

Corporate Records Classification and Retention Schedule

Overview - Approved CRCRS as of January 2025.

The Corporate Records Classification and Retention Schedule ("CRCRS") is developed under the authority of City of Calgary bylaw 54M23 and has been created to support management of City records. Retention periods have been determined through evaluation of:

- Operational Value: Records required to support a business function within the organization and is required for staff to perform their duties
- Legal Value: Records required to comply with legislative statutes and regulations
- Fiscal Value: The record is required to meet financial obligations

Primary Classifications

The CRCRS is divided into nineteen sections, one for each primary classification:

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For help using the CRCRS, please contact: IMS@calgary.ca

To select a classification code for a record, read all the columns in the CRCRS for each of the classifications being considered. If the classification code chosen for a record is accurate, the correct retention period for that record can be applied.

Classification Columns

The CRCRS is divided into columns as follows:

CRCRS Code: Contains the code for the record series. Consists of a two-letter primary, a two number secondary and, where required, a two number tertiary (e.g., AD-01 or HR-07-03). In the City standard Records Management Software, the Classification Code is contained in the File Number field.

Record Type Description: Contains the name of the record series (e.g., Meetings - Internal for AD-10-01) and a description of the types of records, including examples and noting exclusions. Also identifies if some or all the records within the classification contain personal information.

Responsible Business Unit: Contains the Business Unit(s) responsible for managing the official records for The City. When this column contains 'Originating', any Business Unit that creates or receives records in this classification may maintain originals. If neither 'Originating' nor the Business Unit name appears in the Responsible Business Unit column, the Business Unit cannot retain original records in the classification.

Retention/Disposition: Contains the following:

- Official: Shows the total length of time the records are to be kept, regardless of storage format or location.
- Copies: Shows the total length of time copies of records are to be kept.
- Event: Indicates that an event/action must take place before the retention period can begin to be calculated. E.g., retention of an employee record must be calculated from termination of employment.
- Citation: Contains numbers that correspond to excerpts from legislation noted in the Citation Table (see 02-01-07).

Remarks: Contains additional information relevant to the category including business process closure event, dates when retention has been revised, and explanatory notes. This column also indicates whether the records are likely to be transferred to City Archives after their retention period has been met through Full Archival Retention, Selective Archival Retention, or other descriptive comment.

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
AD - ADMINISTRATION				
Records regarding routine business activities				
AD-00	Administration - General <i>Includes:</i> Records of a general administrative nature not specific to a secondary in this primary, such as day files, reading files, chronological files, correspondence files, mail log, etc. Contains Personal Information	Originating	Official:	Disposition 2 years after creation of record
			Copies:	Disposition 2 years after creation of record
			Citation:	135
			Remarks:	
AD-01	Activity, Operations Reporting <i>Includes:</i> Records regarding regular activity reporting, such as daily, weekly, monthly logs and sheets, radio or telephone tapes, individual, supervisor and foreman's reports and supervisor or foreman or counselor notebooks. <i>Excludes:</i> Bylaw Services Officers' Notebooks - See: LE-02-01 or LE-02-03 or LE-02-04 Contains Personal Information	Originating	Official:	Disposition 2 years after creation of record
			Copies:	Disposition 2 years after creation of record
			Citation:	135
			Remarks:	
AD-02	Activity, Operations Analysis <i>Includes:</i> Records regarding the summarization, analysis and reporting of Business Unit activities and operations, such as annual operating reports, studies, surveys, statistical analysis, and summary reporting. <i>Excludes:</i> Individual, Supervisor or Foremen Daily Logs - Activity, Operations Reporting - See: AD-01 Annual Report - See: CG-03 Corporate Planning - See: CG-14	Originating	Official:	Disposition 10 years after creation of record
			Copies:	Disposition 2 years after creation of record
			Citation:	
			Remarks: Full retention by City of Calgary Archive	
AD-03	Associations, Memberships - Professional <i>Includes:</i> Records regarding professional associations, clubs, societies, and institutions to which The City or its employees belong, such as board minutes, correspondence, and membership information. <i>Excludes:</i> Community Associations - See: PS-04 Association meetings attended as a City representative - See: CG-12 Seminars and Conferences - See: HR-07-08	Originating	Official:	Disposition 2 years after creation of record
			Copies:	Disposition 2 years after creation of record
			Citation:	135
			Remarks: Selective retention by City of Calgary Archive	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
AD-04	Other Business Units' Information <i>Includes:</i> Records regarding information about other City Business Units such as memos, correspondence, updates, reports, Business Unit bulletins, handbooks, fact books etc., received for information purposes only. <i>Excludes:</i> Specific Inter-Business Unit Initiatives, Projects, Programs - See appropriate subject area	Originating	Official: Disposition 2 years after creation of record Copies: Disposition 2 years after creation of record Citation: Remarks:	Disposition 2 years after creation of record Disposition 2 years after creation of record Selective retention by City of Calgary Archive
AD-05	Directories, Contacts <i>Includes:</i> Records regarding listings and directories for various uses, such as telephone, media distribution, contacts, and contact lists. <i>Excludes:</i> Directories, lists collected for purposes of email or text message distribution when Commercial Electronic Messages (CEMs) are distributed - See: MP-25 Contains Personal Information	Originating	Official: Disposition after obsolete or superceded Copies: Disposition after obsolete or superceded Citation: 135 Remarks:	Disposition after obsolete or superceded Disposition after obsolete or superceded 135 Records destroyed at disposition without City of Calgary Archive review
AD-06-00	Forms and Templates - General <i>Includes:</i> Records regarding forms and templates, of a general nature not specific to a tertiary in this secondary.	Originating	Official: Disposition 2 years after creation of record Copies: Disposition 1 year after creation of record Citation: Remarks:	Disposition 2 years after creation of record Disposition 1 year after creation of record Disposition 1 year after creation of record
AD-06-01	Forms and Templates - Master <i>Includes:</i> Records regarding masters or originals of hard copy and electronic forms and templates used by The City, such as specifications, samples and also includes, re-order history, audit trails and (requests or approvals for revisions) printing and production records. <i>Excludes:</i> Supply of Forms - Stock Management Inventory Control - See: FA-34-03	Originating	Official: Disposition 10 years after obsolete or superceded Copies: Disposition after obsolete or superceded Citation: Remarks:	Disposition 10 years after obsolete or superceded Disposition after obsolete or superceded Disposition after obsolete or superceded
AD-06-02	Forms and Templates - Design <i>Includes:</i> Records regarding design of forms, templates and standard legal forms and agreements, such as design information, docket, job, artwork, negatives, plates, paper and electronic copies and templates. <i>Excludes:</i> Standard Development Agreement - Contracts and Agreements - See: LE-08-05	Originating	Official: Disposition 2 years after obsolete or superceded Copies: Disposition after obsolete or superceded Citation: Remarks:	Disposition 2 years after obsolete or superceded Disposition after obsolete or superceded Disposition after obsolete or superceded Records destroyed at disposition without City of Calgary Archive review
AD-07	Internal Service Requests Superceded 2024 January by: IM-02 Internal Inquiries and Service Requests for Assistance or Information			

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
AD-08	Mail, Courier Services <i>Includes:</i> Records regarding mail, mail distribution and courier services, such as postage control, rebates, costs, services, instructions, postage meters and distribution routes. <i>Excludes:</i> Bills and Invoices - Accounts Payable - See: FA-01	Information Technology	Official: Copies: Citation: Remarks:	Disposition 7 years after creation of record Disposition 2 years after creation of record 19, 23, 25, 26
AD-09	Facility, Room and Equipment Bookings Obsolete 2010 November			
AD-10-01	<u>Meetings - Internal</u> <i>Includes:</i> Records regarding meetings between City employees such as staff meetings and ongoing committee meetings. Includes minutes, agendas and supporting documents. <i>Excludes:</i> Committees, Task Forces - Internal - See: CG-11 Contains Personal Information	Originating	Official: Copies: Citation: Remarks:	Disposition 2 years after creation of record Disposition 2 years after creation of record 135 Selective retention by City of Calgary Archive New Classification effective 2006 May
AD-10-02	<u>Meetings - Senior Management</u> <i>Includes:</i> Records regarding Senior Management team meetings such as the Administrative Leadership Team (ALT). Includes minutes, agendas and supporting documents. <i>Excludes:</i> Committees, Task Forces - Internal - See: CG-11 Contains Personal Information	Originating	Official: Copies: Citation: Remarks:	Disposition 6 years after creation of record Disposition 1 year after creation of record 135 Selective retention by City of Calgary Archive New Classification effective 2006 May
AD-11-00	<u>Office and Space Planning - General</u> <i>Includes:</i> Records regarding office and space planning of a general nature not specific to a tertiary in this secondary.	Originating	Official: Copies: Citation: Remarks:	Disposition 2 years after creation of record Disposition 1 year after creation of record Records destroyed at disposition without City of Calgary Archive review
AD-11-01	Office and Space Planning - Furniture Superceded 2024 January by: AD-11-02 Office and Space Planning - Existing and New Facilities, Relocations and Interior Design			

Corporate Records Classification and Retention Schedule

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
AD-11-02	Office and Space Planning - Existing and New Facilities, Relocations and Interior Design <i>Includes:</i> Records regarding interior planning and design for new and renovated City facilities and relocations of City Business Units. Records include: work site analyses, interior design plans, furniture requirements, and copies of purchase orders, delivery schedules, drawings, floor plans, and workstation maps; move requests and confirmations; asset surplus lists copy of ergonomic assessments and workstation asset lists. <i>Excludes:</i> Ergonomic Assessment Originals - See: HS-02-02	Facility Management	Official: Disposition 1 year after event Copies: Disposition 1 year after creation of record Event: Project completed or cancelled, or The City no longer owns the asset or warranty has expired Citation: Remarks:	Disposition 1 year after event Disposition 1 year after creation of record Project completed or cancelled, or The City no longer owns the asset or warranty has expired Records destroyed at disposition without City of Calgary Archive review Retention revised effective 2024 January
AD-11-03	Office and Space Planning - Relocations, Moves - Office and Shop Superceded 2024 January by: AD-11-02 Office and Space Planning - Existing and New Facilities, Relocations and Interior Design			
AD-12	Office Equipment (Non-Computer) <i>Includes:</i> Records regarding office equipment, fax machines, audio-visuals, cameras, photocopiers, plotters, hi-speed duplicators, coffee machines, office door name tags, etc., such as service reports, maintenance instructions and warranties. <i>Excludes:</i> Ergonomics - See: HS-02 Computer Hardware - Systems Development - Installation and Implementation - See: IM-10-02	Originating	Official: Disposition after obsolete or superceded Copies: Disposition after obsolete or superceded Citation: Remarks:	Disposition after obsolete or superceded Disposition after obsolete or superceded Records destroyed at disposition without City of Calgary Archive review
AD-13	Office Supplies Superceded 2007 November by: FA-29 Purchasing: FA-29-03 Products and Services (Vendors, Suppliers, Consultants); FA-29-04 Purchase Orders and Requisitions			
AD-14	Telephones, Radios Obsolete 2018 November by: IM-10-03 Systems Development - Maintenance and Support			
AD-15	Travel, Itineraries <i>Includes:</i> Records regarding out-of-town travel for City staff, such as travel plans and itineraries. <i>Excludes:</i> Expenses Accounts - Accounts Payable - See: FA-01 Contains Personal Information	Originating	Official: Disposition 2 years after creation of record Copies: Disposition 2 years after creation of record Citation: 135 Remarks:	Disposition 2 years after creation of record Disposition 2 years after creation of record 135

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
AS - ASSESSMENT				
Records regarding residential and commercial property value assessments within the City of Calgary				
AS-00	Assessment - General <i>Includes:</i> Records of a general assessment nature not specific to a secondary in this primary. Contains Personal Information	Assessment and Tax	Official:	Disposition 2 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	135
			Remarks:	
AS-01-01	<u>Assessment Roll Administration - Assessment Roll</u> <i>Includes:</i> Records regarding the property and business assessment rolls, such as the actual assessment roll and supplementary rolls. <i>Excludes:</i> Assessment Open House - Events - See: MP-07 Assessment Notices - Property and Business Assessment - Communication - See: AS-05-01 Contains Personal Information	Assessment and Tax	Official:	Permanent
			Copies:	Disposition 1 year after creation of record
			Citation:	135, 152, 155, 185, 207
			Remarks: Retention revised effective 2003 January and 2009 November	
AS-01-02	<u>Assessment Roll Administration - Roll Maintenance</u> <i>Includes:</i> Records regarding the addition, deletion, or modification of property and / or ownership details that affect the administration of assessed property or business values, such as copies of documents obtained from other City Business Units and Assessment staff. Contains Personal Information	Assessment and Tax	Official:	Disposition 2 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	135, 207
			Remarks:	
AS-02	Equalization Assessment <i>Includes:</i> Records used to determine the total amount of municipal and education taxes that will be collected for the Province from Calgary taxpayers such as spreadsheets, correspondence, presentations, and Provincial Government Notices.	Assessment and Tax	Official:	Disposition 7 years after event
			Copies:	Disposition 2 years after creation of record
			Event:	Until any appeal action is settled, or appeals period has expired.
			Citation:	152, 155, 185
			Remarks: Selective retention by City of Calgary Archive	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
AS-03	Mass Appraisal <i>Includes:</i> Records regarding the development, calculation, and statistical analysis of account valuation models such as charts, spreadsheets, data output files, reports, and related correspondence. <i>Excludes:</i> Individual Property Information - Property and Business Assessment - See: AS-05	Assessment and Tax	Official: Disposition 7 years after event Copies: Disposition 2 years after creation of record Event: Model no longer valid. Citation: 152, 155, 185 Remarks: Selective retention by City of Calgary Archive	
AS-04-01	<u>Profiles and Property Use - Community or Area or Property Use Profiles</u> <i>Includes:</i> Records regarding assessment generated community or property use assessment trends, background, and general information, such as community assessment maps and photos. This includes assessed and exempt property such as regulated properties, linear, railways, industrial, farm properties, manufactured homes, hospitals, schools, historical properties, golf courses, cemeteries, and annexations.	Assessment and Tax	Official: Disposition after obsolete or superceded Copies: Disposition 1 year after creation of record Citation: Remarks: Selective retention by City of Calgary Archive	
AS-04-02	<u>Profiles and Property Use - Statistics, Analysis</u> <i>Includes:</i> Records regarding assessment generated statistics, comparison data, summary reporting, shift reports, surveys, studies for communities, areas or assessed and exempt property uses including regulated properties, linear, railways, industrial, farm properties, manufactured homes, hospitals, schools, historical properties, golf courses, cemeteries and annexations.	Assessment and Tax	Official: Disposition after obsolete or superceded Copies: Disposition 1 year after creation of record Citation: Remarks: Selective retention by City of Calgary Archive	
AS-05-01	<u>Property and Business Assessment - Communication</u> <i>Includes:</i> Records regarding account inquiries, information requests and assessment products provided to the ratepayer or authorized agent, records of e-mails and phone calls, notices of acting agents, assessment notices, etc. regarding the property or business account. <i>Excludes:</i> Assessment Review Board (ARB) or Municipal Government Board (MGB) Complaints and Appeals - Property and Business Assessment - Defense of Assessment - See: AS-05-06 Assessment Roll Administration - See: AS-01 Contains Personal Information	Assessment and Tax	Official: Disposition 5 years after creation of record Copies: Disposition 1 year and 30 days after creation of record Citation: 135, 152, 155, 185, 207 Remarks: Electronic Records destroyed at disposition without City of Calgary Archive review Physical Records have selective retention by City of Calgary Archive Retention revised effective 2003 January and 2005 November	
AS-05-02	<u>Property and Business Assessment - Property Information</u> <i>Includes:</i> Records regarding the physical details of the property such as age, quality, size, site influences, machinery and equipment details, renovation details, replacement cost calculations, individual property or	Assessment and Tax	Official: Disposition 6 years after obsolete or superceded Copies: Not permitted Citation: 135, 152, 155, 185, 207 Remarks:	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
	business valuations as required, curbside and aerial photos, diagrams, environmental and engineering reports and brochures. <i>Excludes:</i> Mass Appraisal - See: AS-03 Sales Data - Property and Business Assessment - Sale and Appraisal Monitoring - See: AS-05-04 Contains Personal Information		Selective retention by City of Calgary Archive Retention revised effective 2005 November and 2011 November	
AS-05-03	<u>Property and Business Assessment - Requested Information</u> <i>Includes:</i> Records regarding property and business data, requested by the Assessment Business Unit from property and business owners, such as income and expense submissions, rent rolls, residential or condominium surveys. Contains Personal Information	Assessment and Tax	Official:	Disposition 5 years after creation of record
			Copies:	Not permitted
			Citation:	135
			Remarks:	
			Electronic Records destroyed at disposition without City of Calgary Archive review Physical Records have selective retention by City of Calgary Archive	
AS-05-04	<u>Property and Business Assessment - Sale and Appraisal Monitoring</u> <i>Includes:</i> Records regarding the indicators of market value such as copies of Calgary Real Estate Board (CREB) and Alberta Data Search (ADS) information, Real information, Land Titles information, Corporate Registry information and third-party Appraisal reports. <i>Excludes:</i> Environmental or Engineering Appraisals - See: AS-05-02 Contains Personal Information	Assessment and Tax Facility Management	Official:	Disposition 5 years after obsolete or superceded
			Copies:	Not permitted
			Citation:	135, 152, 155, 185
			Remarks:	
			Retention revised effective 2005 November	
AS-05-05	<u>Property and Business Assessment - Tax Status or Exemptions</u> <i>Includes:</i> Records regarding the application, review and notification of property and business tax exemptions such as the application, corporate registrations, applicant's bylaws, business plans and related correspondence. Contains Personal Information	Assessment and Tax	Official:	Disposition 5 years after event
			Copies:	Disposition 1 year after creation of record
			Event:	Exemption request resolved and appeal period has expired or expiration of tax exempt status.
			Citation:	135, 152, 155, 185
			Remarks:	
			Retention revised effective 2003 January and 2005 November	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
AS-05-06	<u>Property and Business Assessment - Defense of Assessment</u> <i>Includes:</i> Records regarding the complaint and appeal of the property or business assessment values such as the evidence package prepared for the Assessment Review Board (ARB) / Municipal Government Board (MGB) as well as a copy of the complaint or Issue Statement, Notice of Hearing, Signed Recommendation and Letter of Withdrawal. <i>Excludes:</i> Litigation - See: LE-19 Board Hearings - See: CG-05 Other Customer Communications - Property and Business Assessment - Communication - See: AS-05-01 Contains Personal Information	Assessment and Tax	Official:	Disposition 5 years after event
			Copies:	Disposition 1 year after creation of record
			Event:	Settlement of complaint or appeal or expiry of complaint or appeal period.
			Citation:	135, 152, 155, 185, 264
			Remarks:	
			Retention revised effective 2005 November	
CG - CORPORATE GOVERNANCE				
Records regarding the political framework, government interactions and standards that govern and document corporate authority, goals, operations and decision making				
CG-00	Corporate Governance - General <i>Includes:</i> Records of a general nature regarding Corporate Governance issues not specific to a secondary in this primary.	Originating	Official:	Disposition after obsolete or superceded
			Copies:	Disposition 1 year after creation of record
			Citation:	
			Remarks:	
CG-01	Legislation - Acts, Regulations, Bills <i>Includes:</i> Records regarding acts and regulations of government, such as notes, reference copies of legislation, copies of bills and related correspondence.	Originating	Official:	Disposition after obsolete or superceded
			Copies:	Disposition after obsolete or superceded
			Citation:	
			Remarks:	
			Records destroyed at disposition without City of Calgary Archive review	
CG-01-00	Legislation - Acts, Regulations, Bills - General Consolidated 2007 November to: CG-01 Legislation - Acts, Regulations, Bills			
CG-01-01	Legislation - Acts, Regulations, Bills - Federal Consolidated 2007 November to: CG-01 Legislation - Acts, Regulations, Bills			
CG-01-02	Legislation - Acts, Regulations, Bills - Other Jurisdictions Consolidated 2007 November to: CG-01 Legislation - Acts, Regulations, Bills			
CG-01-03	Legislation - Acts, Regulations, Bills - Provincial Alberta Consolidated 2007 November to: CG-01 Legislation - Acts, Regulations, Bills			

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
CG-02	Accreditation for Business Units <i>Includes:</i> Records regarding the accreditation of a City Business Unit to deliver and award training certificates, such as final accreditation approval, status reports and audits. <i>Excludes:</i> Actual Licence or Approval Documents - Permits and Licences - See: LE-16 Employee Training - See: HR-07 Training Courses - See: HR-25	Calgary Fire Planning and Development	Official:	Disposition 12 years after obsolete or superceded
			Copies:	Disposition 2 years after creation of record
			Citation:	
			Remarks:	Selective retention by City of Calgary Archive
CG-03	Annual Report - Corporate and Business Unit <i>Includes:</i> Records regarding The City's and Business Units' annual reports. <i>Excludes:</i> Research, Statistics, Analysis and Supporting Documents - Library Reference Material - See: IM-05 Research Statistical Analysis - See: IM-09	Originating	Official:	Permanent
			Copies:	Disposition after obsolete or superceded
			Citation:	
			Remarks:	Retention revised effective 2004 December
CG-04	Civic Partnerships <i>Includes:</i> Records regarding not-for-profit organizations with a formal and legal relationship with the City to provide services or programs in conjunction with or on behalf of the City. Partners are also known as autonomous bodies and arms-length organizations. Records may include minutes, agendas, budgets, reports, and statements. <i>Excludes:</i> Funding Contracts - See: LE-07 Contains Personal Information	Originating	Official:	Disposition 7 years after creation of record
			Copies:	Disposition 2 years after creation of record
			Citation:	135
			Remarks:	Selective retention by City of Calgary Archive Retention revised effective 2004 December For Responsible Business Unit see: Boards, Committees and Agencies Classification Guide
CG-05-00	Boards and Commissions - General Superceded 2007 November by: CG-05-01 Quasi-Judicial Boards - Board Administration			
CG-05-01	<u>Quasi-Judicial Boards - Board Administration</u> <i>Includes:</i> Records regarding administration of City quasi-judicial boards, including board meetings, board member training manuals and information on board members such as applications, appointments, and honoraria. Contains Personal Information	City Clerk's	Official:	Disposition 5 years after creation of record
			Copies:	Disposition 2 years after creation of record
			Citation:	135
			Remarks:	Selective retention by City of Calgary Archive Retention revised effective 2007 November
CG-05-02	Boards and Commissions - Members Superceded 2007 November by: CG-05-01 Quasi-Judicial Boards - Board Administration			

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
CG-05-03	<u>Quasi-Judicial Boards - City Appeal Board Submissions, Hearings and Decisions</u> <i>Includes:</i> Records regarding hearings of appeal boards, including hearing submissions, proceedings, and decisions. Includes complaints or appeals and supporting documentation, hearings or transcripts, minutes, notes, decisions, and rulings. <i>Excludes:</i> Assessment Review Board Hearings and Submissions - See: CG-05-07 and Assessment Review Board Decisions - See: CG-05-08 Contains Personal Information	City Clerk's	Official:	Disposition 12 years after creation of record
			Copies:	Disposition 2 years after creation of record
			Citation:	119, 135, 153, 155, 156, 186, 360, 1002
			Remarks:	
			Selective retention by City of Calgary Archive Retention revised effective 2007 November	
CG-05-04	Boards and Commissions - Hearings Superceded 2007 November by: CG-05-03 Quasi-Judicial Boards - City Appeal Board Submissions, Hearings and Decisions			
CG-05-05	Boards and Commissions - Decisions and Rulings Superceded 2007 November by: CG-05-03 Quasi-Judicial Boards - City Appeal Board Submissions, Hearings and Decisions			
CG-05-06	<u>Quasi-Judicial Boards - Summary and Statistical Reporting</u> <i>Includes:</i> Records regarding summary and statistical reporting of board activities such as update lists, reports, and court statistics.	City Clerk's	Official:	Disposition 10 years after creation of record
			Copies:	Disposition 2 years after creation of record
			Citation:	
			Remarks:	
			Selective retention by City of Calgary Archive Retention revised effective 2007 November	
CG-05-07	<u>Quasi-Judicial Boards - Assessment Review Board Hearings and Submissions</u> <i>Includes:</i> Records regarding Assessment Review Board hearings and submissions. Includes: complaint forms and attachments, assessment notices, notice of hearings, assessment complaints agent authorization form, signed recommendations, rescheduled notice of hearings, complainant disclosure, respondent disclosure, complainant rebuttal, exhibits submitted at hearing, hearing pages, audio recordings, transcripts, summary of testimonial evidence and general correspondence including: invalid letter, postponement request, withdrawal request and recording or transcript request. Contains Personal Information	City Clerk's	Official:	Disposition 6 years after creation of record
			Copies:	Disposition 2 years after creation of record
			Citation:	119, 135, 153, 155, 156, 186, 264
			Remarks:	
			Selective retention by City of Calgary Archive Retention revised effective 2019 December	
CG-05-08	<u>Quasi-Judicial Boards - Assessment Review Board Decisions</u> <i>Includes:</i> Records regarding decisions of the Assessment Review Board including decisions, written reasons, Board motions / orders, court decisions	City Clerk's	Official:	Disposition 6 years after creation of record
			Copies:	Not permitted
			Citation:	119, 135, 153, 155, 156, 186, 259, 264

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
	and documentation / correspondence affecting specific Assessment Review Board decisions. Contains Personal Information		Remarks: Selective retention by City of Calgary Archive	
CG-06	Boundary Descriptions <i>Includes:</i> Records regarding descriptions of ward boundaries, voting sub-division boundaries, census district boundaries and school board planning districts. <i>Excludes:</i> Mapping Data - See: LU-27	City Clerk's	Official:	Disposition after obsolete or superceded
			Copies:	Disposition after obsolete or superceded
			Citation:	
			Remarks: Full retention by City of Calgary Archive	
CG-07-00	<u>Bylaws - General</u> <i>Includes:</i> Records regarding bylaws of a general nature not specific to a tertiary in this secondary.	Originating	Official:	Disposition 3 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	153, 156
			Remarks:	
CG-07-01	<u>Bylaws - Proposed</u> <i>Includes:</i> Records regarding the development and preparation of bylaws and bylaw amendments, such as research, reviews, revisions, correspondence with internal business units, external ministries and government agencies and other related supporting documentation.	Law	Official:	Disposition 1 year after obsolete or superceded
			Copies:	Disposition after obsolete or superceded
			Citation:	
			Remarks:	
CG-07-02	<u>Bylaws - Development</u> <i>Includes:</i> Records regarding the development and preparation of draft bylaws, such as research, reviews, correspondence with external ministries and government agencies and other related supporting documentation.	Originating	Official:	Disposition 1 year after event
			Copies:	Disposition 3 years after creation of record
			Event:	Proposed bylaw approved / rejected.
			Citation:	153, 156, 345, 346
			Remarks: Selective retention by City of Calgary Archive Retention revised effective 2004 December and 2019 December	
CG-07-03	<u>Bylaws - Final</u> <i>Includes:</i> Records regarding the City of Calgary bylaws, such as original bylaws, applications to amend the bylaws and related studies / reports, approval sheets, newspaper public notices, attachments and supporting documentation. Also includes office consolidation copies.	City Clerk's Planning and Development	Official:	Permanent
			Copies:	Disposition 1 year after creation of record
			Citation:	113, 153, 155, 156
			Remarks:	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition
	<i>Excludes:</i> Bylaw Enforcement or Prosecution - See: LE-02		Retention revised effective 2006 May and 2011 November
CG-07-04	Bylaws - Tabled and <i>Sine Die</i> Superseded 2005 November by: CG-09-02 City Council - Meetings and Decisions		
CG-08-00	<u>Census - General</u> <i>Includes:</i> Records regarding the census process, such as appointments, special survey questions, meeting schedules, and yearly census taker lists. Also, general complaints about the census. Contains Personal Information	City Clerk's	Official: Disposition 5 years after creation of record Copies: Disposition 1 year after creation of record Citation: 135 Remarks: Retention revised effective 2001 October and 2008 November
CG-08-01	<u>Census - Books</u> <i>Includes:</i> Records regarding completed census reports of raw data arranged by year, ward, census district and address. Includes related maps and boundary districts. Contains Personal Information	City Clerk's	Official: Disposition 10 years after creation of record Copies: Disposition 1 year after creation of record Citation: 135 Remarks: Full retention by City of Calgary Archive
CG-08-02	<u>Census - Statistics</u> <i>Includes:</i> Records regarding statistics on the published results of the census and general statistics related to the census process.	City Clerk's	Official: Disposition 10 years after creation of record Copies: Disposition 2 years after creation of record Citation: Remarks: Selective retention by City of Calgary Archive
CG-08-03	<u>Census - Census Takers or Enumerators</u> <i>Includes:</i> Records regarding census takers and enumerators including testing and applications, yearly assessments, identification information, incidents, and issues. Contains Personal Information	City Clerk's	Official: Disposition 1 year after obsolete or superseded Copies: Not permitted Citation: 135 Remarks: New classification effective 2008 November
CG-08-04	<u>Census - Census Districts</u> <i>Includes:</i> Records regarding individual census districts including maps, copies of boundary descriptions, special instructions, and cumulative results. Contains Personal Information	City Clerk's	Official: Disposition 1 year after obsolete or superseded Copies: Not permitted Citation: 135 Remarks: New classification effective 2008 November
CG-09-00	City Council - General Obsolete 2007 November		

