

Appendix A: Records Retention Schedule (Waterfront Neighbourhood Centre Board of Management)

WATERFRONT NEIGHBOURHOOD CENTRE BOARD OF MANAGEMENT

RECORDS RETENTION SCHEDULE

Functional Category: Assets and Property Management							
A	Description: Records relating to the construction, operation, and maintenance of Waterfront Neighbourhood Centre (WNC)'s physical assets and property, which it owns or leases. This may include facilities, office and computer equipment artifacts and office supplies.						
WNC. A0033	Artifacts/History	Common	P	0	P	P	File to remain active until artifact no longer in existence.
	Records relating to the collection and preservation of artifacts with historical, heritage or symbolic value, which may include photographs, videos, art, AGM reports, board minutes, program guides, flyers, year books, needs assessments, press clippings, property design/planning, property renaming, meeting minutes, and articles. These artifacts are preserved as evidence of the WNC's historical culture.						
WNC. A0049	Accident, Incident and Complaint Reports	Assistant Executive Director			T+4	D	T+4 All documents except noted below
	Records relating to WNC's reporting of accidents, incidents or complaints that may involve members of the public, staff, buildings and structures. Accident/ Incident/ Complaint reporting includes events such as an accident, injury, property damage, theft, vandalism, serious occurrence, contentious						
					T+18		T+18 Major Accidents (involving police/

issue, trespassing, abuse or general complaints. Documents may include Incident /Property Damage/ Contentious Issue Report Forms, Workplace Violence and Threat Reports, Witness Report Forms, Incident Follow-Up Forms, copies of police or emergency services reports, mediating third party documentation, complaint documents and all supporting correspondence.

ambulance/emergency services)
All Incidents involving minors- under the age of 18

WNC.
A0172

Office Supplies

Office
Manager

C+1 1 C+2 D

Records relating to the tracking and provision of office supplies and consumables, including stationery and letterhead. Documents may include tracking worksheets, copies of purchase orders, copies of supplies catalogues, and correspondence.

WNC.
A0173

Operational Equipment and Furnishing

Office
Manager

C+2 T T D

T= Life of an Asset

Records relating to the management and tracking of operational equipment and furnishings routinely used in WNC. This may include information on file cabinets, shelving units, desks, chairs, photocopiers, various furniture, program equipment and fax machines. Documents may include copies of purchase orders, warranties, user guidelines, operations manuals, maintenance and repair history files, asset inventories, copies of contracts and service agreements, and copies of warranties.

WNC. A0270	Computer System Implementation & Management	Office Manager	S	7	S+7	D	S= Until Superseded
<p>Records relating to the development, implementation, and support of computer system applications used by WNC. This may include information on computer resources, technical design, systems development, user requirements, project definitions, and database management. Documents may include project management reports, copies of purchase orders and requests for proposals, system testing statements, and correspondence</p>							
WNC. A0271	Telecommunications and Electronic Communications Systems	Office Manager	S	7	S+7	D	
<p>Records relating to the installation, maintenance, operation, and use of telecommunications equipment and systems. Includes information on telephone, cable, fibre optics, electronic mail, voice mail, fax, pager, cell phone, and emergency systems and processes. Documents include requests for installation or maintenance, change requests, copies of service contracts and maintenance agreements, copies of purchase orders, and service call requests to service providers.</p>							
WNC. A0272	Computer Hardware	Office Manager	S	7	S+7	D	S= Until Superseded
<p>Records relating to installing and maintaining computer hardware, which is</p>							

the physical equipment used in computer systems. Hardware includes laptop and notebook computers, personal computers, network hardware, and peripheral hardware. May include information on hardware replacements, specifications, and capacity planning. Documents include copies of purchase orders, copies of license agreements, hardware manuals, requests for installation and maintenance and hardware inventories.

WNC.
A0273

Computer Software

Office
Manager

S 7 S+7 D

Records relating to computer software, which are computing programs that can be used in conjunction with various computer and operating systems. May include information on tracking of software upgrades, sign-in authorization codes, and software development. Documents may include upgrade notifications, requests for additional site/user licenses on network applications, recommendations or reports regarding specific software products, user lists, copies of purchase orders, copies of license agreements, software user manuals, requests for software installation, and software inventories.

WNC.
A0290

Computer Systems Network

Office
Manager

S 7 S+7 D

Records relating to the development, implementation, and support of computer system applications used by WNC. This

may include information on computer resources, technical design, systems development, user requirements, project definitions, and database management. Documents may include project management reports, copies of purchase orders and requests for proposals, system testing statements, and correspondence.

WNC.
A0501

Construction and Renovation

Facility
Operations
Manager

T 20 T+20 D

T= Completion of
construction and/or
renovation project

Records relating to construction and renovation of WNC. Documents may include renderings for specification guidelines, reports, commentary, guidelines, architectural and engineering drawings, consultant reports, land appraisals, photographs, material and environment testing reports, and building phase reports. May also include copies of contracts, building permits, and insurance damage claims.

Please Note: The building lease, original building photos and building plans are Executive Records (I1000) and are permanent documents.

