	11-2600-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	11-2600-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	11-2600-10	Cultural Program and Project Records	Records relating to the management, funding and coordination of cultural programs, projects, facilities or infrastructure. Records include background information, plans, initiatives, program and project approvals and materials. Records may also contain copies of council reports on cultural initiatives and policy development; cultural amenity, and development processes as well as zoning incentives, budgeting information, funding of programs and projects, Community Use Agreements, coordinating efforts with neighbouring municipalities, community partners and senior levels of government undertaking joint projects and funding partnerships, program material, meeting minutes, reports, statistics, policies, research and other related material.	EV5.10.A	Project completed or terminated	Cultural Services
	11-2600-11	External Cultural Organizations Case Files	Records relating to external cultural organizations applying for or receiving City administered grants or support that are funded by the City. Case files consist of supporting documentation about each organization including budgets, projects, leases, annual and financial reports, funding, correspondence, plans and reviews, policies and procedures.	EV2.5.D	Involvement with Society terminated	Cultural Services
	11-2600-20	Public Art Program Records	Records documenting the planning and development of public art programs in the City of Vancouver. Records include donations to public art, initial proposals, approval process, project funding, approvals, budgets, public consultations, consultant's reports, communications, public art plans, and other related material. Record types include architectural drawings and photographs.	EV5.5.A	Project completed and art documented in registry database, or project terminated	Cultural Services
	11-2600-21	Public Art Installation and Maintenance Records	Records documenting the installation and maintenance of the Public Art structures that require technical input from Engineering Structures or the Parks Board. Used to monitor the construction and maintenance of Public Art on City streets and in Public Parks. Records include engineering reports, location of the art, insurance information, copies of agreements, and special requirements for maintenance.	EV2.5.D	Structure demolished	Structures - Streets Design

	11-2600-22	Public Art Register	Records document all public art projects located in the public realm on private and public land in the City of Vancouver. Records include photos, location, artist details, concept designs, fabrication and installation details, agreements and service contracts, engineering reports, purchasing of materials and equipment, inspections, invoices and all related information about the completed artwork. Used to monitor the construction and maintenance of public art. Also includes the database used to manage information about all public art installed in the City of Vancouver. The database assigns a number to each installation and project. These numbers are used when creating files for each art project. Fields include photos, location, artist, maintenance, and insurance of all public art.	EV2.5.A	Public art program no longer exists	Cultural Services
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	Number	Classification Title	Notes	Retention Period	Trigger	OPR
11-2800 Land Administration and Planning - Heritage Planning Records relating to the heritage planning function within the City. Records include the register of heritage buildings and landscapes, heritage projects, heritage revitalization agreements, heritage awards, and notification of heritage designation.	11-2800-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	11-2800-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	11-2800-10	Vancouver Heritage Register	Records document the properties that are included in the Vancouver heritage register. Records include an evaluation of the place or an inventory sheet, as well as documentation in accordance with the Province of BC standards, which includes a brief description, location, Statement of Significance (SOS), heritage value, character defining elements, photos, and information on the formal recognition of the historic place by Council, including the by-law numbers and enactment dates.	EV2.5.A	Superseded or obsolete	Planning, Urban Design and Sustainability (PDS)
	11-2800-11	Heritage Project Records	Records documenting the management and coordination of projects involving heritage register resources. Records include project background information, photos, correspondence, Heritage Revitalization Agreements (HRA), Heritage Alteration Permit (HAP), transfer of density letters A and B, and prior-to letters.	EV2.8.A	Building demolished	Planning, Urban Design and Sustainability (PDS)
	11-2800-14	Heritage Awards Records	Records documenting the annual heritage awards presented by the City to other organizations, businesses or individuals for the heritage conservation of buildings and landscapes in Vancouver. Records include nomination submissions and images of the project. All unsuccessful submissions are returned to the owner.	CY2.8.A	End of Calendar year in which record was created	Planning, Urban Design and Sustainability (PDS)
	11-2800-50	Notification of Heritage Designation	Records relating to notifications of heritage designation issued by the City Clerk's Office in the form prescribed in section 599 of the Vancouver Charter. Used to inform property owners and the provincial government of the adoption or defeat of Heritage Designation By-laws and Heritage Revitalization Agreement By-laws. Includes certified copies of by-laws, correspondence and mail registers. May include records verifying that the by-laws have been filed in the Land Title Office. Does not include notifications of public hearings issued by the Heritage Branch, or notifications issued by Legal Services to the Land Title Office.	CY2.5.A	End of Calendar year in which record was created	Business and Election Services

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
11-3000 Land Administration and Planning - Properties	11-3000-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)

Records documenting all property-related information associated to an address, property information inquiries and land title resolutions. The records document information gathered about properties, research requests from the public, as well as the land title resolutions.	11-3000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	11-3000-10	Property Information Case Files	Records documenting public requests for property information and staff responses including notes about the property. Case file notes include current zoning, approved use or occupancy of a building or a portion of a building, permits issued, and details about any outstanding orders related to the property and other relevant information. Used to satisfy the leasing or property transactions requirements. Files are arranged by location and date, and stored in POSSE.	EV0.7.D	Structure demolished	Business Services and Strategic Compliance - DBL
	11-3000-12	Land Title Resolutions	Records contain notices under section 336D of the Vancouver Charter, along with related documentation. Under this section, the City Clerk is required to file a notice in the Land Title Office stating that a resolution relating to land has been made, and that further information relating to this resolution is available for inspection at the offices of the City Clerk. Notices are used to inform prospective purchasers about conditions of the land or a building or structure thereon. Records are referred to as "Section 336D's". The sealed and registered original from the Land Title Office is retained by Legal Services. The copy of the 336D is produced by the Meeting Coordinators and is maintained as part of the Meeting documents.	EV.2.0.D	End of Calendar year in which record was created	Legal Services
	11-3000-20	Properties Central Address Files	Records documenting all property related information associated with a private property including plans, permits, and inspections. Central address files pre-dating 1996 are stored on microfilm. Records from 1996 onwards have been scanned and currently reside in POSSE. All of the associated records are arranged by address.	EV2.5.A	Building demolished	Business Services and Strategic Compliance - DBL

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
11-3400 Land Administration and Planning - Subdivisions and Stratas Records relating to the administration and coordination of applications and approvals for subdivisions and strata conversions.	11-3400-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	11-3400-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	11-3400-10	Subdivision and Strata Application Records	Records generated in the process of reviewing and approving applications for subdivisions, dedications for road and lane, reclassifications, and air space parcels. Records may also be used to assess previous considerations on present applications, as well as determine if any precedent had been established. Record types include the application, the application ledger, checklists, notification letters, correspondence, reports, copies of by-laws, plans, and the approval or refusal letters. Records are arranged by legal description. Ledgers are maintained in POSSE, arranged by location and date.	EV10.30.A	Application approved, refused or abandoned	Permitting Services - Development and Building - DBL
	11-3400-30	Strata Case Files	Records documenting strata conversions, phased strata, bare land strata, and subdivision of strata lots. Record types include the application, notification letters, correspondence, reports, copies of by-laws, plans, approval and refusal letters. Records may also be used to assess previous considerations on present applications, as well as determine if any precedent had been established. Records are arranged by address.	EV10.30.A	Application approved, refused or abandoned	Permitting Services - Development and Building - DBL

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
11-3600 Land Administration and Planning - Rezoning Records relating to the administration of the Zoning and Development By-law and associated Land Use and Development Policies and Guidelines adopted by Council. A rezoning is a legal change to the By-law, either initiated by City staff following a policy planning study, or by the public by way of a privately-submitted rezoning application. Rezoning Centre staff respond to rezoning inquiries and process privately-submitted rezoning applications. The records may provide guidance to rezoning inquirers, applicants and staff in assessing certain rezoning proposals as well as certain development proposals involving conditional approval uses and regulations under current zoning.	11-3600-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	11-3600-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	11-3600-10	Rezoning Application Case Files	Records documenting rezoning applications made by the public. Records also contain CD-1 (comprehensive development district) rezoning applications. Record types include the application, notification letters, correspondence, reports, minutes, by-laws, plans, the proposed form of development, and any conditions prescribed by Council. Records are arranged by date of application and the rezoning number assigned by staff. The CD-1 resolutions must be available to answer enquiries concerning existing CD-1 district zoning. Records may also be used to assess development permit applications and previous considerations on present rezoning applications. Arranged by unique number assigned by staff.	EV10.20.A	By-law enacted, application rejected or application withdrawn	Planning, Urban Design and Sustainability (PDS)
	11-3600-20	Rezoning Enquiry Case Files	Records documenting the amended section(s) or schedule(s) of the zoning and development by-law or Official Development Plan (ODP), or various zoning by-laws. Records contain the application form, background information, notification letters, reports, meeting notes, minutes, copies of by-laws, and correspondence. Record types also include maps and plans. Records are arranged by date of application and the rezoning number assigned by staff. Records may be used to research previous decisions.	EV10.20.A	Enquiry proposal accepted or abandoned	Planning, Urban Design and Sustainability (PDS)
	11-3600-30	Development Review Meeting and Public Benefits Committee Records	Records documenting the meetings to review rezoning applications and inquiries. Records contain background information collected to support the Planning department's advice, including whether or not there is staff support. Record types include meeting agendas and notes. Records are arranged by date of meeting. Records may be used to review previous staff advice.	CY5.10.D	End of Calendar year in which record was created	Planning, Urban Design and Sustainability (PDS)

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
11-4000 Land Administration and Planning - Environmental Protection Records relating to the administration of environmental protection matters and to the enforcement of the Sewer and Watercourse By-law No. 8093 and the regional GVRD (Metro Vancouver) Sewer Use By-law No. 299,2007. Records document regular inspections to monitor the treatment and discharge to the sewers of industrial and commercial wastes; investigation of the sources and the elimination of the discharge of volatile or other hazardous substances entering public or private sewers; advice	11-4000-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	11-4000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	11-4000-10	Environmental Project Records	Records documenting the management and coordination of environmental protection programs, projects, and issues. Records include work plans, Prism notes, public inquiries, approvals and correspondence. Records may also include copies of legal agreements, leases, and other related information.	EV2.28.D	Project completed or terminated	Environmental Services
	11-4000-11	Contaminated Sites and Soils Case Files	Records documenting contaminated sites prior to development application approval, as well as those sites still under review. Records include the certificate of compliance and all related information collected about the site, including Prism notes, correspondence, complaints and inquiries.	EV2.8.A	Case closed or abandoned	Environmental Services

to plant management, consultants, contractors on required treatment systems for wet waste industries; and storm water management. Records also document the issuance of Waste Discharge permits on behalf of the Greater Vancouver Regional District (Metro Vancouver). Records include documenting the response to spills, complaints and requests for information regarding hazardous waste disposal and sewer discharges. Records also document the City's coordination and responsibilities for dealing with contaminated sites including underground storage tanks at residential sites and participation in the City's Special Office for the Environment that takes a coordinated approach to launching, resolving or responding to environmental	11-4000-12	Pollution Management	Records relating to reporting of pollution incidents that require follow-up orders or preventative measures and the tracking and monitoring of remediation measures and activities including pollution prevention records (e.g pollution prevention plans). Includes coast guard reports, dangerous good reports, incident reports, Emergency Management B. C. (EMBC) reports, inspection reports, pollution orders from regulatory agencies (e.g. federal, provincial, regional and municipal), tracking sheets, and correspondence.	EV2.48.A	Investigation completed	Environmental Services
	11-4000-20	Hazardous Materials Report Forms	Records documenting hazardous materials abatement reports for sites due for demolition. Records include the report form and a copy of the permit allowing the demolition. Information on the form includes legal description, address, building permit number, applicant information, demolition contractor, a checklist of hazardous materials found on site, and any conditions that must be met prior to demolition, plus the certification of a qualified person stating that conditions have been met.	EV2.8.A	Demolition completed	Environmental Services
	11-4000-30	Waste Discharge Permits and Monitoring Records	Records documenting waste discharge permits for sites generating industrial waste and the monitoring that is related to the permitted site. Records include standard conditions, sampling and reporting requirements, period of permitted discharge, site plans, treatment system, correspondence, and a checklist used to assess the site. Monitoring information is entered into the GVRD's (Metro Vancouver) DMS database. Permits are reviewed and amended periodically where applicable.	EV0.25.A	Expiry of permit and discharge of waste	Environmental Services

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
11-4200 Land Administration and Planning – Permits Records relating to the administration, coordination and issuance of permits related to land administration, trades, trees, signs and occupancy within the City. For Waste discharge permits, please refer to 11-4000-30	11-4200-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	11-4200-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	11-4200-10	Development Permits	Records documenting the issuance of development permits once all approvals have been granted. Records may include the issued permit, plans, checklists, letters of assurance, extensions, minor amendments, cancellations, revocations, letters of advisement, letters of notification, and other related documentation. Plans are microfilmed and permits are scanned. See 11-1200-30 for records relating to the permit application and negotiation process.	EV2.5.A	Building demolished	Permitting Services - Development and Building - DBL
	11-4200-11	Building Permits	Records documenting the issuance of building permits once all requirements have been met. Records may include internal reviews, issued permits, extensions, minor amendments, cancellations, revocations, letters of advisement, plans, checklists, letters of assurance, and other related documentation. Demolitions are applied for by way of a building permit. Plans are microfilmed and permits are scanned. See 11-1200-30 for records related to the permit application and negotiation process.	EV2.5.A	Building demolished	Permitting Services - Development and Building - DBL
	11-4200-12	Development and Building (combined) Permits	Records documenting the issuance of combined development and building permits to the applicant, once all requirements have been met. Records may include internal reviews, issued permit, extensions, letters of advisement, cancellations, renovations, plans, checklists, letters of assurance, and other related documentation. Plans are microfilmed and permits are scanned. See 11-1200-30 for records related to the permit application and negotiation process.	EV2.5.A	Building demolished	Permitting Services - Development and Building - DBL

	11-4200-13	Alternative Solution Request Case Files	Records documenting alternative solution requests (formerly known as equivalencies) and acceptance of existing conditions with mitigating features requests, submitted by external professional engineers and registered architects. Used to document solutions that are agreed to by the City. Records include documentation such as test reports, calculations, and Vancouver Building By-law (VBBL) performance validations. Records may also include the decisions of the Equivalency Review Panel and Code Development Engineer.	EV2.5.D	Building demolished	Permitting Services - Development and Building - DBL
	11-4200-14	Structural Review Program Records	Records documenting the structural audit review of building plans by independent structural engineers appointed by the City. Used to review changes to the building through permits and renovations. Includes review reports of Vancouver Building By-law (VBBL) compliance and errors, safety and structural requirements, and quality assurance of earthquake standards.	EV2.5.D	Building demolished	Permitting Services - Development and Building - DBL
	11-4200-15	Occupancy Permits	Records documenting occupancy permits issued for new construction, alterations and subsequent changes of use approval. Records include occupancy permits required for construction of one or two family dwellings; partial occupancy permits for portions of new buildings; and, re-occupancy permits issued after a building has been closed due to an unsafe condition.	EV2.5.D	Building demolished	Permitting Services - Development and Building - DBL
	11-4200-20	Trades Permits	Records documenting the issuance of trades permits for all building trades including electrical, gas, plumbing, drain tile, alarms, and sprinklers. Records may also include the application for the permit, if one is required.	EV2.5.D	Building demolished	CBO, Inspections and By-law Services - DBL
	11-4200-30	Tree Removal Permits	Records documenting the issuance of tree removal permits. Records include the application process for removal and replacement of trees on private property as a result of development, arborist reports, drawings of site plans, correspondence, and related information.	EV0.7.D	Permit complete	Development Planning - PDS
	11-4200-40	Sign and Awning Permits	Records documenting the application, issuance, and final inspection of sign & awning permits. Records contain plans noting encroachments, owners undertaking letter, strata approval letter, Schedule B, Engineers Letter, Attachment A, and other related documents. These documents are scanned and stored in POSSE. Online application data is stored directly in Posse. Up to 2017, large format plans are microfilmed; standard size documents are scanned into POSSE, and the original paper records are maintained by issuance date. Refused permits are maintained separately but for as long as all other sign permits.	EV2.5.D	Removal or replacement of sign or awning	Development Planning - PDS