Corporate Records Classification and Retention Schedule

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
CG-09-01	<u>City Council - Committees and Subcommittees</u> <i>Includes:</i> Records regarding City Council's standing policy committees, special committees, committees, commissions, and boards, including meeting notices, agendas, minutes, and reports. Contains Personal Information	Originating	Official:	Permanent
			Copies:	Disposition 4 years after creation of record
			Citation:	27, 135, 153, 155, 156, 186
			Remarks: For Responsible Business Unit see Boards, Committees and Agencies Classification Guide	
CG-09-01-01	City Council - Committees and Sub-Committees - Other Reverted 2005 November to: CG-09-01 City Council - Committees and Sub-Committees			
CG-09-01-02	City Council - Committees and Sub-Committees - Standing Policy Committees Reverted 2005 November to: CG-09-01 City Council - Committees and Sub-Committees			
CG-09-02	<u>City Council - Meetings and Decisions</u> <i>Includes:</i> Records regarding City Council meetings and decisions such as original minutes, agendas, calendars of meetings and related letters of Council meetings, reports to council, regular and special public hearings. Contains Personal Information	City Clerk's	Official:	Permanent
			Copies:	Disposition 4 years after creation of record
			Citation:	27, 135, 153, 155, 156, 186
			Remarks:	
CG-09-03	<u>City Council - Calendars</u> <i>Includes:</i> Records regarding City Council calendar of meetings of Council. Contains Personal Information	City Clerk's	Official:	Disposition 2 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	135
			Remarks: Retention revised effective 2007 November	
CG-09-04	<u>City Council - Elected Officials, Pecuniary Interest</u> <i>Includes:</i> Records regarding the disclosure statement of real estate and financial holdings of elected City officials.	City Clerk's Mayor's Office	Official:	Disposition 5 years after event
			Copies:	Not permitted
			Event:	Member of Council no longer in office.
			Citation:	135, 359, 1001
			Remarks: Effective 2000 December the Real Estate registry no longer collected or retained. Existing records destroyed during the annual destruction process in 2001 March. Effective 2014 Pecuniary Interest Disclosure Statement reinstated. Retention revised effective 2019 December.	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
CG-10	Collaborative Initiatives Superseded 2007 May by: CG-12 Committees, Task Forces - External			
CG-11	Committees, Task Forces - Internal <i>Includes:</i> Records regarding internal committees and task forces including Steering Committees within or across Business Units, such as meeting minutes, notices, reports, and recommendations. <i>Excludes:</i> Council Committees - See: CG-09 Contains Personal Information	Originating	Official: Copies: Event: Citation: Remarks:	Disposition 7 years after event Disposition 1 year after creation of record Committee or task force no longer active. 135 Selective retention by City of Calgary Archive Retention revised effective 2003 January.
CG-12	Committees, Task Forces - External <i>Includes:</i> Records regarding staff involvement in external committees and task forces on behalf of The City, such as meeting minutes, notices, reports, and recommendations. <i>Excludes:</i> Associations with which Staff are Involved for Professional Reasons - Associations - See: AD-03	Originating	Official: Copies: Event: Citation: Remarks:	Disposition 7 years after event Disposition 1 year after creation of record Committee or task force no longer active. Selective retention by City of Calgary Archive Retention revised effective 2003 January.
CG-13-00	<u>Corporate Auditing - Internal Audits</u> <i>Includes:</i> Records regarding internal audits conducted by business units such as audits for internal processes, including financial, International Organization for Standardization (ISO) and Payment Card Industry (PCI) Council.	Originating	Official: Copies: Citation: Remarks:	Disposition 7 years after creation of record Disposition 2 years after creation of record Selective retention by City of Calgary Archive Retention revised effective 2003 January.
CG-13-01	<u>Corporate Auditing - City Auditor</u> <i>Includes:</i> Records regarding financial, operational, information technology, environmental, health and safety and special investigation audits of City Business Units, related Authorities and Boards, such as audit scope and program plans, flowcharts, diagrams, and analysis. Also includes copy of audit report or management or audit letters, original letter, Business Units' response and approval of Audit Committee. Contains Personal Information	City Auditor's Office	Official: Copies: Event: Citation: Remarks:	Disposition 7 years after event Disposition 2 years after creation of record Final audit report has been issued. 135 Records destroyed at disposition without City of Calgary Archive review Retention revised effective 2004 December and 2008 November

Corporate Records Classification and Retention Schedule

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
CG-13-02	<u>Corporate Auditing - Value for Money</u> <i>Includes:</i> Records regarding "value for money" audits initiated by the Audit Committee, such as meetings, Commissioners report to the Audit Committee and audit plan. Also includes reports measuring and evaluating effectiveness and efficiency, process re-design, Audit report to the Audit Committee and related correspondence.	Audit Resource Management City Auditor's Office	Official:	Disposition 10 years after event
			Copies:	Disposition 3 years after creation of record
			Event:	Audit Report is approved by Audit Committee.
			Citation:	
CG-13-03	<u>Corporate Auditing - Consultation</u> <i>Includes:</i> Records regarding working papers, audit consultation and monitoring from the Audit Committee.	City Auditor's Office	Remarks:	
			Retention revised effective 2001 October and 2006 May	
			Official:	Disposition 5 years after creation of record
			Copies:	Disposition 2 years after creation of record
CG-13-04	<u>Corporate Auditing - External</u> <i>Includes:</i> Records regarding internal and external audits conducted by external auditors. Also includes Certificate of Recognition (COR) Audits, International Organization for Standardization (ISO) and Payment Card Industry (PCI) Council external audits.	Originating	Citation:	
			Remarks:	
			Records destroyed at disposition without City of Calgary Archive review	
			Official:	Disposition 8 years after event
CG-13-05	<u>Corporate Auditing - Evaluation</u> <i>Includes:</i> Records regarding the evaluation of audits and the audit process by customers and by Audit Committee, including tracking and evaluation of audit effectiveness. Contains Personal Information	City Auditor's Office	Copies:	Disposition 2 years after creation of record
			Event:	Final Audit complete.
			Citation:	
			Remarks:	
CG-14	Corporate Planning <i>Includes:</i> Records regarding establishment and implementation of business and work plans, service delivery, strategic plans, and organization wide reviews. Also includes benchmarking, operating plans, performance measures, background history and supporting documentation. <i>Excludes:</i> Financial Planning - See: FA-20	Originating	Retention revised effective 2004 December and 2015 December	
			Official:	Disposition 3 years after event
			Copies:	Disposition 1 year after creation of record
			Event:	Evaluation complete.
CG-14			Citation:	135
			Remarks:	
			Official:	Disposition 10 years after obsolete or superceded
			Copies:	Disposition after obsolete or superceded
CG-14			Citation:	
			Remarks:	
CG-14			Selective retention by City of Calgary Archive	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
CG-14-00	Corporate Planning - General Consolidated 2007 November to: CG-14 Corporate Planning			
CG-14-01	Corporate Planning - Benchmarking Consolidated 2007 November to: CG-14 Corporate Planning			
CG-14-02	Corporate Planning - Business and Operating Plans Consolidated 2007 November to: CG-14 Corporate Planning			
CG-14-03	Corporate Planning - Service Delivery Consolidated 2007 November to: CG-14 Corporate Planning			
CG-14-04	Corporate Planning - Strategic Plans, Organizational Review Consolidated 2007 November to: CG-14 Corporate Planning			
CG-15-00	Corporate Planning - Department, Business Unit - General Superseded 2005 November by: CG-14 Corporate Planning			
CG-15-01	Corporate Planning - Department, Business Unit - Business and Operating Plans Superseded 2005 November by: CG-14 Corporate Planning			
CG-15-02	Corporate Planning - Department, Business Unit - Service Plans Superseded 2005 November by: CG-14 Corporate Planning			
CG-15-03	Corporate Planning - Department, Business Unit - Strategic Plans, Organization Review Superseded 2005 November by: CG-14 Corporate Planning			
CG-16	Educational Institutions - General Includes: Records regarding educational institutions such as school boards, Southern Alberta Institute of Technology (SAIT) and University of Calgary (U of C), including correspondence, plans, studies, etc.	Originating	Official:	Disposition 3 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	
			Remarks:	
CG-17-00	Elections - General Includes: Records regarding election day processes on the administration and management of City elections, by-elections, referendums, and vote of the electors. Records include: election projects such as voting stations, logistics, voting systems, communication and media management, and all other general administrative activities about the election, by-election, referendum or vote of the electors. For election recounts, records include: administration and procedures for election recounts, election recount requests, affidavits and certifications; court submissions and decisions; copies of recount results and other supporting records on the conduct of election results.	City Clerk's	Official:	Disposition 4 years after creation of record
			Copies:	Not permitted
			Citation:	196, 254, 255, 256, 361
			Remarks:	
CG-17-01	Elections - Voter Enumeration Superseded 2022 November by: CG-17-03 Elections - Electors List			

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
CG-17-02	<u>Elections - Election Returns</u> <i>Includes:</i> Records regarding voting station documents, including ballot box documents, used and unused ballots, legislated completed forms, machine-readable printouts for total number of votes and support documents. Contains Personal Information	City Clerk's	Official:	Disposition 6 weeks after creation of record during election or vote day, unless otherwise specified in the legislation or by court order
			Copies:	Not permitted
			Citation:	135, 254, 256, 361, 363
			Remarks: Retention revised effective 2022 November	
CG-17-03	<u>Elections - Electors List</u> <i>Includes:</i> Records regarding electors' lists, such as lists of voter enumeration arranged by ward, alphabetical street address, public and separate school support, administration of enumeration, including completed forms and schedules Contains Personal Information	City Clerk's	Official:	Disposition after obsolete or superceded
			Copies:	Not permitted
			Citation:	135, 254
			Remarks: Selective retention by City of Calgary Archive	
CG-17-04	<u>Elections - Statistics</u> <i>Includes:</i> Records regarding election results, which contains election date, City Clerk's official declaration of election results, results by station, voter turnout, result of vote forms and supporting records. Contains Personal Information	City Clerk's	Official:	Disposition 10 years after creation of record
			Copies:	Disposition 4 years after creation of record
			Citation:	135, 254, 255
			Remarks: Selective retention by City of Calgary Archive	
CG-17-05	<u>Elections - Candidates</u> <i>Includes:</i> Records regarding candidates, running for the Office of the Mayor, Councillor or School Board Trustee. Records include: information on candidate nomination process, official agents and nominators; completed nomination forms and declarations; nomination withdrawals, signed oaths, financial information, completed third-party advertiser registration forms, consent to information forms, disclosure statements, advertiser returns, contact information and supporting correspondence. Contains Personal Information	City Clerk's	Official:	Disposition 4 years after creation of record
			Copies:	Not permitted
			Citation:	135, 196
			Remarks: New classification effective 2003 January Retention revised effective 2004 December, 2008 November and 2022 November	
CG-17-06	Elections - Election Workers Superceded 2022 November by: HR-07-01 Employee Files - Permanent, Temporary, Seasonal and Contract - Employment History			
CG-17-07	Elections - Voting Stations Superceded 2022 November by: CG-17-00 Elections - General			
CG-17-08	<u>Elections - Election Candidates Financial Filing Data</u> <i>Includes:</i> Records regarding candidates' campaign financial information. Disclosure information includes: names and addresses of candidate and	City Clerk's	Official:	Disposition 4 years after creation of record
			Copies:	Not Permitted
			Citation:	362

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
	contributors, summary of campaign revenue, expenses, surpluses and deficits; candidate declarations and engagement review reports. Contains Personal Information		Remarks: New classification effective 2022 November	
CG-18-00	<u>Government - General</u> <i>Includes:</i> Records regarding general government information not specific to a tertiary in this secondary. Contains Personal Information	Originating	Official:	Disposition 5 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	135
			Remarks:	
CG-18-01	<u>Government - Federal</u> <i>Includes:</i> Records regarding programs and activities of, and meetings, resolutions and correspondence with the Federal government, its departments and regulated agencies including the RCMP. Contains Personal Information	Originating	Official:	Disposition 5 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	135
			Remarks:	
CG-18-02	<u>Government - Foreign</u> <i>Includes:</i> Records regarding programs and activities of, and meetings, resolutions, and correspondence with foreign governments. Contains Personal Information	Originating	Official:	Disposition 5 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	135
			Remarks:	
CG-18-03	<u>Government - First Nations</u> <i>Includes:</i> Records regarding programs and activities of, and meetings, resolutions and correspondence with First Nations leaders, Councils and Assemblies. Contains Personal Information	Originating	Official:	Disposition 5 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	135
			Remarks:	
CG-18-04	<u>Government - Other Municipalities</u> <i>Includes:</i> Records regarding programs and activities of, and meetings, resolutions, and correspondence with other municipal governments, including towns, cities, counties, Municipal Districts (M.D.), and Special Districts. Contains Personal Information	Originating	Official:	Disposition 5 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	135
			Remarks:	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
CG-18-05	<u>Government - Provincial</u> <i>Includes:</i> Records regarding programs and activities of, and meetings, resolutions and correspondence with Provincial government departments and regulated agencies including school boards and health regions. Contains Personal Information	Originating	Official:	Disposition 5 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	135
			Remarks:	
CG-19	Incorporation Documents <i>Includes:</i> Records regarding the founding and establishment of The City and related authorities as corporate entities, such as articles of incumbency, certificates of incorporation and certificates of name change.	City Clerk's Calgary Housing	Official:	Permanent
			Copies:	Disposition 1 year after creation of record
			Citation:	153, 156
			Remarks:	Retention revised effective 2019 December
CG-20	Issues <i>Includes:</i> Records regarding background information for reference purposes on various issues, such as armed forces, energy, environment, finance, and commerce, historic, infrastructure, manufacturing, religion, social issues, sports, culture, entertainment, travel and tourism, transportation, etc. Also includes secondary reference material. <i>Excludes:</i> Research or Statistical Analysis - See: IM-09	Originating	Official:	Disposition 1 year after event
			Copies:	Disposition 1 year after creation of record
			Event:	Issue resolved.
			Citation:	
CG-21-00	<u>Petitions, City Wide - General</u> <i>Includes:</i> Records regarding the petition process, such as petitioner verification, tally sheets and summaries, original checklists, signature samples of workers, petition page by page summary, individual contact attempt sheets, individual random checked numbers issued, individual verification tally sheets and petitioner call back record.	City Clerk's	Official:	Disposition 1 year after event
			Copies:	Disposition 1 year after creation of record
			Event:	Petition has been tabulated and verified.
			Citation:	135
CG-21-01	<u>Petitions, City Wide - Signed</u> <i>Includes:</i> Original signed petitions, on issues such as video lottery terminals (VLT) and fluoridation. Contains Personal Information	City Clerk's	Official:	Permanent
			Copies:	Disposition 1 year after creation of record
			Citation:	135
			Remarks:	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
CG-22	Policies and Procedures <i>Includes:</i> Records regarding internal or external policies and operating procedures, standards, codes, methodologies, instructions, for programs, services and operations of The City. Records include: directives, bulletins, rulebooks, and related correspondence. <i>Excludes:</i> Corporate Program Administration - See: CG-30 Contains Personal Information	Originating	Official:	Disposition 12 years after obsolete or superceded
			Copies:	Disposition after obsolete or superceded
			Citation:	148, 155, 163, 278, 279, 314
			Remarks:	Full retention by City of Calgary Archive
CG-23	Regulatory - Utilities <i>Includes:</i> Records regarding regulatory affairs pertaining to utilities, such as applications, evidence, interrogatories, arguments or reply submissions, procedures, and decisions.	Law	Official:	Disposition 12 years after event
			Copies:	Disposition 1 year after creation of record
			Event:	Final decision reached or appeal process complete.
			Citation:	
CG-24-00	<u>Quality Assurance - General</u> <i>Includes:</i> Records regarding quality assurance of a general nature not specific to a tertiary in this secondary.	Originating	Remarks:	Full retention by City of Calgary Archive
			Official:	Disposition 12 years after creation of record
			Copies:	Disposition 2 years after creation of record
			Citation:	
CG-24-01	<u>Quality Assurance - Operations and Processes</u> <i>Includes:</i> Records regarding monitoring of operations and processes, such as activity data, response time or compliance monitoring, reports, analysis and copies of standards and performance measures. <i>Excludes:</i> Corporate Planning - See: CG-14 Records Management - Electronic Image Management Program - See: IM-08-07 Contains Personal Information	Originating	Remarks:	
			Official:	Disposition 15 years after creation of record
			Copies:	Disposition 2 years after creation of record
			Citation:	
CG-24-02	<u>Quality Assurance - Goods, Materials and Substances</u> <i>Includes:</i> Records regarding monitoring of goods, materials, and substances, such as test results, reports, and analysis. Includes monitoring of construction, maintenance and repairs and water control for public pools. <i>Excludes:</i> Waste or Storm Water Analysis - See: WW-25-06 or WW-25-07	Originating	Remarks:	Selective retention by City of Calgary Archive
			Official:	Disposition 12 years after creation of record
			Copies:	Disposition 2 years after creation of record
			Citation:	170

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
CG-25	External Boards <i>Includes:</i> Records regarding the board of directors of external organizations which The City is a member of or a shareholder in, such as minutes, agendas, notices of board meetings, appointments to boards and notices of shareholder meetings. <i>Excludes:</i> Civic Partnerships - See: CG-04 Committees, Task Forces - External - See: CG-12	Originating	Official:	Disposition 12 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	135
			Remarks:	Selective retention by City of Calgary Archive Retention revised effective 2007 November For Responsible Business Unit see: Boards, Committees and Agencies Classification Guide
CG-26-00	<u>Corporate Security - General</u> <i>Includes:</i> Records regarding corporate security of a general nature not specific to a tertiary in this secondary.	Originating	Official:	Disposition 2 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	
			Remarks:	Records destroyed at disposition without City of Calgary Archive review
CG-26-01	<u>Corporate Security - Identification</u> <i>Includes:</i> Records regarding management and control of physical security of City facilities, such as access control system, badge issuance and photos, staff identification data and key control system. <i>Excludes:</i> Computer Security - See: CG-26-05 Contains Personal Information	Originating	Official:	Disposition 3 years after obsolete or superceded
			Copies:	Disposition after obsolete or superceded
			Citation:	135
			Remarks:	
CG-26-02	<u>Corporate Security - Monitoring</u> <i>Includes:</i> Records regarding corporate security monitoring, such as sign in or out registers, video surveillance tapes, PS100, guard reports and related data. <i>Excludes:</i> Corporate Security Calgary Transit Surveillance - See: CG-26-06 Contains Personal Information	Originating	Official:	Disposition 2 months after creation of record
			Copies:	Not permitted
			Citation:	135
			Remarks:	Retention revised effective 2003 January
CG-26-03	<u>Corporate Security - Investigation</u> <i>Includes:</i> Records regarding the follow-up and investigation of possible breaches of security, such as site information, photos, witness statements, police information and investigation reports. Contains Personal Information	Corporate Security	Official:	Disposition 12 years after event
			Copies:	Disposition after event
			Event:	Investigation complete.
			Citation:	135
			Remarks:	

Corporate Records Classification and Retention Schedule

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
			Records destroyed at disposition without City of Calgary Archive review	
CG-26-04	<u>Corporate Security - Loss Prevention, Security Surveys</u> <i>Includes:</i> Records regarding surveys of City buildings and processes to establish security measures in order to prevent loss, such as building descriptions, floor plans, nature of operation, levels of risk and statement of requirements and recommendations.	Corporate Security	Official:	Disposition 1 year after obsolete or superceded
			Copies:	Disposition after obsolete or superceded
			Citation:	
			Remarks:	
			Records destroyed at disposition without City of Calgary Archive review	
CG-26-05	<u>Corporate Security - Computer Systems Access Control</u> <i>Includes:</i> Records regarding computer security, such as access / passwords, authorized user lists, copies of employee transfer notices, violations, and virus controls. Also includes time sharing records controlling software on hard drives. Contains Personal Information	Corporate Security	Official:	Disposition 1 year after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	135
			Remarks:	
			Records destroyed at disposition without City of Calgary Archive review	
			Retention revised effective 2015 December	
CG-26-06	<u>Corporate Security - Calgary Transit Surveillance</u> <i>Includes:</i> Records regarding Calgary Transit security video or camera surveillance, including Calgary Transit security or call centre (PS 100), Light Rail Transit (LRT) and bus cameras, video surveillance tapes and data that has not been identified as being necessary for investigations, claims or incidents of training of Transit staff. <i>Excludes:</i> Corporate Security Monitoring - See: CG-26-02 Surveillance regarding Driver Activity - See: AD-01 Activity, Operations Reporting Surveillance used in Legal Investigations - See: LE-12-02 Contains Personal Information	Calgary Transit	Official:	Disposition 30 days after creation of record
			Copies:	Disposition 30 days after creation of record
			Citation:	135
			Remarks:	
			Records destroyed at disposition without City of Calgary Archive review	
			New Classification effective 2020 November	
			Video surveillance is disposed by overwriting	
			Refer to City of Calgary - Calgary Transit - Surveillance Video - Standard Operating Procedure	
CG-27	Corporate Contracts and Agreements - Sealed <i>Includes:</i> Records regarding contracts and agreements executed by the City Clerk and to which the Corporate Seal has been affixed. Contains Personal Information	City Clerk's	Official:	Permanent
			Copies:	Disposition 2 years after creation of record
			Citation:	135
			Remarks:	
CG-27-00	Corporate Contract Registry - Administration Obsolete 2009 November by: CG-22 Policies and Procedures			

Corporate Records Classification and Retention Schedule

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition			
CG-27-01	Corporate Contract Registry - Contracts Consolidated 2009 November to: CG-27 Corporate Contracts and Agreements - Sealed					
CG-28-01	<u>Project Management - Project Initiation and Approval</u> <i>Includes:</i> Records regarding preliminary documentation of a project including project scope statement, pre-project plans, audits, partner reports, and approvals / authorizations. Includes project background studies, reports, assessments, surveys, permits and licences.	Originating	Official:	Permanent		
			Copies:	Disposition after event		
			Event:	Project approved and Project Charter signed.		
			Citation:			
		Remarks:				
			New classification effective 2003 January			
			Retention revised effective 2009 November			
CG-28-02	<u>Project Management - Planning</u> <i>Includes:</i> Records regarding project planning such as signed project charter, project implementation plans (PIP), design plans, work breakdown structure (WBS), activity lists and project schedules. Also includes plans for procurement, risk management, quality assurance, budget or cost estimates, resources, communication, training, environmental and safety management.	Originating	Official:	Disposition 12 years after event		
			Copies:	Disposition after event		
			Event:	Project complete.		
			Citation:			
			Remarks:			
			Selective retention by City of Calgary Archive			
New classification effective 2003 January						
Retention revised effective 2009 November						
CG-28-03	Project Management and Implementation - Authorization Superseded 2009 November by: CG-28-01 Project Management - Project Initiation and Approval					
CG-28-04	<u>Project Management - Execution</u> <i>Includes:</i> Records regarding the execution of a project such as meetings, procurement, contracting, resource management, staff management, change management, issues management, corporate communications, and engagement with interested parties. Includes inspection, review and testing of project materials or inputs, outcomes, and final deliverables. Also includes minutes, agendas, tenders, Request for Proposals (RFPs), purchase orders, requisitions, service and supply contracts, memorandum of agreements, land property and building agreements, contract amendments, change orders, media releases, drawings, and specifications. Contains Personal Information	Originating	Official:	Disposition 12 years after event		
			Copies:	Disposition after event		
			Event:	Project complete.		
			Citation:	7, 19, 23, 25, 26, 37, 119, 122, 135, 148, 152, 155, 217, 249, 280		
			Remarks:			
			Selective retention by City of Calgary Archive			
New classification effective 2003 January						
Retention revised effective 2009 November						
CG-28-05	Project Management and Implementation - Issues Management Superseded 2009 November by: CG-28-10 Project Management - Monitoring and Controlling					
CG-28-06	Project Management and Implementation - Procurement Superseded 2009 November by: CG-28-04 Project Management - Execution					

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition
CG-28-07	Project Management and Implementation - Contracting Superceded 2009 November by: CG-28-04 Project Management - Execution		
CG-28-08	Project Management and Implementation - Internal Resource Management Superceded 2009 November by: CG-28-04 Project Management - Execution		
CG-28-09	Project Management and Implementation - Change Management Superceded 2009 November by: CG-28-04 Project Management - Execution		
CG-28-10	<u>Project Management - Monitoring and Controlling</u> <i>Includes: Records regarding the monitoring and controlling of project work such as quality assurance, progress reporting, cost control, project metrics, accounts payable or receivable, budget reports, variance reports and payment certificates. Also includes research and analysis, risk or environment or safety assessments, audits, construction inspections and compliance certificates or reports, complaint reports, vendor problem logs, surveys, studies, and inventories.</i>	Originating	Official: Disposition 12 years after event
			Copies: Disposition after event
			Event: Project complete.
			Citation: 7, 19, 23, 25, 26, 37, 122, 148, 152, 155, 177
			Remarks:
			Selective retention by City of Calgary Archive
			New classification effective 2003 January
CG-28-11	Project Management and Implementation - Progress Reporting Superceded 2009 November by: CG-28-10 Project Management - Monitoring and Controlling		
CG-28-12	Project Management and Implementation - Cost Control Superceded 2009 November by: CG-28-10 Project Management - Monitoring and Controlling		
CG-28-13	Project Management and Implementation - Corporate Communications Superceded 2009 November by: Project Management - Execution		
CG-28-14	Project Management and Implementation - Engagement with Interested Parties Superceded 2009 November by: Project Management - Execution		
CG-28-15	Project Management and Implementation - Research and Analysis Superceded 2009 November by: CG-28-10 Project Management - Monitoring and Controlling		
CG-28-16	Project Management and Implementation - Outcomes Superceded 2009 November by: CG-28-17 Project Management - Project Close		
CG-28-17	<u>Project Management - Project Close</u> <i>Includes: Records regarding documents related to the completion of a project including close out reports, vendor performance statements, certificates, warranties, maintenance manuals and lessons learned. Also includes drawings and plans of record, such as "as-builts".</i>	Originating	Official: Permanent
			Copies: Disposition after event
			Event: Project complete.
			Citation: 307
			Remarks:
			New classification effective 2003 January
CG-29	Delegation of Authority Documents <i>Includes: Records regarding the delegation or assignment of authority.</i>	Originating	Official: Disposition 5 years after obsolete or superceded
			Copies: Disposition 1 year after creation of record
			Citation: 135

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
	<p><i>Excludes:</i> Signing Authorization - See: FA-33</p> <p>Contains Personal Information</p>		<p>Remarks:</p> <p>Selective retention by City of Calgary Archive</p> <p>New classification effective 2003 January</p>	
CG-30	<p>Corporate Program Administration</p> <p><i>Includes:</i> Records regarding the development, implementation, and administration of Corporate programs which govern how City business is done, such as establishment and coordination of the program and contact with Business Units. Includes programs such as Enviro-System, Records Management, Archives and Risk Management.</p> <p><i>Excludes:</i> Policy and Procedures - See: CG-22</p> <p>Program Audits - See: CG-13</p> <p>Contains Personal Information</p>	Originating	<p>Official: Disposition 3 years after obsolete or superceded</p> <p>Copies: Disposition after obsolete or superceded</p> <p>Citation: 127, 135</p> <p>Remarks:</p> <p>Selective retention by City of Calgary Archive</p> <p>New classification effective 2006 May</p>	
CG-31	<p>Investigations - Complaints and Allegations</p> <p><i>Includes:</i> Records regarding the investigation of complaints or allegations of waste and / or wrongdoing reported through the whistle-blower program by any employee, contractor, or member of the public. Includes reports, recommendations, and interview notes.</p> <p>Contains Personal Information</p>	City Auditor's Office	<p>Official: Disposition 12 years after event</p> <p>Copies: Disposition 2 years after creation of record</p> <p>Event: Investigation completed.</p> <p>Citation: 135, 148</p> <p>Remarks:</p> <p>Official Records destroyed at disposition without City of Calgary Archive review</p> <p>New classification effective 2007 November</p>	
CG-32	<p>Agency Governance</p> <p><i>Includes:</i> Records regarding the governance of various Agencies (Association, Authority, Board, Business Revitalization Zone, Commission, Committee, Corporation, Panel, Society, Sub-Committee or Task Force to which Council appoints one or more individuals), including the following: reports and supporting documentation related to member appointments, copies of enabling legislation, bylaws and terms of reference.</p> <p>Contains Personal Information</p>	City Clerk's Calgary Housing	<p>Official: Disposition 10 years after event</p> <p>Copies: Disposition 2 years after creation of record</p> <p>Event: Entity is disbanded.</p> <p>Citation:</p> <p>Remarks:</p> <p>Full retention by City of Calgary Archive</p> <p>New classification effective 2014 November</p>	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
EN - ENVIRONMENT				
Records regarding monitoring, protecting and improving the environment of city land, air, rivers, and parks				
EN-00	Environment - General <i>Includes:</i> Records of a general environmental nature not specific to a secondary in this primary.	Originating	Official:	Disposition 2 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	
			Remarks:	
EN-01	Outdoor Air Quality <i>Includes:</i> Records regarding climate changes, greenhouse gases, air pollution and vehicle emissions etc., such as monitoring and testing, temperature and humidity information and air quality surveys. <i>Excludes:</i> Workplace Air Quality - See: HS-03 City Owned Facility Air Quality - See: FL-10 Contains Personal Information	Originating	Official:	Disposition 6 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	135
			Remarks:	
EN-02	Environmental Regulators Inspections and Investigations <i>Includes:</i> Records regarding inspections and investigations by environmental regulators, such as notice of inspection or investigation, schedule, and result of inspection. Includes chemical analysis conducted under the authority of the regulator. Contains Personal Information	Originating	Official:	Disposition 12 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	127, 135
			Remarks:	
EN-03	Environmental Regulators - Compliance Plans <i>Includes:</i> Records regarding the development and implementation of plans to ensure compliance with environmental regulators such as meetings, Act requirements, plans and supporting documentation.	Originating	Official:	Disposition 5 years after obsolete or superceded
			Copies:	Disposition after obsolete or superceded
			Citation:	57, 58, 127
			Remarks:	
EN-04-00	Environmental - Reporting - General <i>Includes:</i> Records regarding general reporting not specific to a tertiary in this secondary.	Originating	Official:	Disposition 6 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	
			Remarks:	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
EN-04-01	<u>Environmental - Regulatory Reporting</u> <i>Includes:</i> Records regarding regulated reporting to interested parties from The City, such as annual reports, monthly water treatment and sewage treatment reports, lab reports, consumption reports, coliform occurrences, asphalt plant environmental logs and National Pollutant Release Inventory (NPRI). <i>Excludes:</i> Water Treatment Annual Reports / contravention reporting - See: EN-04-03	Originating	Official:	Disposition 7 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	56, 80, 127, 173, 174, 175, 176, 250, 251, 261, 319
			Remarks:	Full retention by City of Calgary Archive Retention revised effective 2004 December
EN-04-02	<u>Environmental - Non Regulatory Reporting</u> <i>Includes:</i> Records regarding City reports to interested parties, such as Federation of Canadian Municipalities (FCM), environmental performance indicators and environmental inspection forms.	Originating	Official:	Disposition 6 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	
			Remarks:	
EN-04-03	<u>Environmental - Regulatory Reporting - Water Treatment</u> <i>Includes:</i> Records regarding annual regulatory reporting to external and internal stakeholders, as required by the approval to operate, such as water treatment reports and contravention reporting.	Water Services	Official:	Permanent
			Copies:	Disposition 1 year after creation of record
			Citation:	56, 127, 135, 260
			Remarks:	
EN-05-00	<u>Chemical Applications - General</u> <i>Includes:</i> Records regarding the application of pesticides, fertilizer and weed control mixtures, exterior building, and window cleaning solutions, such as spray books, logs, spray notices and handling and storage records.	Originating	Official:	Disposition 6 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	127, 163, 164, 290
			Remarks:	
EN-05-01	<u>Chemical Applications - Water Treatment</u> <i>Includes:</i> Records regarding chemical applications used in water treatment plants, pools, and fountains etc., such as chlorine and fluoride volumes and related application documentation.	Recreation and Social Programs Water Services	Official:	Disposition 6 years after creation of record
			Copies:	Disposition 2 years after creation of record
			Citation:	127, 170
			Remarks:	
EN-06	City Parks, Public Areas - Field Books <i>Includes:</i> Records regarding the registration of bird and wildlife sightings, such as registration logs.	Parks and Open Spaces	Official:	Permanent
			Copies:	Disposition 1 year after creation of record
			Citation:	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
			Remarks:	
			Retention revised effective 2019 December	
EN-07	City Parks, Public Areas - Horticulture <i>Includes:</i> Records regarding the management and care of the various plants throughout park areas and facilities, such as plant histories. <i>Excludes:</i> Summary Data - City Parks, Public Areas - Natural Areas - See: EN-09	Parks and Open Spaces	Official:	Disposition 5 years after event
			Copies:	Disposition 1 year after creation of record
			Event:	Life of plant.
			Citation:	164
			Remarks:	
EN-08	City Parks, Public Areas - Irrigation <i>Includes:</i> Records regarding management of the irrigation program within City parks, such as automated irrigation systems, irrigation logs, copies of quotes and standards and testing reports.	Parks and Open Spaces	Official:	Disposition 5 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	177
			Remarks:	
EN-09	City Parks, Public Areas - Natural Areas <i>Includes:</i> Records regarding natural areas included in the Parks Department, such as topographical data, capital improvements, copies of partnership agreements, concept plan data, biophysical impact data and environmental reports. Also includes copies of natural area plans. <i>Excludes:</i> Master Natural Area Plan - See: LU-18	Parks and Open Spaces	Official:	Permanent
			Copies:	Disposition after event
			Event:	Final acceptance certificate (FAC) issued or development not proceeding.
			Citation:	307
			Remarks:	
EN-10	Environmental Impact <i>Includes:</i> Records regarding the environmental impact of all initiatives and activities on land, services and water supply, inside and outside of city limits, such as assessments, evaluation forms, title search data, photos of site, land use data and related correspondence. Also includes State of the Environment Report.	Originating	Retention revised effective 2003 January	
			Official:	Disposition 12 years after creation of record
			Copies:	Disposition 2 years after creation of record
			Citation:	127, 177
			Remarks:	
EN-11	Environmental Initiatives <i>Includes:</i> Records regarding general environmental issues and initiatives, such as wildlife management, climate change, waste reduction and green procurement. Also includes related studies and reports.	Planning and Development	Full retention by City of Calgary Archive	
			Official:	Disposition after obsolete or superceded
			Copies:	Disposition after obsolete or superceded
			Citation:	
			Remarks:	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
	Excludes: Transportation Carpooling Programs - See: PS-23			
EN-12	Environmental Liability Includes: Records regarding the impact of The City operations on land in Calgary, such as assessments, evaluations, copies of land title information, photographs, land use data and related correspondence. Also includes audits and investigations conducted by external organizations. Excludes: Environmental Inspections and Investigations by Environmental Regulators - See: EN-02	Originating	Official:	Disposition 12 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	127
			Remarks:	Selective retention by City of Calgary Archive
EN-13	EnviroSystem - Program Administration Superceded 2006 May by: CG-30 Corporate Program Administration			
EN-14-00	<u>Environmental Sites - General</u> Includes: Records regarding environmental sites of a general nature not specific to a tertiary in this secondary. Contains Personal Information	Calgary Fire Planning and Development	Official:	Permanent
			Copies:	Disposition 2 years after creation of record
			Citation:	135
			Remarks:	
EN-14-01	<u>Environmental Sites - Potential</u> Includes: Records regarding sites with potential environmental issues. Also includes screening activities done on behalf of the corporation. Contains Personal Information	Calgary Fire Planning and Development	Official:	Permanent
			Copies:	Disposition 2 years after creation of record
			Citation:	127, 135, 148
			Remarks:	Retention revised effective 2001 October, 2004 December, and 2008 May
EN-14-02	<u>Environmental Sites - Assessment</u> Includes: Records regarding environmental site assessments or investigations of sites such as historical reviews, sampling, and testing; drilling, groundwater monitoring, remediation, risk assessment and risk management information and plan. Also includes hazardous building materials assessment, site maintenance, legal review, due diligence, monitoring and disclosure of confidential information on land provided to The City by developers such as authorization from developers to release information. Contains Personal Information	Originating	Official:	Permanent
			Copies:	Disposition after obsolete or superceded
			Citation:	127, 135, 318, 319
			Remarks:	Retention revised effective 2019 December
EN-14-03	EnviroSystem - Management Plan Superceded 2005 November by: EN-14-02 Environmental Sites - Assessment			