WNC.
A0502

Property Maintenance

Facility
Operations
Manager

T 20 T+20 D

T= Expiration of contract

Records relating to the ongoing and scheduled maintenance of WNC. May include information on lawn-mowing, building and elevator inspections, and janitorial services. Documents may include inspection reports, preventive maintenance

reports, maintenance logs, copies of work orders, copies of contracts and supporting agreements, and correspondence.

WNC. A0508	<p>Facility Bookings</p> <p>Records relating to selecting and reserving WNC facilities or individual rooms for meetings, instructional seminars, and other professional purposes. Documents may include facility, rental agreements and room availability schedules, facility and room booking schedules.</p>	Facility Operations Manager	C+1	1	C+2	D	
WNC. A0518	<p>Security</p> <p>Records relating to the physical security of WNC. Security measures are intended to guard against damage and unauthorized intrusion and to ensure personal safety. May include information on identification tags, security and alarm systems, authorized use of keys and access cards.</p>	Facility Operations Manager	C+2 3	4 0	C+6 3	D	<p>Comments: 7 Years Retention for paper records, which are the authoritative records for this records class; 3 Year Retention applies only to the electronic security system journal log data Retention applies to electronic records</p>
WNC. A1550	<p>Backup Data</p> <p>Records relating to data stored (onsite and remotely) by WNC Information & Technology including servers and computers. This includes as annual, monthly, and as needed network backups, daily Exchange Mail Server backups, and</p>	Office Manager	2	0	2	D	

unique or one-time backups, e.g. when a server is de-commissioned, computers upgraded or network upgrades. Backup data is created primarily for long-term system recovery requirements, such as loss or damage to computer hardware. In certain circumstances backup/recovery data is used to recover individual data files or forensically for investigations. Unique or one-time backups may be created for various reasons, e.g., to mitigate against the risk of unsuccessful data migration or unanticipated failure of a new production system. Backup data and media are organized or classified by WNC's Backup Policy and Procedures.

Functional Category: Community and Social Services

C

Description: Records relating to the management and delivery of social and community programs and services designed to assist Waterfront Neighbourhood Centre (WNC)'s community members, including children, youth, families, senior citizens, and homeless persons.

WNC.
C2010

Community Resources

Common

S

7

S+7

ED

S = Until Superseded

Records relating to WNC's community resources which provide social assistance, programs and services for community members in need. Community resources may include business associations, civic groups, community centres, housing groups, and educational institutions. Programs may

refer to activities organized for seniors, youth, women, families and individuals, supporting programs for diverse groups (LGST), ethno-racial, victims of violence and addictions, and any other programs for identified groups.

WNC.
C2022 Community Service Planning Common C+2 4 C+6 ED

Records relating to community service planning which involves both the public and WNC identifying service requirements and planning the strategies to meet those needs. It helps to ensure the development of sustainable social services that are designed to satisfy the needs of users. Documents may include copies of federal and provincial acts, copies of mission statements, and supporting correspondence.

Functional Category: Financial Management

F

Description: Records relating to the Waterfront Neighbourhood Centre (WNC)'s finances and accounting processes, including the receipt, control, and expenditure of funds. Includes records relating to liability, risk management, payroll, taxation, treasury, insurance and purchasing.

WNC.
F0045 Fees Administration Executive Director C+2 4 C+6 ED

Records relating to the determination and administration of fees charged for services and activities provided and/or managed by WNC, or for the use of WNC property. This may include information on fees charged by

other municipalities for similar services; and discounts for senior citizens, students, and residents living on fixed incomes. These fees serve as a source of revenue for WNC. Documents may include fee schedules for permits and licenses, room rental and program fees, fee assistance policy, user fees determination studies and reports, lists of approved fees, and correspondence.

WNC.
F0169

Fundraising and Donations

Executive
Director

C+2 5

C+7

D

Records relating to the development and organization of fund-raising activities and donation solicitations. Includes information on charitable campaigns and financial donations, including donated funds, received by WNC from various organizations and individuals. Documents include copies of committee minutes and agendas, activity planning schedules and itineraries, donation receipts, and correspondence.

WNC.
F0400

Capital Assets

Office
Manager

T

7

T+7

ED

T= Life of Asset

Records relating to WNC's capital and fixed assets, which are long-term assets that are not purchased or sold in the normal course of business. May include information on capital assets such as machinery, land and land improvements, equipment, works of art a, infrastructure, and vehicles. Documents include capital assets inventories, yearly inventory furniture list, IT/Computer

WNC. F1301	hardware lists, capital depreciation statements, and capital asset report.	Manager of Financial Operations	T	7	T+7	D	T = Termination of employment, or termination of retirement benefits, whichever is longer
	Records relating to individual employees' pay history profiles. Includes information on rates of pay, hours of work, reported absences, garnishments, pay rate changes, and both elected and mandatory payroll deductions for each employee. Documents include completed payroll notification forms concerning newly hired staff, completed benefit enrolment forms, completed federal record of employment forms, tax credit return statements, previous pay adjustment sheets, performance pay transition sheets, copies of court orders, and all supporting correspondence.						
WNC. F1303	Attendance and Scheduling	Manager of Financial Operations	C + 3	0	C + 3	D	
	Records relating to the attendance and scheduling for WNC employees. These records document an employee's hours of work, overtime hours, lieu time, vacation time, statutory holidays, sick leave and other related correspondence. The media format for these records is paper and electronic. These reports are kept as part of the official record collection in Pay Period Processing (F1325). Documents may include vacation requests, attendance registers, shift schedules, notes for extended leave, and all supporting correspondence.						