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
11-4400 Land Administration and Planning - Inspections Records relating to the administration, processing and management of building inspections conducted under the appropriate codes and legislation. Includes the operations of construction inspection services, building processing centre, as well as building inspection projects. Also includes inspections pertaining to property use and the secondary suite program.	11-4400-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	11-4400-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	11-4400-10	Field Notes and Diaries	Records documenting the daily appointment schedules and inspections carried out by each inspector and some of their notes that support the completion of inspection reports. These may be used by the inspector in subsequent legal proceedings.	CY2.5.D	End of Calendar year in which record was created	CBO, Inspections and By-law Services - DBL
	11-4400-20	Inspection Reports	Records documenting inspections of building, electrical, plumbing, gas, sprinkler, single room accommodation (SRA), property use, energy utilization, landscape, sewer separation, site, environmental, and demolition. Records may include correspondence relating to outstanding inspections, orders, requests for inspection, declarations, certificates and any other material related to an inspection.	EV2.5.D	Building demolished	CBO, Inspections and By-law Services - DBL

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
11-4600 Land Administration and Planning - Licences Records relating to the administration and coordination of the licensing function within the City. Licences included are those for businesses, dogs, late night dance events, liquor, and commercial vehicles.	11-4600-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	11-4600-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	11-4600-20	Business Licences	Records documenting the application and issuance of annual business licences. Includes business licences for rental properties, soliciting for charity licences, second-hand dealers, and special events such as trade shows and concerts. Records include new applications for business licences to ensure the business is located in a premises that complies with City by-laws prior to the license being issued, approvals from other departments, and other related information.	CY2.5.D	End of Calendar year in which record was created	Office of Licensing and Policy - DBL
	11-4600-21	Dog Licences	Records documenting the application and issuance of annual dog licences. Records include information about the dog owner, licenced animal including breed, dog name, gender, colour, veterinarian name, proof/year of spaying or neutering, tattoo, dog chip ID, and dog tag number.	CY2.5.D	End of Calendar year in which record was created	Office of Licensing and Policy - DBL
	11-4600-22	Event Licences	Records documenting the application and issuance of special event licenses (such as MMA Combat events and Late Night Dance events). Records include application form, copy of business licence, details about the event schedule, party plan, security information, meeting minutes, insurance, police clearances, approval letters, copy of permit issued, copy of reports to Council, and other related information.	CY2.5.D	End of Calendar year in which record was created	Office of Licensing and Policy - DBL
	11-4600-23	Liquor Business Licence Case Files	Records documenting the application and issuance of business licences related to liquor service, and temporary and permanent amendments to existing licenses, for the sale of liquor in restaurants and other licensed establishments. Records include information about the licensed premise, correspondence, Council reports relating to an application, police reports, suspensions, and inspections. Records may also contain copies of by-laws and regulations, enforcement meeting notes, complaints, public notifications, signage information, public meeting information, good neighbour agreements, and enforcement actions. Used to monitor compliance with the regulations and conditions. Records are arranged by address of the premise.	EV3.4.D	Licence revoked	Office of Licensing and Policy - DBL
	11-4600-24	Municipal Decals and Commercial Vehicle Plates	Records documenting the issuance of municipal decals and commercial vehicle plates, which are needed for vehicles driven for business use. Issued annually. Records include the decal or plate number issued, vehicle owner information and insurance, and vehicle information, such as type and gross weight.	CY2.5.D	End of Calendar year in which record was created	Office of Licensing and Policy - DBL
	11-4600-25	Vehicles For Hire Licences	Records documenting the application and issuance of vehicles for hire licences. Records include information about the licensed taxi, limosine, bicycle courier, chartered buses, horse-drawn carriages, u-drives, and driving schools. Issued annually. Also included are the bike courier exams, inspections sheets, Council reports, correspondence, and other related information.	CY2.5.D	End of Calendar year in which record was created	Office of Licensing and Policy - DBL
	11-4600-30	Certified Professional Program Records	Records related to the City's Certified Professional Program, authorized by the Certification of Professionals By-law (# 6203). Records include a registry of CP members and authorization of certified professionals to act on behalf of the City as an alternate permit process stream called the "Certified Professional (CP) Program." Records include CP Advisory Committee agendas and minutes, letters of professional assurance, CP manual of practice, training, and exam questions.	EV10.40.D	Programme terminated	Building Policy Branch

12 - Parks and Recreation

The Parks and Recreation function group relates to the administration and management of City parks, recreational facilities and recreational programs. It includes the operation of individual parks, community centres, playgrounds, municipal golf courses, swimming pools and ice rinks, as well as park maintenance and planning; it also includes the planning and delivery of recreation programs. This function group also relates to entertainment programs and events in the City, including special events, festivals and performing arts programs.

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
12-0100 General Records that are of a general nature, and for which no suitable classification code exists under this section.	12-0100-01	Transitory Records	Records that are of a general nature, and for which no suitable classification code exists under this section. Use ONLY for records which: 1) do not fit into a more specific secondary classification AND 2) may be routinely destroyed after one (1) year because they are of no further business, fiscal or legal value. Note: This classification is regularly audited for compliance.	CY2.0.D	End of Calendar year in which record was created	0

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
12-1000 Site Planning and Development Records related to the research, planning, development, and renovations of parks and park facilities, as well as land acquisition for parks. Includes records documenting the feasibility of a project, development of project proposals, tracking of project costs, and actual expenditures. Used to document all phases of a project, and for reference when similar projects are considered.	12-1000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	
	12-1000-10	Long Range Renewal Planning Records	Records documenting statistical information and analysis in support of planning and development activities to assist the Park Board in setting long-term objectives. Includes records related to the analysis of statistics collected from the field such as usage statistics from community centres, demographics, and public feedback to assist in the writing of Board and Council reports.	EV3.7.A	Plan completed or project terminated	0
	12-1000-12	Park Property Consideration Records	Records documenting the consideration of land for acquisition. Includes records related to proposals and authorizations for purchase, conveyancing, appraisals, property/site history, expropriation, existing restrictions (including subdivisions, easements and encroachments), land title information, and tax payments. Records may also include correspondence, site plans, Council reports, Park Board reports, interim agreements and sales agreements.	EV2.8.D	Disposal of property or decision made not to acquire	0
	12-1000-71	Facilities Graphic Records	Graphic records related to Park Board facilities, stored in electronic format. Includes digital photographs and CAD drawings. May be used as supporting documentation for a development project, for insurance purposes, and for reference.	EV3.7.A	Superseded or obsolete	0

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
12-2000 Parks and Recreation - Site Operations and Maintenance Records related to the operation and maintenance of parks and beaches, including maintenance for playgrounds, outfield structures, and sports fields. Records include case files for parks and beaches, as well as trades work orders.	12-2000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	12-2000-10	Facility Files	Records documenting the various operations and maintenance activities that take place at Park Board facilities on a day to day, month to month or yearly basis. For records on individual facilities please use 02-1000-21.	CY3.7.D	End of Calendar year in which record was created	City Clerk's Department (CC)
	12-2000-11	Park Files	Records documenting the operation, maintenance, and administration of park sites in Vancouver, including beaches, sports fields and other outdoor sites. Records contain location of survey monuments, information from land titles office, information from legal plans, sketches, and site maps. May also contain copies and reports of VANMAP.	CY3.7.A	End of Calendar year in which record was created	COV - Office of Custody (OPR)

	12-2000-50	Maintenance Project Records	Records documenting maintenance and repair projects for Park Board facilities, parks, and structures, including pools, ice rinks, seawalls, gardens, and community centres. Includes records related to the planning of maintenance programs. Work on the project may be done by staff from the maintenance office, Parks Board staff, Engineering Services, or by external contractors. Record types may include work orders (printed out from SAP), copies of tender documents and contracts, payment information, invoices, documentation of lien checks, WCB forms, and communications related to progress of the project. Provides evidence that all sites, buildings, and facilities meet necessary operating, usage, and safety requirements.	EV2.5.D	Project completed or terminated	0
	12-2000-52	Planned and Preventative Maintenance	Records documenting all planned and preventative maintenance performed by the Park Board staff or third party on facilities or property owned and maintained by the Parks Board. Records include trade and work order forms, log books, correspondence, test reports regarding scheduled maintenance projects for all sites. These include renovations, shutdowns, winterization, start-up, hydrant flushing, contamination concerns, back-flow preventers, fire sprinkler testing, on-site safety inspections, and seismic upgrading. Also includes the maintenance performed at pools, outfield structures in parks, marinas, sports fields (irrigation plans), goal posts, playground equipment, and baseball diamonds. May also include trade and work orders for corrective action, planned maintenance, capital, NNR, billable, and standing orders.	CY2.5.D	End of Calendar year in which record was created	City Clerk's Department (CC)

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
12-2100 Parks and Recreation - Environmental Services: Parks Records which document inspections, monitoring and mitigation activities related to environmental issues or environmental hazards at Park Board sites and facilities. Includes records related to the removal of asbestos or other hazardous materials, indoor air quality monitoring, and reducing the City's energy consumption.	12-2100-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	12-2100-20	Facilities Environmental Files	Records documenting the routine inspection of Park Board sites and facilities for asbestos and other hazardous materials. Records may include diagrams of the facilities, completed asbestos test reports, charts of materials used at different sites and facilities, completed Hazard Analysis forms, work orders, invoices, and notices of upcoming inspection or maintenance.	EV3.7.D	Building demolished	City Clerk's Department (CC)
	12-2100-30	Testing and Sampling Records	Records documenting the sampling of sand from Park Board sites and facilities for bacteria and other hazardous substances. Records include sand sampling tests, sand test results, and work orders. Also includes air quality testing from Park Board sites and facilities for harmful gases. Includes air samples, lab results, air quality monitoring graphs, air quality logs, and work orders.	CY3.7.D	End of Calendar year in which record was created	City Clerk's Department (CC)
	12-2100-50	Environmental Project Records	Records documenting abatement projects undertaken by the Park Board to remove hazardous materials from Park Board facilities, including asbestos, lead, mould, and PCBs. Records may include correspondence, copies of contracts, inspection reports, copies of invoices, and other supporting documentation.	EV0.10.D	Building demolished	0

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
12-2200 Parks and Recreation - Plant and Animal Management Records documenting the planting and care of plants, and trees in parks, gardens and nurseries throughout the City, including Van Dusen Gardens and the Bloedel Conservatory. Records relate to planting and propagation, garden care	12-2200-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	12-2200-10	Bed Maintenance Records	Records documenting the propagation of plants and trees for the Park Board. Records relate to specific plant types, and the development of garden areas. Includes types of bedding plants and bulbs planted in City gardens, boulevards, and parks. Records include soil sample results, research notes, inventory sheets, maps and plans of individual garden areas, and records of plantings, plant labeling and nursery purchases.	CY3.4.D	End of Calendar year in which record was created	City Clerk's Department (CC)

and maintenance, soil tests, disease and pest control, and the establishment and administration of community gardens. Also includes records documenting care of City trees, as well as tree inventories.	12-2200-20	Arboriculture Case Files	Records documenting the planting, maintenance and regulation of trees, including tree height. Records include service requests, reports, information on various species, test results, and inspection reports.	EV3.4.D	Case closed or abandoned	0
	12-2200-22	Tree Farm Inventory Records	Database used to keep track of the inventory at the tree farm. Information in the database includes tree type, number of trees, equipment, and supplies needed to plant trees. Information is used to determine value of farm inventory. Inventory records are used to keep track of all trees at the tree farm and determine the value of the farm inventory. This information is maintained in the Tree Farm Inventory database and includes tree type, number of trees, equipment, and supplies needed to plant trees.	EV0.7.D	Superseded or obsolete	0
	12-2200-23	Street Tree Records	Records about trees located on streets and boulevards used to track each tree's vital statistics and maintenance needs, as well as to record information received from the public regarding street trees such as broken branches, overgrown trees, wasp nests, aphids, motor vehicle accidents, etc. This information is maintained in the VanTree database and accessed by inspectors attending related to service calls. Does not contain information on trees located in parks.	EV0.7.D	System no longer in use or replaced	0
	12-2200-30	Pest and Disease Management Records	Records documenting the management of pests and diseases, including the control of pests using pesticides and herbicides. Records include inspection forms, soil test results, photographs, monitoring and diagnostic reports, pesticide use reports, material safety data sheets, pesticide labels, registry of pesticides, and certified applicators' list.	CY3.7.D	End of Calendar year in which record was created	City Clerk's Department (CC)
	12-2200-40	Community Garden Records	Records documenting the use of Park Board land by community groups and private individuals for gardening, including documentation of applications and the subsequent granting of permission for use. Records contain garden designs, contact lists, certificates of insurance, copies of the licence agreements and contracts, policy, presentations to Park Board, Board approvals, correspondence and queries.	EV2.5.A	Contract expired or terminated	City Clerk's Department (CC)
	12-2200-50	Animal Management Records	Records documenting the health and well-being of the birds and fish that live at Park Board facilities including the Bloedel Conservatory. Records include registration forms, breeding information, animal health files, feeding and cleaning records, deaths, accessions, removals, prescriptions, autopsies, and veterinarian services.	EV2.8.D	Animal no longer residing at facility	0

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
12-3000 Parks and Recreation - Business Services Records related to the leasing and rental of Park Board parks and facilities to the public, community groups, and associations for short-term and long-term use. Records include joint operating and lease agreements; rental agreements for picnic sites, marina berths, and equipment; rental permits, and rentals to movie companies. Records also include reservations and waiting lists, applications, correspondence, and emails. Does not include lease agreements related to restaurant operations on Park Board property.	12-3000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	12-3000-10	Operating and Lease Agreements	Records related to the leasing and rental of Park Board parks and facilities to the public, community groups, and associations for short-term and long-term use. Records include joint operating and lease agreements.	EV2.8.D	Expired or terminated	0
	12-3000-11	Tenancy Agreements	Records relating related to tenancy agreements between the Board of Parks and Recreation and external parties where the Board is the tenant. Records include Crown agreements for Park Land, Crown grants, LSE with companies, communications, issues, reports, and copies of related Board and Council minutes. May also include background material that documents the relationship between the Board and the landlord.	EV0.10.A	Expired or terminated	0
	12-3000-30	Rental Agreements	Records documenting agreements to rent Park Board facilities, sites, and sports fields to private groups and individuals for on-going activities. Records include rental applications and signed agreements between individuals or organizations and the Park Board	EV2.5.D	Expired or terminated	0