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
EN-14-04	<u>Environmental Sites - Requests for Information</u> <i>Includes:</i> Records regarding requests from various sources, internal and external to review a particular property to see if there are any environmental issues, current or past, or for information regarding a known contaminated site. Contains Personal Information	Calgary Fire Planning and Development	Official:	Disposition 3 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	135
			Remarks:	
EN-14-05	EnviroSystem - Disclosure Information Superceded 2005 November by: EN-14-02 Environmental Sites - Assessment			
EN-15-00	<u>Graffiti Control - General</u> <i>Includes:</i> Records regarding graffiti control of a general nature not specific to a tertiary in this secondary.	Emergency Management & Community Safety	Official:	Disposition 5 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	
			Remarks:	
EN-15-01	<u>Graffiti Control - Program</u> <i>Includes:</i> Records regarding graffiti control programs and initiatives, such as abatement programs, program guidelines and objectives, program development and implementation.	Emergency Management & Community Safety	Official:	Disposition 1 year after obsolete or superceded
			Copies:	Disposition after obsolete or superceded
			Citation:	
			Remarks:	Selective retention by City of Calgary Archive
EN-15-02	<u>Graffiti Control - Background</u> <i>Includes:</i> Records regarding background and supporting information for graffiti control, such as graffiti incidence locations, required actions and general information such as graffiti articles, write-ups, and graffiti removal literature.	Emergency Management & Community Safety	Official:	Disposition 5 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	
			Remarks:	
EN-16-00	<u>Hazardous Materials Management - General</u> <i>Includes:</i> Records regarding hazardous materials management of a general nature not specific to a tertiary in this secondary.	Originating	Official:	Disposition 6 years after creation of record
			Copies:	Disposition 2 years after creation of record
			Citation:	
			Remarks:	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
EN-16-01	Hazardous Materials Management - Inspection <i>Includes:</i> Records regarding building inspections to ensure the safe storage of hazardous materials, such as Fire Prevention Bureau (FPB) database information, response guidelines, site maps and building diagrams. <i>Excludes:</i> Hazardous Material Spill, Response, Field Reports - See: EN-19 Contains Personal Information	Originating	Official:	Disposition 6 years after creation of record
			Copies:	Disposition 2 years after creation of record
			Citation:	76, 77, 78, 127, 135, 161, 172, 173, 174, 175, 176, 197, 236
			Remarks:	Selective retention by City of Calgary Archive
EN-16-02	Hazardous Materials Management - Pick-Up or Transportation <i>Includes:</i> Records regarding the response for pick up or for the transportation of hazardous materials, such as requisitions, manifest reports, applications, and electronic data.	Originating	Official:	Disposition 6 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	37, 76, 77, 78, 127, 161, 172, 173, 174, 175, 176, 213, 236
			Remarks:	Retention revised effective 2003 January
EN-16-03	Hazardous Materials Management - Disposal or Transportation <i>Includes:</i> Records regarding testing and analytical results to characterize waste stream, hazardous waste manifests and hazardous recyclable dockets.	Originating	Official:	Disposition 6 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	37, 76, 127, 161, 172, 173, 174, 175, 176, 213, 236
			Remarks:	New classification effective 2004 December
EN-17	Integrated Pest Management <i>Includes:</i> Records regarding the overall planning and management of pests within the city, including beavers, gophers, insects, disease, such as pest management plans, copies of integrated management, aerial photos, landowner information, copies of tenders, quotes, and spraying agreements. <i>Excludes:</i> Permits and Licences - Event and Operating - See: LE-17 Contains Personal Information	Parks and Open Spaces	Official:	Disposition 5 years after obsolete or superceded
			Copies:	Disposition after obsolete or superceded
			Citation:	127, 135, 164
			Remarks:	Selective retention by City of Calgary Archive
EN-18	Urban Forestry <i>Includes:</i> Records regarding management of The City's urban forest, such as tree inventory data, tree damage reports, records which can include watering, planting, fertilizing and pruning data, pest and disease data which can include treatment information, copies of urban forest business plans, specifications that include drawings and tree protection requirements and copies of line locates based on survey information.	Parks and Open Spaces	Official:	Disposition 100 years after event
			Copies:	Disposition 2 years after creation of record
			Event:	Tree is removed.
			Citation:	
			Remarks:	Selective retention by City of Calgary Archive
				Retention revised effective 2020 November

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
EN-19	Release Reporting Incidents <i>Includes:</i> Records regarding environmental incidents, such as toxic substance spills and spill response information and reports, gas emissions, sample collection, testing, reporting and incident description. Also includes spill reports, field and incident reports, Sites Information Management System (SIMS) data, site inspections, witness statements and investigation reports.	Originating	Official: Disposition 12 years after creation of record Copies: Disposition 2 years after creation of record Citation: 27, 76, 77, 78, 127, 148, 172, 173, 177, 236 Remarks: Selective retention by City of Calgary Archive	
EN-20	Rivers or Land - Erosion and Sediment Control <i>Includes:</i> Records regarding river and land erosion and sediment control, such as bank erosion and bank stabilization information, landslides, replacement soils, channel modifications and improvements and related studies and reports. Also includes land slope stability, hill slide prevention and rehabilitation and inspections.	Mobility Water Services	Official: Disposition 12 years after creation of record Copies: Disposition 2 years after creation of record Citation: 177, 178, 201 Remarks: Selective retention by City of Calgary Archive	
EN-21	Rivers - Flood Protection <i>Includes:</i> Records regarding the river system, such as flood plain management, river forecasting, flood protection and related studies and reports. Also includes flood damage reduction program.	Mobility Water Services	Official: Disposition 12 years after creation of record Copies: Disposition 2 years after creation of record Citation: 177, 178, 201 Remarks: Selective retention by City of Calgary Archive	
EN-22	Rivers - Flows and Water Levels <i>Includes:</i> Records regarding rivers and weir flows and water levels, such as daily charts of flows and levels and summary reports.	Water Services	Official: Permanent Copies: Disposition 1 year after creation of record Citation: 177, 178, 201 Remarks: Retention revised effective 2019 December	
EN-23	Rivers - River Water Quality <i>Includes:</i> Records regarding water quality in the Bow and Elbow rivers, such as water quality reports, effects of spring runoff, river pollution and information on river users.	Water Services	Official: Disposition 12 years after creation of record Copies: Disposition 2 years after creation of record Citation: 177 Remarks: Selective retention by City of Calgary Archive	
EN-24	Rivers - Urban Waterways <i>Includes:</i> Records regarding the protection, maintenance and rehabilitation of urban streams and creeks, such as habitat, drainage, creek cleaning and overflow issues.	Water Services	Official: Permanent Copies: Disposition 2 years after creation of record Citation: 177, 201 Remarks:	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
EN-25	Rivers - Watershed Management <i>Includes:</i> Records regarding watershed management, such as watershed planning, risk assessment, municipal river cooperation, watershed studies and reports, meetings, and recommendations. Also includes liaison with user groups.	Water Services	Official: Permanent Copies: Disposition 1 year after creation of record Citation: 177, 201 Remarks:	
EN-26	Storage Tanks <i>Includes:</i> Records regarding the acquisition, delivery, installation, issuance and use of storage tanks that contain liquid materials such as fuel, oil, and alum. Also includes management, inventory, remediation, removal and disposal of tanks such as: inspections, site plans, maintenance and repairs, investigations, fuel books, dipping summaries, usage records, invoices, leak detection tests, certified drawings, alterations, tank specifications, upgrading reports, operating permit and procedures, vendor information, Management of Underground Storage Tanks (MUST) program records, and fire code compliance data.	Originating	Official: Disposition 7 years after event Copies: Disposition 1 year after creation of record Event: Tank has been removed and remediation complete. Citation: 67, 127, 136, 137, 198 Remarks: Selective retention by City of Calgary Archive	
EN-26-00	Storage Tanks - General Consolidated 2009 November to: EN-26 Storage Tanks			
EN-26-01	Storage Tanks - Above Ground Consolidated 2009 November to: EN-26 Storage Tanks			
EN-26-02	Storage Tanks - Underground Consolidated 2009 November to: EN-26 Storage Tanks			
EN-27	Storms, Rainfalls <i>Includes:</i> Records regarding storms, rainfalls, and unusual weather events, such as storm runoff, damage caused by storms or rainfalls and river and creek flood stages. Contains Personal Information	Water Resources	Official: Disposition 10 years after creation of record Copies: Disposition 2 years after creation of record Citation: 135 Remarks:	
ES - EMERGENCY SERVICES				
Records regarding prevention of and response to emergencies and disasters				
ES-00	Emergency Services - General <i>Includes:</i> Records of a general emergency service nature not specific to a secondary in this primary.	Originating	Official: Disposition 2 years after creation of record Copies: Disposition 1 year after creation of record Citation: Remarks:	

Corporate Records Classification and Retention Schedule

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
ES-01-00	<u>911 - General</u> <i>Includes:</i> Records regarding 911 of a general nature not specific to a tertiary in this secondary. Contains Personal Information	Emergency Management & Community Safety	Official: Disposition 12 years after creation of record Copies: Disposition 1 year after creation of record Citation: 135 Remarks:	
ES-01-01	<u>911 - Data Stream</u> <i>Includes:</i> Records regarding the 911 data stream, such as weekly backups. Contains Personal Information	Emergency Management & Community Safety	Official: Disposition 12 years after creation of record Copies: Not permitted Citation: 135 Remarks:	
ES-01-02	<u>911 - Dispatch</u> <i>Includes:</i> Records regarding the Fire and Emergency Medical Services (EMS) dispatch systems, such as monthly backup tapes, audio tapes and dispatch status reports. <i>Excludes:</i> Court Cases - Litigation - See: LE-19 Contains Personal Information	Emergency Management & Community Safety	Official: Disposition 5 years after creation of record Copies: Disposition 2 years after creation of record Citation: 135 Remarks: Retention revised effective 2003 January	
ES-02	Air Ambulance Services - Program no longer provided at City of Calgary, Code obsoleted 2023 July			
ES-03	Air Medical - Program no longer provided at City of Calgary, Code obsoleted 2023 July			
ES-04	Cardiac Arrest <i>Superseded 2022 November by:</i> ES-14 Patient Care			
ES-05-00	<u>Computer Aided Dispatch (CAD) - General</u> <i>Includes:</i> Records regarding computer aided dispatch (CAD) of a general nature not specific to a tertiary in this secondary. Contains Personal Information	Emergency Management & Community Safety	Official: Disposition 5 years after creation of record Copies: Disposition 1 year after creation of record Citation: 135 Remarks:	
ES-05-01	Computer Aided Dispatch (CAD) - Analysis Database <i>Superseded 2022 November by:</i> CG-24-01 Quality Assurance - Operations and Processes			
ES-05-02	Computer Aided Dispatch (CAD) - Communications Checklist <i>Superseded 2022 November by:</i> IM-10-03 Systems Development - Maintenance and Support			
ES-05-03	Computer Aided Dispatch (CAD) - Response Reports and Statistics <i>Superseded 2022 November by:</i> CG-24-01 Quality Assurance - Operations and Processes			

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
ES-05-04	Computer Aided Dispatch (CAD) - Telus Reports Superseded 2022 November by: CG-24-01 Quality Assurance - Operations and Processes			
ES-05-05	Computer Aided Dispatch (CAD) - Operational Data Superseded 2022 November by: IM-10-03 Systems Development - Maintenance and Support			
ES-06	Emergency Services Preparedness and Planning <i>Includes:</i> Records regarding strategies, plans and procedures specific to advance planning for potential incidents and emergencies / disasters. Such as: The Municipal Emergency Plan (MEP), functional planning (debris management, rapid damage assessment, evacuee planning, Infectious Disease Management Plan, and incident specific planning such as mass casualty and flood plans). Also includes records related to business continuity planning and advanced recovery planning <i>Excludes:</i> Records related to Incident Response and Data - See: ES-15 Incident Response Records related to the Response and recover to emergencies / disasters - See: ES-16 Major Municipal Response and Recovery to Emergencies / Disasters Contains Personal Information	Originating	Official:	Disposition 5 years after obsolete or superseded
			Copies:	Disposition after obsolete or superseded
			Citation:	135, 225, 262, 1000
			Remarks:	
			Selective retention by City of Calgary Archive	
ES-07	Fire Deaths <i>Includes:</i> Records regarding the tracking of deaths due to fire, such as fire reports, occurrence reports, continuance reports, follow-up records, police reports and casualty reports. Contains Personal Information	Calgary Fire	Official:	Disposition 12 years after creation of record
			Copies:	Disposition 2 years after creation of record
			Citation:	135, 148
			Remarks:	
			Records destroyed at disposition without City of Calgary Archive review	
ES-08	Fire Incident Plotting <i>Includes:</i> Records regarding the spatial plotting of fire incidents, including all electronic data.	Calgary Fire	Official:	Disposition after obsolete or superseded
			Copies:	Disposition after obsolete or superseded
			Citation:	
			Remarks:	
			Electronic Records destroyed at disposition without City of Calgary Archive review Physical Records have selective retention by City of Calgary Archive	
ES-09	Fire Inspections and Rechecks <i>Includes:</i> Records regarding the inspection of buildings and sites to determine compliance with safety and fire codes, such as inspection forms	Calgary Fire	Official:	Disposition 12 years after creation of record
			Copies:	Disposition 2 years after creation of record
			Citation:	148

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
	and reports, deficiency reports and rechecks, duty officer reports, incident data, building blueprints and requirement reports. <i>Excludes:</i> New Building Permit Fire Inspections - See: LE-16		Remarks: Retention revised effective 2003 January	
ES-10	Fire Reports and Investigations Superceded 2022 November by: ES-15 Incident Response			
ES-11	Fire Response Mapping <i>Includes:</i> Records regarding the production and maintenance of fire response maps, such as Computer Aided Dispatch (CAD) and Mylar versions, condo, site and district maps, formatting information, road closure maps, street layout maps, hydrant maps, district profiles and site plans.	Calgary Fire	Official:	Disposition after obsolete or superceded
			Copies:	Disposition after obsolete or superceded
			Citation:	
			Remarks:	
ES-12	Juvenile Fire Setters <i>Includes:</i> Records regarding discussions held with suspected juvenile fire setters, such as requests for intervention, follow-up data, interview data, referral data, and parental authorizations for interviews. Contains Personal Information	Calgary Fire	Official:	Disposition 5 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	135
			Remarks:	
			Records destroyed at disposition without City of Calgary Archive review	
ES-13	Medical Facilities, Services - Program no longer provided at City of Calgary, Code obsoleted 2024 January			
ES-14	Patient Care <i>Includes:</i> Records regarding medical treatment offered to the public, which includes compliance records, patient data, monitoring data for cardiac arrest response, electrocardiograms (ECGs) and patient care reports. Contains Personal Information	Calgary Fire Emergency Management & Community Safety	Official:	Disposition 12 years after creation of record
			Copies:	Not permitted
			Citation:	135, 148
			Remarks:	
Records destroyed at disposition without City of Calgary Archive review				
ES-15	Incident Response <i>Includes:</i> Records regarding actions taken and business unit investigations in response to incidents such as: fires, accidents, rescues, transit incidents and City infrastructure damage or malfunction. Investigation records include: statements, photos, reports, approval for information releases, service	Originating	Official:	Disposition 12 years after creation of record
			Copies:	Disposition 2 years after creation of record
			Citation:	135, 148
			Remarks:	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
	<p>reports, scene examinations, sensor or alarm reports, incident loss inventories, response fee summaries, copies of court minutes and claim statements. Also includes incidents where a business unit's operations centre may be open, such as for the fire department responses, emergency responses and business continuity incidents involving the City's Emergency Operation Centre (EOC) and one or more Business Unit.</p> <p><i>Excludes:</i> Records related to the activation of Emergency Operations Centre (EOC) - See: ES-16 Major Municipal Response and Recovery to Emergencies or Disasters</p> <p>Contains Personal Information</p>			
ES-16	<p>Major Municipal Response and Recovery to Emergencies or Disasters</p> <p><i>Includes:</i> Records regarding actions taken in response and recovery to an emergency or disaster such as a flood, tornado, power outage, technology failure, pandemic or infectious disease, reputation issue. These could be large scale in nature. The Municipal Emergency Plan (MEP) may be activated and a State of Local Emergency (SOLE) may be declared to support the coordinated response to the emergency or disaster. Includes: strategies, plans, vulnerability assessments, maps, correspondence, communications, presentations, bulletins, statistics, information collected, logistics or supply, finance and administration and safety documentation.</p> <p><i>Excludes:</i> Environmental Contravention Reports - See: EN-04-03 Environmental - Regulatory Reporting - Water Treatment</p> <p>Records of Injury or Illness - See: LE-12 Incidents, Accidents - Reporting</p> <p>Records regarding small scale emergencies - See: ES-15 Incident Response</p> <p>Contains Personal Information</p>	Originating	<p>Official: Disposition 25 years after creation of record</p> <p>Copies: Disposition 1 year after creation of record</p> <p>Citation: 135, 148, 186, 225, 262, 1000</p> <p>Remarks:</p> <p>Selective retention by City of Calgary Archive</p> <p>New classification effective 2013 November</p>	
ES-17	<p>Disaster Assessment Inspections</p> <p><i>Includes:</i> Records regarding the inspection of buildings and sites to determine permission and / or conditions for occupancy following a disaster. Includes: investigation of structural components, electrical systems, heating ventilation and air conditioning (HVAC) systems, propane and natural gas lines and appliances.</p> <p>Contains Personal Information</p>	Planning and Development	<p>Official: Disposition 12 years after creation of record</p> <p>Copies: Disposition 2 years after creation of record</p> <p>Citation:</p> <p>Remarks:</p> <p>Selective retention by City of Calgary Archive</p> <p>New classification effective 2013 November</p>	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
FA - FINANCE AND ACCOUNTING				
Records regarding financial management, treasury, and taxes				
FA-00	Finance and Accounting - General <i>Includes:</i> Records of a general financial or accounting nature not specific to a secondary in this primary.	Originating	Official:	Disposition 2 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	
			Remarks:	
FA-01	Accounts Payable <i>Includes:</i> Records regarding payment of accounts for expense accounts, procurement cards and credit cards. t Records include: payment card holder data, cardlock fuel cards, completed x168 business travel car allowance and x76 expense forms; expense reports, such as invoices and related support records; vouchers, receipts, cheque requisitions, account statements, ledger printouts and billing adjustments. <i>Excludes:</i> Flat Fee Car Allowance Applications - See: HR-15-00 Contains Personal Information	Originating	Official:	Disposition 7 years after creation of record
			Copies:	Disposition 2 years after creation of record
			Citation:	7, 19, 23, 25, 26, 37, 135, 152, 155
			Remarks:	
			Records destroyed at disposition without City of Calgary Archive review	
FA-02	Accounts Receivable <i>Includes:</i> Records regarding the cash processing (collection, counting, tracking and deposit) of accounts receivable for all revenue generating activities, such as invoices and related backup, cash receipts, summaries and reports, daily deposits or cash reports, cash-in-lieu records, daily cheque log and receipts and payment card holder data. Also includes account change information, direct billing reports, billing edit register, returned cheque records, reconciliation, counting tapes, tracking of contents of safes, and copies of Loomis or Brinks deposit slips. <i>Excludes:</i> Customer / Client Files - Public Services - See: PS-03 or PS-06 Security Deposits / Refunds - See: FA-31 Contains Personal Information	Originating	Official:	Disposition 7 years after creation of record
			Copies:	Disposition 2 years after creation of record
			Citation:	19, 23, 25, 26, 135, 152, 155
			Remarks:	
			Records destroyed at disposition without City of Calgary Archive review	
			Retention revised effective 2003 January	
FA-03	Administered Funds <i>Includes:</i> Records regarding funds, including but not limited to trust funds, Plus 15 funds, community reserve program, downtown improvement funds, Plus 15 deposit accounts, public art fund etc., administered by The City, such as financial status reports, fund deposits and reconciliations.	Finance Planning and Development	Official:	Disposition 7 years after creation of record
			Copies:	Disposition 2 years after creation of record
			Citation:	19, 23, 25, 26, 135, 152
			Remarks:	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition
	Contains Personal Information		Selective retention by City of Calgary Archive
FA-04	Assessed Properties - Equalization Superceded 2001 October by: AS-02 Equalization Assessment		
FA-05	Assessed Properties - Supporting Data Superceded 2001 October by: AS-01 Assessment Roll Administration; AS-03 Mass Appraisal; AS-04 Profiles and Property Use; AS-05 Property and Business Assessment: 01 - Communications; 02 - Property Information; 03 - Requested Information; 06 - Defense of Assessment		
FA-06	Assessed Properties - Surveys and Sales Verification Superceded 2001 October by: AS-05-04 Property and Business Assessment - Sales and Appraisal Monitoring		
FA-07	Assessed Properties - Valuations and Exemptions Superceded 2001 October by: AS-05-05 Property and Business Assessment - Tax Status or Exemptions		
FA-08	Assessed Properties - Information Release Authorization Superceded 2001 October by: AS-05-01 Property and Business Assessment - Communication		
FA-09	Assessment Notices Superceded 2001 October by: AS-05-01 Property and Business Assessment - Communication		
FA-10	Property Ownership Changes <i>Includes:</i> Records and reports regarding property ownership information such as Individual School Support notice, mailing address changes, legal name changes, spelling corrections and name order changes. Contains Personal Information	Assessment and Tax	Official: Disposition 7 years after creation of record
			Copies: Disposition 1 year after creation of record
			Citation: 135, 340, 341, 342, 347, 349, 350, 351, 352, 354
			Remarks: Records destroyed at disposition without City of Calgary Archive review
FA-11	Asset Management <i>Includes:</i> Records regarding the management of assets including furniture, equipment, tools, computers, artifacts, artwork, Public Art Collection, Civic Art Collection, gifts, transit tickets and pass inventory, such as lists, locations, and values.	Originating	Official: Disposition 5 years after obsolete or superceded
			Copies: Disposition 1 year after obsolete or superceded
			Citation:
			Remarks:
FA-12	Banking and Cash Flow Management <i>Includes:</i> Records regarding banking matters with The City and cash flow management. Records include: records on cash flow analysis, cash flow depreciation, royalties, cheque control registers, deposits, stop payments, bank transfers and bank requests; bank statements, reconciliations, new accounts, voided cheques, Non Sufficient Funds (NSF) cheques and blank cheques. <i>Excludes:</i> Signing Authority - See: FA-33 Contains Personal Information	Finance	Official: Disposition 7 years after creation of record
			Copies: Disposition 2 years after creation of record
			Citation: 19, 23, 25, 26, 135, 152, 155
			Remarks: Records destroyed at disposition without City of Calgary Archive review

Corporate Records Classification and Retention Schedule

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
FA-13	Borrowing, Debt Management <i>Includes:</i> Records regarding borrowing and the management of City debt such as debt pay down, debt liability, schedule of continuity, interest / debt outstanding, etc. Also includes interest rate information such as interest rate forecasts, rates, and schedules	Finance	Official: Disposition 7 years after creation of record Copies: Disposition 2 years after creation of record Citation: 152 Remarks:	
FA-14-00	<u>Budgets - General</u> <i>Includes:</i> Records regarding budgets of a general nature not specific to a tertiary in this secondary.	Chief Financial Officer's Department	Official: Disposition 7 years after creation of record Copies: Disposition 2 years after creation of record Citation: Remarks:	
FA-14-01	<u>Budgets - Consolidated Budget</u> <i>Includes:</i> Records regarding the multi-year business plan and budget coordination book (BPBC), operating and capital budgets, consolidated and detailed Department, Business Unit budgets for all Dept IDs/responsibility centres. Also includes accompanying multi-year budget summary and analysis.	Chief Financial Officer's Department	Official: Permanent Copies: Disposition 2 years after creation of record Citation: Remarks: Retention revised effective 2004 December	
FA-14-02	Budgets - Budget Reporting Superceded 2024 January by: FA-14-03 Budgets - Department or Business Unit Budget and Reporting			
FA-14-03	<u>Budgets - Department or Business Unit Budget and Reporting</u> <i>Includes:</i> Records regarding Department or Business Unit budgets and budget reporting. Records include: budget working papers or worksheets and their changes, project budget summaries, completed capital reconciliation budget forms, usage allocation analyses, work order analyses, variance reports, capital status reports, reserve reports, asset aging reports, indirect charges data, revenue and expenditure statements; disposal and penalty reports, copies of Statistics Canada surveys, revised operating budgets, budget reviews, executive summaries, multi-year budget forecasts, special or ad hoc reports about the budget and budget presentations. <i>Excludes:</i> Budget Procedure Manuals - See: CG-22 Annual Reports - Corporate and Business Unit - See: CG-03	Originating	Official: Disposition 7 years after creation of record Copies: Disposition 2 years after creation of record Citation: Remarks: Selective retention by City of Calgary Archive	
FA-14-04	Budgets - Capital Superceded 2024 January by: FA-15-00 Capital Projects Budgets			