WNC. F1325	<p>Pay Period Processing</p> <p>Records relating to the administration and processing of employee salary and expense payments during regularly scheduled pay periods. May include information relating to payroll generation, overriding deductions, year-end payroll reporting, and payroll variance reporting. Documents may include payroll registers, timesheets, employee expense reports, original and amended T4 statements, payroll adjustment and variance reports, and all supporting correspondence.</p>	Manager of Financial Operations	C+2	5	C+7	D	
WNC. F1500	<p>Accounting and Finance Administration</p> <p>Records relating to the overall management of the WNC's financial and accounting functions and processes. May include information on accounting systems, workflow reports and diagrams, financial signing authority, copies of federal and provincial guidelines and compliance requirements, and correspondence.</p>	Manager of Financial Operations	C+2	S	C+7	D	
WNC. F1541	<p>Purchasing of Goods and Services</p> <p>Records relating to the procurement and acquisition of goods and services from external contractors and vendors. Documents may include purchase orders, purchase requisitions, requests for proposals (RFPs), quotation requests, vendor proposals, and tenders.</p>	Office Manager	T	7	T+7	D	T = Termination or Expiry of Agreement

WNC. F1560	<p>Petty Cash</p> <p>Records relating to the management of petty cash accounts, which consist of tangible cash stored in departments and offices. Petty cash funds are used for the purchase of inexpensive, out-of-pocket goods and/or services, for which immediate reimbursement can be claimed. Documents include petty cash account reconciliations, requests for reimbursement, receipts, and initial requests for access to petty cash funds.</p>	Manager of Financial Operations	C+2	5	C+7	D
WNC. F1562	<p>Personal Expense Claims</p> <p>Records relating to WNC employees' claims for reimbursement for financial expenses. Personal expenses may be incurred in the course of normal business operations, including air travel, attending conferences, and vehicle use. Documents may include receipts, invoices, expense claims statements, and correspondence.</p>	Manager of Financial Operations	C+2	5	C+7	D
WNC. F1570	<p>Accounts Receivable</p> <p>Records relating to revenues received by WNC through the sale of goods or services rendered including programs, rentals, fundraising, donations and grants. May include information on the administration and receipt of refunds and credits. Documents may include hand-written and machine-readable receipts, payment</p>	Manager of Financial Operations	C+2	5	C+7	D

WNC. F1575	balancing stubs, invoices documenting the receipt of payment from WNC customers, accounts receivable and revenue reconciliation statements, receipt books, copies of cheques, payment batch reports, and all supporting correspondence. Write-Offs	Manager of Financial Operations	T	7	T+7	D	T= Occurrence of making debt uncollectible or date decision made to write off
WNC. F2157	Records relating to the dismissal of unpaid debts owed to WNC. These debts are considered to be not collectible owing to such factors as customer bankruptcy or business closure. Documents may include invoices and correspondence. Financial Statements and Reports	Manager of Financial Operations	C+2	P	P	P	
WNC. F2207	Records relating to the production and use of financial statements and reports, which are sources of financial information for a wide variety of public users (auditors, creditors, provincial and federal government agencies, etc.). These documents provide summaries, details, and analyses of the WNC's financial position. Documents may include paper and electronic balance sheets, income statements, funding statements, liability statements, net assets sheets, and expense statements. Also included as part of F2313 Year End Audit Binders (2006 onwards). Cheque Register Reports	Manager of Financial Operations	C+2	5	C+7	D	

Records relating to the administration and use of the WNC's cheque register reports. These reports document the pertinent details concerning expenditures and expense vouchers. They also provide coding for each cheque issued and may be used to track cheques administered by WNC. Includes information on cheque dates, purpose of payment, amounts paid, and running balance. Documents include void cheques, cheque run reconciliation reports, daily cheque summary reports, lists of cheques issued, and daily cheque registers.

WNC.
F2301

Bank Statements and Reconciliations

Manager of
Financial
Operations

C+2 5

C+7

D

Records relating to the receipt and use of bank statements and reconciliations. Bank statements provide information on withdrawals from, and deposits into, bank accounts over a given period of time, and they also indicate a bank account's current financial status. Reconciliations compare the balance of a bank account in WNC's records with the balance appearing in the banks' records and explain any discrepancies. Documents also include notices of cancelled cheques, copies of financial policies and procedures, and correspondence.

WNC.
F2303

Cheques

Manager of
Financial
Operations

C+2 5

C+7

D

Records relating to the management and processing of WNC and other cheques.

Includes information on the issuance of cheques by WNC to other organizations. Also includes information relating to WNC-issued cheques and external cheques that are returned to the WNC after they have been cashed by banking and financial institutions, or if they have been dishonoured. Documents include cancelled, processed, and dishonoured cheques; cheque reports, and supporting correspondence.