	12-3000-31	Rental Permits	Records documenting the rental of Park Board facilities, parks, and sports fields to outside groups for special events or short-term use. Records include permit applications and signed permits issued by the Park Board such as special event, facility rental, equipment rental, picnic site and filming permits. Records also include reservations and waiting lists and correspondence.	CY2.5.D	End of Calendar year in which record was created	PB - Office of Custody (OPR)
	12-3000-40	Reservations and Waiting Lists	Records documenting reservations and wait lists to rent Park Board facilities, sites, and sports fields to private groups and individuals for on-going activities. Includes waitlists for berths at public marinas.	EV2.0.D	Expired or terminated	PB - Office of Custody (OPR)
	12-3000-41	Marina Contracts Case Files	Records documenting the relationship between the Park Board and individuals renting berths, parking and storage spaces at Park Board marinas. Records include contracts and ledgers and rental agreements for marina berths.	EV2.5.D	Expired or terminated	PB - Commercial Operations
	12-3000-42	Marina Activity Reports	Records documenting revenue generating activities at marinas. Records include berth checks.	CY2.5.D	End of Calendar year in which record was created	PB - Commercial Operations

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
12-5000 Parks and Recreation - Programme Development Records related to recreation and education programmes offered by the Park Board throughout the City. Records include children's, youth and seniors' programme records, adapted and special needs programme records, Park Partner volunteer programme records, educational programme records, nature and ecology programme records, community arts programme records, and fitness programme records. Records also include special events programming case files. Does not include records related to applications for grant funding to assist programmes.	12-5000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	12-5000-10	Programme Records	Records documenting the design and development of various programmes delivered through the Community Centres on behalf of the Park Board. Does not include original records related to Association-sponsored programmes, but may contain copies.	CY2.5.A	End of Calendar year in which record was created	PB - Office of Custody (OPR)
	12-5000-20	Special Events Programming Case Files	Records documenting various special event programmes and projects initiated, coordinated, and facilitated by the Park Board, and events held at Park Board sites and facilities. Records include copies of fundraising and grant applications for events, correspondence, reports, and proposals for special events programmes.	EV2.5.A	Case closed or abandoned	PB - Office of Custody (OPR)
	12-5000-30	Park Partners Programme Records	Records documenting the operation of the Park Partners programme. Park Partners creates volunteer opportunities and supports those citizens who want to make ideas, projects, or events happen in their neighbourhood parks. Citizens can volunteer in the parks, become a park steward, and participate in park clean ups. Records include planning documents, correspondence, volunteer records, and project proposals. Also includes records relating to the Neighbourhood Matching Fund programme, which include applications from community groups, contracts, and receipts.	EV2.5.A	Programme terminated	PB - Planning

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
12-5200 Parks and Recreation - Programme Administration Records related to the administration of public recreation services within the City of Vancouver, including records documenting programme development, programme offerings and scheduling, participation and usage statistics, relationships with affiliated groups, and participant registrations and consent forms. Also includes golf tee time	12-5200-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	12-5200-09	Community Centre Association Records	Records documenting the Board's relationship with Community Centres. Records can include correspondence, agreements, reports, surveys, CCA meeting minutes, copies of audited financial statements, publications, and other information used to document the relationship between the Community Centre Associations and the Board. Records are arranged alphabetically by association name.	EV2.0.A	Involvement with Society terminated	PB - Office of Custody (OPR)
	12-5200-10	Calendar Development Records	Records documenting community centre calendar brochure design and development. The calendars are published brochures distributed quarterly by community centres to promote programmes offered on a seasonal basis.	CY2.5.D	End of Calendar year in which record was created	PB - Office of Custody (OPR)

reservations. Does not include records related to the content or delivery of recreation or education programmes.	12-5200-20	Programme Registration Records	Records of registrations for programmes and activities offered at Park sites and facilities. Includes registration forms and till receipts. Some registrations are done on-line and processed through the ActiveNet database.	CY2.0.D	End of Calendar year in which record was created	PB - Office of Custody (OPR)
	12-5200-22	Consent and Emergency Contact Forms	Consent and emergency contact forms completed by patrons giving consent for minors participating in programmes to leave the facility for field trips, etc. Records also include forms containing emergency contact information for programme participants.	CY2.18.D	End of Calendar year in which record was created	PB - Office of Custody (OPR)
	12-5200-31	Golf Reservation Records	Records of tee time reservations at City golf courses. Reservations are maintained in the Tee Time Reservation system.	CY1.0.D	End of Calendar year in which record was created	Office of the Chief Technology Officer
	12-5200-40	Leisure Access Program Records	Records documenting applications for and issuance of Leisure Access Program (LAP) passes. The LAP entitles residents to reduced fees for some programmes and services offered by the Park Board. Records are used by LAP programme staff to assess applicants' eligibility for LAP. Also includes proof of residence (which could be utility bill or tenancy agreement), Proof of Income Statement, and Canada Child Benefit Notice from the Canada Revenue Agency (CRA). All data is entered into the card holder database (GuardCard) along with any related photos.	CY2.0.D	End of Calendar year in which record was created	PB - Access and Inclusion
	12-5200-50	Affiliated Group Case Files	Records documenting the relationship between Park Board and various affiliated groups that make use of Park Board facilities on an on-going basis, including groups such as seniors associations, running groups, swimming and skating clubs, and hockey teams. Records include copies of agreements and correspondence.	EV3.4.D	Involvement with Society terminated	PB - Office of Custody (OPR)
	12-5200-60	Instructors Records	Records documenting delivery of lessons and instruction for skilled activities such as swimming, skating, and other sporting activities. Used to plan lessons, evaluate progress, and certify students' achievement of skill levels and course completion. Records include schedules, class lists, attendance and sign-in sheets, curriculum records, evaluations and test results, and progress reports.	CY2.5.D	End of Calendar year in which record was created	PB - Office of Custody (OPR)
	12-5200-52	Adapted Program Records	Records related to the assessment and administration of applications for adapted recreation programs. Participant intake applications are used to determine the amount of support required for the participant to attend recreation programs. Includes participant profile forms for supported and adapted programs. These records contain the personal information regarding medical and behavioural needs of participants.	CY2.0.D	End of Calendar year in which record was created	PB - Access and Inclusion

13 - Engineering and Public Works

The Engineering and Public Works function group relates to the development and maintenance of the City's transportation and utilities infrastructure, and the provision of related services. It includes the management, planning, building, maintaining, and improving of transportation infrastructure, including traffic control, lighting, signage, streets, sidewalks, bridges and other structures; solid waste management, recycling, and sanitation; water supply and distribution; sewers and drainage; utility corridors; and parking operations.

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
13-1000 Public Works Management Records documenting public works projects to coordinate facilities, work processes and information systems in the provision of engineering services. Includes records on asset management, infrastructure projects and streamlining work processes.	13-1000-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	13-1000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	13-1000-10	Infrastructure Management Records	Records documenting the business management of public works infrastructure assets. Records are used to apply business practices to engineering operations in order to manage lifecycle planning and resource allocation associated with the construction, operation and maintenance of public works infrastructure assets and services.	EV2.5.A	Project completed or terminated	Engineering Services (ENG)
	13-1000-20	Infrastructure Project Records	Records documenting infrastructure projects, projects that encompass the whole of the Public Works infrastructure as opposed to only certain components such as street infrastructure. Used to document all phases of an infrastructure project, from the development of the project proposal through to completion of the project. Also used to track the actual cost and progress of an infrastructure project, as compared to the proposed budget and schedule. Includes projects that would encompass both corporate and engineering processes.	EV2.8.A	Project completed or terminated	General Manager's Office (GM) - Engineering Services
	13-1000-30	Archaeological Site Management Records	Records related to protecting, managing, and conserving heritage sites while carrying out emergency work (such as broken water main repairs) and planned construction projects that involve ground altering activities. Records may include Heritage Information inventories, archaeological site maps, heritage information forms, requests for archaeological services, chance find management plans, site assessments, archaeological permits, first nation permits.	CY5.10.A	End of Calendar year in which record was created	Engineering Strategy and Standards
	13-1000-31	Archaeology Assessment Reports	Records related to archaeological assessments of potential or known archaeological sites. Assessments are conducted prior to undertaking construction projects to determine the impact of carrying out engineering work and to provide First Nations an opportunity to protect and preserve their site while allowing the City to carry out required engineering work. Records include Archaeological Impact Assessments and Archaeological Assessment Overviews.	CY5.10.A	End of Calendar year in which record was created	Engineering Strategy and Standards

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
13-1100 Engineering and Public Works - Project Development Services Records related to construction of a project in the City. Used to monitor Engineering's requirements for the safe and continuous use of City streets during	13-1100-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	13-1100-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)

construction. Includes plans necessary for encroachment on City streets for crossings, and development.	13-1100-10	Geographic Location Records	Records related to specific geographic locations, which were gathered and filed by GIS number. Existing documents are used in order to facilitate staff enquiries into historical engineering activities that have occurred in the vicinity of a specific location. Examples of activities that may be documented in these central files include any engineering project from any branch, garbage and waste management, local improvements, greenways, structures,, transportation work, water services, sewer services, and other related issues. Records may include form 1's, memoranda, letters of complaint, sewer back-up letters, invoices directly related to a physical location. Note: this record series was in active use from 1940-2011 and is currently maintained in hard copy & microfiche for research purposes. Use 13-5200-10 for Installation Authorization Forms (form 1's)	EV0.7.D	No longer required for business purposes	Team Services (TS) - Engineering
	13-1100-20	Crossings Records	Records documenting permanent boulevard crossings on City property by residents and contractors. Contains drawings, permit and other information related to the temporary or permanent establishment of a crossing. Used to support crossing conditions and standards for use. Arranged numerically by Crossing file and reference number.	EV2.10.D	Crossing removed	Development and Major Projects Branch
	13-1100-30	Minor Development Projects Case Files	Records documenting Engineering's comments and required modifications to development permit applications. Used to coordinate responses in order to establish conditions that must be met prior to or during development. May include comments from several different branches of Engineering when it is necessary to provide a coordinated reply. Does not include for major development project case files.	EV2.8.A	Project completed or terminated	Development and Major Projects Branch
	13-1100-31	Major Development Projects Case Files	Records documenting the co-ordination of engineering services for development of large or involved projects. Includes major developments that due to their scale, location or context, may have a significant impact on their surroundings. Used to provide consultation, document the permit process and track conditions imposed by Engineering. Includes overall development plans for new neighbourhoods, planning and negotiations for rezoning applications, development permits, infrastructure design reviews, change orders, construction minutes, progress reports, copies of agreements and plans.	EV2.8.A	Project completed or terminated	Development and Major Projects Branch
	13-1100-32	Construction Damage Records	Records documenting damage of City owned property during the construction process. Used to support damage claims against contractors using city property for access during construction. Includes trees, curbs, sidewalks etc. Records known as the 'Street Excavation files'	EV2.8.D	Project completed or terminated	Development and Major Projects Branch

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
13-1200 Engineering and Public Works - Local Improvement Management Records related to construction of local improvements as provided for in the Local Improvement Procedure By-law (3614). Local improvements include construction or alteration of street pavement, curbs, lane paving, lane speed humps, sidewalks, sidewalk	13-1200-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	13-1200-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	13-1200-10	Field Check Records	Field check of an area to be assessed in a local improvement project. Used to identify problems areas prior to construction and to support the inclusion of the project in the Court of Revision. Includes maps and photographs.	EV2.5.D	Successful ruling issued	Streets Division (STD)

reconstruction, street lighting, lane lighting or other construction work which benefits the local area. Records are used to prepare improvement proposals for the Court of Revision, document the need for improvements, monitor construction, and calculate special tax assessments for properties deemed to have specially benefited from the improvements.	13-1200-20	Court of Revision Submission Records	Records documenting the proposed local improvement projects submitted before the Court of Revision. Submissions include petition to initiate as well as reports that outline the advisability, nature, area involved, probable lifetime, total real property, assessable frontage, exemptions from assessment, and the estimated total cost of the proposed project including contract price, engineering expenses, compensation and cost allocations. May include copies of field check records. Projects approved by the Court of Revision are reclassified as Engineering : Local Improvement Management : Local improvement project case files (13-1200-21)	EV2.5.D	Successful ruling issued	Streets Division (STD)
	13-1200-21	Local Improvement Project Case Files	Records documenting local improvement projects that have been approved by the Court of Revision. Used to document all phases of a project, from the development of the project proposal through to completion of the project. Also used to track the actual cost and progress of a local improvement project.	EV2.5.A	Life of structure or improvement	Streets Division (STD)
	13-1200-30	Special Assessment Records	Records documenting the calculation of project costs, used for the purposes of defraying project costs by levying and collecting taxes based on special assessments of the properties benefitted by the project.	EV4.11.D	Project completed or terminated	Streets Division (STD)
	13-1200-31	Special Relief Records	Applications from property owners requesting special relief from assessments for local improvement projects in cases where assessments may have been inequitably or unjustly affected.	EV4.11.D	Application approved, refused or abandoned	Streets Division (STD)

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
13-1400 Engineering and Public Works - Transportation Planning Records documenting long range transportation network planning, including key elements of the regional transportation plan: sharing the road network, calmer traffic in neighbourhoods, better transportation balance downtown, targets for transportation, High Occupancy Vehicle (HOV) lanes, and priorities for implementation and paying for transportation.	13-1400-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	13-1400-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	13-1400-10	Transportation Management Records	Records documenting the planning for future installations and transportation growth patterns in the City of Vancouver and the surrounding region. Used to provide a structure for the City's input and consultation in the Liveable Region Strategic Plan by focusing road and transit investments in support of regional land use, growth management, and air quality goals. Includes discussion papers, long range planning reports, and supporting analytical reports.	EV2.8.A	Project completed or terminated	Transportation Planning Branch (TPL)
	13-1400-11	Vancouver Transportation Reports	Transportation reports and studies produced by the City in order to plan and coordinate transportation projects. Such studies encompass the entire road network, including transit. Used to provide background material to support enhancements or changes to transportation. Includes design review team minutes; conceptual designs related to urban designs and transportation plans; transportation studies, i.e. traffic engineering study.	EV0.7.A	Project completed or terminated	Transportation Division (TD)
	13-1400-20	Transit Infrastructure Records	Records documenting the facilitation of transit services through the City including the establishment of transit infrastructure. Used to coordinate the delivery of municipal transit services including rapid transit projects, bulges, multi-purpose stops, and the implementation of new services such as the night bus. Includes design drawings, design briefs, supporting data and reference materials, presentations and reports, key correspondence, project updates, capital costs; geometric and sign plans, etc. Documents may also include site photographs and field reports. Records are organized by Project. For "Form 1's", use 13-5200-10 – Installation Authority Forms	EV0.8.D	Infrastructure replaced or removed	Transportation Planning Branch (TPL)