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
FA-15-00	<u>Capital Projects Budgets</u> <i>Includes:</i> Records regarding capital budgets and their projects. Records include: final support records for preparation of capital budgets, multi-year plans and their approvals.	Originating	Official:	Disposition 7 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	19, 23, 25, 26, 152, 155
			Remarks:	
FA-15-01	<u>Capital Projects - Financing</u> <i>Includes:</i> Records regarding the financing or refinancing of capital projects at The City, such as appropriations, status reports, capital expenditures, forecasts, reconciliations, and recommendations. <i>Excludes:</i> Capital Projects Budgets - See: FA-15-00	Finance	Official:	Permanent
			Copies:	Disposition after event
			Event:	Completion of Capital Project.
			Citation:	19, 23, 25, 26, 152, 155
FA-15-02	<u>Capital Projects - Accounting</u> <i>Includes:</i> Records regarding the management, control and reconciliation of capital project finances, such as project authority, balance sheets, lead sheets, cost summaries, consultants reports, progress certificates, copies of purchase orders and contracts, tenders, payment certificates, annual reports documenting project costs, and commitment records.	Originating	Official:	Disposition 7 years after event
			Copies:	Disposition 1 year after creation of record
			Event:	Completion of Capital Project.
			Citation:	7, 19, 23, 25, 26, 37, 152, 155
FA-15-03	<u>Capital Projects - Planning</u> <i>Includes:</i> Records regarding the identification of and planning for capital projects, such as priority lists, studies and analysis, cost estimates, consultants reports and design drafts.	Originating	Official:	Permanent
			Copies:	Disposition 1 year after creation of record
			Citation:	
			Remarks:	
FA-16	<u>Capital, Fixed Assets</u> <i>Includes:</i> Records regarding the management of The City's capital assets, such as fixed asset reports, surplus reports, balance sheets, depreciation fleet and vehicle reports or summaries, disposal and penalty records, furniture and fixtures reports, summaries, work orders and intercorporate transfers. Also includes accumulated depreciation continuity schedules, annual building costs, investment income allocations, schedule of accounts payable, asset status reports, Calgary billing interface report, on-line adjustment or transfer journal and supplement.	Originating	Official:	Disposition 7 years after event
			Copies:	Disposition 2 years after creation of record
			Event:	Asset no longer exists or is no longer owned by The City.
			Citation:	25, 26, 27, 152, 155
			Remarks:	
			Retention revised effective 2003 January	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition		
FA-17	Cash Flow Management Superseded 2024 January by: FA-12 Banking and Cash Flow Management				
FA-18	Credit Rating <i>Includes:</i> Records regarding The City's credit rating, such as credit reviews, ratings, presentations, economic overviews, correspondence, etc. <i>Excludes:</i> Client, Tenant or Customer Credit Ratings - Public Services - See: PS-03 or PS-06	Finance	Official:	Disposition 7 years after obsolete or superseded	
			Copies:	Disposition 1 year after creation of record	
			Citation:		
			Remarks:		
FA-19	Debt Collection <i>Includes:</i> Records regarding the collection of outstanding account balances, such as accounts receivable aging, arrears reports and write-offs. <i>Excludes:</i> Client, Tenant or Customer Credit Ratings - Public Services - See: PS-06 Contains Personal Information	Finance	Official:	Disposition 7 years after event	
		Law	Copies:	Disposition 2 years after creation of record	
			Event:	Collection or write-off of debt.	
			Citation:	19, 23, 25, 26, 135, 152, 155	
		Remarks:			
		Records destroyed at disposition without City of Calgary Archive review			
		FA-20	Financial, Economic Planning and Analysis <i>Includes:</i> Records regarding financial, economic planning and analysis of various financial issues facing The City, such as revenue analysis, fare evasion studies, tax (Goods and Services Tax (GST) or Federal Services Tax (FST)) planning and analysis and related correspondence. <i>Excludes:</i> Annual / Strategic Plans - See: CG-14	Originating	Official:
Copies:	Disposition 2 years after creation of record				
Citation:					
Remarks:					
Selective retention by City of Calgary Archive					
FA-21-01	<u>Financial Statements - Final Statements</u> <i>Includes:</i> Records regarding the final year-end financial statements and final statements. <i>Excludes:</i> Financial Statement Detail - See: FA-21-02 Annual Reports - See: CG-03 External Financial Statements - See Appropriate Subject	Calgary Housing	Official:	Permanent	
		Finance	Copies:	Disposition 4 years after creation of record	
			Citation:	19, 23, 25, 26, 152, 155	
			Remarks:		
		New classification effective 2003 January			
		Retention revised effective 2004 December			
FA-21-02	<u>Financial Statements - Drafts and Working Papers</u> <i>Includes:</i> Records regarding drafts of mid-year and year-end financial statements, statements of equity, statement of changes, balance sheets, records of expenditure, such as working papers, backup documents and related correspondence.	Calgary Housing	Official:	Disposition 5 years after creation of record	
		Finance	Copies:	Disposition 4 years after creation of record	
			Citation:	19, 23, 25, 26, 152, 155	
			Remarks:		

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
	Excludes: Annual Reports - See: CG-03 Final Financial Statements - See: FA-21-01 External Financial Statements - See Appropriate Subject		Records destroyed at disposition without City of Calgary Archive review New classification effective 2003 January	
FA-22	Corporate Filings <i>Includes:</i> Records regarding Provincial and Federal Government statutory financial reporting filed on behalf of The City.	Calgary Housing Finance	Official:	Disposition 7 years after creation of record
			Copies:	Disposition 2 years after creation of record
			Citation:	
			Remarks:	
			Records destroyed at disposition without City of Calgary Archive review	
FA-23-00	<u>Grants and Funding - By The City - Subsidies for Businesses, Institutions or Community Groups</u> <i>Includes:</i> Records regarding grants and funding provided to businesses, educational institutions or community groups who are economically disadvantaged or needing temporary financial assistance for business continuity, in hosting, organizing, or attending events or upgrading and equipping facilities or for educational purposes. Records include: applications, municipal opinions, approvals, and related correspondence. Contains Personal Information	Originating	Official:	Disposition 7 years after event
			Copies:	Disposition 2 years after creation of record
			Event:	Expiration of funding contract, application denied, or grant received.
			Citation:	135
			Remarks:	
			Selective retention by City of Calgary Archive Retention revised effective 2003 January, 2004 December, 2021 November, and 2024 January	
FA-23-01	Grants and Funding - By The City - Audits Superceded 2018 November by: FA-23-03 Grants and Funding - By The City - Social Programs			
FA-23-02	Grants and Funding - By The City - Scholarships Superceded 2024 January by: FA-23-00 Grants and Funding - By The City - Subsidies for Businesses, Institutions or Community Groups			
FA-23-03	<u>Grants and Funding - By The City - Social Programs</u> <i>Includes:</i> Records regarding agencies who receive funding by The City in order to provide social programs, including but not limited to Family and Community Support Services, (FCSS). Records include agency and contractor background information (certificates of incorporation, bylaws, insurance records, Board of Directors data, agency staff lists, qualification information, salary data), applications for funding, and follow-up information	Calgary Housing Community Strategies Partnerships People,	Official:	Disposition 7 years after event
			Copies:	Disposition 2 years after creation of record
			Event:	Agency not receiving funding.
			Citation:	135
			Remarks:	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition
	<p>such as contact notes, agency annual reports, financial statements, records of honoraria for third party facilitators, program evaluation data and renewal or recommendation records.</p> <p>Excludes: FA-01 Accounts Payable - See: LE-07 Contracts and Agreements - Funding by The City</p> <p>Contains Personal Information</p>	Innovation and Collaboration	<p>Selective retention by City of Calgary Archive</p> <p>Note: Any of the following meets the retention event of the agency not receiving funding: expired, denied or suspended contract not completed and no new contract issues, application abandoned or withdrawn</p> <p>Retention revised effective 2003 January</p>
FA-23-04	Grants and Funding - By The City - Payments and Advances Superseded 2018 November by: FA-23-03 Grants and Funding - By The City - Social Programs		
FA-23-05	<p><u>Grants and Funding - By The City - Compliance Programs</u></p> <p><i>Includes:</i> Records regarding grants provided to residents and property owners in order to promote participation in initiatives or compliance with bylaws including secondary suite development program. Includes applications, agreements, inspections, amendments photos and waivers, approvals, and related correspondence.</p> <p>Contains Personal Information</p>	Planning and Development	<p>Official: Disposition 15 years after creation of record</p> <p>Copies: Disposition 2 years after creation of record</p> <p>Citation: 135, 148</p> <p>Remarks:</p> <p>Selective retention by City of Calgary Archive</p> <p>New Classification effective 2013 November</p>
FA-24-00	<p><u>Grants and Funding - To The City - General</u></p> <p><i>Includes:</i> Records regarding grants made to The City such as grants in lieu of amounts owing, Provincial and Federal Grant Program administration and monitoring, such as Residential Rehabilitation Assistance Program (RRAP), National Infrastructure Program (NIP), Infrastructure Canada - Alberta Program (ICAP) applications, etc.</p> <p>Contains Personal Information</p>	Originating	<p>Official: Disposition 5 years after event</p> <p>Copies: Disposition 2 years after creation of record</p> <p>Event: Expiration of funding contract.</p> <p>Citation: 19, 23, 25, 26, 135, 152, 155</p> <p>Remarks:</p> <p>Retention revised effective 2003 January</p>
FA-24-01	<p><u>Grants and Funding - To The City - Reporting</u></p> <p><i>Includes:</i> Records regarding contractual reporting requirements, such monthly or annual reports, and financial records for programs which the City has received approved grants such as for Family and Community Social Support Services program, Youth Employment Centre, Infrastructure Canada - Alberta Program (ICAP) applications and financial statements.</p>	<p>Community Strategies</p> <p>Partnerships</p> <p>Planning and Development</p> <p>Recreation and Social Programs</p>	<p>Official: Permanent</p> <p>Copies: Disposition 1 year after creation of record</p> <p>Citation: 148, 1008, 1009</p> <p>Remarks:</p> <p>Business event = Expiration of funding contract</p> <p>Retention revised effective 2003 January</p>
FA-24-02	<p><u>Grants and Funding - To The City - Claims</u></p> <p><i>Includes:</i> Records regarding claims made by The City against funds granted, such as total claims, spreadsheets / calculations, supporting documentation, information on participating clients, subsidy data, cost allocations, cost listings, expenditure records, Infrastructure Canada -</p>	<p>Community Strategies</p> <p>Planning and Development</p>	<p>Official: Disposition 7 years after creation of record</p> <p>Copies: Disposition 2 years after creation of record</p> <p>Citation: 19, 23, 25, 26, 135, 152, 155</p> <p>Remarks:</p>

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
	Alberta Program (ICAP) applications and reporting requirements. Also includes claims made against special project funding such as Out of School Care (OOSC), Youth Partners, Youth Employment Centre, and Youth Desk. Contains Personal Information			
FA-24-03	Grants and Funding - To The City - Audits <i>Includes:</i> Records regarding audits, including Infrastructure Canada - Alberta Program (ICAP) applications, conducted on City records by grant and funding agency or governments. <i>Excludes:</i> Funded Agency Audits - See: FA-23 Tax Audits - See: FA-35	Community Strategies Partnerships Planning and Development	Official:	Disposition 7 years after event
			Copies:	Disposition 1 year after creation of record
			Event:	Funding / grant program complete.
			Citation:	1009
			Remarks:	
			Retention revised effective 2003 January	
FA-24-04	Grants and Funding - To The City - Declined <i>Includes:</i> Records regarding grant submissions that were not approved, such as copies of application, submission and background data, rejection or notification information. Contains Personal Information	Originating	Official:	Disposition 3 years after event
			Copies:	Disposition after event
			Event:	Rejection of grant application.
			Citation:	19, 23, 25, 26, 135, 152, 155
			Remarks:	
FA-25	Intercompany Transfers and Chargebacks Superseded 2010 November by: FA-27 Journal Entries			
FA-26	Investments <i>Includes:</i> Records regarding investments made by The City, such as investment portfolios, pooling, adjustments, management status reports, performance reports, investment tickets, etc.	Finance	Official:	Disposition 7 years after creation of record
			Copies:	Disposition 2 years after creation of record
			Citation:	19, 23, 25, 26, 152, 155
			Remarks:	
			Records destroyed at disposition without City of Calgary Archive review	
FA-27	Journal Entries <i>Includes:</i> Records regarding the maintenance of financial journals, such as back up documentation, vouchers, error corrections and adjustment transfers.	Originating	Official:	Disposition 7 years after creation of record
			Copies:	Disposition 2 years after creation of record
			Citation:	19, 23, 25, 26, 152, 155
			Remarks:	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
FA-28	Petty Cash <i>Includes:</i> Records regarding the management of petty cash, such as requests for cash, receipts, lists of expenditures and requests for cash reimbursement. Contains Personal Information	Originating	Official:	Disposition 7 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	19, 23, 25, 26, 152, 155
			Remarks:	Records destroyed at disposition without City of Calgary Archive review
FA-29-00	<u>Purchasing - General</u> <i>Includes:</i> Records regarding purchasing of a general nature not specific to a tertiary in this secondary.	Calgary Housing Supply	Official:	Disposition 7 years after creation of record
			Copies:	Disposition 2 years after creation of record
			Citation:	25, 26, 152, 155
			Remarks:	
FA-29-01	<u>Purchasing - Contractors and Vendors - Performance, Complaints</u> <i>Includes:</i> Records regarding performance of vendors and contractors in the provision of goods and services purchased by The City, such as expedite / discrepancy reports, letters of complaint, evaluation ratings and related correspondence. Contains Personal Information	Audit Resource Management Calgary Housing Supply	Official:	Disposition 5 years after event
			Copies:	Disposition 2 years after creation of record
			Event:	Vendor no longer supplying City with goods or services.
			Citation:	135
FA-29-02	<u>Purchasing - Contractors, Vendors - Pre-Qualification</u> <i>Includes:</i> Records regarding contractors and vendors that provide goods and services to The City, such as pre-qualification forms, presentations, resumes, projects completed or references, pricing structures, banking or financial status data, interview and evaluation summary sheets. Also includes Workers' Compensation Board (WCB) clearance, insurance, and copies of safety certifications, contact names, telephone numbers, development of consulting guidelines, copies of purchase orders and executive Approvals of Appointment, cross connection tester and testing equipment accreditation records. Contains Personal Information	Calgary Housing Facility Management Supply	Official:	Disposition after obsolete or superceded
			Copies:	Disposition after obsolete or superceded
			Citation:	135
			Remarks:	
FA-29-03	<u>Purchasing - Products and Services (Vendors, Suppliers, Consultants)</u> <i>Includes:</i> Records regarding products and services, including specification manuals, supplier catalogues, magazines, pamphlets, brochures, clothing specifications, current pricing data, samples, and related correspondence.	Originating	Official:	Disposition after obsolete or superceded
			Copies:	Disposition after obsolete or superceded
			Citation:	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
			Remarks:	
FA-29-04	<u>Purchasing - Purchase Orders and Requisitions</u> <i>Includes:</i> Records regarding the purchase of goods and services, such as original requisitions, general purchase orders, field purchase orders, inventory purchase orders, contract purchase orders, small printing purchase orders, price quotes, copies of specifications, evaluations and cost savings reports.	Calgary Housing Supply	Official: Disposition 7 years after creation of record Copies: Disposition 2 years after creation of record Citation: 7, 25, 26, 37, 152, 155	
			Remarks:	
FA-29-05	<u>Purchasing - Tenders, Quotes and Proposals</u> <i>Includes:</i> Records regarding submitted tenders, quotes, proposals, fixed price, negotiated contracts, design or build, construction management, such as specifications or requirements and special conditions. Also includes correspondence that forms a contract, bidder lists, vendor responses, addendum, tender summaries and approvals, letters of award or extension of contract, copies of purchase orders, requisitions, lists of deposits, price change data, tender proposal and cancellation correspondence and records. <i>Excludes:</i> Legal Agreements - See: LE-09 Contains Personal Information	Audit Resource Management Calgary Housing Calgary Transit Fleet and Inventory Supply Waste and Recycling	Official: Disposition 12 years after event Copies: Disposition 2 years after creation of record Event: Completion of contract or proposal unsuccessful. Citation: 7, 19, 23, 25, 26, 37, 135, 152, 155	
			Remarks:	
			Records destroyed at disposition without City of Calgary Archive review	
			Retention revised effective 2019 December	
FA-29-06	<u>Purchasing - Request for Information (RFI), Expression of Interest (EOI)</u> <i>Includes:</i> Records regarding Request for Information (RFI) and Expression of Interest (EOI), such as specifications, special conditions, vendor responses, price detail sheets, bidders' lists, addendum, tender summaries and approvals and related correspondence. <i>Excludes:</i> If a Contract Results - Purchasing - Tenders, Quotes and Proposals - See: FA-29-05 Contains Personal Information	Calgary Housing Supply	Official: Disposition 3 years after creation of record Copies: Disposition 1 year after creation of record Citation: 135	
			Remarks:	
FA-29-07	<u>Purchasing - Tender Planning</u> <i>Includes:</i> Records regarding development of tenders, quotes, proposals, and fixed price agreements such as specifications or requirements, evaluation sheets, unit detail printouts, related vendor correspondence and special conditions. Also includes tender extensions, price change data and copies of bid documentation. Contains Personal Information	Originating	Official: Disposition after event Copies: Disposition 1 year after creation of record Event: Until goods or services purchased via the tender are replaced. Citation:	
			Remarks:	
			New classification effective 2006 May	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
FA-30	Rates and Pricing by The City <i>Includes:</i> Records regarding the setting of rates and prices to be charged for City services and commodities including but not limited to tickets, passes, licences, permits, utility services, data or reports, publications, market rents and internal overhead. <i>Excludes:</i> Internal Chargeback Rates - Intercorporate Transfers and Chargebacks (ICTs) - See: FA-27	Originating	Official: Disposition 7 years after obsolete or superceded Copies: Disposition after obsolete or superceded Citation: Remarks:	Disposition 7 years after obsolete or superceded Disposition after obsolete or superceded Selective retention by City of Calgary Archive Retention revised effective 2003 January
FA-31-00	Refunds, Deposits - General <i>Includes:</i> Records regarding refunds and deposits by The City, such as security deposit registers, statements, permit refunds, requests, acceptance or refusals, Transit ticket or change machine refunds, etc. Also includes registration fee refunds, receipts, and summaries in City programs. Contains Personal Information	Originating	Official: Disposition 7 years after creation of record Copies: Disposition 2 years after creation of record Citation: 19, 23, 25, 26, 135, 152, 155 Remarks:	Disposition 7 years after creation of record Disposition 2 years after creation of record 19, 23, 25, 26, 135, 152, 155
FA-31-01	Refunds, Deposits - Developers <i>Includes:</i> Records regarding financial security arrangements made by developers in accordance with development agreements or permits, such as bonds, letters of guarantee, letter of credit, deposits, audits, and refunds. Also includes cash bonding balances and statements and calculation of outstanding developer payments. Contains Personal Information	Planning and Development	Official: Disposition 7 years after event Copies: Disposition 2 years after creation of record Event: Termination of development agreement and issuance of final acceptance certificate (FAC) Citation: 19, 23, 25, 26, 135, 152, 155 Remarks:	Disposition 7 years after event Disposition 2 years after creation of record Termination of development agreement and issuance of final acceptance certificate (FAC) 19, 23, 25, 26, 135, 152, 155
FA-31-02	Refunds, Deposits - Property and Business Tax Consolidated 2014 November to: FA-37-04 Taxes (Paid to The City) - All Posted Transactions			
FA-32	Reserve Funds <i>Includes:</i> Records regarding reserve funds, such as reserve and replacement reserves. <i>Excludes:</i> Investment of Funds - See: FA-26	Calgary Housing Finance	Official: Disposition 7 years after creation of record Copies: Disposition 2 years after creation of record Citation: 19, 23, 25, 26, 152, 155 Remarks:	Disposition 7 years after creation of record Disposition 2 years after creation of record 19, 23, 25, 26, 152, 155 Records destroyed at disposition without City of Calgary Archive review
FA-33	Signing Authorities <i>Includes:</i> Records regarding staff signing authorities and supplier banking deposit authorization information for Finance such as printout of signature sheets, Department ID signature cards, contract forms, charges audit report, deleted employee information, blanket tender order sheet and copies of	Originating	Official: Disposition 7 years after obsolete or superceded Copies: Disposition after obsolete or superceded Citation: 135 Remarks:	Disposition 7 years after obsolete or superceded Disposition after obsolete or superceded 135

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
	changes made, as well as corporate credit card business cases. <i>Excludes:</i> Delegation of Authority Documents - See: CG-29 Contains Personal Information			
FA-34-00	<u>Stock Management - General</u> <i>Includes:</i> Records regarding the management of stock and materials, such as material service requisitions, transfer pick list, back orders, copies of customs invoices and packing information, inspection, and releases. <i>Excludes:</i> Capital Assets - See: FA-16	Originating	Official:	Disposition 5 years after obsolete or superceded
			Copies:	Disposition 1 year after creation of record
			Citation:	19, 23, 25, 26, 152, 155
			Remarks:	
FA-34-01	<u>Stock Management - Inventory Control - Firearms</u> <i>Includes:</i> Records regarding the control of firearms, such as gun registration certificates and issues, return and disposition records. Contains Personal Information	Emergency Management & Community Safety	Official:	Disposition 1 year after event
			Copies:	Disposition 2 years after creation of record
			Event:	Gun sold or destroyed
			Citation:	135
FA-34-02	<u>Stock Management - Auction, Sale - Surplus and Scrap Materials</u> <i>Includes:</i> Records regarding the declaration, collection, sale, and auction of surplus and scrap materials and found property, such as surplus or salvage declaration and movement records, sales releases or approvals and distribution lists. Also includes copies of scrap haul tickets, outside agency sales slips, cost savings reports, year-end summaries, and building demolition and site clean-up records. <i>Excludes:</i> Contracts and Agreements - See: LE-09 Advertising - See: MP-18	Calgary Housing Fleet and Inventory Supply	Official:	Disposition 7 years after creation of record
			Copies:	Disposition 2 years after creation of record
			Citation:	19, 23, 25, 26, 152, 154, 155
			Remarks:	
FA-34-03	<u>Stock Management - Inventory Control</u> <i>Includes:</i> Records regarding the monitoring, analysis, forecasting, optimization and tracking of inventories in warehouses, forms and fuels, construction or plant or laboratory materials, in conjunction with user Business Units, such as forecasted vendor orders, inventory balances,	Originating	Official:	Disposition 1 year after obsolete or superceded
			Copies:	Disposition after obsolete or superceded
			Citation:	
			Remarks:	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
	<p>corrections and updates, stock and turnover reports or data, counts and usage information. Also includes approval histories, sales releases to other municipalities and repair lists and receipts, laboratory inventory for equipment and chemicals.</p> <p><i>Excludes:</i> Requisitions and Purchase Orders - See: FA-29</p> <p>Asset Management - See: FA-11</p>			
FA-35	<p>Tax Audits</p> <p><i>Includes:</i> Records regarding tax audits of Federal Services Tax or Goods and Services Tax (FST or GST) conducted by the Federal Government, other external auditors and internal auditors, such as working papers, audit reports and post-audit correspondence.</p>	Calgary Housing Finance	<p>Official: Disposition 7 years after event</p> <p>Copies: Disposition 3 years after creation of record</p> <p>Event: Audit completed.</p> <p>Citation: 7, 19, 23, 25, 26, 37, 152, 155</p> <p>Remarks:</p> <p>Retention revised effective 2005 November</p>	
FA-36-00	<p><u>Taxes (Paid by The City) - General</u></p> <p><i>Includes:</i> Records regarding corporate property and goods and services taxes paid by The City, such as notices, tax returns, assessments, receipts, details, and related correspondence.</p>	Finance	<p>Official: Disposition 7 years after creation of record</p> <p>Copies: Disposition 2 years after creation of record</p> <p>Citation: 7, 19, 23, 25, 26, 37, 152, 155</p> <p>Remarks:</p>	
FA-36-01	<p><u>Taxes (Paid by The City) - Customs and Postal Imports and Taxes</u></p> <p><i>Includes:</i> Records regarding the taxation of imported goods through customs and the mail, such as invoices or notices from customs brokers, customs entry forms, foreign shipment and customs clearance letters, postal import documents, credit card statements and related correspondence.</p>	Calgary Housing Finance	<p>Official: Disposition 7 years after creation of record</p> <p>Copies: Disposition 2 years after creation of record</p> <p>Citation: 7, 19, 23, 25, 26, 37, 152, 155</p> <p>Remarks:</p>	
FA-36-02	<p><u>Taxes (Paid by The City) - Rebates - Fuel Excise Tax and Customs Duties</u></p> <p><i>Includes:</i> Records regarding refunds or rebates of taxes paid by The City for imports, farm operations, water treatment and off-road vehicles, such as applications, tax invoices, consumption rates, working papers or calculations, correspondence, copy of cheques and redistributed information.</p>	Calgary Housing Finance	<p>Official: Disposition 7 years after creation of record</p> <p>Copies: Disposition 2 years after creation of record</p> <p>Citation: 7, 19, 23, 25, 26, 37, 136, 137, 152, 155</p> <p>Remarks:</p>	
FA-37-00	<p><u>Taxes (Paid to The City) - General</u></p> <p><i>Includes:</i> Records regarding taxes paid to The City of a general nature not specific to a tertiary in this secondary.</p>	Assessment and Tax	<p>Official: Disposition 7 years after creation of record</p> <p>Copies: Disposition 1 year after creation of record</p> <p>Citation:</p>	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
			Remarks:	
			Records destroyed at disposition without City of Calgary Archive review	
FA-37-01	<u>Taxes (Paid to The City) - Pre-Authorized Tax Installment Payment Plans</u> <i>Includes:</i> Records regarding the property Tax Installment Payment Plan (TIPP) and the Business Tax Installment Payment Plan (BTIPP) paid to the City, such as TIPP and BTIPP agreements, void cheques, and changes to TIPP and BTIPP. Contains Personal Information	Assessment and Tax	Official:	Disposition 75 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	81, 82, 135
			Remarks:	
			Official Records destroyed at disposition without City of Calgary Archive review	
			Retention revised effective 2014 November and 2019 December	
FA-37-02	<u>Taxes (Paid to The City) - Annual and Supplementary Business and Property Tax Rolls</u> <i>Includes:</i> Records regarding the annual and supplementary business and tax rolls that are the status of all accounts at billing time. <i>Excludes:</i> Assessment Rolls - See: AS-01 Contains Personal Information	Assessment and Tax	Official:	Permanent
			Copies:	Disposition 1 year after creation of record
			Citation:	135
			Remarks:	
FA-37-03	<u>Taxes (Paid to The City) - Tax Notification and Sale</u> <i>Includes:</i> All records related to the tax recovery process for taxes that have been in arrears for more than one year. This includes records related to tax notification and tax sale up to the actual tax sale date, such as tax recovery notification, tax arrears list, warning of sale and other supporting documents. Contains Personal Information	Assessment and Tax	Official:	Disposition 45 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	135, 324, 325, 326, 327, 328, 329, 330, 332, 333, 334, 336, 335, 337, 338, 339, 355, 356, 357, 358
			Remarks:	
			Official Records destroyed at disposition without City of Calgary Archive review	
			Retention revised effective 2019 December	
FA-37-04	<u>Taxes (Paid to The City) - All Posted Transactions</u> <i>Includes:</i> Records regarding all posted transactions which include all financial (payments and adjustments and refunds), supporting documents and reports. Contains Personal Information	Assessment and Tax	Official:	Disposition 7 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	135
			Remarks:	
			Records destroyed at disposition without City of Calgary Archive review	
			New classification effective 2004 December	
FA-37-05	Taxes (Paid to The City) - Tax Sale Properties Consolidated 2014 November to: FA-37-03 Taxes (Paid to The City) - Tax Notification and Sale			

Corporate Records Classification and Retention Schedule

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
FA-38	General Ledgers <i>Includes:</i> Records regarding The City's general financial ledgers by year, such as budget and actual summary by corporation, account and centre for Legacy data and General Ledger Business Unit (GLBU), Department Identification (ID), Project Identification (ID) and account for Peoplesoft. <i>Excludes:</i> Financial Statements - See: FA-21-01	Calgary Housing Finance	Official: Permanent Copies: Disposition 1 year after creation of record Citation: 1, 2, 9, 10, 11, 12, 13, 14, 23, 27, 117, 123, 343 Remarks:	
FA-38-00	General Ledgers - General Reverted 2011 November to: FA-38 General Ledgers			
FA-38-01	General Ledgers - Annual General Ledger History Reverted 2011 November to: FA-38 General Ledgers			
FA-38-02	General Ledgers - General Ledger Detail Reverted 2011 November to: FA-27 Journal Entries			
FA-39	Property Tax Corporate or Cooperative School Support <i>Includes:</i> Records regarding Corporate or Cooperative School Support notices.	Assessment and Tax	Official: Disposition 50 years after creation of record Copies: Disposition 1 year after creation of record Citation: 348, 349, 350, 351, 352, 353, 354 Remarks:	New classification effective 2019 December
FL - FACILITY AND LAND MANAGEMENT Records regarding the construction, maintenance and management of city-owned land, buildings and other facilities				
FL-00	Facility and Land Management - General <i>Includes:</i> Records of a general City facility and land management nature not specific to a secondary in this primary.	Originating	Official: Disposition 2 years after creation of record Copies: Disposition 1 year after creation of record Citation: Remarks:	
FL-01	City Owned Land - Inventory <i>Includes:</i> Records regarding The City owned land and parks inventory, such as land title, evaluation to determine best use, assessment information, circulation documents and evaluation for sale or lease purposes. Contains Personal Information	Parks and Open Spaces Real Estate and Development Services	Official: Disposition 3 years after event Copies: Disposition after obsolete or superceded Event: City no longer owns the land. Citation: 135 Remarks:	Selective retention by City of Calgary Archive

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
FL-02	City Owned Land - Planning <i>Includes:</i> Records regarding development planning and activities required prior to disposition or lease of City owned land, such as project schedules, maps, photographs, copies of consultant proposals, forecasts, plans and servicing costs. Also includes planning for subsidized housing projects.	Calgary Housing Facility Management Parks and Open Spaces Partnerships	Official: Copies: Event: Citation: Remarks:	Disposition 3 years after event Disposition 2 years after creation of record City no longer owns the land. Selective retention by City of Calgary Archive
FL-03	City Owned Land - Development <i>Includes:</i> Records regarding City owned land, commercial, industrial, residential or farmland, to be developed, serviced and sold or leased, such as design and planning information, joint ventures, marketing, copies of contract and tenders, development agreements, specifications and drawings, outline plans, activity reports, proposals, preliminary evaluation, activity reports and meetings. Also includes land use re-designation, copies of construction completion certificates (CCC) and final acceptance certificates (FAC), land use re-designation, road closure plans, concept plans, policy discussion reports, etc.	Calgary Housing Facility Management Parks and Open Spaces	Official: Copies: Event: Citation: Remarks:	Permanent Disposition after event Final acceptance certificate (FAC) issued or development not proceeding, or land sold. Retention revised effective 2003 January
FL-04	Unassigned			
FL-05	Facility Construction and Refurbishment - Asbestos Removal and Containment <i>Includes:</i> Records regarding renovation, remediation or removal projects on City owned facilities containing asbestos, such as project authorization form, specifications, detail drawings, copy of contracts and purchase orders. Also includes clearance documentation regarding the removal of asbestos and air quality testing, bulk asbestos survey, asbestos removal consulting and removal report, industrial waste receipt, and asbestos project notification form.	Calgary Housing Facility Management	Official: Copies: Event: Citation: Remarks:	Disposition 12 years after event Disposition after event Building sold or demolished. 148, 217 Selective retention by City of Calgary Archive Retention revised effective 2008 November
FL-06	Facility Construction and Refurbishment - New Facility Construction <i>Includes:</i> Records regarding the construction of new facilities, statues, monuments, LRT stations / platforms, including city owned facilities and facilities constructed in partnerships with other agencies, such as land purchase data, facility planning and design, design notes, approvals, specifications, copies of tenders, quotes and estimates. Also includes copies of contract documents, site review meetings, progress meetings and reports, budget, payments, contract performance bond, warranties, material	Originating	Official: Copies: Event: Citation: Remarks:	Permanent Disposition after event Facility complete and issuance of final acceptance certificate (FAC).