WNC.
F2313

General Ledger Accounts

Manager of
Financial
Operations

C+2 P P P

Records relating to the administration and accounting control of general ledger accounts. A general ledger account serves as a repository of transactions from all sources, including the General Journal, and is used to produce financial statements. Includes copies of year end and audit binders (2006 onward), accounting entries and back-up working papers.

WNC.
F2350

Journal Entries

Manager of
Financial
Operations

C+2 5 C+7 D

Records relating to the production and use of journal entries. These documents record the purchase or sale of goods and services (from WNC to outside agencies), transfer revenue and charges, and correct posted transaction errors. Documents may include completed journal entry forms, transaction journals, copies of invoices and receipts, and correspondence.

WNC. F2401	<p>Accounts Payable</p> <p>Records relating to the processing of payments made by WNC to the external suppliers of goods and services. May include information on advance payments of expenses. Source documents initiating payments include vendor invoices, payment certificates, cheque requisitions, and miscellaneous transaction data. May also include accounts payable control reports and payment vouchers.</p>	Manager of Financial Operations	C+1	6	C+7	D	
WNC. F2430	<p>Taxation</p> <p>Records relating to federal and provincial taxes, and other taxation matters. Includes the Goods and Services Tax (GST) and Provincial Sales Tax (PST). Documents include monthly tax returns and supporting documents, tax rebate claims, tax refund claims, slips and summaries, reports, and correspondence.</p>	Manager of Financial Operations	C+2	5	C+7	D	
WNC. F2801	<p>Employee Payroll Benefits</p> <p>Records relating to the management of employee benefits plans which provide full or partial financial coverage of various benefits to WNC employees and/or their relatives. Benefits coverage may include health and dental plans, group life insurance, long term disability coverage, and accidental death and dismemberment plans. May include information relating to</p>	Manager of Financial Operations	T	7	T+7	D	T = Termination of employment or cessation of benefit

insurance or benefits carriers' policies and directives, deducting benefits coverage from the WNC's payroll, and types of benefits coverage. Documents may include copies of insurance or benefits carriers' policies, managerial directives and reports, benefits coverage notifications, benefits coverage statistical reports, and all supporting correspondence.

WNC.
F3305

Capital Budget

Manager of
Financial
Operations

T

7

T+7

ED

T= End of the last year in which the capital budget is expended.

Records relating to the management and administration of the capital budget account. The capital budget controls the allocation and appropriation of funds planned to be expended for capital items in a given fiscal year. Documents may include budget submissions, contractor and hard costs data, and internal chargeback costs directives.

WNC.
F3307

Operating Budget

Manager of
Financial
Operations

C +
2

5

C+7

D

Records relating to the management and administration of the operating budget accounts. The operating budget concerns the allocation and appropriation of funds necessary to finance all operating expenses for a fiscal year for WNC. Operating expenditures are used during a particular period directly in support of daily operations, such as wages, office supplies, and maintenance costs. Includes copies of budget process procedures, directives,

variance reports, expenditure forecasts and reports, and budget submissions.

WNC. F4307	<p>City Insurance Claims</p> <p>Records relating to first party claims made by WNC to the City Insurer(s) (for example, City property and crime losses), and third party liability claims that are made against WNC. Documents include copies of claims and affidavits, damage and injury/accident reports, health emergencies, medical reports, and all supporting correspondence.</p>	Office Manager	T	15	T+15	ED	T= Resolution of case
WNC. F4650	<p>Pension Case Files (OMERS Files)</p> <p>Records relating to the administration of the pension plan for retired employees. May include information relating to calculation of pension amounts, health benefits entitlements, and pension recipients' addresses. Documents may include completed pension enrolment forms, TD1 statements, completed pension adjustment forms, completed benefit fund calculation forms, and all related correspondence.</p>	Manager of Financial Operations	T	15	T+15	D	T= Termination of the pension plan and remainder of funds or plan assets have been disbursed after all claims to funds are settled.

WNC. F5857	Grants and Subsidies	Fundraising and Communica tions Manager	C+2	5	C+7	ED
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Records relating to subsidies and grants received by WNC. Includes information on obtaining federal, provincial, and municipal subsidies and corporate and foundation grants. Documents include follow-up spending evaluation reports, grant applications, review and decision statements, correspondence, and supporting documentation relating to WNC's entitlement to subsidies and grants.

WNC. F6000	Investment Activity and Administration	Manager of Financial Operations	T+2	18	T+ 20	D
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Records relating to investments made by WNC, including both short and long-term investments. Includes statements of compliance with WNC's investment policies and goals; annual reports about the performance of the portfolio of investments; records of the date of each transaction in or disposal of WNC's own securities, purchase and sale price of each security; and the proposed use of funds realized in the disposition of securities. Investment documents are kept as part of the Audit Binder (F2313: General Ledger Accounts-Permanent).

T = Maturity of investment.

Functional Category: Governance

G

Description: Records relating to the ways in which Waterfront Neighbourhood Centre (WNC) is governed and regulated to ensure efficiency, effectiveness, and compliance with statutory requirements. Includes records of the WNC's formal policies and procedures.