	13-1400-22	Transportation Project Records	Records documenting design and construction of transportation projects. Used to monitor the construction of transportation projects including left turn bays, roadway redesign, and intersections. Also includes Major Road Network and HOV lane projects.	EV0.7.A	Infrastructure replaced or removed	Transportation Planning Branch (TPL)
	13-1400-30	Active Transportation Project Records	Records documenting the planning and design of the City's pedestrian, bicycle and Greenways networks including separated bike lanes, pedestrian infrastructure, spot improvements, accessibility and safety issues, outreach and promotion of active transportation modes. Records may include the standards, manuals and procedures for installations such as bikeways, pedestrian corridors, traffic circles, signage and signals, design specifications and technical information on planting, street furniture, water fountains and lighting. For traffic calming records see 13-5000-10	EV2.8.A	Infrastructure replaced or removed	Transportation Design Branch (TDE)

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
13-2000 Engineering and Public Works - Surveying and Mapping Services Records documenting the collection of legal survey information required to support the provision of public works infrastructure and related services. Used to document the assembly of legal survey information for the development permit process, agreement renewal and maintenance of control monuments. Includes copies of agreements (such as Rights of Way and encroachments), plans, dedications, easements, monument records, and land title information.	13-2000-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	13-2000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	13-2000-10	Survey Field Books	Field books and related records documenting measurement notes (including validation of accuracy of the measuring system), drawings, and associated information made in the field by the surveyor. Used for reference purposes by the surveyors. Includes information on conditions that affect the production of a current survey.	EV0.7.A	Superseded or obsolete	Land Survey Branch
	13-2000-11	Control Monument Records	Records documenting the installation and location of control monuments used to establish reference points for survey purposes. Used to monitor the placement and condition of the monuments installed by the Land Survey Branch. Includes records documenting the coordinates, elevations, monument location maps and other related records. Also includes Access database containing location, elevation, coordinate (not to the same level of detail as hardcopy), construction and referencing information which is used to produce benchmark and ledger books.	EV0.7.A	No longer required for business purposes	Land Survey Branch
	13-2000-12	Posting Plans	Plans documenting the legal survey information necessary to establish the boundaries of property and the location of rights of way. Used by outside crews to establish the location of property lines in the field. Includes many in-house plans that are not registered at the Land Title Office. Contains information used by private surveyors to re-establish property lines.	EV0.7.D	Superseded or obsolete	Land Survey Branch
	13-2000-13	Registered Plans	Plans documenting subdivisions, easements, and rights-of-way (ROWS) related to property within the City. Used as reference to produce new plans and surveys for the use of the department. Includes plans related to road dedications, air space parcels, lot surveys, strata lots and road closures. May also include Aerial photographs of the City. Plans date from the 1800's to 2000's.	EV2.5.A	Superseded or obsolete	Land Survey Branch
	13-2000-20	Sectional Survey Maps	Maps used as a composite of all subdivisions within the City, indicating lot layouts, sizes and other legal property information. Copies are provided to the public. Also used as a cross reference to surveys and field books.	EV0.7.D	Superseded or obsolete	Land Survey Branch
	13-2000-21	Reference Plans and Maps	Records documenting production and drafting of AutoCAD maps and plans requested by City departments (including Police and Fire) and external customers. Used to provide working drawings for field crews, as attachments to tender documents and to illustrate design modifications. Includes plans and maps purchased from the branch to support external customers needs.	CY2.8.D	End of Calendar year in which record was created	Land Survey Branch

	13-2000-40	Survey Agreement Records	Records documenting the legal authority for use of property by the city. Formerly referred to as the Legal/Survey Files within Engineering Records Management. Also includes information documenting decisions regarding legal survey information. Used to document survey specific requirements and conditions in relation to a project, for example land exchange, road widening and right of ways. Also used to support the activities of the Engineering department in carrying out the provision of infrastructure and services to the citizens of Vancouver. May also contain legal opinions and conditions for development. Includes plans, title searches, copies of agreements, comments and conditions from other branches that impact on the project. Also includes agreements with either the Provincial or Federal Governments regarding the use of street ends. Streets either end in the harbour or the river and agreements were made with the City regarding access and use. Used to support access to and use of land for street purposes.	EV5.10.A	No longer required for business purposes	Team Services (TS) - Engineering
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	Number	Classification Title	Notes	Retention Period	Trigger	OPR
13-2200 Engineering and Public Works - Material Testing and Inspection Services Records documenting the production and supply of asphalt, aggregate, ready mix, and precast products and related materials handling, inspection, testing, and research services. Used to document the provision of asphalt to City crews involved in the maintenance and repair of City streets. Also includes records documenting materials specifications, and use and testing of materials used to maintain, construct or repair streets or pipes. Used to document the testing of materials so that they meet the specifications required by the engineering department.	13-2200-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	13-2200-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	13-2200-10	Materials Design Records	Records documenting the designs for materials and may include manuals, procedures, and standards. Used to monitor adherence to design standards for construction materials, iron castings, sewer fittings and pipes. Also includes mix designs for concrete, pavement and asphalt that are used to specify acceptable mix levels for compliance with the terms and conditions of a supply contract.	EV5.15.D	Standard or specification superseded or obsolete	Materials Lab - Kent Construction Supplies and Services
	13-2200-20	Materials Project Records	Records related to the research, development, testing, trialing, monitoring and implementation of new construction materials and / or processes. Examples of new materials and processes tested include: self-adhesive paving membranes, hot-pour crack sealing and joint sealing. Project records may also include cost-benefit analysis documentation.	EV5.15.A	Abandonment of product or process	Materials Lab - Kent Construction Supplies and Services
	13-2200-21	Production, Inspection and Testing Records	Records documenting the production of materials, inspections of construction sites, testing of materials not related to an individual project or site, and reports. Used to determine if construction materials used by City crews or private contractors meet the specifications established by ASTM standards. Materials tested include ductile pipes, iron castings, soil and lumber. May also contain related specifications outlined in tender documents, testing logs, and document remedial actions or re-testing.	CY5.15.D	End of Calendar year in which record was created	Materials Lab - Kent Construction Supplies and Services
	13-2200-23	Pavement Core Tests	Records documenting the testing of core samples of pavement. Used to monitor wear, compaction, composition and to detect problems. Records include information about sample location, pressure and weight standards. Actual core samples are retained for 2 to 3 months after testing.	CY5.10.D	End of Calendar year in which record was created	Materials Lab - Kent Construction Supplies and Services
	13-2200-24	Densometer Test Records	Records documenting densometer readings from asphalt core samples and the hazardous substances they contain. Records include densometer test reports, maintenance and inventory.	EV3.12.D	Testing completed or terminated	Materials Lab - Kent Construction Supplies and Services
	13-2200-31	Emissions Testing Records	Records documenting the testing of the asphalt plant emissions, including testing related to total reduced sulphur compounds (TRS), invaluable particulates, and other airborne pollutants. Records are used to monitor for compliance with air quality standards as established by the GVRD.	CY5.5.D	End of Calendar year in which record was created	Materials Lab - Kent Construction Supplies and Services

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
13-3000 Engineering and Public Works - Utility Management Records related to the use of City streets for provision of external (non-City) utility services such as gas, electricity, cable, telephone, fibre optics, and cellular phone transmitters (if they are located on City streets). Used to monitor damage and location of work in relation to existing underground and overhead utilities. Also monitors the positioning of utilities through the corridors, and provides direction on the use of City streets by utility and telecommunication companies.	13-3000-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	13-3000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	13-3000-10	Utility As-builts	Records documenting the location of gas mains, fibre optic cables, telecommunication lines, electrical cables, water, steam, and sewer lines. Includes information related to underground facility locations, utility types, size, and depths.	EV0.7.A	Utility decommissioned	Utilities Management Branch (UTL)
	13-3000-11	Utility Company Plans	Plans from utility companies submitted for City approval, showing new or changed locations of utilities. Used to document the location of existing utilities prior to construction of above or underground utilities. Plans include the following information: receipt date, approval, location by drawing and offsets, profiles, cross section, traffic requirements and construction schedules.	EV2.10.D	Plan superseded or obsolete	Utilities Management Branch (UTL)
	13-3000-12	Information and Communication Circuit Records	Records documenting the information, communications, copper and fibre optic cable running through the city. Used to locate city and private wiring in the streets. Records format includes data sets in GIS, maps and plans. Includes locations of start, stop, slice and type of cable.	EV2.8.D	Installation replaced or removed	Traffic, Electrical Operations and Design Branch (TEOD)
	13-3000-20	Underground and Utility Agreements	Copies of agreements between the City and Utility companies concerning the installation and maintenance of their facilities on the City street right-of-way. Includes detailed maps of the location of underground tanks, private encroachments, and utilities on these City lands.	EV2.48.D	Encroachment removed	Utilities Management Branch (UTL)
	13-3000-30	Drill Hole Case Files	Records documenting the drilling of holes on the City street right-of-way for environmental and geotechnical testing. Used to document the approval and co-ordination of drill holes. Also includes requests for sampling of the drill hole sites.	CY2.8.D	End of Calendar year in which record was created	Utilities Management Branch (UTL)
	13-3000-40	Utility Project Case Files	Records documenting the installation of utility services in large construction projects. Includes planning, design, installation and coordination.	EV2.23.D	Project completed or terminated	Utilities Management Branch (UTL)

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
13-3100 Engineering and Public Works - Energy Planning and Operations Records documenting the planning, operation and management of renewable and/or sustainable energy in the City. Included are records on facility design, operation, maintenance, and management of energy by the city for a community (district energy). Also included are records related to the feasibility, development, and facilitation of energy projects as well as sourcing of energy resources.	13-3100-01	General Records	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. 3) may be used for transitory records In VanDocs this classification is regularly audited for compliance.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	13-3100-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	13-3100-10	Energy Design Records	Records documenting the design of area energy facilities and systems. Records include the design, modification and integration of existing or new facilities or systems that provide renewable or sustainable that provide energy to communities.	EV2.8.A	Project completed or terminated	Neighbourhood Energy Utility
	13-3100-20	Maintenance and Operation Records	Records documenting the maintenance and operation of area energy facilities and systems. Records include log books, standard operating procedures and other related information.	EV2.8.D	Removed or replaced	Neighbourhood Energy Utility

	13-3100-30	Energy Project Records	Records documenting area energy projects. Includes records related to the feasibility of the project, provision of expert advice, sourcing alternative forms of energy and enabling the project owners to complete the project.	EV2.8.A	Project completed or terminated	Neighbourhood Energy Utility
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	Number	Classification Title	Notes	Retention Period	Trigger	OPR
13-4000 Engineering and Public Works - Streets: Construction Planning Records documenting the planning of construction on City streets. Used to document the overall management of street construction by contractors. Includes annual paving and street widening plans.	13-4000-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	13-4000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	13-4000-10	Paving Program Records	Records documenting the annual street paving program. Used to document all phases of a paving project, from the development of the project proposals through to completion of the annual approved paving projects by contractors. Also used to track the actual cost and progress of a paving project, as compared to the proposed budget and schedule. Includes research, assessments and work programs.	CY2.10.D	End of Calendar year in which record was created	Streets Design Branch (SDE)
	13-4000-20	Street and Lane Property Line Modification Records	Plans documenting anticipated modifications to streets or lanes in relation to a development project. Used to determine land allocation requirements as a condition for development, including lane dedications or potential property purchases.	EV2.5.D	Project completed or terminated	Land Survey Branch
	13-4000-30	Greenway Design Records	Records documenting the establishment and construction of Greenways in Vancouver. Records are used to monitor construction, planting and soil composition. Includes design plans, signage, and maps. Greenways are public corridors for pedestrians and cyclists that connect parks, nature reserves, cultural features, historic sites, neighbourhoods and retail areas.	EV2.5.A	Removal or replacement of greenway	Transportation Division (TD)

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
13-4200 Engineering and Public Works - Streets: Design Records documenting the design and redesign of City streets, lanes, sidewalks and curbs. Used to design or redesign City owned streets, lanes and sidewalks to standard technical specifications. Includes information relating to building lines, grades, areaways, curbs, greenways, landscape development, encroachments and dedications.	13-4200-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	13-4200-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	13-4200-10	Street Design and Construction Records	Records documenting the design and construction of streets, lanes, intersections, curbs, gutters and wheelchair ramps and may include manuals, procedures, and standards. Used to establish the technical specifications for sustainable and accessible street designs. Includes information on aspects of design that effect drainage, street profiles, contracts with specifications, plans and quality reports and may also include property ownership information that is key to the financial viability of a project. Also includes technical specification for country lanes and Crown Street reconstruction.	EV2.8.A	Removal or replacement of infrastructure	Streets Division (STD)
	13-4200-21	Street Asset Project Records	Records documenting non-construction projects related to the management of street and street related assets such as streets, lanes, sidewalks, paths, ramps and intersections. May include reviews of design or technical standards, new construction methodologies or products, and unit costing rates. Please use 13-4200-10 for construction and design records.	EV2.8.A	Project completed or terminated	Streets Design Branch (SDE)

	13-4200-31	Building Grade Records	Records used to provide information to the public on the building grades for a proposed development at the property line.	EV2.5.D	Project completed or terminated	Streets Design Branch (SDE)
	13-4200-40	Greenway Programme Records	Records documenting the standards, procedures and guidelines for the design of greenways and their various components. Records are used to provide design specifications and technical information on planting, street furniture, water fountains and lighting. Records include standards for environmental designs, signage and standardized presentation materials. Greenways are linear public corridors for pedestrians and cyclists that connect parks, nature reserves, cultural features, historic sites, neighbourhoods and retail areas.	EV2.28.A	Superseded or obsolete	Transportation Design Branch (TDE)
	13-4200-41	Landscape Development Plans	Landscape plans for large developments used to ensure compliance with tree species, sidewalk and public green space requirements. Also may include information regarding the damage to trees during construction and replacement.	EV2.10.D	Project completed or terminated	Transportation Design Branch (TDE)