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
	tests, inspections and construction completion certificate (CCC) records, plans and drawings. <i>Excludes:</i> Change Orders - See: LE-09-01 Cost Accounting - See: FA-15-02		Retention revised effective 2004 December	
FL-07	Facility Construction and Refurbishment - Renovations, Retrofit, Repair <i>Includes:</i> Records regarding renovations or restorations and repair to existing City owned facilities, statues, monuments, LRT stations and platforms, such as project authority form, reports and studies, inspection and remedial repair work reports, condition survey, design notes, technical specifications and copies of purchase orders. Also includes copies of contract documents, progress meetings, and deficiency reports, project review and final drawings and reports.	Originating	Official:	Permanent
			Copies:	Disposition after event
			Event:	Renovation / Repair completed or terminated.
			Citation:	148, 170, 277
			Remarks:	
FL-08	Facility Construction and Refurbishment - Roofing <i>Includes:</i> Records regarding roofing projects undertaken on City owned facilities, such as project authorization forms, budget, costs, copies of tenders, bids and quotes, copies of contract documents, consultant fee letters, progress reports and meetings, warranties, and photos. Also includes roof detail reports, building roof inspection reports, construction completion certificates (CCCs), and building inspections.	Calgary Fire Calgary Housing Facility Management Recreation and Social Programs	Official:	Permanent
			Copies:	Disposition after event
			Event:	Expiration of all warranties.
			Citation:	148
			Remarks:	
FL-09	Facility Operation - General <i>Includes:</i> Records regarding general cross-facility operations, such as square footage information, colour schemes, and facility accessories such as bicycle racks. <i>Excludes:</i> Facility Specific Information - See: FL-10	Calgary Fire Calgary Housing Facility Management Recreation and Social Programs	Official:	Disposition 2 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	
			Remarks:	
FL-10	Facility Operation - History <i>Includes:</i> Records regarding the history of City owned facilities including statues, monuments, LRT stations or platforms, such as plans, as-builts, shop drawings, maintenance history, repair records, air quality, issues, and problems. Also includes mechanical, electrical histories and records regarding demolished facilities, such as investigations and photos, and facility start-up records.	Calgary Fire Calgary Housing Calgary Transit Facility Management	Official:	Permanent
			Copies:	Disposition after event
			Event:	Facility no longer owned by The City.
			Citation:	148, 271, 277
			Remarks:	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
	<i>Excludes:</i> Maintenance Schedules - See: FL-13 Contracts and Agreements - See: LE-09 Facility Inspections - See: FL-11	Real Estate and Development Services Recreation and Social Programs	Retention revised effective 2004 December	
FL-11	Facility Operation - Inspections <i>Includes:</i> Records regarding the internal or external inspection of property and facilities, rental complexes and units owned by The City, such as annual fire system inspection, roof inspections, heliport inspection, boiler and pressure vessels, certificates of inspection, deficiency lists, asbestos audit testing, inspection sheets, condition analysis, reports and inspections of major systems. <i>Excludes:</i> Safety Inspections - See: HS-04	Calgary Fire	Official:	Disposition 1 year after event
		Calgary Housing	Copies:	Disposition 2 years after creation of record
		Facility Management	Event:	Facility no longer owned by The City and deficiencies addressed.
		Mobility	Citation:	38, 39, 170, 183, 217, 277
		Recreation and Social Programs	Remarks:	
		Water Services	Retention revised effective 2003 January	
FL-12	Facility Operation - Lifecycle Management <i>Includes:</i> Records regarding the monitoring, maintenance planning and management of City owned facilities, such as lifecycle capital plan, lifecycle forecasting data, building condition reviews, deficiency status reports, replacement costs, summaries, status reports and preventative maintenance monitoring system (PMMS) data. Also includes facility inventory evaluation program (FEIP) records. <i>Excludes:</i> Contracts and Agreements for Services - See: LE-09	Calgary Fire	Official:	Disposition 1 year after event
		Calgary Housing	Copies:	Disposition 2 years after creation of record
		Facility Management	Event:	Facility no longer owned by The City.
		Parks and Open Spaces	Citation:	
		Recreation and Social Programs	Remarks:	
		Water Services	Selective retention by City of Calgary Archive	
FL-13	Facility Operation - Maintenance <i>Includes:</i> Records regarding maintenance of City owned facilities, such as maintenance and repair requirements and arrangements, service work orders and schedules. Also includes records regarding landscaping, window cleaning and janitorial arrangements.	Calgary Fire	Official:	Disposition 6 years after creation of record
		Calgary Housing	Copies:	Disposition 2 years after creation of record
		Calgary Transit	Citation:	170, 277
			Remarks:	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
		Facility Management Parks and Open Spaces Recreation and Social Programs Water Services		
FL-14	Facility Operation - Operations <i>Includes:</i> Records regarding the operations of City owned facilities, including parks, pools, rental complexes and units, such as equipment layouts, building layouts, information reports, calibration or test certificates and reports, air balancing reports, mechanical, electrical, heating, ventilation and elevator operations. Also includes fire systems and energy conservation. <i>Excludes:</i> Contracts and Agreements for Services - See: LE-09	City Clerk's	Official:	Disposition 6 years after creation of record
		Calgary Fire	Copies:	Disposition 1 year after creation of record
		Calgary Housing	Citation:	170, 183, 271, 277
		Facility Management Parks and Open Spaces Recreation and Social Programs Waste and Recycling Water Services	Remarks:	Selective retention by City of Calgary Archive
FL-15	Facility Operation - Plans and Drawings <i>Includes:</i> Records regarding maps, plans and drawings of City owned facilities, in electronic, fiche and paper format, such as lighting plans, power and system plans, floor plans, ceiling plans, plumbing and sprinkler plans. Also includes heat and ventilation air conditioning (HVAC) plans, parking or parkade plans and demolition plans and park or flora plans.	Calgary Fire	Official:	Permanent
		Calgary Housing	Copies:	Disposition after obsolete or superceded
		Facility Management	Citation:	183, 271
		Parks and Open Spaces Recreation and Social Programs	Remarks:	Business event = Facility no longer owned by The City. Retention revised effective 2004 December

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
FL-16	Leasing - General <i>Includes:</i> Records regarding the general leasing of land, buildings, houses, rental units, and farmland, such as designation pool reports, subsidy claim reports, monthly reports for occupancy, allocations and vacancies and applications with 15+ Points. Also includes request / denial of applications from public, leasing reports such as new lease report, terminated leases, master lease control and lease status reports. <i>Excludes:</i> Tenant Information - See: PS-28	Facility Management	Official: Disposition 7 years after creation of record Copies: Disposition 1 year after creation of record Citation: 135 Remarks:	
HR - HUMAN RESOURCES Records regarding personnel management				
HR-00	Human Resources - General <i>Includes:</i> Records of a general human resource nature not specific to a secondary in this primary. Includes staff announcements.	Originating	Official: Disposition 2 years after creation of record Copies: Disposition 2 years after creation of record Citation: Remarks:	
HR-01	Attendance Management <i>Includes:</i> Records regarding the overall management and improvement of The City's attendance management program, including exception reporting data, indirect charges, and related correspondence. <i>Excludes:</i> Individual Employee Attendance Records - See: HR-15-00	Originating	Official: Disposition after obsolete or superceded Copies: Disposition after obsolete or superceded Citation: Remarks:	
HR-02	Awards, Recognition, Rewards <i>Includes:</i> Records regarding employee recognition and rewards, milestone service awards, nominations, Star of Excellence Awards, and recognition events. Also includes outstanding service awards. Contains Personal Information	Originating	Official: Disposition 7 years after creation of record Copies: Disposition 2 years after creation of record Citation: 135 Remarks:	Selective retention by City of Calgary Archive
HR-03	Benefits Administration <i>Includes:</i> Records regarding the administration of employee benefit programs Alberta Health Care, Blue Cross, long term disability (LTD), Optional Life, Vision Care, etc., such as leave of absence (LOA) information, summaries, statistics, etc. Also includes Municipal Employees Benefit	Human Resources	Official: Disposition 30 years after obsolete or superceded Copies: Disposition after obsolete or superceded Citation: 25, 26, 135, 211 Remarks:	

Corporate Records Classification and Retention Schedule

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
	Association of Calgary (MEBAC) records and retirement planning records. <i>Excludes:</i> Individual Employee Benefit Records - Employee Files - See: HR-07-02 Reconciliations, Statements, Remittances and Invoices - Accounts Payable - See: FA-01 Contains Personal Information		Selective retention by City of Calgary Archive	
HR-04	Biographies <i>Includes:</i> Records regarding biographies of city officials and senior management. Contains Personal Information	Originating	Official:	Disposition after obsolete or superceded
			Copies:	Disposition after obsolete or superceded
			Citation:	135
			Remarks:	
			Selective retention by City of Calgary Archive	
HR-05	Compensation Planning <i>Includes:</i> Records regarding general compensation issues and planning such as Pay Equity, presentations, proposals, plans, correspondence, survey summary and trend information.	Human Resources	Official:	Disposition 7 years after creation of record
			Copies:	Disposition 2 years after creation of record
			Citation:	
			Remarks:	
			Selective retention by City of Calgary Archive	
HR-06	Employee Complaints Superceded 2008 May by: CG-31 Investigations - Complaints and Allegations or HR-09-01 Equal Opportunity - Complaints, Investigations			
HR-07-01	<u>Employee Files - Permanent, Temporary, Seasonal and Contract - Employment History</u> <i>Includes:</i> Records regarding general employee information such as correspondence, notices, position change, promotion data, address changes, name changes, management exempt releases, security clearances, career planning, commissioner of oath, compressed work week forms, disciplinary notes, and probationary reviews. <i>Excludes:</i> Reference Checks - See: HR-22-02 Contains Personal Information	City Clerk's Human Resources Recreation and Social Programs	Official:	Disposition 12 years after event
			Copies:	Disposition 1 year after creation of record
			Event:	Termination of employment / termination of employment contract.
			Citation:	79, 135, 211, 249, 280
			Remarks:	
			All Business Units without exception are required to forward all disciplinary notes to Corporate Labour Relations	
			Disciplinary records are to be destroyed as per collective agreements	
			Official Records destroyed at disposition without City of Calgary Archive review	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
HR-07-02	<p><u>Employee Files - Permanent, Temporary, Seasonal and Contract - Benefits</u></p> <p><i>Includes:</i> Records regarding employees' benefits, such as life insurance claims, life insurance certificates, applications for benefits, long term disability (LTD) record cards, death benefit claims, estate letters, beneficiary forms, supplementation of compensation, self-funded leaves of absence information and subrogation records of payouts for accidents.</p> <p><i>Excludes:</i> Assigned Parking - See: HR-23 Car Allowance - See: HR-15-00</p> <p>Contains Personal Information</p>	Human Resources	<p>Official: Disposition 10 years after event</p> <p>Copies: Not permitted</p> <p>Event: Termination of employment / termination of employment contract.</p> <p>Citation: 25, 26, 117, 135, 143, 146, 148, 192, 211, 284, 286, 287, 343</p> <p>Remarks: Official Records destroyed at disposition without City of Calgary Archive review</p>	
HR-07-03	<p><u>Employee Files - Permanent, Temporary, Seasonal and Contract - Medical</u></p> <p><i>Includes:</i> Records regarding employees' medical histories of accidents or incidents, treatments, etc., such as Workers Compensation Board (WCB) claims, incident or accident investigations, employers' progressive injury questionnaire, doctors' notes, and correspondence. Also includes health assessments, interventions, immunization records, audiograms, blood tests, psychological test or evaluations, medical counseling records, authorizations for return to work, modified work assignment requirements, work restriction, special equipment requirements, etc.</p> <p><i>Excludes:</i> Sickness and Accident (S&A) - See: HR-15-00 Employee Files - International Association of Fire Fighters - Local 255 Permanent, Temporary, Seasonal and Contract - Medical - See: HR-07-14</p> <p>Contains Personal Information</p>	<p>Calgary Fire</p> <p>Human Resources</p> <p>Occupational Health & Safety</p>	<p>Official: Disposition 30 years after event</p> <p>Copies: Not permitted</p> <p>Event: Termination of employment / termination of employment contract.</p> <p>Citation: 135, 148, 160, 163, 180, 181, 197, 217, 227, 228, 231, 232, 302, 303, 304</p> <p>Remarks: Business Unit Workers Compensation Board (WCB) files must be forwarded to Corporate Human Resources when claim is closed. Official Records destroyed at disposition without City of Calgary Archive review</p>	
HR-07-04	Employee Files - Permanent, Temporary, Seasonal and Contract - Payroll Management, Banking, Cheque Control, Deductions, Income Tax and Special Payments Superseded 2024 January by: HR-15-00 Payroll Administration - Time			
HR-07-05	<p><u>Employee Files - Permanent, Temporary, Seasonal and Contract - City-Sponsored Pension Plans</u></p> <p><i>Includes:</i> Records regarding employees' pension activities submitted by an employee such as applications, beneficiary designation, pensionable earnings, requests for pension estimates, prior service applications and statements, marriage certificates, birth certificates, death in service documents.</p> <p><i>Excludes:</i> Records related to terminated employees who are with an externally sponsored pension plan - contact external provider.</p> <p>Contains Personal Information</p>	Human Resources	<p>Official: Disposition 12 years after event</p> <p>Copies: Not permitted</p> <p>Event: Termination of employment and complete payout of pension / survivor benefits.</p> <p>Citation: 1, 2, 25, 26, 117, 135, 148, 343</p> <p>Remarks: Official Records destroyed at disposition without City of Calgary Archive review</p>	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
HR-07-06	<u>Employee Files - Permanent, Temporary, Seasonal and Contract - Performance Management</u> <i>Includes:</i> Records regarding employees' performance, such as reviews by supervisors, performance development process forms, commendations, performance and non-medical counseling notes and related correspondence. <i>Excludes:</i> Grievances - See: HR-27 Medical Counseling - Employee Medical Files - See: HR-07-03 Contains Personal Information	Originating	Official: Disposition 2 years after creation of record Copies: Disposition 1 year after creation of record Citation: 135, 211 Remarks: Official Records destroyed at disposition without City of Calgary Archive review	
HR-07-07	Employee Files - Permanent, Temporary, Seasonal and Contract - Training Superseded 2006 November by: HR-07-08 Employee Files - Permanent, Temporary, Seasonal and Contract - Training, Certification and Accreditation			
HR-07-08	<u>Employee Files - Permanent, Temporary, Seasonal and Contract - Training, Certifications and Accreditation</u> <i>Includes:</i> Records regarding employee training supported by The City, including conferences and seminars, certifications or accreditation that an employee of The City or a subcontractor must possess in order to successfully fulfill the position requirements. Includes application forms, documentation regarding training received, records of achievement, test results or scores, signature cards, documents that indicate expired or failed or suspended date for certification; registers or logs of mandatory practical or classroom hours; driver records such as abstracts, licences and driver training documentation; related correspondence, copies of valid certification documents and renewal information. <i>Excludes:</i> Business Unit / Corporate Accreditation - See: CG-02 Financial Documents - See: FA-01 Contains Personal Information	Originating	Official: Disposition 12 years after event Copies: Disposition 5 years after creation of record Event: Termination of employment. Citation: 135, 211, 217, 242, 245, 249, 280, 294, 291 Remarks: Originating Business Unit is responsible for retention of training files dated prior to 2000 September 1. Training files dated 2000 September 1 and later will follow the employee. The Business Unit holding the file at the time of termination will be responsible for retention. Official Records destroyed at disposition without City of Calgary Archive review	
HR-07-09	<u>Employee Files - Permanent, Temporary, Seasonal and Contract - Employee and Family Assistance Program</u> <i>Includes:</i> Records regarding counseling provided to City employees through the Employee and Family Assistance Program, such as counseling notes. Contains Personal Information	Human Resources	Official: Disposition 12 years after event Copies: Not permitted Event: Termination of employment / Termination of employment contract. Citation: 135 Remarks: Official Records destroyed at disposition without City of Calgary Archive review	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition
HR-07-10-01	Employee Files - Permanent, Temporary, Seasonal and Contract - Social Program Workers - City Owned Superseded 2023 July by: HR-07-01 Employee Files - Permanent, Temporary, Seasonal and Contract - Employment History		
HR-07-10-02	<u>Employee Files - Permanent, Temporary, Seasonal and Contract - Social Program Workers - Counseling - Funder Owned</u> <i>Includes:</i> Social Worker counseling files regarding workers participating in social programs, including but not limited to City Links. Contains Personal Information	Recreation and Social Programs	Official: Disposition 12 years after event Copies: Disposition after event Event: Termination of worker participation in program. Citation: 135, 249, 280 Remarks: Funder reserves the right to review records eligible for disposition and issues written permission to The City of Calgary to destroy the records, or funder may request the return of some or all of the records. Official Records destroyed at disposition without City of Calgary Archive review Retention revised Effective 2012 November
HR-07-10-03	<u>Employee Files - Permanent, Temporary, Seasonal and Contract - Social Program Workers - Funder Owned</u> <i>Includes:</i> Records regarding workers participating in social programs, including, but not limited to, City Links. Also includes administration file, field file for testing and test results, Workers Compensation Board (WCB) file if applicable and vocational counseling worker folder and tombstone information maintained in a cardex system. <i>Excludes:</i> Employee Files - Social Program Workers - Counseling - See: HR-07-10-02 Contains Personal Information	Recreation and Social Programs	Official: Disposition 12 years after event Copies: Disposition after event Event: Termination of worker participation in program. Citation: 135, 249, 280, 302 Remarks: New Classification effective 2009 November Funder reserves the right to review records eligible for disposition and issues written permission to The City of Calgary to destroy records, or funder may request return of some or all records. Official Records destroyed at disposition without City of Calgary Archive review
HR-07-11	<u>Employee Files - Permanent, Temporary, Seasonal and Contract - Do Not Rehire</u> <i>Includes:</i> Records regarding employment history, benefits, and documentation about employees with a rehire status of DNR (do not rehire). Contains Personal Information	Human Resources	Official: Disposition 40 years after event Copies: Disposition 1 year after creation of record Event: Termination of employment / termination of employment contract. Citation: 25, 26, 117, 135, 143, 145, 146, 148, 192, 249, 280, 287, 343

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition
			Remarks: Official Records destroyed at disposition without City of Calgary Archive review New classification effective 2008 November
HR-07-12	<u>Employee Files - Permanent, Temporary, Seasonal and Contract - Retiree Benefits</u> <i>Includes:</i> Records regarding retired employee's benefits such as application for retiree benefits, life registration cards, designation of beneficiaries, changes to dependents or beneficiaries, and life insurance payment of death claims for retirees. Contains Personal Information	Human Resources	Official: Disposition 10 years after event Copies: Not permitted Event: The termination of benefits to the retiree and spouse. Citation: 25, 26, 117, 135, 143, 146, 148, 192, 284, 287, 343 Remarks: Official Records destroyed at disposition without City of Calgary Archive review Retention revised effective 2012 November
HR-07-13	<u>Employee Files - Permanent, Temporary, Seasonal and Contract - Pension Administrative Support</u> <i>Includes:</i> Administrative records required to support the pension function, such as 24 month eligibility, arrears notice, enrollment date change, funds on account, leave of absence buy back, pension adjustment, pension buy back, service verification, supplementary and overcap records and waivers. <i>Excludes:</i> Employees Files - Permanent, Temporary, Seasonal and Contract - City-Sponsored Pensions Plans - See: HR-07-05 Contains Personal Information	Human Resources	Official: Disposition 12 years after event Copies: Not permitted Event: Termination of employment. Citation: 1, 2, 25, 26, 117, 135, 148, 343 Remarks: Official Records destroyed at disposition without City of Calgary Archive review New Classification effective 2018 November For employees' pension records for externally sponsored pension plans, contact the External Provider.
HR-07-14	<u>Employee Files - International Association of Fire Fighters - Local 255 Permanent, Temporary, Seasonal and Contract - Medical</u> <i>Includes:</i> Records regarding International Association of Fire Fighters - Local 255 medical histories of accidents or incidents, treatments, etc., such as Workers Compensation Board (WCB) claims, incident or accident investigations, employers' progressive injury questionnaire, doctors' notes, and correspondence. Also includes health assessments, interventions, immunization records, audiograms, blood tests, psychological test or	Calgary Fire	Official: Disposition 30 years after event Copies: Not permitted Event: Termination of employment / termination of contract. Citation: 135, 160, 163, 180, 181, 197, 217, 227, 228, 231, 232, 302, 303, 304 Remarks:

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
	<p>evaluations, medical counseling records, authorizations for return to work, modified work assignment requirements, work restriction, special equipment requirements, etc.</p> <p><i>Excludes:</i> Employee Files - Permanent, Temporary, Seasonal and Contract - Medical - See: HR-07-03</p> <p>Contains Personal Information</p>		<p>Business Unit Workers Compensation Board (WCB) files must be forwarded to Corporate Human Resources when claim is closed.</p> <p>Official Records destroyed at disposition without City of Calgary Archive review</p> <p>New Classification effective 2019 December</p>	
HR-07-15	<p><u>Employee Files - International Association of Fire Fighters - Local 255</u> Permanent, Temporary, Seasonal and Contract - Performance Management</p> <p><i>Includes:</i> Records regarding employee performance, such as performance evaluations for probationary firefighters as well as performance reviews and performance development forms for City firefighters, commendations and non-medical counseling notes and related correspondence.</p> <p><i>Excludes:</i> Grievances - See: HR-27</p> <p>Position Change - See: HR-07-01 - Employee Files -Permanent, Temporary, Seasonal and Contract - Employment History</p> <p>Contains Personal Information</p>	Calgary Fire	<p>Official: Disposition after event</p> <p>Copies: Not permitted</p> <p>Event: Termination after employment</p> <p>Citation: 135, 211, 249, 1006</p> <p>Remarks:</p> <p>All disciplinary notes are to be forwarded without exception to Corporate Labour Relations.</p> <p>Disciplinary records are to be destroyed as per collective agreement.</p> <p>Official Records destroyed at disposition without City of Calgary Archive review</p> <p>New classification effective 2022 November</p>	
HR-08	<p>Employment Marketing</p> <p><i>Includes:</i> Records regarding employment marketing programs such as work co-op, employment outreach, job fairs, etc. Also includes student practicum and apprentice training programs in which The City participates with area schools, colleges, and universities.</p> <p>Contains Personal Information</p>	Originating	<p>Official: Disposition 2 years after creation of record</p> <p>Copies: Disposition 2 years after creation of record</p> <p>Citation: 135</p> <p>Remarks:</p>	
HR-09-00	<p><u>Equal Opportunity - General</u></p> <p><i>Includes:</i> Records regarding equal opportunity of a general nature not specific to a tertiary in this secondary.</p>	Human Resources	<p>Official: Disposition 6 years after creation of record</p> <p>Copies: Disposition 1 year after creation of record</p> <p>Citation:</p> <p>Remarks:</p>	
HR-09-01	<p><u>Equal Opportunity - Complaints, Investigations</u></p> <p><i>Includes:</i> Records regarding equal opportunity case investigations and conflict management such as interviewer notes, correspondence, reports, etc. related to investigations of unfair treatment and human rights issues.</p>	Human Resources	<p>Official: Disposition 12 years after creation of record</p> <p>Copies: Disposition 1 year after creation of record</p> <p>Citation: 135, 148</p>	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
	<p><i>Excludes:</i> Public Complaints - Complaints - See: PS-05</p> <p>Contains Personal Information</p>		<p>Remarks:</p> <p>Records destroyed at disposition without City of Calgary Archive review</p> <p>Retention revised effective 2003 January and 2008 November</p>	
HR-09-02	<p><u>Equal Opportunity - Program</u></p> <p><i>Includes:</i> Records regarding the administration of the equal opportunity program, such as reports, studies, statistics, etc.</p>	Human Resources	<p>Official: Disposition 1 year after obsolete or superceded</p> <p>Copies: Disposition after obsolete or superceded</p> <p>Citation: 47, 48, 49, 50, 51, 52</p> <p>Remarks:</p> <p>Selective retention by City of Calgary Archive</p>	
HR-10	<p>Fundraising</p> <p><i>Includes:</i> Records regarding the United Way fundraising event as well as other employee run fundraising events.</p>	Originating	<p>Official: Disposition 7 years after creation of record</p> <p>Copies: Disposition 2 years after creation of record</p> <p>Citation: 25, 26, 212</p> <p>Remarks:</p>	
HR-11-00	<p><u>Human Resources (HR) Surveys - General</u></p> <p><i>Includes:</i> Records regarding human resource related surveys, such as correspondence, rating scales, survey charts, presentations, reports, etc. Survey topics include information compiled and reported on all total compensation practices with respect to salaries and incentives, salary structures, benefits, working conditions and environment, retention strategies, performance management, employee development and demographics, turnover, etc. Also includes employee opinion surveys, employment equity surveys and organizational effectiveness surveys.</p> <p><i>Excludes:</i> Surveys Related to Contract Negotiations - See: HR-11-01</p> <p>Contains Personal Information</p>	Human Resources	<p>Official: Disposition 2 years after creation of record</p> <p>Copies: Disposition 2 years after creation of record</p> <p>Citation: 45, 46, 135</p> <p>Remarks:</p> <p>New classification effective 2004 December</p>	
HR-11-01	<p><u>Human Resources (HR) Surveys - Related to Contract Negotiations</u></p> <p><i>Includes:</i> Surveys conducted by, or on behalf of, The City that forms the basis of salary negotiations.</p>	Originating	<p>Official: Disposition 1 year after event</p> <p>Copies: Disposition 1 year after event</p> <p>Event: Contract superceded.</p> <p>Citation:</p> <p>Remarks:</p> <p>New classification effective 2003 January</p>	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
HR-12	Leave, Flexible Work Options, Accommodation Programs <i>Includes:</i> Records regarding various leave programs considered or offered by The City, such as flextime, flex work options, job sharing, maternity or paternity, adoptive, funeral, bereavement, witness duty, military leaves, etc. <i>Excludes:</i> For Individual Compressed Work Week Forms - See: HR-07-01	Human Resources	Official: Disposition after obsolete or superceded Copies: Disposition after obsolete or superceded Citation: Remarks:	Disposition after obsolete or superceded Disposition after obsolete or superceded Selective retention by City of Calgary Archive
HR-13	Organization Charts <i>Includes:</i> Records regarding organization charts, such as copies of Department or Business Unit organization charts, organizational listings, etc. Contains Personal Information	Originating	Official: Disposition 1 year after obsolete or superceded Copies: Disposition after obsolete or superceded Citation: 135 Remarks:	Disposition 1 year after obsolete or superceded Disposition after obsolete or superceded 135 Selective retention by City of Calgary Archive Remarks:
HR-14-00	Organizational Effectiveness - General Superceded 2024 January by: HR-14-01 Organizational Effectiveness - Programs			
HR-14-01	<u>Organizational Effectiveness - Programs</u> <i>Includes:</i> Records regarding programs on organizational effectiveness, including programs on leadership development, succession planning, team building, attrition, redeployment, and change management.	Human Resources	Official: Disposition 6 years after creation of record Copies: Disposition 2 years after creation of record Citation: Remarks:	Disposition 6 years after creation of record Disposition 2 years after creation of record Selective retention by City of Calgary Archive Retention revised effective 2003 January
HR-14-02	<u>Organizational Effectiveness - Case Management</u> <i>Includes:</i> Records regarding organizational interventions and conflict management, such as notes, reports, assessments, and recommendations. Contains Personal Information	Human Resources	Official: Disposition 12 years after event Copies: Disposition after event Event: Case closed. Citation: 135 Remarks:	Disposition 12 years after event Disposition after event Case closed. 135
HR-15-00	<u>Payroll Administration - Time Management, Banking, Cheque Control, Deductions, Income Tax and Special Payments</u> <i>Includes:</i> Records regarding administration of time management and individual payroll records which include: employee attendance, authorized work shift changes, flat car allowance claims, corporate business travel,	Human Resources	Official: Disposition 7 years after creation of record Copies: Not permitted Citation:	Disposition 7 years after creation of record Not permitted 1, 2, 9, 10, 11, 12, 13, 14, 15, 25, 26, 85, 119, 120, 121, 122, 123, 124, 125, 126, 135, 211