WNC. G0006	Board Proceedings Records relating to the meetings, duties, and functions of WNC's Volunteer Board of Management. Documents may include agendas, correspondence, and reports. Note: Board Minutes are Permanent and should be coded as A0033	Executive Director	C + 4	15	C+ 20	ED	
WNC. G0244	Policies, Procedures, Standards and Guidelines Records relating to the production and formal approval of WNC official policy statements, procedures, standards, guidelines, and manuals. May also include information on program reviews, benchmarking and performance management, and other issues related to governance.	Executive Director	S	20	S + 20	ED	S = Until Superseded
WNC. G0250	Annual Reports Records relating to internally-produced annual reports, as well as financial and other reporting data. These reports describe WNC's activities and results over the past year in reference. They discuss	Executive Director	C + 2	4	C + 6	P	

management findings and analysis, financial statements, independent auditing results, financial highlights, and other related financial and management information. May also include interim reports.

Functional Category: Human Resources

H

Description: Records relating to Waterfront Neighbourhood Centre (WNC) employees and personnel services. Includes records relating to training, labour relations, health and safety, staff benefits, salary administration, and professional associations.

WNC.
H0135

Associations and Organizations

Common

C+1

1

C+2

D

Records relating to internal and external professional associations, clubs, societies, and organizations in which an employee or WNC has membership, interest, or official capacity. Documents may include minutes of meetings, association annual reports, membership lists, and correspondence.

WNC.
H1200

Human Resources Administration

Executive
Director

C+2

4

C+6

D

Records relating to the general and overall administration of WNC's human resources. May include general information relating to human resources management, processes, systems, and functions. Documents may include copies of federal and provincial guidelines, copies of personnel policies and procedures, and supporting correspondence.

WNC.
H1201

Employee History Files

Assistant
Executive
Director

T

7

T+7

ED

NOTE: This code was created by 519 Community Centre.

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*See
note

Records relating to employee/personnel files of complete. Records may include resumes, hiring, performance reviews, discipline, benefits, OMERS, retirement and police checks.

WNC. H1205	Corporate Organization and Organizational Chart	Executive Director	S	5	S+5	ED	S= Until Superseded
	Records relating to the development and ongoing maintenance of WNC's organizational framework and structure. Documents include departmental function statements, mission statements, organizational charts, reorganization plans, and related correspondence.						
WNC. H1207	Salary Administration	Executive Director	C+2	4	C+6	D	
	Records relating to the establishment, administration, and scheduling of employee salaries. Documents include salary grids, comparison studies, and salary reviews and revisions.						
WNC. H1208	Employee Performance Management	Executive Director	T	7	T+7	D	T = Termination of Employment
	Records relating to the performance management program for WNC employees. This program provides employees with a clear understanding about what is expected on the job, and the skills that need to be developed or enhanced in order to effectively conduct assigned work duties. Includes information on career development planning, interim and merit increment review, and evaluation processes. Documents may include performance planners, project status reports, and correspondence.						

WNC. H1209	<p>Job Classifications</p> <p>Records relating to the classification of employment positions within WNC's organizational hierarchy. Job classification assigns jobs into grades based on a number of categories, including required education, work experience, and supervisory skills. Documents include employee skills inventories, copies of job descriptions, job classification history files, and job classification action requests and appeals.</p>	Executive Director	S	5	S+5	D	S= Until Superseded
WNC. H1210	<p>Staff Competition and Recruitment</p> <p>Records relating to the recruitment of staff for existing or future jobs and appointments within WNC. This includes permanent, seasonal, and contract job postings. May include information on applicant screening and testing, conducting interviews, and acceptance and rejection of candidates. Documents may include completed request for employment forms, job postings, solicited resumes and employment applications, job skills test sheets, interview questions and sheets, scoring matrices, competition lists, reference checks, and all supporting correspondence.</p>	Office Manager	T	6	T+6	D	<p>T= Closing of Competition</p> <p>Note: Unsolicited resumes do not need to be kept.</p>
WNC. H1211	<p>Police Reference Checks</p> <p>Police Reference Checks are used to assist in determining the suitability of successful candidate's positions of employment or</p>	Office Manager	C+1	0	C+1	D	

volunteer work where the primary duties require direct contact with children, seniors and/or vulnerable adults. In these circumstances, an individual's rights to equal treatment with respect to employment are not infringed if employment is refused due to the candidate's record of offences. This policy applies to all new external hires being considered for identified positions and those individuals volunteering for positions at WNC. The Police Reference Checks are conducted pursuant to the terms and conditions of the Memorandum of Understanding between the City of Toronto and the Toronto Police Service. Police Reference Check information is subject to the privacy provisions of the Municipal Freedom of Information and Protection of Privacy Act.

WNC.
H1213

Secondments and Acting Assignments

Executive
Director

T

6

T+6

D

T= Termination of
Employee`s Secondment
or Assignment.

Records relating to staff secondments to or from other institutions or organizations, or within WNC itself. Secondments enable WNC employees to work in other organizations, departments, or capacities for a fixed period of time (during which they are exempt from their normal work duties). Documents include reimbursement schedules, copies of payroll notification forms (PNFs), and correspondence.

