



**City of
Lloydminster**

Policy

Policy Title:	Records Management		Policy Number:	120-02	
Date of Council Approval:	September 9, 2019	Motion No.:	239-2019	Year of Review:	2022
Department Sponsored by:	Office of the City Clerk				

1. Purpose

- 1.1. To implement a records management program and retention schedule to consistently manage Records and meet legislative, financial and legal obligations.

2. Objective

- 2.1. To create and maintain a uniform and cost-effective records management program for the life cycle of a Record, including the storage, retrieval, access, preservation and the disposition of all Records.
- 2.2. To support effective decision making through Records management while meeting operational requirements and protecting legal, fiscal and other interests of the City.

3. Definitions

Administration	An employee, contract employee or volunteer of the City.
Business Transactions	Any action which creates or requires the creation of a Record that identifies a transaction of a financial, operational, capital or other similar municipal activity. Can include, but not limited to: financial transactions, policies, bylaws, minutes, contracts, employment matters, investigations.
City	The corporation of the City of Lloydminster.
Destruction Certificate	A document which provides a detailed list of Records to be destroyed, who authorizes the destruction, when they were destroyed, and the names and signatures of Administration who witnessed the destruction.

Member of Council	An individual elected pursuant to <i>The Local Government Election Act (Saskatchewan)</i> as a Member of Council.
Record(s)	Information in any form, including information that is written, photographed, recorded or stored in any manner, but does not include computer programs or other mechanisms that produce Records.
Retention and Disposition Schedule	A timetable based on legal, fiscal, operational or historical requirements that specifies the length of time a Record must be kept before its final disposition.
Transitory Record	A Record that has no enduring administrative, fiscal, legal or historical value, no legal requirement for retention, and has fulfilled its purpose.

4. Scope

- 4.1. This Policy applies to all Members of Council and Administration who create, receive or maintain Records as part of their work on behalf of the City.
- 4.2. Records in the care and custody of the City, both paper and electronic, are the property of the City and are governed by this Policy.
- 4.3. This Policy shall pertain to all documents moving forward and all historical Records will be managed in accordance with this Policy as time permits.

5. Records Management

- 5.1. All employees shall maintain Records that adequately document Business Transactions and ensure these Records are retained and disposed of in accordance with the Records Retention Schedule established under this Policy.
- 5.2. Records shall only be kept longer than their scheduled disposition at the discretion of the City Manager, City Clerk or the Chief of Staff.
- 5.3. Records containing personal information shall be maintained in such a manner to protect the privacy of the individual(s) and to provide access to information as provided for under *The Local Authority Freedom of Information and Protection of Privacy Act (Saskatchewan)*.
- 5.4. Administration shall destroy the Records of the City once their potential relevance, applicability and use has expired, in accordance with this Policy.

- 5.5.** Election material shall be destroyed in accordance with the provisions of *The Local Government Election Act 2015 (Saskatchewan)*, as amended from time to time.
- 5.6.** Where there is a conflict between this Policy and provincial or federal legislation, the provincial or federal legislation shall apply and shall supersede this Policy and retention schedule.

6. Records Retention and Destruction

- 6.1.** The City Clerk's Office shall keep an index of:
 - 6.1.1.** Records destroyed;
 - 6.1.2.** Records retained in provincial or other archives;
 - 6.1.3.** Listing of the Records Retention Schedule; and
 - 6.1.4.** To the extent practical, all other Records retained by the City.
- 6.2.** All members of Administration shall ensure that Records are retained or disposed of in accordance with the Records Retention Schedule.
- 6.3.** All Transitory Records shall be disposed of.
- 6.4.** The City Clerk shall approve the disposition of all Records which have reached the end of their retention period, through approval of a Destruction Certificate.
- 6.5.** The destruction of Records shall be in the presence of at least two members of Administration who shall ensure the destruction is carried out in accordance with the Destruction Certificate. Administration from the Office of the City Clerk may attend the destruction.
- 6.6.** Following destruction, all witnesses shall sign the Destruction Certificate, verifying that only the Records on that certificate were destroyed.

7. Penalty:

- 7.1.** Any member of Administration found to be in violation of this policy may be subjected to a disciplinary action. Such action may be dependent upon the nature of the breach of this policy; discipline may range from a written warning to dismissal with cause.
- 7.2.** Any Member of Council found to be in violation of this policy may be dealt with utilizing the "Code of Conduct Bylaw" or provisions of "The Lloydminster Charter."

8. Responsibility:

- 8.1.** City Council shall review and approve all policies.
- 8.2.** City Administration shall administer the policy through the use of a supporting procedure.
- 8.3.** Sponsoring Department is responsible for creating and amending a supporting procedure.