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition
	<p>employee deductions, cheque control and banking information, management and monitoring of payroll changes, as well as special payments outside of regular payroll activities. Records include: vacation, statutory holiday pay, overtime, banked and lieu time, sickness and accident (S & A), payroll adjustments, signed forms for work locations and work schedule arrangements, enrollment authorization changes and cancellations for employee payroll direct bank deposit; employee deductions for income tax, pension, employment insurance, union dues, health care, benefits; bankruptcy and court-ordered garnishees, government completed forms and requests for Record of Employment, income tax records.</p> <p><i>Excludes:</i> Car Allowance Per Km Expense Payments - See: FA-01</p> <p>Contains Personal Information</p>		<p>Remarks:</p> <p>Records destroyed at disposition without City of Calgary Archive review</p> <p>New classification effective 2000 December</p> <p>Retention revised effective 2011 November</p>
HR-15-01	Payroll Administration - Cheque Control <i>Superseded 2024 January by:</i> HR-15-00 Payroll Administration - Time Management, Banking, Cheque Control, Deductions, Income Tax and Special Payments		
HR-15-02	<p><u>Payroll Administration - Payroll Reporting</u></p> <p><i>Includes:</i> Records regarding payroll control reporting and supporting research and investigation, such as edit and error reports, daily and bi-weekly maintenance reports, Employment Insurance (EI) and Canada Pension Plan (CPP) reports, benefits register, earnings registers, etc.</p> <p>Contains Personal Information</p>	Human Resources	<p>Official: Disposition 2 years after creation of record</p> <p>Copies: Disposition 1 year after creation of record</p> <p>Citation: 1, 2, 9, 10, 11, 12, 13, 14, 15, 25, 26, 119, 120, 121, 122, 123, 124, 125, 126, 135, 292, 293</p> <p>Remarks:</p> <p>Records destroyed at disposition without City of Calgary Archive review</p> <p>New classification effective 2000 December</p>
HR-15-03	Payroll Administration - Banking <i>Superseded 2024 January by:</i> HR-15-00 Payroll Administration - Time Management, Banking, Cheque Control, Deductions, Income Tax and Special Payments		
HR-15-04	Payroll Administration - Direct Deposit <i>Superseded 2024 January by:</i> HR-15-00 Payroll Administration - Time Management, Banking, Cheque Control, Deductions, Income Tax and Special Payments		
HR-15-05	Payroll Administration - Time Management <i>Superseded 2024 January by:</i> HR-15-00 Payroll Administration - Time Management, Banking, Cheque Control, Deductions, Income Tax and Special Payments		
HR-15-06	Payroll Administration - Deductions <i>Superseded 2024 January by:</i> HR-15-00 Payroll Administration - Time Management, Banking, Cheque Control, Deductions, Income Tax and Special Payments		
HR-15-07	Payroll Administration - Special Payments <i>Superseded 2024 January by:</i> HR-15-00 Payroll Administration - Time Management, Banking, Cheque Control, Deductions, Income Tax and Special Payments		
HR-15-08	Payroll Administration - Record of Employment (R.O.E.) Administration <i>Superseded 2024 January by:</i> HR-15-00 Payroll Administration - Time Management, Banking, Cheque Control, Deductions, Income Tax and Special Payments		

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
HR-15-09	Payroll Administration - Payroll Auditing <i>Includes:</i> Records regarding regular payroll and pay period auditing, such as payroll audit report and supporting documentation. Contains Personal Information	Human Resources	Official:	Disposition 7 years after creation of record
			Copies:	Disposition 2 years after creation of record
			Citation:	1, 2, 9, 10, 11, 12, 13, 14, 15, 25, 26, 119, 120, 121, 122, 123, 124, 125, 126, 135
			Remarks: Records destroyed at disposition without City of Calgary Archive review New classification effective 2000 December Retention revised effective 2011 November	
HR-16	Payroll or Salary Register <i>Includes:</i> Records regarding payroll registers of employees, such as hours and earnings, taxes, before and after-tax deductions and paid benefits. Contains Personal Information	Human Resources	Official:	Disposition 7 years after creation of record
			Copies:	Not permitted
			Citation:	1, 2, 9, 10, 11, 12, 13, 14, 15, 25, 26, 119, 120, 121, 122, 123, 124, 125, 126, 135
			Remarks: Records destroyed at disposition without City of Calgary Archive review Retention revised effective 2014 November	
HR-17	Pension Administration - City Administered <i>Includes:</i> Records regarding pensions administered by The City, such as plan documents, deduction registers, prior service summary reports, records of decision, annual or tri-annual evaluations, remittances, and reconciliations. <i>Excludes:</i> Employee Specific Pension Information - See: HR-07 Contains Personal Information	Human Resources	Official:	Disposition 50 years after creation of record
			Copies:	Not permitted
			Citation:	1, 2, 25, 26, 117, 135, 343
			Remarks: Retention revised effective 2000 December	
HR-18	Pension Administration - City Administered - Policy Decisions <i>Includes:</i> Records regarding pension policy decisions. <i>Excludes:</i> Employee Specific Pension Information - See: HR-07 Contains Personal Information	Human Resources	Official:	Permanent
			Copies:	Not permitted
			Citation:	1, 2, 25, 26, 117, 135, 343
			Remarks:	
HR-19	Pension Administration - Externally Sponsored Pension Plans <i>Includes:</i> Records regarding the monitoring of the administration of externally sponsored pension plans (including Local Authorities Pension Plan (LAPP) and Special Forces Pension Plan (SFPP), such as plan	Human Resources	Official:	Disposition 7 years after creation of record
			Copies:	Not permitted
			Citation:	1, 2, 25, 26, 117, 135, 344

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
	documents, summary reports and annual evaluations. <i>Excludes:</i> Employee specific information for City-sponsored pension plans - See: HR-07-05 Administrative records required to support the pension function - See: HR-07-13 Contains Personal Information		Remarks: Retention revised effective 2000 December	
HR-20	Performance Management Programs <i>Includes:</i> Records regarding performance management programs and discipline management not specific to an individual, such as copies of lost time injury reports. <i>Excludes:</i> Grievances - See: HR-27 Individual Performance Management - See: HR-07-06	Human Resources	Official:	Disposition 10 years after obsolete or superceded
			Copies:	Disposition after obsolete or superceded
			Citation:	
			Remarks: Selective retention by City of Calgary Archive	
HR-21	Positions Histories, Job Descriptions <i>Includes:</i> Records regarding established permanent and limited term or temporary job positions includes historical information on their evolution and current information. Records include job descriptions, job classification groups, job analysis, job analysis questionnaires (PAQs), job evaluation questionnaires (JEQs) and data.	Human Resources	Official:	Permanent
			Copies:	Disposition after obsolete or superceded
			Citation:	46
			Remarks:	
HR-21-00	Positions Histories, Job Descriptions - General Superceded 2024 January by: HR-21 Position Histories, Job Descriptions			
HR-21-01	Positions Histories, Job Descriptions - Established Superceded 2024 January by: HR-21 Position Histories, Job Descriptions			
HR-21-02	Positions Histories, Job Descriptions - Classification Superceded 2024 January by: HR-21 Position Histories, Job Descriptions			
HR-21-03	Positions Histories, Job Descriptions - Limited Term Superceded 2024 January by: HR-21 Position Histories, Job Descriptions			
HR-22-00	<u>Recruitment - General</u> <i>Includes:</i> Records regarding recruitment of a general nature not specific to a tertiary in this secondary.	Human Resources Recreation and Social Programs	Official:	Disposition 3 years after creation of record
			Copies:	Disposition 2 years after creation of record
			Citation:	
			Remarks:	
HR-22-01	<u>Recruitment - Competition Administration</u> <i>Includes:</i> Records regarding the administration of a specific competition such as requisitions, copies of advertisements, evaluation criteria, career fairs records and blank interview guides.	Human Resources	Official:	Disposition 3 years after creation of record
			Copies:	Disposition 2 years after creation of record
			Citation:	135

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
	Contains Personal Information		Remarks: Records destroyed at disposition without City of Calgary Archive review	
HR-22-02	<u>Recruitment - Competition Applications</u> <i>Includes:</i> Records regarding the recruitment and selection of employees, such as business cases for competition positions, application forms, resumes, memos, interview notes, security checks, medical tests, psychological evaluations, and reference checks. <i>Excludes:</i> If Applicant Successful, Employee Information is Transferred to Employee Employment History - See: HR-07-01 Contains Personal Information	Audit Resource Management Calgary Fire Human Resources	Official:	Disposition 2 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	135
			Remarks: Records destroyed at disposition without City of Calgary Archive review All Reference Checks are to Remain Under HR-22-02	
HR-22-03	<u>Recruitment - Non-Competition</u> <i>Includes:</i> Records regarding recruitment and position filling for which there is no competition process, such as requests to hire, applications and resumes. <i>Excludes:</i> Successful Candidates - See: HR-07-01 Contains Personal Information	Originating	Official:	Disposition 3 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	135
			Remarks: Records destroyed at disposition without City of Calgary Archive review	
HR-22-04	<u>Recruitment - International Association of Fire Fighters - Local 255 Competition Applications</u> <i>Includes:</i> Records regarding the recruitment and selection of Local 255 International Association of Fire Fighters employees, such as application forms, resumes, memos, interview notes, security checks, medical tests, personal history statements, reference checks, proof of education, letter of deferral, letter of refusal, proof of permanent residency, Emergency Medical Responder certification, CPR certification, proof of training, aptitude test scores, qualifiers review package, interview package, personal history statement review checklist, polygraph report, reference forms, conditional job offer and summary for selection committee. <i>Excludes:</i> If Applicant Successful, Employee Information is Transferred to Employee Employment History - See: HR-07-01 Recruitment Competition Applicants If Applicant Not Hired But Has Not Been Deferred - See: HR-22-02 Contains Personal Information	Calgary Fire	Official:	Disposition 20 years after creation of record
			Copies:	Not permitted
			Citation:	135
			Remarks: Records destroyed at disposition without City of Calgary Archive review New classification effective 2019 December	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
HR-23	Assigned Parking <i>Includes:</i> Records regarding the assignment of parking, including correspondence and income tax declarations. Contains Personal Information	Originating	Official: Disposition 7 years after creation of record Copies: Disposition 2 years after creation of record Citation: 25, 26, 135 Remarks: Records destroyed at disposition without City of Calgary Archive review	
HR-24-01	<u>Training and Education - Internal Training and Courses Material</u> <i>Includes:</i> Records regarding various internal training and education programs offered to City employees, such as course materials, examination checklists, test permits, workshop data, instructors and participant materials, course statistics, simulations and exercises, master copies of tests and evaluation criteria. <i>Excludes:</i> Individual Student Records - Employee Files - See: HR-07-08 Course Evaluations - Training and Education - See: HR-25 Contains Personal Information	Originating	Official: Disposition 1 year after obsolete or superceded Copies: Disposition after obsolete or superceded Citation: 135, 161, 211 Remarks: Selective retention by City of Calgary Archive New classification effective 2003 January Retention revised effective 2004 December and 2007 November	
HR-24-02	<u>Training and Education - External Training and Courses Material</u> <i>Includes:</i> Records regarding various external training and education programs offered to City employees, such as course materials, examination checklists, test permits, workshop data, instructors and participant materials, course statistics, simulations and exercises, master copies of tests and evaluation criteria. <i>Excludes:</i> Individual Student Records - Employee Files - See: HR-07-08 Course Evaluations - Training and Education - See: HR-25 Contains Personal Information	Originating	Official: Disposition 5 years after creation of record Copies: Disposition 1 year after creation of record Citation: 135, 211 Remarks: Records destroyed at disposition without City of Calgary Archive review New classification effective 2003 January Retention revised effective 2004 December	
HR-25	Training and Education - Course Delivery <i>Includes:</i> Records regarding the delivery of a specific course / training program, such as class rosters, attendance records, course evaluations, training statistics. <i>Excludes:</i> Individual Student Records - Employee Files - See: HR-07-08 Course Materials - Internal - See: HR-24-01 Course Materials - External - See: HR-24-02 Contains Personal Information	Originating	Official: Disposition 4 years after creation of record Copies: Disposition 2 years after creation of record Citation: 135, 211 Remarks: Selective retention by City of Calgary Archive	

Corporate Records Classification and Retention Schedule

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
HR-26-00	<u>Unions, Labour Relations - General</u> <i>Includes:</i> Records regarding general union and labour relations' issues. Also includes relationship and contact with management exempt staff associations such as Administrative Professional and Technical Employees Association (APTEA). <i>Excludes:</i> Union, Labour Relations Grievances and Arbitration - See: HR-27 Contains Personal Information	Human Resources	Official:	Disposition 4 years after obsolete or superceded
			Copies:	Disposition 1 year after creation of record
			Citation:	135
			Remarks:	
HR-26-01	<u>Unions, Labour Relations - Applications and Complaints to the Alberta Labour Relations Board (ALRB)</u> <i>Includes:</i> Records regarding Applications and Complaints to the Alberta Labour Relations Board (ALRB) in which the City of Calgary is involved such as duty of fair representation complaint, unfair labour practice complaint, application for determination, application for certification, ALRB decisions and process correspondence. Contains Personal Information	Human Resources	Official:	Disposition 7 years after event
			Copies:	Not permitted
			Event:	Completion of the Application or Complaint Process, settlement or withdrawal or completion of any appeal.
			Citation:	135
Remarks:				
HR-27-01	<u>Unions, Labour Relations - Grievances and Arbitration - Grievance and Arbitration Case Management</u> <i>Includes:</i> Records regarding individual grievances and individual arbitration action. Records include grievance forms, arbitration proceedings, case notes and decisions. Contains Personal Information	Human Resources	Official:	Disposition 7 years after creation of record
			Copies:	Not permitted
			Citation:	103, 135
			Remarks:	
		Business Units are required to forward all grievance material to Corporate Labour Relations upon settlement of the grievance or appeal period expires. Records destroyed at disposition without City of Calgary Archive review Retention revised effective 2012 November		
HR-27-02	Unions, Labour Relations - Grievances and Arbitration - Arbitration Case Management Superseded 2024 January by: HR-27-01 Unions, Labour Relations - Grievances and Arbitration - Grievance and Arbitration Case Management			
HR-27-03	<u>Unions, Labour Relations - Grievance and Arbitration - History</u> <i>Includes:</i> Records regarding settled grievance and arbitration cases used for policy and precedent settling and as reference in active cases, such as core grievance and arbitration records which have been sanitized of personal information.	Human Resources	Official:	Disposition 1 year after obsolete or superceded
			Copies:	Not permitted
			Remarks:	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
			Selective retention by City of Calgary Archive Retention revised effective 2012 November	
HR-28	Volunteers <i>Includes:</i> Records regarding the hiring, scheduling, and recognition of volunteers within The City, such as resumes, waivers / release forms, placement data, hours of volunteer duties and service recognition awards. Contains Personal Information	Originating	Official:	Disposition 12 years after event
			Copies:	Disposition 1 year after creation of record
			Event:	Volunteer no longer participates.
			Citation:	135, 148, 211
			Remarks:	
			Retention revised effective 2009 November	
HR-29	Work and Shift Assignments <i>Includes:</i> Records regarding various work and shift assignment programs within The City, such as schedules, rosters, sign-up sheets, crew lists, daily work assignments, late reports, change of duties reports, spare work reports, “filled” community shuttle reports, bus sequencing, trading and substitution of shifts, posting of work assignments, etc. Also includes platoon records, drivers’ hours of service records, re-arranged work week and supporting documents. <i>Excludes:</i> Transit Service Runs - See: PS-31 Transit Service Scheduling - Transit Scheduling - See: PS-32 Compressed Work Week Program - See: HR-12 Individual Compressed Work Week Forms - See: HR-07-01 Contains Personal Information	Originating	Official:	Disposition 2 years after creation of record
			Copies:	Disposition 2 years after creation of record
			Citation:	135, 258
			Remarks:	
			Records destroyed at disposition without City of Calgary Archive review	
HR-30-00	Workforce Planning and Staffing - General Superceded 2024 January by: HR-30-01 Workforce Planning and Staffing - Career Management and Staff Development Programs			
HR-30-01	<u>Workforce Planning and Staffing - Career Management and Staff Development Programs</u> <i>Includes:</i> Records regarding workforce planning and staffing; career management and staff development programs such as programs designed to manage the career or development of employee capabilities through a	Originating	Official:	Disposition 7 years after creation of record
			Copies:	Disposition 2 years after creation of record
			Citation:	135
			Remarks:	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
	<p>program of selection, assignment, and self-development. Records include: job competency profiles, training matrices or matrix and staff certification tracking.</p> <p><i>Excludes:</i> Individual Employee Training, Certifications and Accreditation - See: HR-07-08</p> <p>Compressed Work Week Program - See: HR-12</p> <p>Corporate Job Descriptions - See: HR-21</p> <p>Training and Education - Course Delivery - See: HR-25</p> <p>Contains Personal Information</p>		Records destroyed at disposition without City of Calgary Archive review	
HR-30-02	<p><u>Workforce Planning and Staffing - Requirement and Utilization</u></p> <p><i>Includes:</i> Records regarding staffing requirement and utilization, such as current and projected staffing requirements, workforce planning, vacation relief planning, forecasts and estimates, staffing allocation and control. Also includes apprenticeship programs, retirement programs, staffing reduction, redeployment, seniority listings and staffing requests.</p> <p>Contains Personal Information</p>	Human Resources	Official: Disposition 7 years after creation of record Copies: Disposition 2 years after creation of record Citation: 135 Remarks:	
<h2>HS - HEALTH, SAFETY AND WELLNESS</h2> <p>Records regarding programs to promote the health, safety and wellness of employees</p>				
HS-00	<p>Health, Safety and Wellness - General</p> <p><i>Includes:</i> Records regarding general health, safety and wellness not specific to a secondary in this primary.</p>	Originating	Official: Disposition 2 years after creation of record Copies: Disposition 1 year after creation of record Citation: Remarks:	
HS-01	<p>Disability Management</p> <p><i>Includes:</i> Records regarding disability management and employee and family support initiatives, such as guidelines, pro-active health strategies, modified work programs, back to work data, employee and family support initiatives.</p> <p><i>Excludes:</i> Employee Specific Information - See: HR-07</p>	Originating	Official: Disposition 30 years after obsolete or superceded Copies: Disposition after obsolete or superceded Citation: Remarks:	Selective retention by City of Calgary Archive
HS-02-00	<p><u>Ergonomics - General</u></p> <p><i>Includes:</i> Records regarding ergonomics of a general nature not specific to a tertiary in this secondary</p>	Originating	Official: Disposition 30 years after creation of record Copies: Disposition 1 year after creation of record Citation:	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
			Remarks:	
HS-02-01	<u>Ergonomics - Programs</u> <i>Includes:</i> Records regarding the development and implementation of ergonomic programs and guidelines for the management and delivery of ergonomic solutions for employees at The City's workplaces, such as program updates, funding data, technical information, and process data.	Occupational Health & Safety	Official: Disposition 30 years after obsolete or superceded Copies: Disposition after obsolete or superceded Citation:	
			Remarks:	
			Selective retention by City of Calgary Archive	
HS-02-02	<u>Ergonomics - Assessments</u> <i>Includes:</i> Records regarding individual assessments and workstation assessments, such as inspections, assessments, follow-up reports and recommendations. Contains Personal Information	Occupational Health & Safety	Official: Disposition 30 years after creation of record Copies: Disposition 1 year after creation of record Citation: 135, 215	
			Remarks:	
			Records destroyed at disposition without City of Calgary Archive review	
HS-03-00	<u>Occupational Hygiene - General</u> <i>Includes:</i> Records regarding occupational hygiene and occupational exposure of a general nature not specific to a tertiary in this secondary.	Originating	Official: Disposition 30 years after creation of record Copies: Disposition 1 year after creation of record Citation: 160, 161, 231, 232	
			Remarks:	
			Retention revised effective 2003 January	
HS-03-01	<u>Occupational Hygiene - Programs</u> <i>Includes:</i> Records regarding the development and implementation of occupational programs, such as noise, indoor air quality, respiratory protection, and confined space. Also includes guidelines, program goals, objectives and outlines, and related correspondence.	Occupational Health & Safety	Official: Disposition 30 years after obsolete or superceded Copies: Disposition after obsolete or superceded Citation: 160, 161, 216, 217, 229, 231, 232, 233	
			Remarks:	
			Selective retention by City of Calgary Archive	
HS-03-02	<u>Occupational Hygiene - Testing and Monitoring</u> <i>Includes:</i> Records regarding occupational hygiene testing and monitoring of hazards including chemical, physical and biophysical (i.e., noise / air quality) within workplaces. Includes testing results, correspondence, related investigation and supporting documentation and recommendations. <i>Excludes:</i> Air Quality in City Owned Facilities - See: FL-10 Environmental Air Quality - See: EN-01 Contains Personal Information	Originating	Official: Permanent Copies: Disposition 2 years after creation of record Citation: 135, 160, 161, 215, 216, 229	
			Remarks:	
			Retention revised effective 2003 January and 2004 December	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
HS-04-00	<u>Safety - General</u> <i>Includes:</i> Records regarding safety of a general nature not specific to a tertiary in this secondary.	Originating	Official:	Disposition 12 years after creation of record
			Copies:	Disposition 2 years after creation of record
			Citation:	161, 197, 236, 252
			Remarks:	
HS-04-01	<u>Safety - Observations and Inspections</u> <i>Includes:</i> Records regarding health and safety observations and inspections of the workplace by The City and by external government inspectors. Records include checklists, interviews, action items, perception surveys, worksite inspection reports, recommendations and contact reports which include written orders for compliance and corrective action. Contains Personal Information	Originating	Official:	Disposition 12 years after creation of record
			Copies:	Disposition 2 years after creation of record
			Citation:	135, 161, 181, 197, 215, 221, 236, 240, 252, 366, 367
			Remarks:	
HS-04-02	<u>Safety - Program Awards and Incentives</u> <i>Includes:</i> Records regarding awards and incentives through health and safety programs, such as safe driving awards and accident-free days awards. Contains Personal Information	Originating	Official:	Disposition 2 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	135
			Remarks:	
HS-04-03	<u>Safety - Programs</u> <i>Includes:</i> Records regarding the development, objectives, and administration of safety programs, such as fire warden procedures and respirators. Also includes statistics, guidelines, and compliance. <i>Excludes:</i> Training Programs - See: HR-25 Program Audits - See: CG-13	Originating	Official:	Disposition 10 years after obsolete or superceded
			Copies:	Disposition after obsolete or superceded
			Citation:	70, 161, 197, 217, 218, 219, 220, 225, 226, 230, 233, 236, 252, 253
			Remarks:	Selective retention by City of Calgary Archive Retention revised effective 2009 November
HS-04-04	<u>Safety - Personal Protective Equipment</u> <i>Includes:</i> Records regarding personal protective equipment (PPE) and clothing used by City staff in various City operations, including day to day functions, aquatic and high angle rescue operations, disaster simulations and hazardous materials management. Also includes design and specification data as well as fit testing and respiratory protective equipment (RPE).	Originating	Official:	Disposition 2 years after obsolete or superceded
			Copies:	Disposition after obsolete or superceded
			Citation:	40, 69, 233, 240
			Remarks:	Retention revised effective 2003 January and 2008 November

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
HS-04-05	Safety - Operator Readiness and Vehicle Inspections <i>Includes:</i> Records regarding readiness of and safety checks by driver or operator to drive or operate City vehicles during work shifts. Records include: operator readiness and safety notebooks which cover vehicle identification information, hazard observations, and inspection safety checks for dispatch communications, workstation and operator readiness. <i>Excludes:</i> VE-16 - Inspection Records and Work Orders - Vehicles, Equipment, Components and Tools	Calgary Transit	Official: Disposition 6 months after creation of record Copies: Not permitted Citation: 240, 248, 266, 267, 268, 280 Remarks: New classification effective 2023 December	
HS-05	Wellness <i>Includes:</i> Records regarding the development, objectives and administration of health or wellness programs, guidelines and strategies, such as wellness or active living program Stress Management, Critical Incident Stress Management (CISM), Fitness, Drug and Alcohol Abuse, Flu or Hepatitis B Shots, Smoking Cessation, Lunch and Learn and Corporate Challenge. <i>Excludes:</i> Training Programs - See: HR-25	Originating	Official: Disposition 30 years after obsolete or superceded Copies: Disposition after obsolete or superceded Citation: Remarks: Selective retention by City of Calgary Archive	
HS-06	Workplace Hazardous Material Information System (WHMIS) <i>Includes:</i> Records regarding the control and distribution of material safety data sheets, such as distribution lists, logs, materials safety data sheet (MSDS) sheets and applications for updates.	Originating	Official: Permanent Copies: Disposition after obsolete or superceded Citation: 236 Remarks:	
HS-07	Workers Compensation Board (WCB) <i>Includes:</i> Records regarding the administration and management of Workers' Compensation Board (WCB) such as regulations, deeming orders, interpretations, claims management and costs, experience rating system and reconciliation reports. <i>Excludes:</i> Individual Claims - See: HR-07 WCB External Audits - See: CG-13-04	Originating	Official: Disposition 7 years after creation of record Copies: Disposition 1 year after creation of record Citation: 181 Remarks: Retention revised effective 2009 November	
HS-08	Workplace First Aid Book <i>Includes:</i> Records regarding work site first aid record books recording all accidents, incidents and near misses, date, treatment etc. <i>Excludes:</i> Incidents/Accidents - See: LE-12 Near Misses / Unsafe Occurrences - See: HS-10 Contains Personal Information	Originating	Official: Disposition 2 years after creation of record Copies: Disposition 2 years after creation of record Citation: 71, 135, 148, 160, 180, 227, 228 Remarks: Records destroyed at disposition without City of Calgary Archive review	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
HS-09	Workplace Hazards <i>Includes:</i> Records regarding the identification, assessment, and control of workplace hazards, such as hazard assessments and minimization of risk initiatives. Contains Personal Information	Originating	Official: Disposition 5 years after creation of record Copies: Disposition 2 years after creation of record Citation: 70, 135, 161, 215, 217, 239 Remarks:	
HS-10	Workplace Near Misses and Unsafe Occurrences <i>Includes:</i> Records regarding the reporting and investigation of unsafe occurrences and near misses that do not result in damages or injuries. Includes incidents involving vehicles or equipment, utility hits and Transit, and records such as incident or occurrence reports, witness reports, investigation reports and reviews of incident or occurrence. <i>Excludes:</i> Accidents or Incidents - See: LE-12 Contains Personal Information	Originating	Official: Disposition 12 years after creation of record Copies: Disposition 2 years after creation of record Citation: 71, 135, 140, 145, 148, 160, 227 Remarks: Records destroyed at disposition without City of Calgary Archive review	
IM - INFORMATION MANAGEMENT Records regarding storage, processing, retrieval, maintenance and access to information as well as research and analysis of information				
IM-00	Information Management - General <i>Includes:</i> Records regarding general information management and technology subjects not specific to a secondary in this primary.	Originating	Official: Disposition 2 years after creation of record Copies: Disposition 2 years after creation of record Citation: Remarks:	
IM-01-01	Archives - Administration Superseded 2006 May by: CG-30 - Corporate Program Administration			
IM-01-02	Archives - Histories <i>Includes:</i> Records regarding City Departments and Business Units which have transferred records to the Archives, archival donations from external sources, and artifacts and cultural properties from City Council, and the Mayor's Office. Documentation includes information regarding the records received, accession and de-accession records or registers, organizational updates, box contents listings, donor forms, and other related information and correspondence. Contains Personal Information	City Clerk's	Official: Permanent Copies: Disposition 1 year after creation of record Citation: 135 Remarks: Retention revised effective 2001 October, 2004 December, 2006 May; and 2019 Dec	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
IM-01-03	<u>Archives - Outreach</u> <i>Includes:</i> Records regarding outreach programs and services provided by the Archives, such as exhibits, tours, presentations, and City Hall School programs. Contains Personal Information	City Clerk's	Official: Disposition 2 years after obsolete or superceded Copies: Disposition 1 year after creation of record Citation: 135 Remarks: Selective retention by City of Calgary Archive Retention revised effective 2001 October	
IM-02	Internal Inquiries and Service Requests for Assistance or Information <i>Includes:</i> Records regarding inquiries from City employees for assistance or information from City work groups. Records include: completed internal service requests by business units, support records on work assignments, internal costs and actions taken. <i>Excludes:</i> Facility Operation Work Orders - See: FL-13 Public Inquiries and Requests for Assistance, Information - See: PS-08-01 Work Orders for Vehicles and Equipment - See: VE-16 Requests for Alteration and Modification of Vehicles, Components and Tools - See: VE-19 Contains Personal Information	Originating	Official: Disposition 3 years after creation of record Copies: Disposition 1 year after creation of record Citation: 135 Remarks: New Classification effective 2019 December	
IM-03	Email System Superceded 2006 May by: IM-10 Systems Development: 01 - Functional, Technical Specifications and Requirements; 02 - Installation and Implementation; 03 - Maintenance and Support			
IM-04-00	<u>Freedom of Information and Protection of Privacy (FOIP) - General</u> <i>Includes:</i> Records regarding bulletins, inter-Business Unit memos, correspondence with Business Unit coordinators, advice to authors of reports to council and update reports. <i>Excludes:</i> Acts - Legislation - See: CG-01 FOIP Coordinating Committee - See: CG-11	City Clerk's	Official: Disposition 2 years after creation of record Copies: Disposition 1 year after creation of record Citation: Remarks: Selective retention by City of Calgary Archive Retention revised effective 2008 May	
IM-04-01	<u>Freedom of Information and Protection of Privacy (FOIP) - Requests and Replies</u> <i>Includes:</i> Records regarding the requests for information under the Province's legislation, such as applications, correspondence and copies of material released.	City Clerk's	Official: Disposition 5 years after creation of record Copies: Not permitted Citation: 135 Remarks:	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
	Contains Personal Information		<p>Records destroyed at disposition without City of Calgary Archive review</p> <p>Calculate from date when request file is closed.</p> <p>Retention revised effective 2009 November and 2022 November</p>	
IM-04-02	<u>Freedom of Information and Protection of Privacy (FOIP) - Personal Information Banks (PIB)</u> <i>Includes:</i> Records regarding directories of personal information banks (PIB's) and supporting documentation. Contains Personal Information	City Clerk's	Official:	Disposition 3 years after obsolete or superceded
			Copies:	Disposition after obsolete or superceded
			Citation:	135
			<p>Remarks:</p> <p>Records destroyed at disposition without City of Calgary Archive review</p> <p>New Classification effective 2008 May</p>	
IM-04-03	<u>Freedom of Information and Protection of Privacy (FOIP) - Privacy Impact Assessments (PIA)</u> <i>Includes:</i> Records regarding completed privacy impact assessments (PIA) and related documentation.	Originating	Official:	Disposition 3 years after obsolete or superceded
			Copies:	Disposition after obsolete or superceded
			Citation:	
			<p>Remarks:</p> <p>Selective retention by City of Calgary Archive</p> <p>Retention revised effective 2008 May</p>	
IM-04-04	<u>Freedom of Information and Protection of Privacy (FOIP) - Statistics</u> <i>Includes:</i> Records regarding statistical reporting of Freedom of Information and Protection of Privacy (FOIP) requests to the Province. Contains Personal Information	City Clerk's	Official:	Disposition 6 years after creation of record
			Copies:	Disposition 3 years after creation of record
			Citation:	135
			<p>Remarks:</p> <p>Selective retention by City of Calgary Archive</p>	
IM-04-05	<u>Freedom of Information and Protection of Privacy (FOIP) - Investigations</u> <i>Includes:</i> Records such as documents which provide evidence of a breach, investigation notes, letter of findings and notifications concerning investigation of a privacy breach incident. Contains Personal Information	City Clerk's	Official:	Disposition 3 years after event
			Copies:	Disposition after event
			Event:	Final Report Completed.
			Citation:	135
			<p>Remarks:</p> <p>Records destroyed at disposition without City of Calgary Archive review</p> <p>Retention revised effective 2008 May</p>	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
IM-05	Library, Reference Material <i>Includes:</i> Records regarding journals, reports, newsletters, and books retained as reference material and used as an aid in conducting the functions of the organization. Includes the administration and management of library services and supporting documentation.	Originating	Official: Disposition after obsolete or superceded Copies: Disposition after obsolete or superceded Citation: Remarks:	Disposition after obsolete or superceded Disposition after obsolete or superceded New classification effective 2008 May Retention revised November 2013
IM-05-00	Library, Reference Material - General Consolidated 2008 May to: IM-05 Library, Reference Material			
IM-05-01	Library, Reference Material - Library Services Consolidated 2008 May to: IM-05 Library, Reference Material			
IM-05-02	Library, Reference Material - Reference Material Consolidated 2008 May to: IM-05 Library, Reference Material			
IM-05-03	Library, Reference Material - Subscriptions Consolidated 2008 May to: IM-05 Library, Reference Material			
IM-06	Microfilm, Fiche and Computer Output to Microform (COM) Management Superceded 2008 May by: CG-22 - Policies and Procedures			
IM-07-00	Modeling and Forecasting - General Superceded 2023 July by: IM-09-03 Research, Analysis and Statistics - Individuals, Interested Parties and Technical Studies			
IM-07-01	Modeling and Forecasting - Assessment Superceded 2024 January by: AS-03 Mass Appraisal			
IM-07-02	<u>Modeling and Forecasting - Model and Data Calibration and Re-Calibration Updates</u> <i>Includes:</i> Records regarding the ten-year update to data taken from the civic census and the four-year update of the data contained in the ten-year model, such as the calibration model, comparison data and final model. Also includes vehicle-based data, timings, and travel surveys.	Originating	Official: Disposition 1 year after obsolete or superceded Copies: Disposition 1 year after creation of record Citation: Remarks:	Disposition 1 year after obsolete or superceded Disposition 1 year after creation of record Selective retention by City of Calgary Archive
IM-08-01	Records Management - Program Administration Superceded 2006 May by: CG-30 - Corporate Program Administration			
IM-08-02	<u>Records Management - Records Inventory</u> <i>Includes:</i> Records regarding lists and inventories of records that support or capture business unit records management decisions such as records holdings, lists by location code, lists for retention review (including until obsolete or superceded and awaiting event) and vital records inventories.	Originating	Official: Disposition after obsolete or superceded Copies: Disposition 1 year after creation of record Citation: Remarks:	Disposition after obsolete or superceded Disposition 1 year after creation of record
IM-08-03	<u>Records Management - Inactive Holdings - Transfer and Retrieval</u> <i>Includes:</i> Records regarding inactive records holdings, such as transmittals with box holdings, requests for retrieval or return of offsite inactive records and packaging slips from offsite storage provider.	City Clerk's	Official: Disposition 1 year after creation of record Copies: Disposition 1 year after creation of record Citation: Remarks:	Disposition 1 year after creation of record Disposition 1 year after creation of record