WNC. H1214	Special Employment Programs and Placements	Office Manager	T	6	T+ 6	D
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Records relating to WNC's special employment Programs. These temporary placements help workers to gain experience in new career areas or assist persons in making a transition back to the paid workforce, without receiving monetary compensation from WNC. Includes work-study, co-operative education, internships and volunteer programs. Documents may include program information, resumes, application forms, reference checks, copies of work/education agreements, waiver forms, emergency contacts, sign-in sheets, evaluations, feedback forms, orientation materials and correspondence. Documents may be kept in electronic and/or paper formats.

WNC. H1215	Applications and Resumes-Unsolicited	Office Manager	1	0	1	D
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Records relating to the receipt and processing of unsolicited resumes and applications for employment opportunities that are either not presently existent and/or not advertised. Documents may include resumes, completed application forms, and related correspondence.

WNC. H1240	Training and Development	Common	S	7	S+7	D
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Records relating to the design, delivery, and follow-up activities associated with training

and skills development opportunities provided to WNC employees. This includes seminars, workshops, and conferences. May include information relating to review and quality control of training course materials, training fees, and statistical data such as course attendance figures. Documents may include training materials such as workbooks and answers to exercises, lists of attendees, training course statistical reports, training course calendars, and all supporting correspondence. Training may include camp training, program specific training, human resources training, etc.

WNC.
H1241

Record of Training

Office
Manager

T

21

T+21

D

T= Termination of
Employment

Records relating to the registration of employee training, certification and qualifications for equipment operation, hazardous material handling and emergency procedures, technical and machine training. Documents may include: pre-requisite certification; registration application form; copies of certificates; test and result information; registration billing information; employee sign off sheets indicating that employees have received training; instruction sheets; copies of hazardous material data sheets; informational materials, SAP system reports; and all other related documentation and correspondence.

WNC.
H1246

Labour Negotiations

Executive
Director

T

21

T+21

ED

T= Resolution or
Settlement of Case.

Records relating to conducting labour negotiations, which involve discussions and meetings between WNC and employee groups, such as unions, to achieve resolution on a wide range of issues pertaining to unionized employees. These issues may include staff reductions and layoffs, staff recalls, promotions and wage increases, working conditions, disciplinary actions, seniority rights, and department and WNC restructuring. May include information on collective bargaining, dispute mediation, and conflict resolution. Documents may include proposals and final collective agreements; employment contracts; union contracts; and any other negotiated agreements between WNC and the respective unions or workers' representatives. All official negotiated documentation is prepared by the respective unions. The information is shared by WNC and respective unions or worker representatives.

WNC.
H1250

Grievances and Arbitrations

Executive
Director

T

7

T+ 7

ED

Records relating to complaints received from WNC unionized employees concerning workplace and personal treatment, benefits, discipline, promotions, and any other issues as defined in the collective agreement. Includes information on addressing and resolving the grievances, such as mediation and formal adjudication hearings involving

T = Resolution or Settlement of Case
Note: City as employer keeps original document for T+21. Copy in employee file.

arbitrators. Documents may include completed grievance forms, copies of meeting minutes, adjudication hearing schedules, arbitration notices, minutes of settlements, and all supporting correspondence.

WNC.
H1260

Human Rights Complaints and Investigations

Executive Director

T

10

T+10

D

T = Resolution of Investigation

Records relating to receiving, investigating, and resolving complaints from WNC staff persons, residents and recipients of municipal services concerning discrimination and/or harassment based on human rights protected grounds, as listed in the Association of Community Centres' Human Rights and Anti-Harassment Policy. May include information on both informal and formal complaints, as well as advice and consultation on human rights-related subject matters such as policy development, communication tools and training.

Documents may include statements of complaint and completed complaint forms, investigation reports and recommendations, witness interview notes, copies of policies, research, and all supporting documentation and correspondence regarding the exploration and resolution of complaints and consultations.

WNC.
H1261

Pay Equity

Executive Director

S

7

S+7

ED

S= Until Superseded

Records relating to the evaluation of job positions by comparing duties, skills, and responsibilities of similar positions. The objective is to ensure equal pay for work of equal value. Documents may include copies of policies, classification ratings, job evaluation information, action plans, and information about designated worker groups.

WNC.
H1275

Occupational Health and Safety

Executive
Director

C + 7 C+ 16 D
9

Records relating to WNC's responsibility to provide its employees with a safe and healthy workplace through assessment of occupational hygiene, ergonomics, and safety issues. A significant number of records contain confidential health information and personal information of employees. Records may also include correspondence regarding concerns, employee surveys, research materials, data collection, analytical results, and reports. Occupational hygiene records include employee concerns related to workplace exposure to chemical, physical (e.g., noise, temperature, radiation, etc.) and/or biological (e.g., mould) agents. Ergonomics records include a) employee concerns related to workstation and furniture design and configuration and assisting the disability management team with addressing employee accommodation issues, b) consultation regarding furniture, equipment,

vehicles, workplace design and work practices, and developing ergonomics guidelines, and c) job demands analyses. Safety records include general safety concerns, monitoring of compliance with legislative requirements (e.g., WHMIS, First Aid provisions, traffic control, and protective equipment), and activities related to the establishment and maintenance of Health and Safety Committees.