RECORDS RETENTION SCHEDULE

Dept.	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
FI	<p>Accounts Payable Includes records that are evidence of paying or reconciling monies owed by the City of Lloydminster. Also includes coding invoices to correct JAO accounts, keying details into accounting system, generating cheques or transferring fund electronically to vendors, paying p-card charges, p-card applications, filing invoices and payment of contractors and fuel invoices <u>Records may include:</u> invoices, cheque requisitions and approvals</p>	Finance	C+7	
FI / AT / OP	<p>Accounts Receivable Includes records that are evidence of receiving, invoicing, processing and balancing monies owed to the City of Lloydminster by residents, customers for goods sold, or services provided/performed such as collection of payment for the rental of facilities, program registration, permit and application fees. Also includes the collection of taxes and utilities paid. <u>Records may include:</u> daily cash receipts, invoices, credit card receipts, account reconciliations, void cheques and automatic withdrawal authorization forms, tax notices, notices to Utility account holders.</p>	Finance / Assessment & Taxation / Operations	C+7	
ALL	<p>Activity Tracking Includes records that are evidence of daily departmental activities, including departmental planning, tracking of department activities, reporting and meetings. <u>Records may include:</u> progress reports, daily logs, activity reports, OH&S statistical reporting and departmental meeting minutes. Also includes general day files / correspondence logs not specific to an activity</p>	Originating	C+3	
ALL	<p>Agenda Reports / Briefing Reports Includes all original paper information reports and request for decision reports that are placed on a Governance & Priorities Committee Meeting Agenda or a Council Meeting Agenda. Also includes all briefing notes that are prepped for executive or Council information purposes <u>Records may include:</u> information reports, request for decisions</p>	Originating	C+3	
OP	<p>Airport Administration Includes records which support the administration and coordination of the airport operations as well as the planning and development of airport properties <u>Records may include:</u> long range planning reports, airport events, maps, photos, training records</p>	Operations	C+10	

Dept.	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
ALL	<p>Airport Plans and Reports Includes records that are pertinent to the safety and proper management of the airport and future planning for the airport</p> <p><u>Records may include:</u> Transport Canada Safety Manuals, Airport Operations Manual, Safety Management Manual, Aviation Security Program, Airport Wildlife Management Plan, Emergency Response Plan, Long Range Planning Reports</p>	Originating	UOS+10	This retention pertains to paper copies. Electronic copies to be retained permanently
ALL	<p>Appeals Includes records that are evidence of an appeal made to the City of Lloydminster for subdivision and development appeals, assessment review board appeals, or appeal of an Order issued under the Lloydminster Charter</p> <p><u>Records may include:</u> notices, orders, agendas, appeal board packages, meeting arrangement/preparation, minutes, final decisions</p>	Originating	E+7	E = date of final decision rendered
CD	<p>Artifact Donation Agreements Includes records that support the negotiation, preparation, monitoring and administration of artifact donation contracts or agreements between the City of Lloydminster and the party donating the artifact</p> <p><u>Records may include:</u> artifact donation agreements and contracts</p>	Community Development Services	P	
ALL	<p>Association Participation Includes records that are evidence of City employees' participation in professional association societies and other organizations such as outside committees and boards, attendance at conferences, seminars, trade shows and professional development sessions.</p> <p><u>Records may include:</u> meeting materials, conference material, newsletters, bulletins, professional licensing requirements, professional dues and memberships of staff.</p> <p><i>Excludes: participation in external agency/board/committees - see External Boards and Committees</i></p>	Originating	C+2	
FI	<p>Audited Financial Statements Includes internal and external audit reports, background documentation, recommendations resulting from audits</p> <p><u>Records may include:</u> yearly audited financial statements, copies of financial auditing procedures and responsibilities</p>	Finance	P	
ALL	<p>Auditing Includes records which support the planning, preparation, execution and reporting of internal and external financial and operational audits, including WCB audit reports, safety codes audits, environmental audits, permitting audits</p> <p><u>Records may include:</u> audit reports, audit recommendations, audit action plans, interview schedules, tour schedules</p>	Originating	E+10	E = period covered by two most recent complete audits
ALL	<p>Awards and Recognition Includes records that are evidence of recognizing community members for achievements such as milestone birthdays and wedding anniversaries and lending a helping hand to others.</p> <p><u>Records may include:</u> certificates for anniversary or birthdays, long service awards for staff, volunteer recognition</p>	Originating	C+2	

P = Permanent

UOS = Until Obsolete or Superseded

C = Current Year the Record was Created

E = Event

Dept.	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
FI	<p>Banking</p> <p>Includes records that are evidence of banking activities such as receipt and deposit of incoming funds, bank account and statement reconciliations</p> <p><u>Records may include:</u> bank reconciliation, bank statements, deposit slips, cancelled cheques</p>	Finance	C+7	
ER	<p>Benefits Programming</p> <p>Includes records that are evidence of planning, design, implementation and delivery of the City of Lloydminster's employees benefit program including savings plans, benefit sponsorship, health and dental coverage and pension plans</p> <p><u>Records may include:</u> benefit presentation and brochures, rates, explanatory documents regarding benefits, group insurance, dental plans, employee support groups, etc.</p> <p><i>Excludes: Contracts and Agreements with Benefit Providers - see Contract and Agreement Administration</i></p>	Employee Relations	UOS+2	
ALL	<p>Budgeting</p> <p>Includes records that are evidence of the preparation and maintenance of operating and capital budgets.</p> <p><u>Records may include:</u> operating budget summary, detailed budget reports, actual vs. budget, variance reports, monthly budget reports, annual departmental budgets, approved yearly budgets (operating and capital)</p>	Finance	C+10	
FI	<p>Business Licencing</p> <p>Includes records which support the registration and licencing of businesses within the City of Lloydminster</p> <p><u>Records may include:</u> business licence application or renewal forms, copy of business licence</p>	Finance	C+7	
PS	<p>Bylaw Enforcement</p> <p>Includes records which support responding to concerns relating to the City of Lloydminster's bylaws, such as animal control bylaw, unsightly properties, noise control, etc.</p> <p><u>Records may include:</u> the original complaint, the evidence gathered (forms, reports, photos), warning letters or violation tickets issued</p>	Public Safety	C+5	
OP / FI	<p>Cemetery Administration</p> <p>Includes records that are evidence of the control and maintenance of cemetery records of burial, cremations and internments</p> <p><u>Records may include:</u> burial permits, cemetery register, burial plots and ownership records</p>	Operations / Finance	P	
LS	<p>Census Coordination</p> <p>Includes records that are evidence of the coordination, development and delivery of a municipal census to ensure full benefit of grants and available funding as well as the planning and development of City services</p> <p><u>Records may include:</u> final census report, oath of office and working documents</p>	Legislative Services	C+10	
CD	<p>Childcare</p> <p>Includes records specific to childcare services provided at City facilities</p> <p><u>Records may include:</u> client records, registrations, licensing</p>	Community Development Services	C+7	