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
13-4300 Engineering and Public Works - Streets: Structures Management	13-4300-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
Records documenting the design and construction of structures on City street. Used to monitor the condition of structures, comply with statutory reporting requirements, oversee contracts for the construction of bridges, seawalls, docks, railway crossings, streetcars, retaining walls, stairways, overpasses and tunnels. Also includes areaway decommissioning, seismic upgrading, rehabilitation and retrofitting of existing structures.	13-4300-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	13-4300-10	Structure Design and Construction Records	Records documenting the original design and construction of structures that go over or under a street such as a bridge, overpass, tunnel or viaduct, areaways, retaining walls, seawalls, docks, stairways, and street car infrastructure. Used to monitor the building of the structure on City Streets. May contain manuals, procedures, standards, original tender documents and consultant reports.	EV5.25.A	Structure demolished	Engineering Services (ENG)
	13-4300-11	Structure Case Files	Records documenting the maintenance of seawalls, stairways, bridges, tunnels, overpasses, areaways, retaining walls, docks, and street car infrastructure. Used to document, maintain and monitor the City's obligations for the structural integrity of structures on City Streets.	EV5.25.A	Structure demolished	Engineering Services (ENG)
	13-4300-12	Structure Inspection Records	Records documenting the inspection of on street structures. Used to perform inspections for structures that cross over or under City streets. Includes areaways, retaining walls, seawalls, docks, stairways, street car infrastructure, railway crossings, bridges both with and without rail and tunnels.	EV5.25.D	Structure demolished	Structures - Streets Design
	13-4300-20	Railway Crossing Records	Records documenting design, construction and approval of railway - roadway crossings. Railway - roadway crossings are the part of a road that passes across, over or under a railway line, and includes a structure supporting or protecting that part of the road or facilitating the crossing. Used to track railway - roadway crossings use, regulatory issues and maintenance. May include crossing maps, copies of agreements and leases, and inspections as well as utility crossing information.	EV2.23.D	Crossing removed	Structures - Streets Design
	13-4300-21	Railway Operations Records	Records documenting operations of City owned railways. City owned and operated railways include Downtown Historic Railway (DHR) and the Olympic Line.	EV2.23.A	Asset disposed of	Structures - Streets Design

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
13-4500 Engineering and Public Works - Streets: Maintenance and Repair	13-4500-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)

Records documenting the repair and maintenance of City streets and sidewalks. Used to monitor the condition of pavement and to make necessary repairs in conjunction with departments work schedules. Also includes records related to snow removal, landscape and garden maintenance.	13-4500-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	13-4500-10	Maintenance Records	Records documenting the ongoing maintenance of City streets, lanes, bike routes and traffic circles. Used to monitor and track the effectiveness of the maintenance program in preventing pavement deterioration. Includes records documenting the regular maintenance of streets. Does not include complaints. Use 13-2200-10 for manuals, procedures, standards governing the regular maintenance of streets.	CY2.10.D	End of Calendar year in which record was created	Street Operations Branch (STO)
	13-4500-11	Block Repair Records	Records documenting the number and type of repairs conducted on city streets organized and maintained by hundred block. Used for planning and statistical purposes.	CY3.12.D	End of Calendar year in which record was created	Street Operations Branch (STO)
	13-4500-12	Street Project Case Files	Records documenting large scale street construction or reconstruction by contractors. Used to monitor large street construction projects from initial development, through to completion. Also includes costs comparisons between the budgeted figures and actual costs. Includes job specifications, maps, timelines, scope of work and record of field decisions.	EV2.8.A	Removal or replacement of infrastructure	Street Operations Branch (STO)
	13-4500-20	Cut Sheet Repair Records	Records documenting cuts in sidewalks, sod or pavement that require repair. Used to establish information for billing purposes when a cut is made by a utility company.	CY2.23.D	End of Calendar year in which record was created	Street Operations Branch (STO)
	13-4500-30	Surface Inspection Records	Records documenting the inspection of sidewalks and streets. Describes the type of pavement and is used to monitor the condition in order to plan maintenance or replacement. Also referred to as the IRS (Inspection Report System).	CY2.23.D	End of Calendar year in which record was created	Materials Lab - Kent Construction Supplies and Services
	13-4500-31	Pavement Condition Complaints	Records documenting complaints regarding the condition of City streets and sidewalks. Used to track and respond to problems with pavement. Includes complaints related to potholes, encroaching trees and injuries.	CY2.23.D	End of Calendar year in which record was created	Street Operations Branch (STO)
	13-4500-40	Snow and Ice Removal Records	Records documenting the operation of the snow clearing efforts of the City crews. Used to track and monitor costs and equipment use for report to Council. Includes information about de-icing, salting location and duration. Also referred to as 'snow fight records'.	CY2.23.D	End of Calendar year in which record was created	Street Operations Branch (STO)
	13-4500-41	Snow and Ice Removal Manuals	Records documenting processes for the clearing of snow from City streets. Used to update the manual which is distributed annually. Also includes guidelines on the production and distribution of the manual.	CY5.15.A	End of Calendar year in which record was created	Street Operations Branch (STO)
	13-4500-50	Green Streets Programme Records	Records documenting the Green Streets gardening program which offers Vancouver's residents an opportunity to become volunteer street gardeners in their neighbourhoods by sponsoring a Neighbourhood Greenway, traffic circle, corner bulge, boulevard garden or community garden. Used to monitor maintenance of garden, a registry of participants and sites.	EV2.5.D	Removal of garden	Transportation Design Branch (TDE)
	13-4500-52	Landscape Maintenance Records	Records documenting the maintenance of landscaping on City streets. Includes the maintenance of landscaping on greenways and streets when the responsibility for maintenance is the City's. Does not include records related to Neighbourhood Greenways or Green Streets.	CY2.23.D	End of Calendar year in which record was created	Transportation Design Branch (TDE)

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
13-4700 Engineering and Public Works - Streets: Usage Records documenting the private and public use of streets and sidewalks for activities regulated by City by-laws. Used to administer the use of City property. Includes records on sidewalk patios, street furniture, merchandise displays, and street vending.	13-4700-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	13-4700-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	13-4700-10	Encroachment Records	Records documenting encroachment on City owned streets, boulevards and sidewalks. Used to document the existence of an encroachment and the fees attached to it and to establish the conditions for removal of the encroaching structure. Encroachments are part of the development process and are registered by the Land Title Office. Record types include copies of permits, crossing agreements and development plans.	EV2.10.D	Encroachment removed	Street Activities Branch (SA)
	13-4700-11	Street Furniture Records	Records documenting the establishment, installation and placement of benches, bus shelters, bike racks, litter containers and other street furniture. Used to monitor compliance with the street use policy and by-laws. Includes requests, complaints and removals. Does not include Mobi.	EV2.10.D	Installation replaced or removed	Street Activities Branch (SA)
	13-4700-20	Awnings and Canopy Records	Records documenting Engineering's involvement in the approval of awning and canopy permits and ensuring that the applications meet requirements. Used to support permit issue for standard encroachments. Contains plans on awning and canopy that do not contain a sign component with other related documentation.	EV2.10.D	Encroachment removed	Development and Major Projects Branch
	13-4700-21	Street Use Permits	Permits issued for the temporary use of a street for a period of up to one year. Used to monitor use of and damages to streets, and to check for continued use beyond the expiration of the permit. Examples of uses permits are issued for include street use during construction, on street storage of roll off containers and temporary blocking of the street by construction equipment.	EV2.10.D	Permit expired	Engineering Services (ENG)
	13-4700-22	Merchandise Display Permits	Records documenting the issuance and administration of permits for produce and flower displays on sidewalks. Used to monitor the compliance of store owners with the conditions of use of the street on a temporary basis and the collection of annual fees. Includes display guidelines.	EV2.10.D	Permit expired	Street Activities Branch (SA)
	13-4700-23	Sidewalk Patio Permits	Records documenting the issuance of sidewalk patio permits. Records relate to permit applications, installation of patio, structural requirements, complaints, insurance certificates and design drawings. Used to document the conditions for installation and removal of patio or structure, annual fees and monitoring compliance with the by-law.	EV2.10.D	Structure demolished	Street Activities Branch (SA)
	13-4700-24	Street Vending Permits	Records related to the issuance and renewal of street vending permits for the sale of food or merchandise on City streets. Annual permit renewals are subject to a review process where vendors are checked for compliance with City by-laws. Documentation includes permit issuance, renewal, insurance certificates, health permits, business licenses, and billing information. Criminal record checks (required for mobile food vendors only) are filed separately.	EV2.10.D	Application dormant or location removed	Street Activities Branch (SA)

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
13-4800 Engineering and Public Works - Streets: Event Services	13-4800-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)

Records documenting access to City streets and property for the use of film companies and special event organizers. Used to track the approval of a film or event, restrictions, billing and cost recovery.	13-4800-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	13-4800-10	Special Event Records	Records documenting the use of City streets for special events such as parades, runs, and block parties. Used to document the technical requirements for special events such as traffic plans, parking and clean up. Includes billing information, location requirements and the provision of City services at a reduced rate or provision of a grant.	CY2.10.D	End of Calendar year in which record was created	Film and Special Events Branch (FASE)
	13-4800-20	Film Production Records	Records documenting the use of City streets by film companies for TV series, commercials, music videos and films. Used to document the technical and functional requirements for filming such as traffic plans, parking and noise. Includes billing information, location requirements and the provision of City services on a cost recovery basis.	CY2.10.D	End of Calendar year in which record was created	Film and Special Events Branch (FASE)

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
13-5000 Engineering and Public Works - Traffic: Design and Control Records related to the management of vehicle and pedestrian traffic through the use of traffic control devices such as signals, signs, and street markings. Used to ensure the safe operation of Vancouver's network of streets. Includes records documenting improvements to existing road network to accommodate cyclists, and school and playground traffic safety issues.	13-5000-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	13-5000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	13-5000-10	Traffic Management Project Records	Records documenting projects to enhance traffic patterns in neighbourhoods. Includes projects to install traffic calming features such as speed humps, corner bulges and traffic circles. Does not include records related to truck routes or school and playground traffic safety.	EV2.10.A	Structure removed	Transportation Division (TD)
	13-5000-11	Traffic Count Statistics	Records documenting statistical data collected in relation to traffic issues, such as the speed and number of vehicles using a street during a given time period. Used to provide statistical support for capital projects, annual signal program and local improvement initiatives. Includes truck, pedestrian, vehicle and bicycle counts.	CY5.20.A	End of Calendar year in which record was created	Traffic and Data Management Branch (TDM)
	13-5000-12	Restricted Route Records	Records documenting approved routes for heavy vehicles and special vehicles. Used to monitor routes for problems arising from changes or complaints. Includes truck and bus route regulations, specifications, curbside loading zones, and routes.	EV2.10.D	Superseded or obsolete	Traffic and Data Management Branch (TDM)
	13-5000-13	Traffic Monitoring Records	Records related to monitoring traffic conditions, trends, movements, safety concerns, and volumes. Traffic monitoring records enable the City to respond to traffic issues (such as such as traffic collisions, power outages, construction, and special events) as well as to inform planned changes and upgrades to the management of the City's street network. Records may include CCTV video recordings and related traffic measurement records. Use 13-5000-10 - Traffic Management Project Records for reports Use 13-5000-11 - Traffic Count Statistics for traffic volume data	CY1.0.D	End of Calendar year in which record was created	Traffic and Data Management Branch (TDM)
	13-5000-20	Traffic Design Records	Records documenting the design of traffic installations such as bikeways, traffic circles, and signals. Records are used by crews to install modifications according to technical specifications and may include manuals, procedures, and standards. Includes designs for bikeways, roadways, and pedestrian paths. Installations must conform to the guidelines established in the Uniform Traffic Control Manual which is used to meet the Canadian standards for the control of traffic on streets.	EV2.8.A	Structure removed	Transportation Division (TD)

	13-5000-30	Annual Traffic Signal Program Records	Records documenting the Annual Traffic Signal Program: installation of traffic and pedestrian controlled signals based on analytical reviews and community consultations prioritizing locations and costing.	CY2.23.D	End of Calendar year in which record was created	Traffic and Data Management Branch (TDM)
	13-5000-40	Traffic Signal Timing Records	Records documenting operation of traffic signal timing devices and similar devices. Used to provide court admissible evidence of the operation of the traffic signal timings at the time of an accident in response to requests for information.	EV2.10.D	Case closed or abandoned	Traffic and Data Management Branch (TDM)
	13-5000-50	Safety Investigation Records	Records documenting the investigation of a traffic safety complaint and reports on possible improvements to promote safety. Includes school, playground, pedestrian and crosswalk investigations.	EV2.23.D	Investigation completed	Transportation Division (TD)

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
13-5200 Engineering and Public Works - Traffic: Infrastructure Management Records documenting the repair and maintenance of traffic infrastructure. Used to monitor and track construction on City streets. Includes records related to authorizations for establishment of installations on City streets, such as left turn bays, pedestrian controlled intersections, stop signs and other signs or markings that control the traffic on City streets.	13-5200-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	13-5200-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	13-5200-10	Installation Authority Forms (form 1's)	Records documenting the legal authority for the establishment of signs, traffic lights and structures to control traffic and parking on City streets. Also used to establish Greenways, bike routes, bus stops and other transportation related installations. May include traffic work requests that do not require the formal authority of a form 1.	EV0.7.A	Installation replaced or removed	Team Services (TS) - Engineering
	13-5200-11	Traffic Paint Records	Records related to the application of paint markings on City streets including the painting of crosswalks, traffic patterns and other road markings. Used to document the original paint geometrics of a traffic painting project. Use 13-5200-10 for Installation Authorization Forms (form 1's)	CY2.10.D	End of Calendar year in which record was created	Traffic, Electrical Operations and Design Branch (TEOD)
	13-5200-12	Traffic Sign Records	Records documenting installation and replacement of traffic, directional, parking and street name signs. Used to monitor and control the authorized placement of signs on City streets. Includes inventory information and sign requests.	EV2.8.D	Installation or replacement of sign	Traffic, Electrical Operations and Design Branch (TEOD)
	13-5200-20	Geometric Roadway Plans	Plans documenting the design of roadway alignments to facilitate traffic measures and work required on a street. Geometric parameters can be determined mathematically from accurate three-dimensional roadway alignment plans. Includes paint plans for roadway markings.	EV2.10.D	Asset removed or replaced	Transportation Division (TD)
	13-5200-30	Traffic Project Records	Records documenting projects that require temporary changes to the traffic flow. Used to reroute traffic during major construction projects such as the 'S-curve project' and special events such as fireworks displays. Includes manuals, procedures, standards, drawings, plans, and construction information.	EV2.10.D	Project completed or terminated	Traffic, Electrical Operations and Design Branch (TEOD)
	13-5200-40	Traffic and Electrical Damage Records	Records documenting damage to electrical and traffic installations resulting from motor vehicle accidents or contractor error. Used to recover costs of repairs from the responsible party and includes claims against contractors deposit.	EV2.10.D	Case closed or abandoned	Traffic, Electrical Operations and Design Branch (TEOD)

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
13-5400 Engineering and Public Works - Signal and Lighting Operations	13-5400-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)

