

File No.: 04-1000-20-2025-049

January 24, 2025

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 January 20, 2025 under the *Freedom of Information and Protection of Privacy Act* for:

Regarding the City's current record retention schedules, record that explains the meaning of the retention schedule codes referenced within, as well as the definition of "trigger".

All responsive records are attached.

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 (2025-049); 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)

:lg

March 2021

Closed folders and Record Disposition

How long are records kept for?

Records are managed by the [retention schedule](#) of the VanRIMS classification they are filed under. A classification's retention **trigger** tells us when to close a folder and make records inactive. A classification's **retention schedule** tells us:

- the amount of time records should be kept for after the records folder is closed, and
- their disposition—how records should be handled after retention, either destroyed (D) or transferred to City Archives (A) for preservation as they have historical value

What happens to records in closed folders?

A folder is closed when the retention trigger has occurred, such as at the end of the calendar year, or when a project has been completed. Folders are [closed either by the department's DRC](#) or by Corporate Records Management.

If they are paper records, [departments can send them to offsite storage](#). In VanDocs, documents in a closed folder cannot be edited, only viewed. New documents cannot be added to a closed folder. Once closed, the records are kept for the duration of time specified by the retention schedule. Once completed, records are eligible for destruction or transfer to City Archives.



[New City Hall prior to opening]. 1936. Major Matthews collection, AM54-S4-. City P19.1. City of Vancouver Archives.

Did you know?

Retention schedules dictate how to manage City records according to our business, fiscal and regulatory requirements.

All classifications and their retention schedules are developed with departments, then approved by department heads of Legal Services, Finance (FRS), the City Clerk and the City Archivist.

Closed folder management in VanDocs



Every year, Corporate Records Management identifies records that are due for disposition in VanDocs and in offsite storage at Iron Mountain. Disposition approval packages are sent to [Departmental Records Officers \(DRO\)](#) to review and approve that records can be released for disposition.

Departments are responsible for reviewing their case (green) file folders every year and closing those that are inactive based on the classification's retention **trigger**.

Corporate Records Management automatically closes annual (white) folders at the end of the first quarter each year.

Consider these practices:

- Ensure your staff are aware of which folders will be closed. Assist them with [moving any misfiled records to a new folder](#) or [starting a new document](#) based on an existing record.
- Remember to set up new annual folders at the beginning of each year and review existing folders to ensure staff are not misfiling records.

For internal distribution only. Please circulate to your department staff.

Questions or comments? Email us at ccrec@vancouver.ca

To remove your name from our mailing list, please email ccrec@vancouver.ca

Understanding Retention Schedules

What is a records retention schedule?

- Major pillar of a sound records management program.
- Regularizes the disposal of records according to identified needs and authorities.

A retention schedule is a *timetable* that prescribes how long to keep each category of records. Each VanRIMS secondary classification has an associated retention schedule.

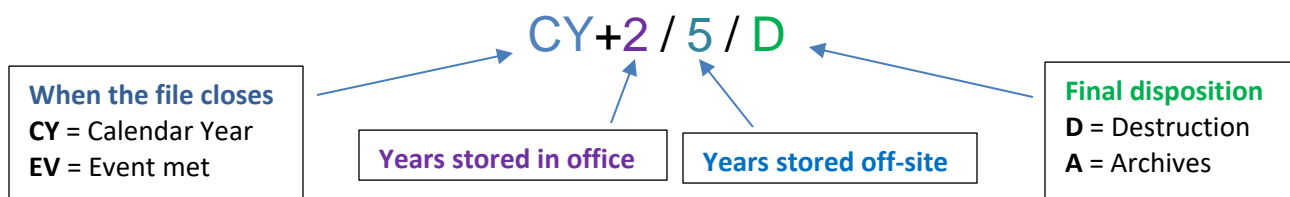
How long must records be kept?

Records must be retained for their full prescribed retention period and cannot be destroyed without authorization from Departmental Records Officers. Consult the applicable VanRIMS classification to determine the retention period for a particular group of records. The table below provides an example.

Classification Number	Classification Title	Description	Retention period
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.	CY+2 / 5 / D

How do I read the retention schedule?

- VanRIMS retention rules are displayed in a short code.
- Each retention period is composed of 2 phases: active and inactive. Add them together to get the total retention period: 2 / 5 ➔ 2 + 5 = 7 years
- The final disposition is the last element: either **Destroy** or **Archives**



How do I view retention schedule information in VanDocs?

1. Browse the classifications hierarchy and select the classification whose retention schedule you want to view.
2. Next, right-click on the classification and select **Open**. A new window will open displaying the classification properties in the Properties tab.