Dept.	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
ER	<p>Collective Bargaining</p> <p>Includes records that are evidence of proposals, negotiations and agreements with CUPE for the Collective Bargaining Agreement</p> <p><u>Records may include:</u> proposals, correspondence from negotiations, agreement handbook, notifications</p>	Employee Relations	UOS+7	
FI	<p>Community Investment</p> <p>Includes records that are evidence of building community relationships through receiving, reviewing, approving and processing funding requests through grant programs (third party asks), FCSS grant applications, Sask Lotteries grant applications, Tobacco Reduction Grant.</p> <p><u>Records may include:</u> copies of receipts, applications, project themes, letters of approval, letter of commitment, grant applications, evaluations, and letter of confirmations</p>	Finance	E+7	E = funding / commitment complete
ER	<p>Compensation Planning</p> <p>Includes records that are evidence of compensation planning and development activities such as analysis of comparable industry specific job descriptions and salary reviews and reporting on findings</p> <p><u>Records may include:</u> compensation review files, pay grids and scales</p>	Employee Relations	UOS+2	
OP	<p>Construction Planning and Engineering</p> <p>Includes records that are evidence of planning, design, monitoring and construction of infrastructure and other projects such as review of pre-design submission, inspection of construction for compliance with the drawings and specifications, communication with contractors regarding deficiencies, and facilitation of Construction Completion Certification (CCC) and Final Acceptance Certificates (FAC).</p> <p><u>Records may include:</u> notifications of CCC, FAC, pre-design submissions, deficiencies list, engineering drawings, copies of request for qualifications, copies of proposals and copies of design standards</p>	Operations	E+10	E = construction complete, project close out then transfer records to permanent facility file or property file
LS	<p>Contract and Agreement Administration</p> <p>Includes records which support the negotiation, preparation, monitoring and administration of contracts or agreements between the City of Lloydminster and service providers, municipalities, landowners, businesses, etc.</p> <p><u>Records may include:</u> any contract or agreement where a City representative has signed their agreement to conditions, including but not limited to conditions regarding paper shredding, garbage/recycling, mutual aid, brokerage agreements, purchase agreements, software/hardware contracts or licenses, data subscriptions, service agreements</p> <p><u>Excludes:</u> <i>Artifact Donation Agreements - see Artifact Donation Agreements</i></p>	Legislative Services	E+10	E = termination or expiration of contract or agreement
ALL	<p>Corporate Reporting</p> <p>Includes records that are evidence of the formal internal and external business performance and financial reporting activities, both detailed and consolidated. Also includes regular and/or incident based reporting and submissions to regulatory bodies as mandated by applicable regulations, codes and standards</p> <p><u>Records may include:</u> annual reports, regulatory deficiency lists and correspondence with regulatory bodies, financial information returns</p>	Originating	E+10	E = submission of report

Dept.	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
LS	<p>Council Election</p> <p>Includes records that are evidence of the elections process for City of Lloydminster council including reviewing any legislative changes, hiring of the elections staff, nomination of candidates and the counting of ballots</p> <p><u>Records may include:</u> nomination list, oath of office of election workers, election results report (unofficial/official), election ballots, appeals, nomination papers. Working papers such as arrangements of voting stations, rental rates, published election notices, notice of nomination day, notice of election day, dates of advance vote, election materials, statement of results and council orientation materials</p>	Legislative Services	E+8	E = election or by-election results official * ballot boxes and voter registration forms retained for 3 months only (as per the Local Authorities Election Act)
LS	<p>Council Governance</p> <p>Includes records that are evidence of the proceedings, adoptions and resolutions of City of Lloydminster Council's regular, organizational, public hearing and committee meetings and sessions. May also include delegations and review of petitions</p> <p><u>Records may include:</u> agendas, meeting minutes, resolutions, bylaws, petitions, public hearings</p>	Legislative Services	P	
FI	<p>Debt Structuring</p> <p>Includes records that are evidence of borrowing, financing and monitoring of loans and conditions of debts owed by the City of Lloydminster</p> <p><u>Records may include:</u> debentures, debt payment schedule, promissory notes, financing and debt summaries, loan documentation, and lending guarantees</p>	Finance	E+7	E = debt paid in full
EC	<p>Economic Development and Tourism</p> <p>Includes records that are evidence of efforts made to promote and encourage tourism within the City of Lloydminster such as partnering with surrounding municipalities on initiatives and the development of marketing tools. Also includes tracking of visitor and inquiries received</p> <p><u>Records may include:</u> tourism maps, brochures, project files, resource brochures</p>	Economic Developmnet	C+7	
ES	<p>Emergency Response Planning</p> <p>Includes records that are evidence of planning, documentation, maintenance and distribution activities aimed at minimizing potentially serious harm to the safety, health or welfare of people or widespread property damage in the event of an emergency with the City of Lloydminster</p> <p><u>Records may include:</u> emergency and disaster plans, local state of emergency records, planning, disaster center planning and liaison</p>	Emergency Services	UOS+5	
ER	<p>Employee Administration</p> <p>Includes records that are evidence of the on-going administration of City of Lloydminster employees such as hiring, new employee orientations, enrollment in pension and benefit programs, performance reviews, disciplinary matters, and employee certifications</p> <p><u>Records may include:</u> personal information form, resume, offer letters, new hire forms, oaths, completed abstract form, work plans and appraisal of job performance, skills, training and education, certifications, investigations, grievances, discipline, complaints, results of health examinations, occupational health considerations, criminal record checks, personal files, LAFOIP authorization forms, medical information, WCB incident/accident investigations, doctors' notes & correspondence, health assessments, interventions, authorizations for return to work, modified work forms, record of employment, and city issued equipment required for work (ex: fire radios/pagers)</p>	Employee Relations	E+10	E = employee no longer works for the City