Records documenting the provision of City electrical operations for street and traffic lights. Used to monitor the maintenance and installation of street and lane lighting to enhance the safety of traveling in Vancouver. Includes street light poles, traffic lights and installation of banners.	13-5400-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	13-5400-10	Installation Records	Records documenting the installation of street lighting and traffic signals. Includes drawings, subactivity forms, procedures, and copies of manuals and standards. Use 13-5000-10 for manuals and standards related to lighting and traffic signal installation. Use 13-5400-12 for design records.	EV2.10.D	Installation replaced or removed	Streets Design Branch (SDE)
	13-5400-11	Electrical Installation Plans	Maps and plans that detail the location of electrical installations. Used to locate and repair electrical cables installed by City crews. May include as built drawings for traffic signals, power cables and communication cables.	EV2.28.D	Asset removed or replaced	Traffic, Electrical Operations and Design Branch (TEOD)
	13-5400-12	Street Electrical Design Records	Records documenting the design of electrical installations on City streets. Records may include service requests, analyses, design briefs, street design and quality assurance records related to service panels, power and communications' distribution networks, street and lane lighting, as well as records documenting specific programs such as Infill Lighting, H Frame, and Banner Programs.	EV0.25.A	Installation replaced or removed	Streets Design Branch (SDE)
	13-5400-20	Signal Equipment Testing Records	Records documenting the testing of signal equipment prior to installation. Used to detect problems prior to the expiry of warranty.	EV2.8.D	Asset removed or replaced	Traffic, Electrical Operations and Design Branch (TEOD)
	13-5400-30	Traffic Signal Controller Records	Records documenting the configuration files for traffic signal Controller. Used to install new equipment, reformat damaged traffic signals and to make timing changes.	EV2.10.D	Controller decommissioned	Traffic, Electrical Operations and Design Branch (TEOD)
	13-5400-40	Electrical Operations Case Files	Records documenting the construction or repair of electrical installation projects. Used to document the installation of traffic signals, specialty lighting and light standards. Includes work orders, schematics, maps and drawings.	EV2.10.D	Asset removed or replaced	Traffic, Electrical Operations and Design Branch (TEOD)
	13-5400-41	Electrical and Traffic Work Tracking Records	Records related to the installation, repair and work order tracking records for street lights, traffic signals, traffic control devices, uninterrupted power supplies, red light cameras, CCTV installation, transit pole removal and relocation schedules. May also include vehicle detectors and other electrical installations on City streets. The VanGo system was replaced by Hansen in 2011. File records related to VanGo under 04-4000-20 IT Application Development.	EV2.10.D	Asset removed or replaced	Traffic, Electrical Operations and Design Branch (TEOD)
	13-5400-50	Load Change Records	Records documenting the tracking of power load changes for traffic signals and street lights. Used to modify billing and charges from BC Hydro. Includes reports, differentiation tables, lighting types, and locations.	CY3.4.D	End of Calendar year in which record was created	Traffic, Electrical Operations and Design Branch (TEOD)

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
13-5500 Engineering and Public Works - Parking Management Records relating to the management of on and off street parking resources including research, design, development, allocation, and impact assessment. Includes records used to allocate parking permits, and to design parking geometrics	13-5500-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	13-5500-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)

and parking structures. For applications for parking permits see 08-4100-20.	13-5500-10	Parking Design Records	Records documenting the design of off street parking and loading as part of the development permit process. Used to provide developers and staff with information regarding the application of the parking by-law and parking guidelines, including parking/loading access, required parking geometrics and layouts. May include manuals, procedures, and standards.	EV2.13.D	Project completed or terminated	Parking Management Branch
	13-5500-20	Parking Project Records	Records documenting parking projects for neighbourhoods, business areas, developments, and collectives. Used to establish parking that meets the needs of the residents while facilitating commercial use. Includes parking development guidelines, parking project studies and other records supporting parking projects. Does not include commercial parking structures or surface lots.	EV2.13.D	Project completed or terminated	Transportation Division (TD)
	13-5500-25	Transportation Demand Management	Records related to the Transportation Demand Management for Developments in Vancouver program (the TDM program) and the monitoring of the effectiveness of TDM measures. The TDM program encourages sustainable travel and reduced driving in a comprehensive manner. TDM is used to manage traffic and parking demands, and enhance the effectiveness of non-personal vehicle transportation. Records may include copies of approved transportation plans, Transportation Assessment and Management Studies, site inspections, and monitoring records. Organized by location or by the related development permit.	EV2.8.D	Plan superseded or obsolete	Parking Management Branch
	13-5500-31	Parking Meter Records	Records documenting the location, repair and maintenance of individual meters. Used to document the effective operation of the meter when a ticket is challenged.	CY6.9.D	End of Calendar year in which record was created	Parking Operations and Enforcement Branch (POEB)
	13-5500-40	Vancouver Parking Corporation Records	Records documenting meetings with and consultation provided to the Parking Corporation of Vancouver (aka Easy Park) related to the design and administration of off-street parking resources for vehicles, care share and bicycles.	CY2.5.A	End of Calendar year in which record was created	Parking Management Branch

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
13-6000 Engineering and Public Works - Solid Waste: Planning and Management Records documenting the planning and management of solid waste services for the inhabitants and businesses of the Greater Vancouver Regional District. Also used to implement the GVRD Solid Waste Management Plan, a region-wide approach to reduction of waste.	13-6000-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	13-6000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	13-6000-10	Solid Waste Project Records	Records documenting technical analysis, financial planning, and design projects related to the collection and processing of solid waste (including automated collection, schedule and route redesign, and solid waste management design considerations for street furniture). Includes manuals, procedures, standards, beat and characterization studies, and records related to service improvements.	EV2.5.A	Project completed or terminated	Solid Waste Programs (SWP)
	13-6000-20	Hazardous Waste Records	Records documenting the management of hazardous waste and other waste material not defined as municipal solid waste. Includes reports, protocols, projects, and programme records on materials such as household hazardous waste, nuisance waste, and waste prohibited from disposal at the Vancouver Landfill.	EV2.5.A	Removal of waste	Solid Waste Programs (SWP)
	13-6000-30	Commercial Container Program Records	Records documenting the monitoring of commercial waste containers through agreements between the City and commercial companies providing garbage container services to Vancouver businesses. Used to monitor compliance with health regulations, City by-laws, and encroachment agreements. Includes copies of agreements, correspondence and billing information. Also documents physical location of the containers, complaint investigations, and container condition.	CY2.5.D	End of Calendar year in which record was created	Solid Waste Programs (SWP)

	13-6000-40	Abandoned Garbage Program Records	Records documenting the investigation and enforcement of illegally dumped and abandoned garbage. Does not include hazardous materials.	EV2.8.D	Case closed or abandoned	Solid Waste Programs (SWP)
	13-6000-50	Reduce, Reuse, Recycle Programme Records	Records documenting the administration of 3 Rs (reducing, reusing, recycling) programmes, including anti-litter programmes. Includes the administration of new and expanded 3 Rs programme, education and promotion.	CY2.5.D	End of Calendar year in which record was created	Solid Waste Programs (SWP)
	13-6000-51	Reduce, Reuse, Recycle Project Records	Records documenting projects related to the planning and design of 3 Rs (reducing, reusing, recycling) projects. Includes research, design for multi-family recycling material, and new and expanded 3 Rs programs.	EV2.5.A	Project completed or terminated	Solid Waste Programs (SWP)

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
13-6200 Engineering and Public Works - Solid Waste: Collection Records documenting the collection and transportation of solid wastes and recycled products, including street and lane cleaning, collection from residences, and litter containers.	13-6200-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	13-6200-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	13-6200-10	Waste Collection Records	Records documenting the location of solid waste pickups, litter receptacles, recycling receptacles, and beat (route) checks and calculations. Used to coordinate the collection of waste, recycling, abandoned garbage, and Industrial Commercial Institutional (ICI) waste, from residential areas and businesses. Includes the locations of specialized collection service for the elderly and disabled (pack outs), beat maps for residential garbage collection, special event collection, tonnage and waste type, and recycling.	EV2.8.D	Collection route revised	Sanitation Services
	13-6200-20	Sanitation Programme Records	Records documenting the provision of specialized waste programme services including 'Keep Vancouver Spectacular', abandoned/hazardous waste protocols (needles, spills, and feces), and salt water delivery programmes. Includes reports, copies of contracts, and other material used to establish the infrastructure to administer the programme.	CY2.13.D	End of Calendar year in which record was created	Sanitation Services
	13-6200-30	Street and Lane Cleaning Records	Records documenting provision of street and lane cleaning services. Used to document the coordination of removal of leaves, garbage and other debris. Includes records related to leaf clearing, street flushing, street sweeping, tonnage and type of material, and complaints.	CY2.23.D	End of Calendar year in which record was created	Sanitation Services

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
13-6400 Engineering and Public Works - Solid Waste: Transfer and Landfill Records documenting the provision of solid waste disposal services. Used to document the disposal and transfer of solid waste from the transfer station and the landfill. Includes billing, tonnage, and landfill gas collection program records. Also includes records that satisfy statutory reporting requirements concerning asbestos, hazardous materials and water quality reporting to Provincial,	13-6400-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	13-6400-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	13-6400-10	Landfill Operations Case Files	Records documenting projects concerning landfill utilization and operations. Used to document projects such as land rehabilitation, leachate monitoring and impact of resource recovery. Includes records related to statistics, work plans, and facility upgrades.	EV5.5.A	Final closure of facility	Transfer and Landfill Operations (TLO)

Federal and Regional governments.	13-6400-20	Waste Processing Records	Records documenting daily processing of waste. Used to provide data to satisfy reporting requirements of the GVRD, the Municipality of Delta, and the Ministry of Water, Land and Air Protection. Includes records documenting tonnages, pick ups and drop offs. Delta Landfill Agreement has royalties based on tonnage. Operating Certificate issued by Ministry of Water, Land and Air Protection. May include manuals, procedures, and standards.	CY5.10.A	End of Calendar year in which record was created	Transfer and Landfill Operations (TLO)
	13-6400-21	Solid Waste Facilities Activity Reports	Reports from drop off, transfer stations, and the Landfill. Used to document the activities for management review. Includes vehicle infractions, weekly mileage, customer conflict, dust loads, safety vest violations, unacceptable waste and tractor trailer and daily weight.	CY2.8.D	End of Calendar year in which record was created	Transfer and Landfill Operations (TLO)
	13-6400-30	Weigh Scale Tickets	Weigh scale tickets documenting the financial transactions at the Vancouver South Transfer Station and the Vancouver Landfill. Tickets are a duplicate form giving the weight, payment information, date, vehicle number and time. Used to track amount, weight and payment for all transactions on a daily basis. Part one goes to the customer and part two to Revenue Services of Corporate Services.	CY0.7.D	End of Calendar year in which record was created	Transfer and Landfill Operations (TLO)
	13-6400-31	Weighscale Summary Reports	Records documenting the daily tally of transactions using reports from the Weighscale system. Used to document scale house services and the transfer of solid waste between the Vancouver South Transfer Station and the Delta Landfill. GEOWARE was a Waste Management Automation System used by the City to collect data for reporting and billing purposes. The transfer module is used to monitor and report information on the transfer of materials into, out of, and between waste management facilities. The scale house services module can be used to generate billing and transfer data to external systems for accounts receivable and other financial reporting functions.	CY0.7.D	End of Calendar year in which record was created	Transfer and Landfill Operations (TLO)
	13-6400-32	Billing Authorizations	Original record of the authorization of drivers to bill commercial accounts set up with the City. Provides authorization, trailer numbers, and drivers information for billing purposes.	EV6.1.D	Authorization superseded or obsolete	Transfer and Landfill Operations (TLO)
	13-6400-40	Asbestos and Hazardous Material Manifests	Manifests for the transport and disposal of asbestos or other hazardous material.	CY2.10.D	End of Calendar year in which record was created	Transfer and Landfill Operations (TLO)
	13-6400-50	Water Quality Data and Analysis	Records documenting the collection and analysis of water quality data for reports to Ministry of Air, Water and Land. Used to monitor surface and ground water sampling for contamination from the Landfill.	CY5.20.A	End of Calendar year in which record was created	Transfer and Landfill Operations (TLO)
	13-6400-60	Landfill Gas Collection Program	Records documenting the recovery of gas from the landfill. Used to monitor and track the operation and maintenance of the facility. Includes reporting on the quantity of gas generated, amount for sale and utilization for heating. This facility is located at the Delta Landfill.	CY5.5.A	End of Calendar year in which record was created	Transfer and Landfill Operations (TLO)

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
13-7000 Engineering and Public Works - Sewer Design and Maintenance	13-7000-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	13-7000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)

document installation of connection, repairs to existing sewer network, and damage investigations.

13-7000-10	Sewer Maps, Profiles and as-builts	Maps, profiles, wye sheets and record drawings for the sewer utility infrastructure, including information used to document location of existing sewer utilities used for design work and prior to excavation for sewer services. Includes the most current information on sewer location.	EV2.10.D	Plan superceded or obsolete	Sewers and Drainage Design Branch (SD)
13-7000-16	Sewer/Water Connections and Catch Basin Lead Records	Records related to the as-built permit work order records of residential and commercial sewer connections, residential 1 and 2 family dwelling, and laneway house water connections. Used to locate existing location of sewer and/or water connection, collect field information, and process permit. Also includes records pertaining to First Shaughnessy Storm Water retention, Street furniture such as APT - automated public toilet, drinking water fountain and bicycle wash station. These records were historically referred to as permits and were described as follows: B permits are Single Family dwellings for water and sewer, C are Commercial, D are Miscellaneous, E are inspection only and W are commercial water. Note: Sewer reuse inspection is stored with the Development Permit with supporting documentation.	EV0.10.D	Connection replaced or removed	Water and Sewer Records - Engineering Services
13-7000-20	Sewer Design Policy and Planning Records	Records documenting the policy and planning of the sewer system. Includes records on sewer separation strategies, area sewer planning related to growth and development, plan/profile alignment strategies and policy and flood management. Records include modeling reports, analysis, RFP's, internal and external studies both technical and non-technical. May also include project management documentation and collaborative projects with external agencies.	EV2.8.A	Asset removed or replaced	Sewers and Drainage Design Branch (SD)
13-7000-21	Simulation and Flow Analysis Records	Records related to sewer infrastructure simulation and flow analysis data. Monitoring data is used for statistical analysis to plan and regulate changes in usage of the sewer system and to forecast problem areas. Includes monitoring databases, system generated statistics, and test reports.	EV2.10.D	Infrastructure replaced or removed	Sewers and Drainage Design Branch (SD)
13-7000-22	Sewer Utility Infrastructure Design and Construction Records	Records documenting capital sewer separation and replacement projects for gravity sewers, forcemains and pump stations. Used to manage the capital projects during the design, contract, planning and construction phases. Includes catchment calculations and plans, design and details plans, specifications, and other sewer appurtenances. Also includes charters, execution plans, presentations, change orders, and estimates, project management plans, contract documents, contract administration and notices, payment certificates, design briefs, site instructions, field reports, technical and non-technical reports, and OQM documents. Does not include sewer construction connection records (13-7000-16).	EV2.10.D	Infrastructure replaced or removed	Sewers and Drainage Design Branch (SD)
13-7000-30	Sewer Field Books	Records documenting new or relocated sewer infrastructure such as mains, sewers, and connections. Records contain calculations and field notes from sewers surveyors. Used to provide information to City crews and private contractors on the proper depth and location of infrastructure.	EV10.40.D	Infrastructure replaced or removed	Sewers and Drainage Design Branch (SD)
13-7000-31	Sewer Line Cards	Records documenting the location of sewer connections to homes and commercial premises. Used to locate existing location of sewer connections of single family dwellings, commercial properties and multi-family dwellings.	EV0.10.A	Infrastructure replaced or removed	Sewers Operations Branch (SO)
13-7000-40	Sewer Damage and Loss Records	Records related to the damage of sewer infrastructure, flooding, back ups, unstops and sewers. Used to recover costs from contractors and developers. May involve a charge being held against a damage deposit. If recovery involves any claim against insurance or any legal proceedings may become the responsibility of Risk Management. Also includes denied unstop reimbursements, damage assessment and financial information regarding replacement costs.	EV2.10.D	Repair completed	Sewers and Drainage Design Branch (SD)
13-7000-41	Sewer Maintenance Records	Records documenting the maintenance and repair of sewers, pump stations and catch basins. Used to support the ongoing provision of sewer services to the City, to record pipe breaks, and to investigate complaints. Includes complaint, work order and repair details. Data is also used to produce summary reports from the OMS (Operations Management System).	EV2.10.D	Infrastructure replaced or removed	Sewers Operations Branch (SO)