WNC.
H1355 Workers' Compensation and Disability Management

Executive Director

T 7 T + 7 D

T = Termination of Employment

Records relating to tracking and monitoring of all individual WNC employees' claims for financial and/or medical compensation as a result of personal injuries, illness, or other medical conditions preventing employees from fulfilling regular job duties. This includes workers' compensation and long term disability claims. Documents may include injury report forms, copies of long term disability and workers' compensation claims that have been submitted, disability recurrence continuity reports, completed summary claims information cards, and all supporting correspondence.

Functional Category: Information, Communications, and Administration

I

Description: Records relating to the management of all Waterfront Neighbourhood Centre (WNC) formal communications, including press releases, media releases, promotional advertising, and speeches. Includes records relating to a wide variety of general administrative matters, such as committees not related to WNC governance activities, office administration, audits, travel arrangements, and operational and strategic planning.

WNC.I 0005	Office Administration	Common	C+1	0	C+1	D	
	Records relating to the routine administration of WNC. Included are records such as correspondence of a routine or repetitive type; routine administrative queries; procedural advice; reference materials used but not created by the office; daily, weekly or monthly admin activity reports which relate to routine activities, copies of submitted purchase orders, travel expense statements or similar financial papers; daily or weekly work assignments for admin staff.						
WNC.I 0006	Program Administration	Common	C+1	5	C+6	ED	
	Records relating to the functions and activities of WNC programs. Records are typically arranged by activity or subject and include; substantive correspondence relating to the establishment and operation of the function as well as policy decisions; correspondence with other program areas within WNC, internal or external reports and documents relating to WNC programs.						
WNC.I 0020	Audits	Executive Director	T	7	T+7	P	T = Termination of Audit Process
	Records relating to developing, administering, and conducting audits of the WNC's business and financial processes. The goal of audits is to analyze operating						
	Note: Audit Binders (2011 onwards) are permanent.						

processes to determine compliance with objective and recognized performance standards and measurements, and to make recommendations for improvement. May include audit information on personnel, systems, environment, structure, and other functions. Includes internal audits, federal audits, and Auditor General audits. Documents include audit reports, audit statements, and correspondence.

WNC.I 0028	Community Residents Demographic Data/Needs Assessment	Executive Director	S	10	S+10	ED
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Records relating to demographic profiling of WNC community members. May include collecting information relating to languages spoken within homes, persons' genders and ages, employment status, and types of residential dwellings. These data may be used to make area comparisons, to conduct small area studies, and to help identify the needs of individual demographic groups in various locations served by various WNC programs. Documents may include demographic profiling statistics, graphs, and charts; comparison data summaries; completed survey forms; high-level recommendation reports; and all supporting correspondence for needs assessments.

WNC.I 0161	Meetings and Committees	Common	C+1	4	C+6	D
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Records relating to meetings and committees of WNC staff that are not related

to WNC governance issues. May include regular or interim meetings held with external and internal client groups or individuals. Documents may include meeting agendas, minutes of meetings, and committee reports.

WNC.I 0200	<p>Promotion and Marketing</p> <p>Records relating to advertising and promotion of WNC programs and services. Methods of promotion and marketing include, brochures, manuals, radio, Internet web pages, advertisements, social media, special events and television. Documents may include action plans, marketing statistics, infographics, reports and correspondence.</p>	Director of Fundraising and Communication	C+2	4	C+6	ED
WNC.I 0201	<p>News Releases and Official Statements</p> <p>Records relating to the development and production of media releases, official statements, and announcements by WNC. These statements and announcements are intended to alert the media to newsworthy events associated with WNC. Documents may also include supporting correspondence and memoranda.</p>	Director of Fundraising and Communication	C+2	4	C+6	ED
WNC.I 0203	<p>Media Relations</p> <p>Records relating to the promotion of WNC through fostering positive and ongoing relationships with local, provincial, national, and international news media. Includes</p>	Director of Fundraising and Communication	C+2	4	C+6	ED

information on print, radio, television, and other types of news reporting. May also include information on media promotion projects. Documents may include media contact lists, lists of standard media interview questions, and correspondence.

WNC.I 0204	Market Research Records relating to the development and administration of market research initiatives. Market research is conducted to obtain information about the needs and wants of WNC community members, with the aim being to ensure high-quality services. Documents may include correspondence, questionnaires, surveys, market research reports, memoranda, and other supporting documentation.	Director of Fundraising and Communication	T	3	T+3	ED	T= Completion of Project
WNC.I 0240	Records Classification Files Records relating to the preparation of record classes prepared by WNC. Records, include completed inventories.	Office Manager	S	5	S+5	D	S= Until Superseded
WNC.I 0253	Records Destruction Files Records relating to signed destruction packages (cover sheet, summary information, authorization page, and inventory of boxes), and matching destruction certificates.	Office Manager	C+2	97	C+100	D	
WNC.I 0320	Computer System Access and Security	Office Manager	S	7	S+7	D	S= Until Superseded

Records relating to the security and confidentiality of the WNC's online information resources. Includes information about computer security practices and tools. Documents may include access requests, computer monitoring reports, and user authorization lists.

WNC.I
0340

Internal Computer Systems Documentation

Office
Manager

S

7

S+7

D

S= Until Superseded

Records relating to the use of internally-produced supporting documentation concerning computer systems and software used by WNC. This applies to both internally-developed and externally-purchased software and computer systems. May include information on standard macros, sign-on procedures, indexing, and other pertinent subject material. Documents may include manuals, user guides and reports, and correspondence.