Dept.	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
ER	<p>Employee Administration - Files Held at Chief of Staff Discretion Includes records specific to any individual employee or councillor, full-time, part-time, salaried, hourly or on contract where incidents have occurred that may be of a legal concern, or legal action has been initiated, or where a significant injury has resulted <u>Records may include:</u> employee complaints or threats, legal opinions obtained, court records, incident statements, related correspondence</p>	Employee Relations	E+45	E = employee no longer works for the City
ALL	<p>Employee Events and Celebrations Includes records that are evidence of the planning and implementation of employee celebrations and events such as requirement parties, annual holiday celebrations, and employee recognition social. <u>Records may include:</u> notices, event information, invitations, photos</p>	Originating	C+2	
OP	<p>Environmental Monitoring Includes records that are evidence of on-going environmental monitoring to ensure environmental sustainability and the protection of areas and resources. <u>Records may include:</u> environmental site assessments, erosion reports, algae treatment reports, flood mapping and monitoring</p>	Operations	UOS+5	
ALL	<p>Environmental Reclamation and Remediation Includes records that are evidence of planning and implementation of measures undertaken to return lands back to their natural states <u>Records may include:</u> reclamation activity reports, environmental reports, reclamation certificates, reclamation maps</p>	Originating	E+25	E = reclamation / remediation certificate issued
ALL	<p>External Boards and Committees Includes records that are evidence of Council and Administration's involvement in external board and committees <u>Records may include:</u> correspondence, external board agendas and minutes</p>	Originating	C+3	
ALL	<p>External Communication Includes record that are evidence of communication and maintaining relationships with external groups such as community members, media and partners. Also includes the development and use of social media tools <u>Records may include:</u> newsletters, report to community, media release, letters, photos, presentations, video, scripts, planning/building brochures, publications, website content, social media posts, public open house notifications</p>	Originating	C+10	
ALL	<p>External Memberships and Rentals Includes records that are evidence of facility memberships, personal training information, golf cart rentals, and facility rentals <u>Records may include:</u> applications for facility memberships, personal training requests or files, course or camp registrations, golf cart rentals.</p>	Originating	E+3	
ALL	<p>Facility Maintenance Includes records that are evidence of routine maintenance of City of Lloydminster's buildings, facilities and properties such as cemeteries, parks, community centers, campgrounds, pools, arenas and office buildings. Includes exterior and interior maintenance to buildings, landscaping, grounds keeping and grass cutting <u>Records may include:</u> pool water test log sheets, lab reports, project plans, maintenance logs, ice thickness reports.</p>	Originating	C+7	
CD	<p>Family and Community Support Services (FCSS) Includes records relating to the provision of community and social support services to the City of Lloydminster <u>Records may include:</u> program information, education sessions, client intake and referrals to support agencies, block party booking forms, FCSS committee meeting minutes and agendas. <i>Excludes: FCSS agreements - see Contract and Agreement Administration</i></p>	Community Development Services	C+7	

Dept.	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
FI	<p>Financial Accounting Includes records that are evidence of reviewing and posting activities for corporate transactions into the accounting system such as intercompany transactions, reserve funds, funds held in trust, journal entries, and adjustments</p> <p><u>Records may include:</u> journal entries and back-up, corrections and back-up, transactions, analysis, cancelled cheques, deposit books, receipts, bank reconciliation statements</p>	Finance	C+7	
ES	<p>Fire General Includes reports which support the routine inspection, maintenance, planning and coordination of Fire Service assets and operations</p> <p><u>Records may include:</u> apparatus inspection reports, residential home inspection reports, duty scheduling</p>	Emergency Services	C+3	
FI	<p>Fixed Asset Accounting Records which support the coordination, monitoring and tracking activities of fixed assets and tangible capital assets (ex. Machinery and equipment, roads, buildings, land, vehicles, office equipment, etc.) from acquisition to disposition.</p> <p><u>Records may include:</u> fixed asset ledgers, tangible capital asset ledgers, depreciation schedules, total cost of assets, net book value of assets, original invoices and purchasing documents</p>	Finance	E+7	E - disposition of fixed/tangible capital asset
OP	<p>Fleet and Equipment Coordination Includes records that are evidence of activities related to the administration, maintenance, licensing, inspection and disposition of fleet vehicles and City equipment such as heavy equipment, mobile equipment, protective equipment, computer and office equipment. Also includes regular and scheduled maintenance and vendor/supplier support contacts. Also includes fire fleet</p> <p><u>Records may include:</u> equipment check list, maintenance check list, commercial vehicle inspections, repair request form, work orders, bill of sale, serial numbers, installation instructions and manuals</p> <p><i>Excludes: Purchase of Equipment - see Procurement or Contract and Agreement Administration.</i></p>	Operations	E+7	E = life of equipment /vehicles
FI	<p>General Ledger Control Includes records that are evidence of the compilation, maintenance and control of the City of Lloydminster's general ledger</p> <p><u>Records may include:</u> general ledger</p>	Finance	P	
FI	<p>Grant Administration Includes records which support researching for grants, applying to provincial, federal, or any other organization for funding, and includes reporting to those organizations on the financials of how the monies were spent</p> <p><u>Records may include:</u> grant application forms, follow up and reporting forms, compliance reporting, correspondence, disaster recovery assistance programs</p>	Finance	E+10	E = final grant report submitted or project is complete
ER	<p>Incident Responding and Investigating Includes records that pertain to health and safety incident reporting and investigations</p> <p><u>Records may include:</u> incident reporting forms, letters, photos, forms, fire commissioner reporting, fire investigations</p>	Employee Relations	E+7	E = date of event