	13-7000-42	Sewer System Reports	Reports on repairs to catch basins and pipe bursts, used to analyze the state of the system and to identify priorities for repair or replacement. Includes summary of data obtained from the maintenance record, which is contained in electronic form in the SIS (Sewer Information System).	EV2.10.D	Asset removed or replaced	Sewers Operations Branch (SO)
	13-7000-43	Sewer Structural Inspection Reports	Records documenting the structural condition of sewer lines. Used to identify defects in mains for informing rehabilitation and replacement planning activities. Records exist in a variety of formats and media (i.e. pdf records, database files, video tapes, DVD's, etc.) and are stored in their original format. Does not include operational inspection records (13-7000-44).	EV2.10.D	Infrastructure replaced or removed	Sewers and Drainage Design Branch (SD)
	13-7000-44	Sewer Operational Inspection Records	Records documenting the operational and maintenance condition of sewer lines. Used to monitor the operational condition and measurements of the sewer lines in order to plan maintenance and repairs. May also include investigations into flooding and developer projects. Does not include Sewer structural inspection reports (13-7000-43).	EV2.10.D	Infrastructure replaced or removed	Sewers and Drainage Design Branch (SD)
	13-7000-50	Rainwater Management and Surface Water Protection Records	Records relating to storm and/or rainwater management. Used to document the measures taken to protect the ecology of water bodies surrounding and within Vancouver. Includes the studies, plans, policy development, process, reports, analysis, and correspondence with internal and external stakeholders and regulators.	EV2.8.A	Superseded or obsolete	Sewers and Drainage Design Branch (SD)

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
13-8000 Engineering and Public Works - Water: Design and Monitoring Records documenting the design and monitoring of water systems, facilities and projects that ensure the provision of potable water to the City of Vancouver. Includes records related to designing the water supply system, water quality monitoring, and water conservation.	13-8000-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	13-8000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	13-8000-10	Water System Design Records	Records documenting the technical specifications for design and construction of water services such as pipes, and mains, includes the integration of water facilities such as pump stations and chambers. Includes water system supply layouts, construction drawings, zone grids, flow maps, valve systems, water mains and hydraulic computer analysis network plans.	EV2.8.A	Infrastructure replaced or removed	Waterworks Design Branch (WD)
	13-8000-11	Water Facilities Design Case Files	Records documenting the design, installation and replacement of pump stations, chambers and water facilities in the City of Vancouver. Used to monitor construction to ensure compliance with required technical specifications and may include manuals, procedures, and standards. Includes progress reports, change orders and other relevant material.	EV5.10.A	Structure disposed of	Waterworks Design Branch (WD)
	13-8000-20	Backflow Prevention Records	Records documenting the testing of backflow devices. Used to monitor compliance with backflow devices testing requirements. Includes tests, remedial actions and requirements to retest.	CY2.10.D	End of Calendar year in which record was created	Waterworks Design Branch (WD)
	13-8000-30	Supervisory Control and Data Acquisition Records	Records related to monitoring water flow in order to detect problems (i.e. leak detection), maintain efficiency, process data, communicate system issues, and plan improvements to the water system. Records document information on the City's Supervisory Control and Data Acquisition (SCADA) and Telemetry systems assets. Includes records on control narratives, proportional-integral-derivative (P&ID) and electrical drawings, and manuals.	EV5.10.D	Project completed or terminated	Waterworks Design Branch (WD)
	13-8000-40	Water Quality Records	Records documenting the monitoring of water quality at various locations in the City. Used to monitor water quality of both drinking water and street runoff. Includes water quality data from 53 curb-side sampling stations and 16 residential locations and coliform counts. Does not include annual reports.	CY1.9.D	End of Calendar year in which record was created	Waterworks Design Branch (WD)

	13-8000-41	Water Quality Annual Reports	Records documenting the annual report on water quality in the City. Used for analysis and research into water quality trends. Submitted annually to the Provincial agency responsible for monitoring water quality of drinking water and street runoff.	CY20.0.A	End of Calendar year in which record was created	Waterworks Design Branch (WD)
	13-8000-50	Water Conservation Records	Records documenting water management and conservation projects such as rain barrels and drought resistant gardening. Including storm and rainwater management, recycling groundwater, and education on waterwise gardening.	EV2.5.A	Project completed or terminated	Waterworks Design Branch (WD)
	13-8000-60	System Planning and Development	Records related to long-term water system planning projects. Includes system analyses for policy plans, public benefit strategies, and infrastructure planning for major development sites.	EV5.10.D	Infrastructure replaced or removed	Waterworks Design Branch (WD)

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
13-8100 Engineering and Public Works - Rainwater Management and Green Infrastructure Records related to the design, development, and implementation of rainwater management programs and infrastructure designed to fulfill requirements outlined in the City's Integrated Rainwater Management Plans (IRMP) and Green Infrastructure strategy. The IRMP is a regulatory requirement of the Province. Rainwater management activities include developing and utilizing green infrastructure to provide source-treatment of urban runoff before it enters the traditional linear drainage system. Green infrastructure (GI) refers to a group of assets and devices on public and private property that capture and treat surface run-off to remove urban pollutants, and then infiltrate, detain or convey safely to the linear drainage system.	13-8100-02	Reference Materials	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	13-8100-10	Green Infrastructure Implementation Planning	Records relating to the planning and implementation of rainwater management systems. Includes plans, process and policy development, reports and analysis, and correspondence with internal and external stakeholders and regulators.	EV2.8.A	Plan superseded or obsolete	Green Infrastructure Implementation Branch
	13-8100-20	Green Infrastructure Monitoring	Records documenting the monitoring of green infrastructure. Includes monitoring plans, sampling results, flow data, analysis and reporting	EV2.8.D	Infrastructure replaced or removed	Green Infrastructure Implementation Branch
	13-8100-30	Green Infrastructure Developer Delivered Projects	Records documenting the reviews, conditioning, and inspections of developer delivered green infrastructure assets in the right-of-way. Includes communications with developers, review forms, developer conditions, plans, and inspection reports.	EV2.8.D	Infrastructure replaced or removed	Green Infrastructure Implementation Branch
	13-8100-40	Green Infrastructure Case Files	Records documenting the planning, design, and construction of green infrastructure capital projects. Includes project analysis, technical reports, design brief, plan sets, important communications, field reports, contract documents, and as-builts.	EV2.8.D	Infrastructure replaced or removed	Green Infrastructure Implementation Branch
	13-8100-50	Green Infrastructure Operations and Maintenance	Records documenting the operation and maintenance of green infrastructure assets. Used to support the ongoing provision of rainwater management systems to the City.	CY2.10.D	End of Calendar year in which record was created	Green Infrastructure Implementation Branch
	13-8100-60	Green Infrastructure Asset Management	Records documenting the business management of green infrastructure assets. Records are used to apply business practices to engineering operations in order to manage lifecycle planning and resource allocation associated with the construction, operation and maintenance of green infrastructure assets and services.	EV2.10.D	Infrastructure replaced or removed	Green Infrastructure Implementation Branch
	13-8100-70	Green Infrastructure Standards and Design Guidelines	Records documenting the development of standards, guidelines and technical specifications for green infrastructure assets. Records include research, communications and agreements with other branches and utilities, investigation studies, and final standard drawings, specifications and guidance.	EV2.8.D	Superseded or obsolete	Green Infrastructure Implementation Branch

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
13-8200 Engineering and Public Works - Water: Maintenance	13-8200-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)

Records documenting the repair and maintenance of the water supply system, including flushing and water protection systems. Used to maintain the provision of potable water through the operation of the City water system.	13-8200-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	13-8200-10	Block Plans	Records documenting the location of underground objects, including water and sewer pipes and other utility conduits (such as gas and electricity). Also includes information about soil, depth of cover, pipe manufacturer, fittings, water test pressure, and water chambers. Block plan information is used to update the GIS database and provide other details not available in GIS. Used by crews to locate underground utilities.	EV1.9.A	Plan superseded or obsolete	Waterworks Operations Branch (WWO)
	13-8200-20	Water Operations Case Files	Records documenting waterworks projects including the combined water/sewer connection, and trenchless repair. May include manuals, procedures, and standards.	EV2.8.A	Infrastructure replaced or removed	Waterworks Operations Branch (WWO)
	13-8200-30	Service Connection Records	Records related to the installation and assessment of new water service connections, to ensure they are operational before closing up the hole. Once the homeowner or business is ready to connect their pipes to the City's service pipes, a plumbing inspector verifies that connection.	EV2.10.D	Asset removed or replaced	Waterworks Operations Branch (WWO)
	13-8200-31	Water Meter Records	Records documenting the installation and maintenance of water meters, including complaints related to high consumption rates and water service interruptions. Used to monitor water consumption for billing purposes; also used to document investigations into complaints received, to determine whether a utilities account holder is entitled to any rebate or refund on their utilities payment due to an underground leak or a prolonged service interruption. Includes test records of individual meters.	EV1.9.D	Equipment decommissioned	Waterworks Operations Branch (WWO)
	13-8200-40	Flushing Records	Records documenting the flushing program for water mains. Used to monitor water mains for problems affecting the delivery of potable water and to investigate claims.	CY2.10.D	End of Calendar year in which record was created	Waterworks Operations Branch (WWO)
	13-8200-41	Valve Records	Records documenting the installation, operation and maintenance of water system valves, including pressure regulating valves (PRV). Records include inspections, pressure charts and air valve maintenance reports.	EV2.10.D	Equipment decommissioned	Waterworks Operations Branch (WWO)
	13-8200-42	Cathodic Protection System Records	Records documenting the test point readings for the cathodic protection system and corrosion protection measures. Used to monitor and maintain water protection systems. Includes tests reports.	EV2.18.D	Superseded or obsolete	Waterworks Operations Branch (WWO)
	13-8200-43	Watermain Records	Records documenting leaks and breaks in water mains. Used to monitor the condition of pipes that deliver potable water services and for claim investigation. Includes statistics.	EV2.10.D	Infrastructure replaced or removed	Waterworks Operations Branch (WWO)

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
13-8300 Engineering and Public Works - Sewer and Drainage: Modelling and Planning Records related to the investigation, modelling, and planning of sewer and drainage infrastructure. Used to develop plans, and conceptual designs for upgrades to existing and future systems.	13-8300-01	General Records	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.	CY2.0.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	13-8300-02	Reference Materials	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.	EV0.7.D	Superseded or obsolete	COV - Office of Custody (OPR)
	13-8300-05	Capital Plan Implementation Records	Capital implementation planning records related to the city's four-year capital plan, ten-year outlook and thirty-year vision for infrastructure investment and funding strategies. Includes capital plans, project justification and prioritization, funding strategy, and supporting documents. The capital plans include a synthesis of the upgrade recommendations stemming from various planning projects. Individual planning project records are found in 13-8300-10 to 13-8300-15.	EV0.8.D	Infrastructure replaced or removed	Integrated Sewer and Drainage Planning

	13-8300-10	City-wide and Major Planning Projects and Programs	Records pertaining to city-wide sewer and drainage planning policies, programs and projects, and projects to support major land use planning programs in collaboration with Planning, Urban Design and Sustainability and/or large projects that cross multiple catchment boundaries. Includes public and private discharge control programs, city-wide liquid waste and stormwater management plans, program documentation, flood management programs, city-wide model, and inventory of databases, analysis and documentation that directly support major land use planning programs such as Broadway Plan and/or large projects that span multiple catchments, consultant studies, internal sewer and drainage servicing studies, and other documentation to support major planning initiatives. For smaller projects that do not meet these criteria, see 13-8300-12 to 13-8300-15 and file projects by catchment.	EV5.25.D	Project completed or terminated	Integrated Sewer and Drainage Planning
	13-8300-11	Still Creek	Records pertaining to projects within the Still Creek watershed boundary. Includes consultant studies, developer recommendations, internal drainage servicing studies, integrated stormwater management plans, and background studies on the drainage system and the Still Creek watercourse. Studies pertaining to the sewer system are located in 13-8300-13.	EV0.8.D	Infrastructure replaced or removed	Integrated Sewer and Drainage Planning
	13-8300-12	Fraser Sewage Area / Champlain	Records pertaining to projects within the Fraser Sewage Area/Champlain Sewage and Drainage boundary. Includes consultant studies, developer recommendations, internal sewer and drainage servicing studies, and background studies on the sewer and drainage system.	EV0.8.D	Infrastructure replaced or removed	Integrated Sewer and Drainage Planning
	13-8300-13	North Vancouver Sewage Area	Records pertaining to projects within the North VSA sewage and drainage boundary (generally Hastings Sunrise, Grandview Woodland, China Creek, Terminal, Cambie/Heather, Downtown, Balaclava and Point Grey). Includes consultant studies, developer recommendations, internal sewer and drainage servicing studies, and background studies on the sewer and drainage system.	EV0.8.D	Infrastructure replaced or removed	Integrated Sewer and Drainage Planning
	13-8300-14	South Vancouver Sewage Area	Records pertaining to projects within the South VSA sewage and drainage boundary (generally Vivian Creek, Fraserview, South hill, Manitoba, Marpole, Angus and Dunbar). Includes consultant studies, developer recommendations, and background studies on the sewer and drainage system.	EV0.8.D	Infrastructure replaced or removed	Integrated Sewer and Drainage Planning
	13-8300-15	Metro Vancouver System and Studies	Records related to Metro Vancouver funded and coordinated projects, programs, and committees, and data collected exclusively by Metro Vancouver's sewer and drainage monitoring systems and information about their sewer and drainage assets. Includes internal input, RFPs, draft and final reports, meeting records, and other documents related to participation on Metro Vancouver led projects, and Metro Vancouver collected rainfall, flow, and CSO monitoring data, and as built drawings of sewer and drainage assets.	EV2.18.D	Infrastructure replaced or removed	Integrated Sewer and Drainage Planning
	13-8300-20	Modelling and Planning Standards	Records documenting modelling and planning standards and guidelines for sewer and drainage infrastructure. Includes modelling and utility planning standards developed for the City of Vancouver, and other organizations as reference.	EV2.8.D	Superseded or obsolete	Integrated Sewer and Drainage Planning