WNC.I
0470

Trademarks

Office
Manager

C+2

P

P

P

Records relating to the use of WNC trademarks, which are words and/or symbols that identify, and are associated with, WNC's services. WNC trademarks are unique from those belonging to any other organization. May include information on trademark availability, registration, and infringement. Documents may include completed applications for trademark registration, lists descriptions of trademarks,

WNC.I 0489	<p>trademark uses criteria and supporting correspondence.</p> <p>Strategic Planning</p> <p>Records relating to strategic planning for WNC. Strategic planning is a management tool designed to assess and adjust WNC's direction and determine its visions and future objectives. Includes information on retreats, strategy planning sessions, and mission statements. Documents include objectives statements, long and short-term strategic planning reports, copies of financial statements and reports, business planning notes, reports, and correspondence.</p>	Executive Director	T	10	T+10	ED	T= End Date of Strategic Plan
WNC.I 0495	<p>Operational Planning</p> <p>Records relating to the production and use of operational plans, which clearly match the implementation of the WNC's strategic plans against specific objectives. Operational plans may include information on what activities staff have to undertake, specific time frames for each activity, and key events and issues. May range from simple timetables to complex plans. Documents may include financial spreadsheets, planning reports, work plans, service level agreements, and supporting correspondence.</p>	Executive Director	T	7	T+7	D	T= Termination of Project
WNC.I 0500	<p>Operational Review</p>	Executive Director	T	7	T+7	D	T= Termination of Project

Records relating to the production and use of operational reviews. These reviews are intended to provide objective and constructive assessments of such issues as customer relations, staff communications, resource management, performance measurement, and other topics of significant concern for WNC. Operational reviews may range from WNC-wide reviews to reviews focussed specifically on a program. Documents include operational review reports and supporting correspondence.

WNC.I
1000

Executive Records

Executive
Director

T

10

T+10

ED

T= File closed and
Executive's discretion

Executive records are the administrative and operational records of the offices of the Executive Director and Assistant Executive Director. Certain positions below this level may be designated as executive records based on the nature of the office and its level of independent decision-making capability. Documents may include policies (i.e. OMERS), contracts (café), governance issues, community consultations, etc.

Assistant
Executive
Director

Functional Category: Legal and Licensing

L

Description: Records relating to legal matters involving Waterfront Neighbourhood Centre (WNC). Includes WNC permits, leases, deeds agreement, contracts, and licenses. Also includes records relating to lawsuits and legal issues, such as copyright protection.

WNC.
L2200

Leases

Executive
Director

T

20

T+20

D

T = Resolution or Notice
of Decision

Records relating to obtaining and issuing leases, which convey the right to use, possess, or control property belonging to another party in exchange for financial compensation. Leases allow WNC to use properties, facilities, and vehicles belonging to external organizations on a temporary or ongoing basis. Also includes information on WNC leasing out its own properties to other parties. Documents may include copies of financial arrangements, draft and approved lease agreements, applications for property transfer, memoranda of understanding, and supporting correspondence.

WNC.
L3085

External Legal Correspondence

Executive
Director

T

4

T + 4

D

T = Termination of Lease

Records relating to routine inquiries received by WNC from external lawyers and other external legal professionals. These inquiries are made to obtain information from WNC, including documents such as outstanding work orders and zoning information compliance letters that may influence external legal cases and matters. Documents may include letters of inquiry and notifications, offers of assistance, responses to inquiries, and supporting correspondence.

Functional Category: Recreation and Culture

R

Description: Records relating to the recreational and cultural programs and services offered to Waterfront Neighbourhood Centre (WNC) community members. Includes record relating to special events.

WNC. R0016	Weight Room Memberships	Office Manager	C+2	2	C+4	D
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Records relating to WNC weight room memberships. Documents may include waivers and fitness assessments.

WNC. R0030	Recreational Programs	Common	C+2	4	C+6	D
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Records relating to the administration and development of community recreational programs and services offered by WNC for families, children, adults and seniors. This may include sports, music, dance, art, cooking and drop-in classes and lessons. May also include information on trips or visits to community centres, museums, parks, and recreational facilities; recreational course locations; and recreational course start and end dates. Documents may include copies of recreational program policies and procedures, program instructors' training manuals, recreational research studies, usage and program and course-related statistics, quality assurance reports, program descriptions and brochures, program guides, evaluations, statistical data summaries, high-level recommendation reports, and all supporting correspondence.

WNC. R0031	Recreational Program Registration and Membership	Office Manager	C+2 1	4 0	C+6 1	D	1 year active retention is for paper records only
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Records relating to individuals, including children, youth, adults, seniors, and families registering for membership and various community recreational programs and services. This may include sports, music, dance, art, cooking and drop-in classes and lessons. Documents include completed enrolment applications, fee assistance forms, income tax parent letters, registration payment request invoices, attendance folders, copies of program descriptions, enrolment usage statistics, membership forms, voting records for AGMs and correspondence.

Note: EarlyON documentation must be kept for C+7 years as required by Ministry of Education.