P = Permanent

UOS = Until Obsolete or Superseded

C = Current Year the Record was Created

E = Event

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LS	<p>Incorporation Includes records that are evidence of the founding and establishment of the City of Lloydminster, related authorities and corporate entities</p> <p><u>Records may include:</u> certificates of incorporation, corporate seal, certificates of name change, and certificates of dissolution</p>	Legislative Services	P	
FI	<p>Information System Development and Implementation Includes records that are evidence of planning, design and testing and implementation of the City of Lloydminster's information systems which as identification of business needs, research of software and hardware and development of user documentation</p> <p><u>Records may include:</u> technical documentation, user documentation</p>	Finance	E+2	E = system no longer in use
FI	<p>Information System Maintenance and Support Includes records that are evidence of information system maintenance and support activities including user support such as responding to inquiries and managing information system process including hardware and software installations, repairs, troubleshooting, web server maintenance, system upgrades, server installation, managing permission and archiving of material</p> <p><u>Records may include:</u> service request logs, troubleshooting tickets</p> <p><i>Excludes: Contracts and Agreements - see Contract and Agreement Administration</i></p>	Finance	C+2	
OP	<p>Infrastructure Management Includes records that are evidence of the management, planning for sustainability, maintenance, rehabilitation, and replacement of City of Lloydminster's infrastructure and facilities through capital projects such as urban design plans, waste water and treatment plant upgrades, road and utility upgrades. Also includes the monitoring of third party shallow utility services providers of their maintenance and upgrades activities and railway crossings</p> <p><u>Records may include:</u> as-built drawings, GIS system, upgrade plans, work permissions, third party utility drawings</p>	Operations	E+5	E = life of facility / infrastructure
ALL	<p>Inquiries and Request Response Includes records that are evidence of investigating and responding to resident concerns and requests such as noise, unsightly premises, garbage and other general inquiries</p> <p><u>Records may include:</u> compliant records, correspondence, general resident concern letters, requests to present to Council</p>	Originating	E+5	
LS	<p>Insurance Administration Includes records that are evidence of administering vehicle insurance, property insurance, general liability insurance and other insurance policies for the City</p> <p><u>Records may include:</u> certificates of insurance, insurance policies and renewals</p>	Legislative Services	E+10	E = expiration of insurance policy
LS	<p>Insurance Claims Includes records that are evidence of insurance claims administration including filing claims, follow up and communication with insurance providers</p> <p><u>Records may include:</u> insurance claim letters, photos, forms, adjuster reports, repairs, reports, responses from insurer</p>	Legislative Services	E+10	E = settlement of claim