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
13-8310 Engineering and Public Works - Sewer and Drainage: Monitoring Records related to monitoring combined sewer overflows, rainfall, wastewater and stormwater flows, and water quality. Includes equipment specifications and operation maintenance plans, monitoring strategies, data management frameworks, and annual report and	13-8310-01	General Records	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.	CY2.0.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	13-8310-02	Reference Material	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.	EV0.7.D	Superseded or obsolete	COV - Office of Custody (OPR)
	13-8310-05	Monitoring Strategies and Protocol	Records related to the development and maintenance of the City of Vancouver's sewer and drainage monitoring strategies, protocols, and long-term plans. Includes City of Vancouver's monitoring objectives and implementation plans; data management strategy and protocols; and, field operations protocols.	EV2.18.D	Superseded or obsolete	Integrated Sewer and Drainage Planning

statistics.	13-8310-10	Flow, Level & Meteorological Monitoring and Equipment Management	Records related to collecting and maintaining flow, level, and meteorological data in the sewer and drainage system for modelling and statistical analysis. Also includes management of monitoring assets, including inventory and specifications of existing monitoring equipment such as rain gauges, flow and level sensors, their warranty claims, repair and maintenance records. Data includes City irrigation wells, Combined Sewer Overflow (CSO), sewer and drainage flow, sewer and drainage level, groundwater level, and site-specific monitoring data, meteorological data, monitoring locations, statistics, extreme rainfall reports, and private and public realm flooding reports. Meteorological data includes rainfall, snowfall, temperature, wind data and other factors as needed.	EV2.8.D	Superseded or obsolete	Integrated Sewer and Drainage Planning
	13-8310-15	Water Quality Monitoring	Records related to sewer and drainage water quality monitoring programs. Includes historic sanitary, combined, and storm quality data, sampling locations, lab results and monitoring reports.	EV2.18.D	Superseded or obsolete	Integrated Sewer and Drainage Planning

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
13-8320 Engineering and Public Works - Sewer and Drainage: Groundwater and Hydrogeology Records related to assessing and developing strategies for regional hydrogeology. Includes, groundwater studies, groundwater investigations, and the groundwater management strategy and related policies.	13-8320-01	General Records	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.	CY2.0.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	13-8320-02	Reference Material	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.	EV0.7.D	Superseded or obsolete	COV - Office of Custody (OPR)
	13-8320-05	Major Planning and Policy Initiatives	Records pertaining to City-wide groundwater planning policies, programs, projects, and groundwater initiatives that support major land use and strategic planning. Includes the Groundwater Bulletin, development review process improvements, City by-laws and policies, enforcement, and work for Broadway Corridor, Cambie Corridor, Vancouver Plan, Groundwater Strategy, etc.	EV5.25.A	Project completed or terminated	Development Water Resources Management
	13-8320-10	Project Records	Records related to groundwater projects that are not City-Wide or Major Planning Initiatives. Includes RFP for Groundwater management, Groundwater Forum, complaints and inquiries, Beechwood, Provincial Groundwater Referrals, etc.	EV5.25.D	Project completed or terminated	Development Water Resources Management
	13-8320-15	Hydrogeological Data, Monitoring, Modelling and Research	Records related to gathering and analyzing hydrogeological data. Includes development of a groundwater monitoring network, City numerical model and other research projects, as well as data such as flow rates at development and other sites, borehole log data, water levels (e.g. from monitoring well network), pumping rates, spatial infiltration data, and other hydrogeological data obtained through reviews, research, partnerships, and water quality data.	EV5.25.D	Superseded or obsolete	Development Water Resources Management

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
13-8330 Engineering and Public Works - Sewer and Drainage: Development Reviews Records related to the review of development related applications for sewer, drainage, rainwater, hydrogeological requirements. Includes all integrated water records utilized to provide conditions of development. Includes post development monitoring and enforcement measures. Includes	13-8330-02	Reference Material	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.	EV0.7.D	Superseded or obsolete	COV - Office of Custody (OPR)
	13-8330-05	Standards Compliance and Reporting	Records related to documenting compliance with standards and quality management systems for development reviews, and reporting on compliances and other development review metrics. Includes process flow charts, written procedures, templates, guidelines, metrics tracking spreadsheets, and other associated documents to demonstrate compliance.	EV2.8.D	Superseded or obsolete	Development Water Resources Management
	13-8330-10	Utilities Development Cost Levies	Records related to the development of utility development cost levies. Includes guideline, design briefs, project lists, funding plans, construction projects, planning and budgeting, design and construction, project delivery, and public benefit strategy.	EV4.11.D	Project completed or terminated	Development Water Resources Management

development review policies and procedures, and OQM documentations.	13-8330-19	Major Project Records	Records related to reviewing all types of development applications for major / large site projects. Includes spreadsheet analysis, review summary documents, and other documents related to Integrated Water requirements for major projects. NOTE: Model and GIS files are filed in H-Drive.	EV2.5.D	Life of project or application refused or abandoned	Development Water Resources Management
	13-8330-20	Final Record and Compliance Case Files	Records related to the completed development after occupancy. Records may include the final approved rainwater management plan, final Operation and Maintenance (O&M) manual, final legal agreement(s), as-built drawings relevant to the rainwater management system, statutory declarations submitted to the City and any site visit reports.	EV2.5.D	Infrastructure replaced or removed	Development Water Resources Management

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
13-8400 Engineering and Public Works - Water: Fire Suppression Records documenting the operation, maintenance, and monitoring of fire hydrants, firelines and the dedicated fire protection system. Includes records of tests, scheduled maintenance, and system design.	13-8400-01	General Records	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.	CY1.6.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)
	13-8400-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	13-8400-10	DFPS Pump Station Design Records	Records documenting the design and construction of Dedicated Fire Protection System pump stations. Used to monitor the technical specifications during construction. Includes manuals, procedures, standards, plans, change orders, and progress reports.	EV2.8.A	Equipment decommissioned	Waterworks Operations Branch (WWO)
	13-8400-20	DFPS Pump Station Maintenance Records	Records documenting the required testing and maintenance of pump stations and equipment. Used to verify that pump stations are operating at an acceptable level for fire suppression. Includes records of tests, technical specifications, and scheduled maintenance.	CY2.10.D	End of Calendar year in which record was created	Waterworks Operations Branch (WWO)
	13-8400-21	Dedicated Fire Protection System Records	Records documenting the operating systems in use by the Dedicated Fire Protection System (DFPS). Including system controller mechanics (SCADA - Supervisory Control and Data Acquisition) maintenance, and testing.	EV2.10.D	Superseded or obsolete	Waterworks Operations Branch (WWO)
	13-8400-30	Fire Hydrant Records	Records documenting the installation, operation and maintenance of fire hydrants.	EV2.8.D	Infrastructure replaced or removed	Waterworks Operations Branch (WWO)
	13-8400-40	Fireline Records	Records documenting the management of fireline water service to properties. Includes forms recording connections, shutoffs, and reconnections.	CY2.5.D	End of Calendar year in which record was created	Waterworks Operations Branch (WWO)

14 - Fire and Rescue

The Fire and Rescue Services function group relates to fire prevention and suppression services, emergency medical response, and other services related to the protection of life, property and the environment in the event of an emergency. Includes activities related to hazardous materials response, urban search and rescue, fire and emergency education, emergency prevention, and emergency preparedness.

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
14-0100 General Records that are of a general nature, and for which no suitable classification code exists under this section.	14-0100-01	Transitory Records	Records that are of a general nature, and for which no suitable classification code exists under this section. Use ONLY for records which: 1) do not fit into a more specific secondary classification AND 2) may be routinely destroyed after one (1) year because they are of no further business, fiscal or legal value. Note: This classification is regularly audited for compliance.	CY2.0.D	End of Calendar year in which record was created	COV - Office of Custody (OPR)

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
14-1000 Incident Prevention Records documenting the prevention of fire and other emergency incidents. Includes records relating to complaints from the public, inspections, permits and fire by-law enforcement.	14-1000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	14-1000-10	Complaints Records	Records related to public complaints concerning potential fire by-law violations in the City. Records consist of entries in a complaint log book. Any information resulting from investigation of the complaint, including information recorded on a Notice of Violation (FD 20), is entered into the RMS system.	CY2.13.D	End of Calendar year in which record was created	VFRS - Community Safety
	14-1000-11	Searches	Records related to requests by outside companies or individuals for a search of VFRS Prevention Office records for outstanding by-law violations. Order searches generating an inspection may result in the issuance of a Notice of Violation (FD 20), in some instances leading to prosecution. Records may include the original request letter, violation notices (FD 20), documentation of authorization or consent from owner to release information in the event of a violation, and letters stating the results of searches or inspections.	EV2.5.D	Search completed	VFRS - Community Safety
	14-1000-15	Inspections Records	Records related to inspections carried out by Vancouver Fire and Rescue inspections staff. Inspections include coordinated night inspections, occupancy inspections, new building inspections to ensure proper fire apparatus access, inspections due to public complaints and routine yearly inspections carried out by inspectors or emergency services staff. Records may include inspector's notes, copies of violation notices and related correspondence.	CY2.5.D	End of Calendar year in which record was created	VFRS - Community Safety
	14-1000-20	Fire By-law Enforcement Records	Records related to the enforcement of the City of Vancouver Fire By-law. Records may include the Notices of Violation, related correspondence or emails, and entries made in the Records Management System (RMS) by Fire Prevention Inspectors. The by-law enforcement conducted by this branch normally results from complaints, recheck of permit conditions, or routine observation by the inspectors. Enforcement is carried out by the issuing of letters and orders relating to by-law violations, which may ultimately result in charges being laid through the By-law Prosecutor's Office or "show cause hearings" held before City Council.	CY2.13.D	End of Calendar year in which record was created	VFRS - Community Safety
	14-1000-30	Permits-fire Only Database	Database used to create and maintain records of permits issued by the Fire Prevention office.	CY1.6.D	End of Calendar year in which record was created	VFRS - Community Safety

	14-1000-31	Fireworks, Burning and Explosive Permit Records	Records related to blasting, open air burning, and the sale, use, and transport of fireworks or explosives. Paper records are filed by permit number and may include letters, permits, and supporting documentation.	CY1.6.D	End of Calendar year in which record was created	VFRS - Community Safety
	14-1000-32	Pyrotechnicians Records	Records relating to individual licensed pyrotechnicians. Used to support the issuance of permits for the discharge of explosives.	EV2.5.D	Permit expired	VFRS - Community Safety
	14-1000-50	LAFC Certification Records	Records related to the appointment by the Fire Commissioner of Local Assistants. Includes letter from the Fire Commissioner, memo from the Fire Chief to the member, and letter from the Fire Chief formally certifying the LAFC.	EV2.5.D	Employee retired or employment terminated	VFRS - Community Safety

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
14-2000 Fire and Rescue - Pre-incident Planning Records related to the planning and preparation for responses to fires and other emergency incidents by Vancouver Fire and Rescue Services. Includes emergency services staff training records and lockbox installations.	14-2000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	14-2000-10	Lockbox Installation Records	Records documenting the installation of VFRS approved lockboxes. Includes request forms and copies of installation and inspection permits.	EV0.7.D	Data entered	VFRS - Emergency Communications and Special Projects
	14-2000-12	Fire Safety Plans	Plan required by Fire Prevention for all public buildings outlining what to do in the event of a fire. Includes floor plans, and electrical, plumbing and sprinkler plans for the building. One copy is kept in the building, one copy is kept at the fire hall responsible for the building, and a microfiche copy is kept in pre-fire planning office. Records include copies of suggestions for revisions, final approval notices, and documents used for tracking installation. Also referred to as Operations Manuals.	EV0.7.D	Plan superceded or obsolete	VFRS - Community Safety
	14-2000-30	Training-course Material and Development Records	Records which document the development and delivery of training courses to the Vancouver Fire and Rescue suppression staff through the VFRS Training Division. Records may include course outlines, teaching materials and handouts, photographs, video training materials, and other supporting documentation. May also include records relating to training consultants who participate in the development and/or delivery of courses, and feedback from course participants.	EV2.8.A	Course no longer offered	VFRS - Training and Professional Development
	14-2000-31	Training-session Records	Records documenting delivery of individual sessions of courses through the VFRS Training Division. Used to track course registration levels and to ensure mandatory participation from staff, as well as for reference purposes. Records include correspondence, registration lists, resource booking information, and data entered into the SMS Training module.	CY2.5.D	End of Calendar year in which record was created	VFRS - Training and Professional Development
	14-2000-32	Training-certification Records	Records documenting the licensing and recertification of VFRS suppression staff. Records include application forms, recertification tests, correspondence, the actual licence or certificate, and data entered into the SMS Training module.	EV2.5.D	Certificate expired	VFRS - Training and Professional Development

	Number	Classification Title	Notes	Retention Period	Trigger	OPR
14-3000 Fire and Rescue - Incident Response Records created during the actual event. Note: Reserved.	14-3000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	14-3000-10	First Responder Reports	DRAFT - Records created by VFRS First Responders to document medical treatment provided at the scene. This is the BC Ministry of Health First Responder Report. White and black copies are handed off to British Columbia Ambulance Service (BCAS) personnel at the scene; pink copies are retained by VFRS.	CY2.5.D	End of Calendar year in which record was created	VFRS - Emergency Services

	14-3000-20	Emergency Response and Communication Projects	Records related to the planning and development, upgrade and implementation of VFRS emergency response and communication projects. Records include response plans, statistical information, reports, correspondence, technical documentation, research materials, and other materials necessary for VFRS incident response, dispatch, and radio communication systems.	EV2.8.A	Project completed or terminated	Vancouver Fire and Rescue Services
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	Number	Classification Title	Notes	Retention Period	Trigger	OPR
14-4000 Fire and Rescue - Post-incident Reporting Records related to reporting activities following a response to an incident. Includes investigation records, emergency services journals, and any records resulting from post incident review.	14-4000-02	Reference Material	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.	EV0.7.D	No longer required for business purposes	COV - Office of Custody (OPR)
	14-4000-10	Emergency Services Journals	Journal recording all events and activities that take place in a fire hall or on a fireboat during each shift. Includes information pertaining to staffing, incidents, visitors and maintenance. Also records onsite testing and training drills.	CY3.7.A	End of Calendar year in which record was created	VFRS - Office of the General Manager/Fire Chief
	14-4000-20	Investigation Records	Journal recording the initial details of an incident under investigation. Includes information pertaining to the causes of the fire, the extent of damage, and contact information. Some of this information is entered into the RMS.	EV3.7.A	Investigation completed	VFRS - Fire Investigations
	14-4000-22	Incident release records	Records documenting releasable information requests for fire and rescue incident reports. Records include correspondence between the applicant and the City related to the denial, approval and processing of the request. Records include requests, correspondence, incident reports (original, redacted and released), estimated costs, invoices and so forth.	CY1.6.D	End of Calendar year in which record was created	Vancouver Fire and Rescue Services

15 - Police

The Police Services function group relates to the provision of policing services in the City of Vancouver. It includes law enforcement, maintenance of public order, criminal investigations, and crime prevention activities. This group also includes activities related to volunteer policing activities, and provision of victim services.

For a detailed listing of the primary record series under this Function Group, please contact the Corporate Records Administrator.