

**Internal Services – Finance and Administration
Information Routinely Disclosed**

Information	Comment
Budget documentation	Materials are prepared for Committee/Council and posted on the city's internet site
Organizational Charts	On the City's website
Council and Committee Reports, Agendas, and Minutes	On the City's website
Accounting Records	Transitory records; Corporate record is with Accounting Services
Purchasing records	Transitory records; corporate record is with Purchasing & Materials Management
Divisional Forms and Policies	On intranet
Telephone Inventory	Transitory records; corporate record is with Telecommunications, I&T
Division Description and Services	On the City's Website. Location of division, composition of the division, services provided, contact phone numbers, budget
Media Releases	Posted on internet
Citizen Requests	Typically any information already published (e.g., assessment rolls, meeting dates)
Brochures / Flyers on special events	Publicly distributed, posted on internet
FACT Sheets	Distributed internally or externally, sometimes on internet or intranet