Dept.	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
ALL	<p>Internal Communication Includes records that are evidence of measures taken to communicate with City employees such as updating the intranet with general information, distributing hiring announcements. Also includes notifying employees of training sessions. <u>Records may include:</u> copies of newsletters and news releases, intranet content, photos, promotion notifications, announcements, posters</p>	Originating	C+5	
ALL	<p>Inventory Control Includes records that are evidence of the tracking and control of City of Lloydminster's assets and inventory such as road maintenance supplies, stores, salt, sand, concrete, gravel, chemicals, pesticides, etc. <u>Records may include:</u> inventory listings, material transfer ledgers, tickets, stock issue transfers</p>	Originating	C+7	
ALL	<p>Land Interest Administration Includes records that are evidence the monitoring and protection of the City's interests and rights in land holdings such as land leases and agreements, easements, right of ways and encroachments. Also includes the annexing of lands <u>Records may include:</u> development permits, subdivision development agreements, easements, encroachments, right of ways, land titles, heritage site designations, copies of safety code permits, property liens, caveats, legal plans, real property reports, sale agreements, title transfers, instruments registered on title, technical reports related to soil, geotechnical, undermining, traffic, pavement plans, emergency response, storm water, sanitary waste as well as stamped accepted drawings, photos, plans, water distribution and wastewater collection reports, conceptual schemes, distribution lists, notice of decisions, endorsements and information related to endorsements, fire code compliance inspections</p>	Originating	P	
ALL	<p>Landfill Administration Includes records that are evidence the monitoring and operation of all landfill property within the City <u>Records may include:</u> permits, drawings, photos, collection reports, approvals, and compliance documents. <i>Excludes: Contracts and Agreements pertaining to landfill - see Contract and Agreement Administration.</i> <i>Excludes: Reclamation and Remediation documents: see Environmental Monitoring and Environmental Reclamation and Remediation</i></p>	Originating	E+10	E=Life of Facility/Date of Decommissioning
ALL	<p>License and Permit Issuance Includes records that are evidence of receiving, reviewing, processing and issuing permits and licenses for the construction of buildings and subdivisions, inspections and approvals of buildings, and the operations of a business within the City of Lloydminster. This includes commercial and residential developments, pre-consultation on large development applications and ensuring that applications are within scope of regulatory requirement and City bylaws <u>Records may include:</u> applications, building permit, subdivision permit, electrical permit, gas permit, plumbing permit, occupancy permit, correspondence, working papers, construction drawings, plot plans, inspection reports, animal licenses, event permits, permission to work, excavation permit, fire permit, fireworks permit, road closure permit, banner requests, light turns. <i>Excludes: Contracts and Agreements pertaining to land - see Land Interest Administration or Contract and Agreement Administration</i></p>	Originating	E+10	E = expiration of permit or licence
LS	<p>Litigation and Dispute Coordination Includes records that are evidence of legal opinions and advice formulated and delivered by the City of Lloydminster and external council on claims, disputes and litigation matters <u>Records may include:</u> statement of claim, loss reports, claim settlements, photos, judgements, court orders, proceedings, briefs, affidavits, litigation binders, court and insurance claims, liens, matter files, advice, correspondence and working papers</p>	Legislative Services	E+10	E = settlement of claim

P = Permanent

UOS = Until Obsolete or Superseded

C = Current Year the Record was Created

E = Event

Dept.	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
ALL	<p>Mapping Includes reports that are evidence of the downloading, capturing, integration, control and delivery of City geographical mapping data for all areas and departments</p> <p><u>Records may include:</u> ortho-photo, mapping and GIS, flood mapping, land map, road maps, as well as information used to support projects/reports/studies/policy</p>	Originating	P	
OP	<p>Metering Quality Assurance Includes records that are evidence of the inspection, repair, verification and calibration of water meters owned by the City of Lloydminster</p> <p><u>Records may include:</u> meter service work orders, proving records, serial numbers, and tag tracking</p>	Operations	E+7	E = meter taken out of service
OP	<p>Park Maintenance Includes records which support regular maintenance and inspection of the City's parks and campgrounds</p> <p><u>Records may include:</u> park surveys, playground inspection reports, minor improvement projects, park and campground maintenance records</p>	Operations	C+7	
FI/AT	<p>Payment Agreements Includes records that are evidence of payment installment and pre-authorized debit plans for taxation or utilities</p> <p><u>Records may include:</u> PAD forms authorizing the automatic debit of payments, void cheque</p>	Finance / Assessment & Taxation	E+2	E = when customer ends their agreement to be on the prepaid plan
ER	<p>Payroll Processing Includes record that are evidence of payment of employees included regular payroll generation, deductions, tax collection and remission, reporting and reconciliation. Also includes summaries of payments to EI, WCB, Manulife and payroll register detailing employee payroll disbursements per pay period</p> <p><u>Records may include:</u> payroll registers, RRSP forms, year end payroll summaries, T4s, COLA, performance increases, council per diems</p>	Employee Relations	C+7	
PS	<p>Peace Officer Video Recordings Includes records that are evidence of the video recordings of the City Peace Officers.</p> <p><u>Records may include:</u> body camera videos, ipad videos, videos taken by phone, or in car video.</p> <p><i>Excludes: video recordings that are part of a prosecution - see Ticketing & Prosecution</i></p>	PS	C+1	
LS	<p>Petitions Includes records that are evidence of receipt, evaluation, and decision on a petition filed with the City of Lloydminster</p> <p><u>Records may include:</u> petition, documents providing determination of sufficiency of petition, notice of sufficiency of petition</p>	Legislative Services	C+7	
ALL	<p>Procurement Includes records that are evidence of selection, procurement and purchasing of products, supplies, material and services from external vendors such as identification of potential vendors, preparing and issuing requests (RFx), receiving bids from vendors and evaluations</p> <p><u>Records may include:</u> RFx documents, vendor bids, responses, evaluations</p>	Originating	C+7	

Dept.	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
ALL	<p>Programming & Events</p> <p>Includes records that are evidence of the logistical arrangement activities in supporting meeting and organizing Community, board and Committee and other City events and programs such as scheduling, identifying participants, distribution of invitations, tracking attendance and securing venue and catering selections. Also includes the development of any advertisements of the meeting or event such as design layout, writing, editing, proofing and scripting and printing of tickets</p> <p><u>Records may include:</u> programs, memberships, personal training, golf tournament bookings, event schedules, brochures, posters, tickets, scripts, venue information, catering menus, participant confirmations, invitations, meeting notices, agendas and meeting minutes, proofs and approvals, advertising and photos</p> <p><i>Excludes: Contracts and Agreements - see Contract and Agreement Administration</i></p>	Originating	E+2	E = date of event
AT	<p>Property & Tax Assessment</p> <p>Includes records that are evidence of estimating and valuation of property for the City for municipal taxation purposes including inspecting property and verifying information on the summary report. Also includes statistical analysis and modeling of property sales</p> <p><u>Records may include:</u> notice of assessment, school declarations, improvement details, sketches, assessor report, property assessment, market land details, improvement details, market evaluations, statistical analysis, copies of land titles, copies of real property reports, copies of occupancy permits, copies of MLS listing information, returned mail of tax notices and copies of plot plans.</p> <p><i>Excludes: Decisions made by Assessment Review Board - see Appeals; Original Land Documents - see Land Interest Administration; and Receiving Property Tax Payments- see Accounts Receivable</i></p>	Assessment & Taxation	E+7	E = assessment complete
ER	<p>Pension Administration</p> <p>Includes records that are evidence of the monitoring and fulfilling of pension obligations to individuals</p> <p><u>Records may include:</u> pension status of retired personnel, registration and payment information</p>	Employee Relations	E+7	E = all pension obligations paid out
LS	<p>Records Administration</p> <p>Includes records that are evidence of administrative activities associated with the organization, control, accessibility, and retention of City of Lloydminster's records such as indexing, classification, requests for records and information and inactive records transfers</p> <p><u>Records may include:</u> file listings, record requests, request for transfer of files</p>	Legislative Services	C+2	
LS	<p>Records Disposition</p> <p>Includes records that are evidence of Certificates confirming records and data destroyed in compliance with the retention schedule</p> <p><u>Records may include:</u> records destruction certifications, documentation of authorized destruction of hardcopy and electronic data</p>	Legislative Services	P	
ER	<p>Recruiting</p> <p>Includes records that are evidence of recruiting activities for the City of Lloydminster's internal and external job postings, such as request from hiring managers, recruitment advertising, interview, candidate background research and offers. Also includes unsuccessful candidates resumes</p> <p><u>Records may include:</u> advertising, job postings, job descriptions, resumes, interview questions and interview notes</p>	Employee Relations	E+2	E = position has been filled. Successful candidate information transferred to Employee Administration for retention
ALL	<p>Reference and Research</p> <p>Includes records that are evidence of researching and referencing of background information</p> <p><u>Records may include:</u> reports, studies, statistics, catalogues, photos, surveys, samples, templates, yearly fire statistical reports</p>	Originating	UOS	

P = Permanent

UOS = Until Obsolete or Superseded

C = Current Year the Record was Created

E = Event

Dept.	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
LS	<p>Request for Information (LAFOIP Requests)</p> <p>Includes records that are evidence of a formal records request under the <i>Local Authority Freedom of Information and Protection of Privacy Act</i> (LAFOIP)</p> <p><u>Records may include:</u> requests for review of municipal records by members of the public such as correspondence, review and final decisions related to release of information, LAFOIP requests</p>	Legislative Services	E+5	E = when request is fulfilled or deemed to be closed
OP	<p>Operations Maintenance</p> <p>Includes records that are evidence of maintenance and routine inspecting of roads and signs such as plowing and sanding of roads, snow removal, dust and weed control, cleaning, patching, painting of road markings and ditch and drainage control. Also includes the installations, maintenance and inspecting of traffic signs, signals and concrete program for sidewalks and curbs. Also includes playground inspections</p> <p><u>Records may include:</u> copies of inspections, work orders, service requests, work plans, land damage repair records</p>	Operations	C+7	
ER	<p>Safety Monitoring</p> <p>Includes records which support proactive monitoring activities and operations to ensure safe procedures are being followed such as inspections and hazard assessments, program reporting, auditing and providing guidance and oversight on safety issues</p> <p><u>Records may include:</u> workplace inspections, schedules, action items, hazard assessments, fall protection plans, confirmed space permits, toolbox/tailgate meeting minutes, safety meeting minutes, PPE inspections, fire drill reports, fire extinguisher/AED machine, first aid kit inspections, Crane Records, Power Mobile Equipment manufacturer's specification, statistical reports, health and safety memos, safety alerts and communications, MOSH week planning, documentation and schedules</p>	Employee Relations	C+3	
ER	<p>Safety Programming</p> <p>Includes records that are evidence of planning, development and implementation of program and initiatives to ensure the safety of the City of Lloydminster's employees and contractors such as maintaining safety manuals, conducting safety orientations and providing oversight and guidance on safety issues that can impact City's employees and operations</p> <p><u>Records may include:</u> Health and Safety Manual, safe work practices, orientation packages</p>	Employee Relations	UOS+2	
OP	<p>Solid Waste and Recycling Curbside Collection</p> <p>Includes records that are evidence of the routine operation and administration of the City of Lloydminster's waste collection and recycling program such as regular collection of waste, bio-solid waste by-products, distribution of garbage bins and the transportation of waste and recyclables to different facilities</p> <p><u>Records may include:</u> requests for bins, monthly reports, work orders</p> <p><i>Excludes: Curbside Collection Contractor Agreements - see Contract and Agreement Administration</i></p>	Operations	C+7	
ALL	<p>Staff Meeting</p> <p>Includes records that are evidence of staff meetings, including agendas and minutes</p> <p><u>Records may include:</u> team announcements/memos, staff/team meeting agendas and minutes</p>	Originating	C+3	
ER	<p>Staff Scheduling and Tracking</p> <p>Includes records that are evidence of employee scheduling and timesheet processing and allocating time to specific codes</p> <p><u>Records may include:</u> timesheet, approvals, request for timesheet adjustments</p> <p><i>Excludes: Flex Work Schedule Agreements - see Employee Administration</i></p>	Employee Relations	C+7	

Dept.	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
ALL	<p>Strategic Planning Includes records that are evidence of the City of Lloydminster's strategic planning and the process of defining its strategy or direction and making decision on how to pursue the strategy</p> <p><u>Records may include:</u> strategic plans, business plans, master plans (transportation, recreation, etc.), analysis of financial issues, revenue analysis, regional studies, benchmarking, internal and external performance measures</p>	Originating	UOS+5	
AT	<p>Tax Recovery Includes records that pertain to the recovery of tax arrears and auction of property</p> <p><u>Records may include:</u> notification of tax arrears, copy of tax notification, copy of recommendation to Council setting date of sale, copy of advertisements, proof of registered notice sent to owner and interested parties, results of public auction, copy of Council's approval/refusal/acceptance of bid, copy of offer to purchase, copy of trust receipt and new certificate of title</p>	Assessment & Taxation	E+7	E = when tax title property is sold or property disposed of
AT	<p>Tax Roll/Assessment Roll Includes records that are evidence of the annual final listing of taxable properties with the City of Lloydminster and the assessed value with all amendments, appeals and changes incorporated</p> <p><u>Records may include:</u> assessment roll, tax roll</p>	Assessment & Taxation	P	
CD	<p>Taxi Voucher Program Includes records which support the Taxi Voucher Program</p> <p><u>Records may include:</u> taxi vouchers</p>	Community Development Services	C+2	
FI	<p>Telecommunications Control Includes records which support the installation, operation and maintenance of communication devices such as telephones and cellular phones</p> <p><u>Records may include:</u> telecommunication service maintenance records</p>	Finance	C+2	
PS	<p>Ticketing & Prosecution Includes records that are evidence of the investigation and enforcement of provincial laws such as the Traffic Safety Act by City of Lloydminster Peace Officers</p> <p><u>Records may include:</u> traffic tickets, offense notices, officer notes, video recording, and court disclosure documents</p>	Public Safety	E+5	E = settlement of payment
ER	<p>Training Development and Delivery Includes records that are evidence of the design, development, preparing, delivery of training programs for employees, contractors and volunteers</p> <p><u>Records may include:</u> course handouts, tests, workshop materials, course evaluations, online training course information.</p> <p><i>Excludes: training records or certifications which are specific to individuals - see Employee Administration</i></p>	Employee Relations	C+3	
ALL	<p>Transitory Records Includes records which are only required for a limited time to complete a routine action, are used in the preparation of final records, or are retained as information or convenience only</p> <p><u>Records may include:</u> duplicate copies, preliminary or working drafts of the final record officially stored elsewhere, research notes, thank you notes, etc.</p>	Originating	Discard Routinely When No Longer Needed	

Dept.	Business Activity / Scope Note	Responsible Work Group	Total Retention	Comments
ALL	<p>Travel Arrangements Includes records that are evidence of travel coordination activities for Council members and employees such as arranging airlines, hotel, and car rental for business travel <u>Records may include:</u> reservations, travel plans, confirmations and itineraries</p>	Originating	C+2	
OP	<p>Utilities Maintenance Includes record that are evidence of routine operations, inspection, monitoring, and preventative maintenance on City of Lloydminster's utility infrastructure such as resident water reconnect and disconnects, regular sewer flushing and utilities location <u>Records may include:</u> work site location map, work order, service connection inspection records, project summary report and copies of occupancy inspections</p>	Operations	C+7	
ALL	<p>Waivers Includes records that are evidence of a user acknowledging use of a facility/program and releasing the City of Lloydminster from any claim depends or cause of action resulting from the use of the facility/program <u>Records may include:</u> waivers for gym use, waivers for children camps, waivers for chief for a day program</p>	Originating	E+2	<p>For Adults: E = the date of the event For Children: E = the date the attendee is age of majority</p>
OP	<p>Water and Waste Water Control Includes records that are evidence of monitoring, maintaining and repairing water and waste water management systems such as ensuring water quality meets requirements through testing and sampling, conducting routine and emergency maintenance on the water plant, monitoring waste waters and monitoring volumes of water and waste water <u>Records may include:</u> flow record, daily reading report, daily pumps and generator report, daily water sample records, maintenance log books, water licenses and approvals, water level monitoring, lab reports, tests analysis, evaluations, monitoring results, pre-release testing</p>	Operations	E+25	E - life of facility
OP	<p>Water Supply Monitoring Includes records which support monitoring of water supply provided to residents in order to ensure their safety on a daily basis, such as water treatment plant bacteriological analysis testing <u>Records may include:</u> bacteriological analysis results, flow meter readings, chlorine concentrations, treatment chemical dosages, monthly reports to environment, records of actions taken to correct contraventions of potable water quality and public notifications</p>	Operations	C+5	
ER	<p>Workers Compensation Coordination and Audiometric Testing Includes records which support reporting workers' injuries and submitting employee and employer reports to the Worker's Compensation Board (WCB) for claims and audiometric testing <u>Records may include:</u> WCB Claim reports, subcontractor coverage reports, audiometric reports</p>	Employee Relations	E+25	E = after claim is satisfied
ER	<p>Workforce Planning Includes records that are evidence of the planning and development activities of the workforce and employment positions at the City of Lloydminster such as succession planning and identifying job requirements and corporate structure. <u>Records may include:</u> proposals, planning reports, job descriptions, organizational charts, organizational surveys, restructuring plans and job market research</p>	Employee Relations	C+2	