Corporate Records Classification and Retention Schedule

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
	<i>Excludes:</i> Box transmittal with inventory list - See: IM-08-04 Inactive Holdings Disposition Authorization		Retention revised effective 2008 November and 2019 December	
IM-08-04	<u>Records Management - Inactive Holdings - Disposition Authorization</u> <i>Includes:</i> Records regarding authorization of records disposition, as well as requests to suspend disposition (holds). Includes original Records Disposition forms (CC741), Records Accountability Declaration forms (CC764), hold forms (CC842), destruction certificates, attachments, and related correspondence.	City Clerk's	Official:	Permanent
			Copies:	Disposition 1 year after creation of record
			Citation:	148, 153, 155
			Remarks:	
IM-08-05	<u>Records Management - System Documentation</u> <i>Includes:</i> Records regarding the development, maintenance and updating of the program documentation for the records management program, including the Corporate Records Management Program Manual and the Corporate Classification and Retention Schedule (CRCRS). Records include requests, business cases, analysis, and recommendations for adjustments to the program documentation. Also includes the relevant approvals.	City Clerk's	Official:	Permanent
			Copies:	Disposition 4 years after creation of record
			Citation:	
			Remarks:	
			Retention revised effective 2014 November	
IM-08-06	<u>Records Management - Program Initiatives</u> <i>Includes:</i> Records regarding Records Management Program initiatives to enhance and assist in the appropriate management of Corporate information, such as approval, planning and implementation, project management documentation, including client interviews, presentations, meetings, analysis, project deliverables and copies of consultant or vendor documents. <i>Excludes:</i> Corporate Program Administration - See: CG-30 Contains Personal Information	Originating	Official:	Disposition 5 years after event
			Copies:	Disposition after event
			Event:	Project complete.
			Citation:	135
			Remarks:	
			Selective retention by City of Calgary Archive	
IM-08-07	<u>Records Management - Electronic Image Management Program</u> <i>Includes:</i> Records regarding the establishment and authorization of an imaging or scanning program to convert physical records to electronic records and to enable the destruction of the physical records. Includes records that prove adherence to CAN / CGSB-72.11-93 Microform and Electronic Images as Documentary Evidence standard and CAN / CGSB-72.34-2017 Electronic Records as Documentary Evidence standard, such as program manuals, scanner maintenance logs, scanner consumable replacement and error logs, scanner test results logs, scanner test targets, batch tracking logs, certificates of authenticity and source document capture, authorizations for disposal of source documents and certificates of destruction for source documents.	Originating	Official:	Disposition 1 year after event
			Copies:	Disposition 1 year after creation of record
			Event:	Disposition of the scanned documents.
			Citation:	
			Remarks:	
			New classification effective 2019 December	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
IM-09-00	<u>Research, Analysis and Statistics - General</u> <i>Includes:</i> Records regarding research and analysis relevant to the administrative and operational functions of The City. Includes reports, opinion papers, position papers, studies, surveys, secondary research, recommendations, circulation comments and background data. <i>Excludes:</i> Activity, Operations Analysis - See: AD-02 Customer / Client Information - See: PS-03 / PS-06 Contains Personal Information	Originating	Official: Disposition 1 year after obsolete or superceded Copies: Disposition 1 year after creation of record Citation: 135 Remarks: Selective retention by City of Calgary Archive Retention revised effective 2009 November	
IM-09-01	Research, Statistical Analysis - One Time and Repeatable Superceded 2009 November by: IM-09-00 Research, Statistical Analysis - General			
IM-09-02	Research, Statistical Analysis - Statistical Analysis - Repeatable Superceded 2006 November by: IM-09-00 Research, Statistical Analysis - General			
IM-09-03	<u>Research, Analysis and Statistics - Individuals, Interested Parties and Technical Studies</u> <i>Includes:</i> Records regarding the collection, analysis, and summary of information from or about current or potential service, technical innovations, and users, to support development, administration, and operational functions of The City. Records include: information from residents, employees, and other interested parties on demographics, use statistics and user behaviours, as well as opinions on City programs, services, infrastructure or facilities. Records also include qualitative and quantitative research and engagement such as: completed client surveys and reports on results, focus groups, in-depth interviews, geospatial summary data on survey results or incidents, position papers and related correspondence. Technical records to support research include: final test results, data collection procedures, models, and calculations, alternative processes, components, equipment, specifications, standards and research notes. Contains Personal Information	Originating	Official: Disposition 10 years after obsolete or superceded Copies: Disposition after obsolete or superceded Citation: 135 Remarks: Selective retention by City of Calgary Archive	
IM-09-04	Research, Analysis and Statistics - Demographic Superceded 2023 July by: IM-09-03 Research, Analysis and Statistics - Individuals, Interested Parties and Technical Studies			
IM-09-05	Research, Analysis and Statistics - Technical Superceded 2023 July by: IM-09-03 Research, Analysis and Statistics - Individuals, Interested Parties and Technical Studies			
IM-10-00	<u>Systems Development - General</u> <i>Includes:</i> Records regarding systems development of a general nature not specific to a tertiary in this secondary.	Originating	Official: Disposition 2 years after creation of record Copies: Disposition 2 years after creation of record Citation: Remarks:	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
IM-10-01	<u>Systems Development - Functional, Technical Specifications and Requirements</u> <i>Includes:</i> Records regarding systems development functional and technical specifications and requirements, such as background requests, requirement definitions, studies and surveys that are used to develop software or hardware specifications. Also includes acceptance or compatibility criteria, modeling, and final specifications. <i>Excludes:</i> Request for Information (RFIs), Quotes, Proposals - See: FA-29	Originating	Official:	Disposition 3 years after event
			Copies:	Disposition after event
			Event:	Life of System.
			Citation:	
IM-10-02	<u>Systems Development - Installation and Implementation</u> <i>Includes:</i> Records regarding system installation / implementation, such as data conversion plans, copies of agreements with third parties, mapping information and implementation plan. Also includes system reporting development, hardware / software documentation, test plans, system acceptance documentation and modeling.	Information Technology	Remarks:	
			Retention revised effective 2003 January	
			Official:	Disposition 2 years after event
			Copies:	Disposition after event
IM-10-03	<u>Systems Development - Maintenance and Support</u> <i>Includes:</i> Records regarding system maintenance and support, such as trouble reports, change requests, system statistics, information and reports, hardware or software checks and testing. Also includes software upgrades, problem management (hardware) and database change requests.	Originating	Event:	Life of System.
			Citation:	
			Remarks:	
			Retention revised effective 2003 January	
IM-11	System, Server, and Network Management <i>Includes:</i> Records regarding the management and monitoring of system or server network environment, such as performance statistics, configurations, performance benchmarks, job scheduling, installations, etc.	Information Technology	Official:	Disposition 2 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	
			Remarks:	
IM-12-00	<u>Web Administration - General</u> <i>Includes:</i> Records regarding web administration of a general nature not specific to a tertiary in this secondary.	Originating	Official:	Disposition 2 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	
			Remarks:	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
IM-12-01	<u>Web Administration - Internet</u> <i>Includes:</i> Records regarding management of the website layout, content, and search aids / index, such as correspondence and instructions. <i>Excludes:</i> Policy and Procedure - See: CG-22 Web Page Content - See: MP-18	Originating	Official:	Disposition 2 years after obsolete or superceded
			Copies:	Disposition after obsolete or superceded
			Citation:	
			Remarks:	Selective retention by City of Calgary Archive
IM-12-02	<u>Web Administration - Intranet</u> <i>Includes:</i> Records regarding internal homepage design, development, and maintenance. <i>Excludes:</i> For Web Page Content - See: MP-18	Originating	Official:	Disposition 2 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	
			Remarks:	Selective retention by City of Calgary Archive
LE - LEGAL				
Records regarding the protection of the rights and interests of individuals and the Corporation, enforcement of bylaws, and compliance with laws and regulations				
LE-00	Legal - General <i>Includes:</i> Records of a general legal nature not specific to a secondary in this primary.	Originating	Official:	Disposition 12 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	
			Remarks:	
LE-01	Builders' Liens <i>Includes:</i> Records regarding builders' liens, such as statements of claim, land title searches, registry service requests, encumbrance, liens, interest, ground leases, correspondence, etc. Contains Personal Information	Law	Official:	Disposition 1 year after event
			Copies:	Disposition after event
			Event:	Lien lifted.
			Citation:	135, 187
			Remarks:	Records destroyed at disposition without City of Calgary Archive review
LE-02-00	<u>Bylaw Enforcement - General</u> <i>Includes:</i> Records regarding bylaw enforcement of a general nature not specific to a tertiary in this secondary.	Originating	Official:	Disposition 3 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	
			Remarks:	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
LE-02-01	<p>Bylaw Enforcement - Building, Business and Transportation Services</p> <p><i>Includes:</i> Records regarding prosecution, appeals, investigations, warnings, orders, violations, complaints and contempt of offences under City bylaws, regarding building and structural safety codes, livery services and transit. Records include court appearance reminders, notices of trial, violation tickets, conversation records and correspondence, complaint and investigation reports, photos, video recordings, officers' notes and notebooks, witness lists and statements, subpoenas and summonses, summons logs for bylaw service officers, other support summons records, receipt acknowledgements, cancellation requests, court briefs, decisions and appeals.</p> <p>Contains Personal Information</p>	<p>Emergency Management & Community Safety</p> <p>Law</p> <p>Planning and Development</p>	<p>Official: Disposition 5 years after event</p> <p>Copies: Disposition 1 year after creation of record</p> <p>Event: Expiry of appeal period or prosecution abandoned.</p> <p>Citation: 135, 242, 243</p> <p>Remarks:</p> <p>Revised retention effective 2020 November.</p>	
LE-02-02	<p>Bylaw Enforcement - Summons Books, Cancellations Superceded 2022 November by: LE-02-01 Bylaw Enforcement - Building, Business and Transportation Services</p>			
LE-02-03	<p>Bylaw Enforcement - Animal Services</p> <p><i>Includes:</i> Animal records regarding prosecution, appeals, investigations, warnings, orders and violations, complaints, and contempt of offences under City bylaws, such court appearance reminders, notices of trial, violation tickets, conversation records and correspondence. Also includes complaint and investigation reports, including vicious animal hearings, negligence which becomes a health or safety matter; photos, officers' notes and notebooks; witness lists and statements; subpoenas and summons; court briefs, decisions, and appeals.</p> <p>Contains Personal Information</p>	<p>Emergency Management & Community Safety</p> <p>Law</p>	<p>Official: Disposition 10 years after creation of record</p> <p>Copies: Disposition 1 year after creation of record</p> <p>Citation: 135, 242, 243, 1004</p> <p>Remarks:</p> <p>New classification effective 2020 November</p>	
LE-02-04	<p>Bylaw Enforcement - Other Bylaw Services</p> <p><i>Includes:</i> Records regarding prosecution, appeals, investigations, warnings, orders and violations, complaints, and contempt of offences under City bylaws not related to animals, buildings, businesses, or transportation. Records include complaint and investigation reports, photos, violation tickets, conversation records, correspondence, officers' notes and notebooks, witness lists and statements, subpoenas and summons, court briefs, decisions and appeals, bylaw clean-up on City and private land (i.e., contractor work).</p> <p><i>Excludes:</i> Building, Business, Transportation Bylaw Services - See: LE-02-01 Animal Bylaw Services - See: LE-02-03</p> <p>Contains Personal Information</p>	<p>Emergency Management & Community Safety</p> <p>Law</p> <p>Mobility</p>	<p>Official: Disposition 5 years after creation of record</p> <p>Copies: Disposition 1 year after creation of record</p> <p>Citation: 135, 242, 243</p> <p>Remarks:</p> <p>New classification effective 2020 November</p>	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
LE-03	Contracts and Agreements - General <i>Includes:</i> Records regarding contracts and agreements not specific to a secondary in this primary such as reports, statistics, summaries, etc.	Originating	Official: Disposition 5 years after creation of record Copies: Disposition 1 year after creation of record Citation: 148 Remarks: Selective retention by City of Calgary Archive	
LE-04	Contracts and Agreements - Employee <i>Includes:</i> Records regarding employee related contracts, such as employment contracts, retirement agreements, etc. which may also contain correspondence, memos, and affidavits of execution, etc. <i>Excludes:</i> Collective Agreements - See: LE-05 Copy of Contract / Agreement must be Included in Employee File - Employment History - See: HR-07-01 Contains Personal Information	City Clerk's Law	Official: Disposition 12 years after event Copies: Disposition after event Event: Expiration of Agreement. Citation: 135, 148 Remarks: Selective retention by City of Calgary Archive	
LE-05-00	Contracts and Agreements - Employee - Collective Agreements - General <i>Includes:</i> Records regarding collective agreements, such as agreements, bargaining books, negotiation agendas, minutes, union proposals, City proposals, negotiating ground rules, letters of understanding, work to rule data, redeployment issues, bargaining unit certifications, memorandum of settlement and related correspondence.	Human Resources	Official: Permanent Copies: Disposition 1 year after creation of record Citation: Remarks: Retention revised effective 2004 December	
LE-05-01	Contracts and Agreements - Employee - Collective Agreements - Bargaining Process <i>Includes:</i> Records regarding guidelines for the development of a mandate for contract negotiations, such as settlement evaluations, task force data, copies of minutes, recommendations to the General Managers and related correspondence.	Human Resources	Official: Permanent Copies: Disposition 1 year after creation of record Citation: Remarks: Retention revised effective 2004 December and 2019 December	
LE-06	Contracts and Agreements - Funding to The City <i>Includes:</i> Records regarding funding contracts between The City and fund providers, including but not limited to provincial and federal governments, such as applications, terms of reference or conditions of funding, correspondence regarding negotiations, contracts and supporting documentation. <i>Excludes:</i> Fund Accounting - See: FA-24 Contains Personal Information	Originating	Official: Disposition 12 years after event Copies: Disposition after event Event: Expiration of Agreement. Citation: 135, 148 Remarks: Full retention by City of Calgary Archive	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
LE-07	Contracts and Agreements - Funding by The City <i>Includes:</i> Records regarding funding contracts between The City and other parties or agencies, including but not limited to social service agencies, such as terms of reference or conditions of funding, correspondence regarding negotiations and contracts. <i>Excludes:</i> Applications and Fund Accounting - See: FA-23 Contains Personal Information	Originating	Official: Disposition 12 years after event Copies: Disposition after event Event: Expiration of Agreement. Citation: 135, 148 Remarks: Full retention by City of Calgary Archive	
LE-08-00	Contracts and Agreements - Land, Property, Building - General <i>Includes:</i> Records regarding land, property and building contracts and agreements of a general nature not specific to a tertiary in this secondary.	Originating	Official: Disposition 5 years after creation of record Copies: Disposition 1 year after creation of record Citation: 148 Remarks:	
LE-08-01	Contracts and Agreements - Land, Property, Building - Acquisition <i>Includes:</i> Records regarding contracts and agreements for the acquisition of land by The City and land exchanges, such as negotiations, drafts, plans and appraisals, title information and signed contracts or agreements. Also includes surveys, decisions of Council, schedules, and receipts of payments. Contains Personal Information	Calgary Housing Law Real Estate and Development Services	Official: Disposition 12 years after event Copies: Disposition after event Event: Completion of document filing at the Land Titles Office. Citation: 133, 135, 148, 193, 200 Remarks: Full retention by City of Calgary Archive Retention revised effective 2001 October and 2010 November	
LE-08-02	Contracts and Agreements - Land, Property, Building - Expropriations <i>Includes:</i> Records regarding the expropriation of land, such as negotiations, title information, appraisals, surveys, reports, council decisions, notices of intention to expropriate, notices of expropriation or possession or proposed payment, certificates of approval, section 30 agreements, copies of land compensation board pleadings and decisions, schedules and record of payments. Contains Personal Information	Law Real Estate and Development Services	Official: Disposition 12 years after event Copies: Disposition after event Event: Completion of expropriation. Citation: 133, 135, 193 Remarks: Full retention by City of Calgary Archive Retention revised effective 2001 October; 2003 January and 2010 November	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
LE-08-03	<u>Contracts and Agreements - Land, Property, Building - Cash-in-Lieu</u> <i>Includes:</i> Records regarding cash-in-lieu arrangements made between The City and property developers to set aside reserve land requirements, such as property appraisal and schedule and receipt of payment. Contains Personal Information	Law Planning and Development Real Estate and Development Services	Official:	Disposition 12 years after event
			Copies:	Disposition after event
			Event:	Expiration of agreement and all payments received.
			Citation:	135, 148
			Remarks:	
		Full retention by City of Calgary Archive		
LE-08-04	<u>Contracts and Agreements - Land, Property, Building - Miscellaneous Real Property Agreements</u> <i>Includes:</i> Records regarding caveats, rights of way, easement and encroachment agreements, including the applications and supporting documents such original title of certificate and other title information, photos, correspondence, restrictive covenants and miscellaneous instruments, such as real property reports, surveys, surrender of easements, discharges of caveats, schedules and receipts of payment. <i>Excludes:</i> Deferred Reserve Caveats - See: LE-08-13 Contains Personal Information	Calgary Housing	Official:	Disposition 12 years after event
		Law	Copies:	Disposition after event
		Parks and Open Spaces	Event:	Agreement expired.
		Partnerships	Citation:	135, 148, 1005
		Remarks:		
		Real Estate and Development Services		
		Recreation and Social Programs		
		Water Services		
LE-08-05	<u>Contracts and Agreements - Land, Property, Building - Development Agreements</u> <i>Includes:</i> Records regarding contracts and agreements for development of new residential or commercial subdivisions, special development agreements, such as agreements, drafts, clauses and special clauses, approval conditions, copies of insurance certificates and estimates, progress payments to or by The City and financial arrangements. Also includes endeavors to assist, boundary conditions, inspections and project maps, plans, related tests, studies, and reports. Also includes original construction completion (CCC) and final acceptance certificates (FAC). <i>Excludes:</i> Permits and Licences - Land, Buildings - See: LE-16 Contains Personal Information	Originating	Official:	Permanent
			Copies:	Disposition 1 year after event
			Event:	Agreement signed and registered, and final acceptance certificate (FAC) issued (where applicable).
			Citation:	135, 148
			Remarks:	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
LE-08-06	<u>Contracts and Agreements - Land, Property, Building - Standard Form Agreements</u> <i>Includes:</i> Records regarding the establishment of the standard form agreements, including development agreement standard form, indemnification agreements standard and master indemnity standard form, such as negotiations with the Urban Development Institute, drafts, change components, special clauses, and appendices. Also includes the establishment of charge rates.	Planning and Development	Official:	Permanent
			Copies:	Disposition 1 year after creation of record
			Citation:	148
			Remarks:	
LE-08-07	<u>Contracts and Agreements - Land, Property, Building - Development - Other</u> <i>Includes:</i> Records regarding contracts and agreements during development, for streets, utilities, and services, such as agreements for sidewalks, irrigation, shoring, grading, paving, excavations, and driveways. Contains Personal Information	Originating	Official:	Disposition 12 years after event
			Copies:	Disposition after event
			Event:	Development complete and all conditions within the agreement have been met. Final acceptance certificate (FAC) issued where applicable.
			Citation:	135, 148
			Remarks:	
			Selective retention by City of Calgary Archive	
LE-08-08	<u>Contracts and Agreements - Land, Property, Building - Gravel Mining</u> <i>Includes:</i> Records regarding contracts and agreements for gravel mining, such as gravel mining agreement, assumption and amending agreements, back filling and restoration agreements, and related charges, liens, site maps and annual reports. Contains Personal Information	Planning and Development	Official:	Disposition 12 years after event
			Copies:	Disposition after obsolete or superceded
			Event:	Agreement expired or gravel mine no longer in operation.
			Citation:	135, 148
			Remarks:	
			Selective retention by City of Calgary Archive	
LE-08-09	<u>Contracts and Agreements - Land, Property, Building - Indemnification Agreements</u> <i>Includes:</i> Records regarding indemnification agreements between The City and developers / consultants, third party users and occupiers of City owned land, protecting The City from liability, such as signed agreements, letters of credit, design information and correspondence. Contains Personal Information	Originating	Official:	Disposition 15 years after event
			Copies:	Disposition after event
			Event:	Final acceptance certificate (FAC) or Final maintenance certificate (FMC) issued and/or agreement expired, or repair is completed.
			Citation:	135, 148
			Remarks:	
			Full retention by City of Calgary Archive Retention revised effective 2003 January	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
LE-08-10	<u>Contracts and Agreements - Land, Property, Building - Lease, Licence, Occupancy Agreements, Sale and Disposal</u> <i>Includes:</i> Records regarding lease or rental agreements and contracts for land, commercial or residential properties by and to The City, as well as contracts and agreements for sale and disposal of land in the City inventory and land as a result of lane or road closures. Records include: signed leases or contracts, surveys, tenant information, schedules, receipts of payment ,and workspace agreements between The City and City Business Units, negotiation records, plans, property or land appraisals, title information and copies of Council approvals. Contains Personal Information	Calgary Housing Facility Management Law Real Estate and Development Services Recreation and Social Programs Waste and Recycling	Official:	Disposition 12 years after event
			Copies:	Disposition after event
			Event:	Agreement expired or completion of sale and disposal of City property
			Citation:	133, 135, 148, 193
			Remarks:	
			Selective retention by City of Calgary Archive	
			Retention revised effective 2003 January, 2010 November, and 2024 January	
LE-08-11	<u>Contracts and Agreements - Land, Property, Building - Crossing Agreements</u> <i>Includes:</i> Records regarding railway and pipeline crossing agreements, such as agreements, plans, drawings and contractual arrangements and correspondence with railway companies, and correspondence with the National Transportation Agency, Canadian Transport Agency, and utility companies.	Originating	Official:	Disposition 2 years after event
			Copies:	Disposition after event
			Event:	Agreement no longer in force.
			Citation:	148
			Remarks:	
Full retention by City of Calgary Archive				
LE-08-12	Contracts and Agreements - Land, Property, Building - Sale and Disposal Superceded 2024 January by: LE-08-10 Contracts and Agreements - Land, Property, Building - Lease, Licence, Occupancy Agreements, Sale and Disposal			
LE-08-13	<u>Contracts and Agreements - Land, Property, Building - Deferred Reserved Caveats</u> <i>Includes:</i> Records regarding the creations of deferred reserved caveats, such as copies of requests, drafts, and final version caveats. Contains Personal Information	Law	Official:	Disposition 12 years after event
			Copies:	Disposition 5 years after event
			Event:	Full discharge of caveat.
			Citation:	135, 148
			Remarks:	
Selective retention by City of Calgary Archive				

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
LE-08-14	<u>Contracts and Agreements - Land, Property, Building - Public Lands</u> <i>Includes:</i> Records regarding the lease of public land and municipal reserves by The City, such as signed original lease, negotiations and supporting documents, lessee insurance and annual payment records. Also includes lessee annual financial statements, grant information and facility development records. Contains Personal Information	Facility Management Law Parks and Open Spaces Partnerships Recreation and Social Programs	Official:	Disposition 12 years after event
			Copies:	Disposition after event
			Event:	Expiration of agreement and no further leases on that site by that lessee.
			Citation:	135
			Remarks:	Selective retention by City of Calgary Archive
LE-09-00	<u>Contracts and Agreements - Service and Supply to The City - General</u> <i>Includes:</i> Records regarding contracts and agreements for service and supply to The City of a general nature not specific to a tertiary in this secondary.	Originating	Official:	Disposition 5 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	148
			Remarks:	
LE-09-01	<u>Contracts and Agreements - Service and Supply to The City - Construction</u> <i>Includes:</i> Records regarding contracts and agreements for construction, such as signed contracts (fixed price or time, labour and materials), change orders, holdbacks, holdback releases and financial security information. Also includes amending agreements and extensions. Contains Personal Information	Originating	Official:	Disposition 12 years after event
			Copies:	Disposition after event
			Event:	Expiration of agreement.
			Citation:	135, 148
			Remarks:	Selective retention by City of Calgary Archive Retention revised effective 2003 January and 2004 December
LE-09-02	<u>Contracts and Agreements - Service and Supply to The City - Services</u> <i>Includes:</i> Records regarding contracts and agreements for installation, maintenance, joint maintenance and services provided to The City, such as maintenance agreements, hauling services, janitorial services, elevator maintenance, landscaping, window cleaning, security services, pay phones, pagers, cell phones, computer hardware or software, vehicles and equipment and consulting services. Includes agreements, bonds and securities, drawings, progress, and completion certificates. Also includes special conditions, amending agreements and extensions. Contains Personal Information	Originating	Official:	Disposition 12 years after event
			Copies:	Disposition after event
			Event:	Expiration of agreement.
			Citation:	135, 148
			Remarks:	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
LE-09-03	<p>Contracts and Agreements - Service and Supply to The City - Rentals, Leases - Vehicles and Equipment</p> <p><i>Includes:</i> Records regarding lease and rental contracts and agreements for supply of leased equipment and vehicles to The City, such as contracts, rates and information regarding the vehicle or equipment being leased.</p> <p>Contains Personal Information</p>	Originating	<p>Official: Disposition 12 years after event</p> <p>Copies: Disposition after event</p> <p>Event: Expiration of agreement.</p> <p>Citation: 135, 148</p> <p>Remarks:</p>	
LE-09-04	<p>Contracts and Agreements - Service and Supply to The City - Franchise and Concession</p> <p><i>Includes:</i> Records regarding franchise and concession agreements, including food and utility services at City facilities, such as contract, negotiations, rates, and information. Also includes Calgary Transit tickets and passes vendor agreements and contracts.</p> <p>Contains Personal Information</p>	Originating	<p>Official: Disposition 12 years after event</p> <p>Copies: Disposition after event</p> <p>Event: Expiration of agreement.</p> <p>Citation: 135, 148</p> <p>Remarks:</p>	
LE-10	<p>Contracts and Agreements - Service and Supply by The City</p> <p><i>Includes:</i> Records regarding contracts and agreements for services and supplies, joint maintenance agreements, mutual aid agreements provided by The City, such as agreements or contracts, negotiations, supporting activities and documents.</p> <p>Contains Personal Information</p>	Originating	<p>Official: Disposition 12 years after event</p> <p>Copies: Disposition after event</p> <p>Event: Expiration of agreement.</p> <p>Citation: 135, 148</p> <p>Remarks:</p> <p>Selective retention by City of Calgary Archive</p>	
LE-11	<p>Copyrights, Trademarks, Logos and Patents</p> <p><i>Includes:</i> Records regarding copyrights, trademark, logos, and patents, held by The City, such as file summaries, copyright certificate registrations, applications for registration, correspondence, etc.</p>	Law	<p>Official: Permanent</p> <p>Copies: Disposition after obsolete or superceded</p> <p>Citation: 6, 68</p> <p>Remarks:</p> <p>Business event = Expiration of Copyright / Trademark.</p> <p>Retention revised effective 2004 December</p>	
LE-12-01	<p>Incidents, Accidents - Reporting</p> <p><i>Includes:</i> Records regarding incidents not resulting in property damage or personal injury. Records include: property damage occurrence reports (PDORs), driver's report of incident includes field reports, photographs,</p>	Law	<p>Official: Disposition 2 years after event</p> <p>Copies: Disposition 2 years after creation of record</p> <p>Event: Date file closed.</p> <p>Citation: 71, 135, 140, 145, 148, 160, 227</p>	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
	<p>diagrams, and witness statements.</p> <p><i>Excludes:</i> Incident, Accidents - Investigations and Claims - See: LE-12-02 Incident / Emergency Response by Business Unit - See: ES-15 Environmental Incidents - See: EN-19 Near Miss or Unsafe Conditions - See: HS-10</p> <p>Contains Personal Information</p>		Remarks: Selective retention by City of Calgary Archive	
LE-12-02	<p><u>Incidents, Accidents - Investigations and Claims</u></p> <p><i>Includes:</i> Records regarding legal investigation, negotiation and settlement of accidents and incidents involving service or business interruption, injury to people and / or damage to property. Records include: property damage occurrence reports (PDORs), loss reports, vehicle accident reports (VARs), Calgary Transit occurrence reports, driver's report of incident or collision and utility hits, video surveillance recordings, field damage reports, damage appraisals, third party medical reports, investigation notes, witness statements, photographs, review of investigative findings, final investigation reports, recommendations, individual insurance claims, received statement of claims, financial expenses and settlements for claim files, litigation reports and correspondence.</p> <p><i>Excludes:</i> Workers' Compensation Board (WCB) Claims - See: HR-07 Environmental Incidents - See: EN-19 Incident Response by Business Unit - See: ES-15 Litigation - See: LE-19</p> <p>Contains Personal Information</p>	Law	Official: Disposition 12 years after event Copies: Disposition 2 years after creation of record Event: Date investigation file or claim file closed or settled. Citation: 71, 135, 140, 145, 148, 160, 227, 283	Remarks: Selective retention by City of Calgary Archive
LE-13-00	<p><u>Insurance and Risk Management - General</u></p> <p><i>Includes:</i> Records regarding various background risk management and insurance issues not specific to a claim, such as studies, analysis, statistics, etc.</p>	Law	Official: Disposition 5 years after creation of record Copies: Disposition 1 year after creation of record Citation:	Remarks: Selective retention by City of Calgary Archive
LE-13-01	<p><u>Insurance and Risk Management - Policies</u></p> <p><i>Includes:</i> Records regarding the actual insurance policies held by The City (property, crime, auto, boiler and machinery, Director's and Officer's, professional liability, etc.), such as copies of insurance certificates or policy documents and related correspondence.</p> <p><i>Excludes:</i> Liability Insurance Policies - See: LE-13-03</p>	Law	Official: Disposition 7 years after event Copies: Disposition after obsolete or superceded Event: Policy expired. Citation: 140, 143, 144, 145, 146, 287	Remarks:

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
LE-13-02	Insurance and Risk Management - Claims Superseded 2022 November by: LE-12-02 Incidents, Accidents - Investigations and Claims			
LE-13-03	Insurance and Risk Management - Liability Insurance Policies <i>Includes:</i> Records regarding the liability insurance policies held by The City such as copies of insurance certificates or policy documents and related correspondence.	Law	Official:	Permanent
			Copies:	Disposition after obsolete or superseded
			Citation:	140, 143, 144, 145
			Remarks:	
		Business event = Policy expired.		
		New classification effective 2003 January		
LE-14-00	New Infrastructure Certification - General <i>Includes:</i> Records regarding new infrastructure certification of a general nature not specific to a tertiary in this secondary.	Planning and Development	Official:	Disposition 5 years after creation of record
			Copies:	Disposition 2 years after creation of record
			Citation:	
			Remarks:	
LE-14-01	New Infrastructure Certification - Inspection <i>Includes:</i> Records regarding the inspection of new streets, sidewalks, pavements, etc., sewer, sanitary, drainage and water supply infrastructures, LRT, and parks, such as inspection schedules, inspection reports, certificate reports, status reports, field orders and video inspections.	Originating	Official:	Permanent
			Copies:	Disposition after event
			Event:	Construction completion certificate (CCC) / Final acceptance certificate (FAC) for a subdivision phase has been issued AND Final acceptance certificate (FAC) for entire subdivision (all phases) has been issued.
			Citation:	
		Remarks:		
		Retention revised effective 2000 December 2003 January and 2019 December.		
LE-14-02	New Infrastructure Certification - Construction Completion Certificate (CCC) <i>Includes:</i> Records regarding construction completion certificate issued for each phase of new street, sidewalk, pavement, sewer, sanitary and water infrastructures.	Planning and Development	Official:	Disposition 2 years after event
			Copies:	Disposition after event
			Event:	Construction completion certificate (CCC) issued.
			Citation:	
		Remarks:		

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
LE-14-03	<p>New Infrastructure Certification - Final Acceptance Certificate (FAC)</p> <p><i>Includes:</i> Records regarding final acceptance certificate issued for each phase of new street, sidewalk, pavement, and sewer and sanitary and water infrastructures.</p>	Planning and Development	<p>Official: Permanent</p> <p>Copies: Disposition after event</p> <p>Event: Final acceptance certificate (FAC) issued.</p> <p>Citation:</p> <p>Remarks:</p>	
LE-15	<p>Opinions, Decisions and Rulings</p> <p><i>Includes:</i> Records regarding opinions, decisions and rulings on various subjects (taxation, industrial relations, etc.) retained for reference purposes and obtained either internally or externally. Includes Ministerial orders and Tribunal rulings.</p>	Law	<p>Official: Disposition after obsolete or superceded</p> <p>Copies: Disposition after obsolete or superceded</p> <p>Citation:</p> <p>Remarks:</p> <p>Selective retention by City of Calgary Archive</p> <p>New classification effective 2003 January</p>	
LE-16-00	<p>Permits and Licences - Land, Buildings - General</p> <p><i>Includes:</i> Records regarding land and building permits and licences, such as antennas, awnings, signs, sidewalk cafés, push carts, excavations, home occupations and water wells, etc. Includes applications, approvals or denials, inspection reports, and plans, drawings and photographs, cost estimates and copies of insurance information.</p> <p>Contains Personal Information</p>	Planning and Development	<p>Official: Permanent</p> <p>Copies: Disposition 1 year after creation of record</p> <p>Citation: 135</p> <p>Remarks:</p> <p>Business event = Permit has been finalized.</p>	
LE-16-01	<p>Permits and Licences - Land, Buildings - Inspection</p> <p><i>Includes:</i> Records regarding the inspection requirements of the permit process including building, electrical, heat and ventilation air conditioning (HVAC), plumbing, site, facilities and roads and safety codes, such as inspection reports, plans, permit numbers and correspondence with inspector and permit holder. Includes notice of deficiencies, conditions, demolition orders, estimates, inspection summaries or statements and inspector notes. Also includes inspection signatories and copies of contractor licences where contractor or permit holder assumes responsibility for site and services not inspected, and payment of fees for non-compliance with regulations.</p> <p><i>Excludes:</i> Final Acceptance Certificate (FAC) - See: LE-14-03</p> <p>Construction Completion Certificate (CCC) Inspections - See: LE-14-02</p> <p>Contains Personal Information</p>	<p>Calgary Fire</p> <p>Calgary Housing</p> <p>Planning and Development</p>	<p>Official: Disposition 12 years after creation of record</p> <p>Copies: Disposition 2 years after creation of record</p> <p>Citation: 135</p> <p>Remarks:</p> <p>Selective retention by City of Calgary Archive</p>	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
LE-16-02	Permits and Licences - Land, Buildings - Amendments Superceded 2023 July by: LE-16-06 Permits and Licences - Land, Buildings, Subdivision and Amendments			
LE-16-03	<p><u>Permits and Licences - Land, Buildings - Building</u></p> <p><i>Includes:</i> Records regarding the building permit process and heat and ventilation air conditioning (HVAC), plumbing, gas and electrical permits, for commercial, industrial or residential buildings, such as permit/permit applications, circulation, drawings and design specifications, permit reviews and approvals, revisions and completions. Also includes permit conditions, insurance information, cost estimates, inspection reports and investigations, permit lists, registers, and records regarding cancelled, expired, revoked, extended, and use change permits.</p> <p><i>Excludes:</i> Permits and Licences - Land, Buildings - Building and Development - See: LE-16-08 Non Statutory - Predevelopment Planning Inquiries - See: LU-16-05</p> <p>Contains Personal Information</p>	Planning and Development	<p>Official: Permanent</p> <p>Copies: Disposition 1 year after creation of record</p> <p>Citation: 135</p> <p>Remarks:</p> <p>Business event = Permit has been finalized.</p> <p>Retention revised effective 2004 December</p>	
LE-16-04	<p><u>Permits and Licences - Land, Buildings - Development</u></p> <p><i>Includes:</i> Records regarding the development permit process for commercial, industrial, or residential land, such as permits or applications, circulation, drawings, studies, and design specifications, permit reviews and approvals, revisions, and completions. Also includes permit conditions, insurance information, cost estimates, reports and investigations, inspection reports, Calgary Planning Commission (CPC) reports and presentations, permit lists, registers, and records regarding cancelled, expired, revoked, and extended permits. Also includes reserve land dedications and copies of cash-in-lieu arrangements.</p> <p><i>Excludes:</i> Permits and Licences - Land, Buildings - Building and Development - See: LE-16-08 Non Statutory - Predevelopment Planning Inquiries - See: LU-16-05</p> <p>Contains Personal Information</p>	<p>Mobility</p> <p>Planning and Development</p>	<p>Official: Permanent</p> <p>Copies: Disposition after event</p> <p>Event: Development completion permit has been issued.</p> <p>Citation: 135</p> <p>Remarks:</p> <p>Retention revised effective 2004 December</p>	
LE-16-05	<p><u>Permits and Licences - Land, Buildings - Development - Condo</u></p> <p><i>Includes:</i> Records regarding the development permit process for an existing apartment building to become individual units for sale, such as applications, circulation, drawings, permit approvals and conditions.</p> <p>Contains Personal Information</p>	Planning and Development	<p>Official: Permanent</p> <p>Copies: Disposition after event</p> <p>Event: Development completion permit has been issued.</p> <p>Citation: 135</p> <p>Remarks:</p>	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
			Retention revised effective 2004 December	
LE-16-06	<u>Permits and Licences - Land, Buildings, Subdivision and Amendments</u> <i>Includes:</i> Records regarding the land use, subdivision permit and amendment process, such as permits or permit applications, amendment refusals, copies of Council submissions and minutes, circulation, tentative or outline subdivision plans, road closure plans, erosion controls, drawings, studies, and design specifications, permit reviews and approvals, revisions, and completions. Also includes permit conditions, insurance information, cost estimates, reports, and investigations, permit lists, registers, inspection report and records regarding cancelled, expired, revoked, amended and extended permits. Contains Personal Information	Planning and Development	Official:	Permanent
			Copies:	Disposition 1 year after creation of record
			Citation:	135
			Remarks:	
			Retention revised effective 2003 January and 2004 December	
LE-16-07	Permits and Licences - Land, Buildings - Construction Superseded 2023 July by: LE-16-03 Permits and Licences - Land, Buildings - Building			
LE-16-08	<u>Permits and Licences - Land, Buildings - Building and Development</u> <i>Includes:</i> Electronic records regarding building and development permit processes, heat ventilation and air conditioning (HVAC), plumbing, gas and electrical permits for residential buildings, such as permits or permit applications, circulation drawings, studies and design specifications, permit reviews and approvals, revisions and completions. Also includes permit conditions, insurance information, cost estimates, inspection reports and investigations, copies of Calgary Planning Commission (CPC) reports and presentations, permit lists, registers, and records regarding cancelled, expired, revoked, extended, and use change permits. Also includes reserve land dedications and copies of cash-in-lieu arrangements. <i>Excludes:</i> Permits and Licences Land, Buildings - Building - See: LE-16-03 Permits and Licences Land, Buildings - Development - See: LE-16-04 Non Statutory - Predevelopment Planning Inquiries - See: LU-16-05 Contains Personal Information	Planning and Development	Official:	Permanent
			Copies:	Disposition after event
			Event:	Permit Finalized or Development Completion Permit has been issued.
			Citation:	135
			Remarks:	
New Classification effective November 2013				
LE-17	Permits and Licences - Non-Land, Non-Building <i>Includes:</i> Records regarding event permits and licences, and operating permits and licences issued by The City, including applications (initial, renewal or appeal), supporting documentation, decisions, and related correspondence. Permits and licences include those for: construction, excavation, directional signs, parades, dogs, cats, businesses, arenas, playing fields, vending boxes, bleachers, parking, taxis, limousines,	Originating	Official:	Disposition 12 years after event
			Copies:	Disposition after event
			Event:	Permit / Licence expired, denied, or revoked or Final (Construction) Maintenance Certificate issued.
			Citation:	54, 135, 148

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
	<p>transportation network companies, hoarding, banners, road or load bans, house moves, bridge overload, over dimensional loads, special truck routes, helicopter operation, pageantry, carriages, pedicabs, block parties, community signs, street use, traffic control set-up and window cleaning. Also includes internal permits for welding, cutting, excavation and confined space entry.</p> <p><i>Excludes:</i> Permits and Licences Land and Buildings - See: LE-16 Bylaw Enforcement - See: LE-02 Litigation - See: LE-19</p> <p>Contains Personal Information</p>		<p>Remarks:</p> <p>Selective retention by City of Calgary Archive</p> <p>Retention revised effective 2004 December</p>	
LE-18-00	<p><u>Permits and Licences - Issued to The City - General</u></p> <p><i>Includes:</i> Records regarding the application and issuance of permits and licences to The City, including but not limited to, vehicle registration and regulatory licences. Also includes records related to violations of law issued against The City of Calgary, such as traffic violations.</p> <p>Contains Personal Information</p>	Originating	<p>Official:</p> <p>Copies:</p> <p>Citation:</p>	<p>Disposition 1 year after obsolete or superceded</p> <p>Disposition 1 year after creation of record</p> <p>135</p>
LE-18-01	<p><u>Permits and Licences - Issued to The City - Licence to Operate</u></p> <p><i>Includes:</i> Records regarding authorization to operate water treatment plants, wastewater treatment plants, etc. such as licence to operate, renewals, expansions, and related correspondence.</p>	Originating	<p>Official:</p> <p>Copies:</p> <p>Citation:</p>	<p>Permanent</p> <p>Disposition 1 year after creation of record</p> <p>201</p>
LE-19	<p>Litigation</p> <p><i>Includes:</i> Records regarding litigation involving The City, such as loss reports, claim settlements, photos, judgements, court orders, proceedings, briefs, statements of claim, affidavits, blueprints, etc. Also includes litigation binders.</p> <p>Contains Personal Information</p>	Law	<p>Official:</p> <p>Copies:</p> <p>Event:</p> <p>Citation:</p>	<p>Disposition 12 years after event</p> <p>Disposition after event</p> <p>Settlement of litigation and appeal period expired.</p> <p>135</p>
LE-20	<p>Precedents and Case Law</p> <p><i>Includes:</i> Records regarding landmark legal actions retained for reference purposes, such as definitions, templates, form samples and decisions.</p> <p>Contains Personal Information</p>	Law	<p>Official:</p> <p>Copies:</p> <p>Citation:</p>	<p>Disposition after obsolete or superceded</p> <p>Disposition after obsolete or superceded</p> <p>135</p>

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
LU - LAND USE AND INFRASTRUCTURE PLANNING				
Records regarding strategies and plans for land use, buildings, transportation, parks and water				
LU-00	Land Use and Infrastructure Planning - General <i>Includes:</i> Records regarding land use and infrastructure planning of a general nature not specific to a secondary in this primary.	Originating	Official:	Disposition 2 years after creation of record
			Copies:	Disposition 2 years after creation of record
			Citation:	
			Remarks:	
LU-01	Addressing <i>Includes:</i> Records regarding the assignment of and changes to addresses in new and existing subdivisions and developments, and addressing of a general nature, such as plans showing boundaries, street and subdivision names, addressing reports, maps and photographs, copies of Calgary Planning Commission (CPC) and Council submissions and approvals, applications for address change, public notices regarding proposed changes and notices, addressing case files, condominium correlations. Contains Personal Information	Collaboration Analytics and Innovation	Official:	Disposition 15 years after event
			Copies:	Disposition 2 years after creation of record
			Event:	Complete Demolition of Building.
			Citation:	135
			Remarks:	
LU-01-00 Addressing - General Consolidated 2014 November to: LU-01 Addressing				
LU-01-01 Addressing - Assignment Consolidated 2014 November to: LU-01 Addressing				
LU-01-02 Addressing - Address Changes Consolidated 2014 November to: LU-01 Addressing				
LU-02	Adjacent Municipalities <i>Includes:</i> Records regarding monitoring of land development in adjacent municipalities, such as copies of plan applications from adjacent municipalities, circulation, and response by The City.	Planning and Development	Official:	Disposition 6 years after creation of record
			Copies:	Disposition 2 years after creation of record
			Citation:	
			Remarks:	
Selective retention by City of Calgary Archive				
LU-03-00	Airport Lands - General <i>Includes:</i> Records regarding airport lands, such as airport vicinity protection area and noise exposure forecasts. Also includes copies of airport agreements	Planning and Development	Official:	Disposition 1 year after obsolete or superceded
			Copies:	Disposition after obsolete or superceded
			Citation:	
			Remarks:	
Selective retention by City of Calgary Archive				

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
LU-03-01	<u>Airport Lands - Development</u> <i>Includes:</i> Records regarding land activities on and around airport lands, such as copy of application for development permits made to the federal government, drawings, reports, and strategies.	Planning and Development	Official:	Disposition 5 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	
			Remarks:	
			Selective retention by City of Calgary Archive	
LU-04	Annexation <i>Includes:</i> Records regarding annexation of land into Calgary, such as land title changes, copies of development and subdivision permits, annexation applications, plans, property descriptions, inspection reports, and public hearing exhibits and information. Also includes tax certificates, annexation studies, policies, graphics, and petitions, copies of hearings and decisions and implementations. Contains Personal Information	Planning and Development	Official:	Permanent
			Copies:	Disposition 1 year after event
			Event:	Annexation complete.
			Citation:	133, 135, 193
			Remarks:	
LU-05	Area Plans Superseded 2000 December by: LU-15 Land Use Planning - Statutory			
LU-06	Block Profiles <i>Includes:</i> Records regarding block profiles which document features within a public right-of-way such as deep utilities, curbs, sidewalks, hydrants, valves, and manholes including engineering drawings and supporting documentation.	Collaboration Analytics and Innovation	Official:	Disposition 1 year after obsolete or superseded
			Copies:	Disposition after obsolete or superseded
			Citation:	265
			Remarks:	
			Full retention by City of Calgary Archive	
			Retention revised effective 2004 December and 2011 November	
LU-07-01	<u>Building Grades - Internal</u> <i>Includes:</i> Records regarding subdivision building grades to identify storm, sewer and water connection and elevations, conducted by The City, such as grade slips, plans and grade inspections. Also includes grade inspector notes and inspection cards.	Planning and Development	Official:	Permanent
			Copies:	Disposition 1 year after creation of record
			Citation:	
			Remarks:	
			Retention revised effective 2019 December	
LU-07-02	<u>Building Grades - External</u> <i>Includes:</i> Records regarding subdivision building grades to identify storm, sewer and water connection and elevations, conducted by consultants for developers, such as grade slips and plans.	Planning and Development	Official:	Disposition 2 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	
			Remarks:	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
LU-08	Community Plans Superceded 2000 December by: LU-16 Land Use Planning - Non Statutory			
LU-09	Geographical Information <i>Includes:</i> Records regarding geographical data, such as spatial information and data about the city including roads, parks, and above and below ground infrastructure information. Also includes Geographical Information System (G.I.S.).	Originating	Official:	Permanent
			Copies:	Disposition after obsolete or superceded
			Citation:	
			Remarks:	Retention revised effective 2004 December
LU-10-00	<u>Heritage Sites - General</u> <i>Includes:</i> Records regarding heritage sites of a general nature not specific to a tertiary in this secondary.	Planning and Development	Official:	Disposition 3 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	
			Remarks:	
LU-10-01	<u>Heritage Sites - Heritage Program</u> <i>Includes:</i> Records regarding the development, implementation, and administration of the Heritage Program, such as background information and research, correspondence, reports, program requirements, procedures, and protocols. Also includes information on heritage programs in other jurisdictions.	Planning and Development	Official:	Disposition after obsolete or superceded
			Copies:	Disposition 3 years after creation of record
			Citation:	
			Remarks:	Full retention by City of Calgary Archive
LU-10-02	<u>Heritage Sites - Site Information</u> <i>Includes:</i> Records regarding sites listed on the Inventory of Evaluated Historic Resources such as research reports including historical information, address, plan, and photos. Also includes evaluation forms and permit history including plans and specifications.	Planning and Development	Official:	Permanent
			Copies:	Disposition after obsolete or superceded
			Citation:	
			Remarks:	Retention revised effective 2004 December
LU-11	Land Titles <i>Includes:</i> Records regarding land / site registered ownership, such as aperture cards showing breakdown of new subdivisions and copies of land titles received from the land titles office. Contains Personal Information	Planning and Development	Official:	Disposition after obsolete or superceded
			Copies:	Disposition after obsolete or superceded
			Citation:	135
			Remarks:	
LU-12-00	<u>Legal Survey - General</u> <i>Includes:</i> Records regarding legal surveying, such as plan adjustments, field surveys, boundaries, census surveys and test data.	Business and Engineering Services	Official:	Permanent
			Copies:	Disposition after obsolete or superceded
		Collaboration	Citation:	200

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
		Analytics and Innovation	Remarks:	
			Retention revised effective 2019 December	
LU-12-01	<u>Legal Survey - Police Accident Scene Re-creation</u> <i>Includes:</i> Records regarding the digital re-creation of accident scenes, such as mock accident scene information, Police Services accident survey review, aerial photo maps and on-site measurements and diagrams. Contains Personal Information	Collaboration Analytics and Innovation	Official:	Disposition 10 years after event
			Copies:	Disposition 1 year after creation of record
			Event:	Re-creation job complete.
			Citation:	133, 200
			Remarks:	
			Retention revised effective 2006 May	
LU-12-02	<u>Legal Survey - Alberta Survey Control Monuments</u> <i>Includes:</i> Records regarding legal survey brass monuments, such as placement and maintenance data, monthly checks and condition reports, installation and installing contractor information.	Business and Engineering Services	Official:	Disposition 1 year after event
			Copies:	Disposition 1 year after creation of record
			Event:	Monument no longer in use.
			Citation:	200
			Remarks:	
LU-12-03	<u>Legal Survey - Boundaries</u> <i>Includes:</i> Records regarding legal ownership boundaries, such as boundary determination, survey, and investigation.	Business and Engineering Services	Official:	Permanent
			Copies:	Disposition after obsolete or superceded
			Citation:	200
			Remarks:	
			Business event = Investigation complete and boundary determined.	
LU-12-04	Legal Survey - Calibration Superceded 2006 May by: VE-05 Calibration and Measurement			
LU-12-05	<u>Legal Survey - Certificates of Compliance</u> <i>Includes:</i> Records regarding Certificate of Compliance, such as application forms, real property reports or survey certificates that have been granted a compliance stamp. May include copies of encroachment agreements, maintenance agreements or easements. Contains Personal Information	Planning and Development	Official:	Permanent
			Copies:	Disposition 1 year after creation of record
			Citation:	135, 200
			Remarks:	
			Retention revised effective 2019 December	
LU-12-06	<u>Legal Survey - Digital Area and Aerial Surveys</u> <i>Includes:</i> Records regarding digital area and aerial surveys including maps, drawings, and photographs such as Digital Aerial Survey (DAS) documents, AutoCAD records, Microstation line drawings that give elevations and	Collaboration Analytics and Innovation	Official:	Permanent
			Copies:	Disposition after obsolete or superceded
			Citation:	200

Corporate Records Classification and Retention Schedule

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
	records such as aerial photographs on diapositives and film.		Remarks:	
			Retention revised effective 2011 November	
LU-13-01	<u>Utility Line Assignments - Shallow Utilities</u> <i>Includes:</i> Records regarding requests for approval of planned placements of shallow utilities (4-party applications, street lighting, bore holes, or tree plantings) such as construction and as-built drawings, inspection reports and related correspondence.	Mobility	Official:	Disposition 12 years after obsolete or superceded
			Copies:	Disposition 1 year after creation of record
			Citation:	
			Remarks:	
			New Classification effective 2009 November	
			Retention revised effective 2022 November	
LU-13-02	<u>Utility Line Assignments - Applications and Comments</u> <i>Includes:</i> Records regarding requests for comments on Corporate Planning Applications Group (CPAG) applications for shallow utilities and planned shoring applications. Records include applications for installation of telecommunications, electrical and gas lines in the City's right of ways, drawings, site photographs and correspondence.	Mobility	Official:	Disposition 2 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	
			Remarks:	
LU-14	Long Range Planning - General <i>Includes:</i> Records regarding planning strategies, requirements, public surveys, meetings, and briefs.	Originating	Official:	Permanent
			Copies:	Disposition after obsolete or superceded
			Citation:	
			Remarks:	
			Business event = Final report produced.	
			Retention revised effective 2004 December	
LU-15-00	<u>Land Use Planning - Statutory - General</u> <i>Includes:</i> Records regarding statutory land use planning of a general nature not specific to a tertiary in this secondary.	Originating	Official:	Permanent
			Copies:	Disposition after obsolete or superceded
			Citation:	
			Remarks:	
			Business event = Final report produced.	
LU-15-01	<u>Land Use Planning - Statutory - Calgary Municipal Development Plan</u> <i>Includes:</i> Records regarding the design and development of the Calgary municipal development plan, such as strategies and amendments, studies, forecasting and long-term city-wide intensification.	Planning and Development	Official:	Permanent
			Copies:	Disposition after obsolete or superceded
			Citation:	
			Remarks:	
			Retention revised effective 2004 December	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
LU-15-02	<u>Land Use Planning - Statutory - Area Planning</u> <i>Includes:</i> Records regarding area redevelopment plans, area structure plans, area improvement plans, area management plans and incentives, studies, and surveys for specific areas in the city. Also includes copies of road and traffic studies and inventories, buildings and high-rises and water infrastructure supporting documents.	Planning and Development Water Services	Official:	Permanent
			Copies:	Disposition 1 year after obsolete or superceded
			Citation:	200
LU-15-03	<u>Land Use Planning - Statutory - Background, Supporting Data</u> <i>Includes:</i> Records regarding background and supporting data used to develop and create area plans and the Calgary municipal plan, etc.	Planning and Development	Remarks:	
			Official:	Disposition 1 year after event
			Copies:	Disposition after event
LU-16-00	<u>Land Use Planning - Non Statutory - General</u> <i>Includes:</i> Records regarding non statutory land use planning of a general nature not specific to a tertiary in this secondary.	Planning and Development	Event:	Plan approved or construction complete.
			Citation:	
			Remarks:	
LU-16-01	<u>Land Use Planning - Non Statutory - Business Revitalization Zones</u> <i>Includes:</i> Records regarding business revitalization zones, local economic incentives and issues, strategic planning, and advertising information. Also includes boundaries, levies, parking, terms of reference, public improvements, and dedications.	Planning and Development	Official:	Permanent
			Copies:	Disposition after obsolete or superceded
			Citation:	
LU-16-02	<u>Land Use Planning - Non Statutory - Communities</u> <i>Includes:</i> Records regarding the development of a community, such as liaison with communities, meetings and agendas, school location plans and decisions, community traffic studies, alley issues, scenario issues, draft, and approved plans.	Mobility Planning and Development	Remarks:	
			Official:	Permanent
			Copies:	Disposition after obsolete or superceded
			Citation:	
			Remarks:	
			Business event = Plan approved.	
			Retention revised effective 2004 December	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
LU-16-03	<u>Land Use Planning - Non Statutory - Growth Management Strategies</u> <i>Includes:</i> Records regarding the design and development of the City / community growth management strategies, such as short and long term growth management strategies, policy reviews, workshops, and studies. Also includes growth management forecasting and plans.	Planning and Development	Official:	Permanent
			Copies:	Disposition after obsolete or superceded
			Citation:	
			Remarks:	Business event = Final report produced. Retention revised effective 2004 December
LU-16-04	<u>Land Use Planning - Non Statutory - Background, Supporting Data</u> <i>Includes:</i> Records regarding background and supporting data used to develop and create non statutory land use planning, including The Calgary municipal plan, community planning.	Planning and Development	Official:	Disposition 2 years after event
			Copies:	Disposition after obsolete or superceded
			Event:	Final Report produced.
			Citation:	
LU-16-05	<u>Land Use Planning - Non Statutory - Predevelopment Planning Inquiries</u> <i>Includes:</i> Records regarding the pre-development planning process for commercial, industrial, or residential land, such as pre-development planning reference materials, bylaw check sheets and meeting agendas. This can include Explore sessions, permit inquiries, and pre-applications. These records do not allow development or building on a property; a permit would still be required. <i>Excludes:</i> Permits and Licences Land, Buildings - Building - See: LE-16-03 Permits and Licences Land, Buildings - Development - See: LE-16-04 Permits and Licences Land, Buildings - Building and Development - See: LE-16-08	Planning and Development	Official:	Disposition 12 years after event
			Copies:	Disposition after event
			Event:	Completion of the Explore Session.
			Citation:	
LU-17-00	<u>Long Range Planning - Calgary Transportation Plan - General</u> <i>Includes:</i> Records regarding long range transportation planning of a general nature not specific to a tertiary in this secondary.	Planning and Development	Remarks:	New classification effective 2015 November
			Official:	Disposition 5 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	
LU-17-00			Remarks:	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
LU-17-01	Long Range Planning - Calgary Transportation Plan - Network Studies <i>Includes:</i> Records regarding the determination of roadways, LRT and roadway classifications supporting Calgary transportation plans.	Planning and Development	Official:	Permanent
			Copies:	Disposition after obsolete or superceded
			Citation:	
			Remarks:	
LU-17-02	Long Range Planning - Calgary Transportation Plan - Route, Functional Studies <i>Includes:</i> Records regarding the identification of requirements for rights-of-way, easements, crossings, and land purchases that support a network study for roads and LRT.	Planning and Development	Official:	Permanent
			Copies:	Disposition after obsolete or superceded
			Citation:	
			Remarks:	
LU-17-03	Long Range Planning - Calgary Transportation Plan - Road Planning <i>Includes:</i> Records regarding long range planning for the road construction program, such as plans, drawings, studies, etc.	Mobility	Official:	Permanent
			Copies:	Disposition after obsolete or superceded
			Citation:	
			Remarks:	
LU-18	Long Range Planning - Natural Areas and Parks Master Plans <i>Includes:</i> Records regarding the long range development of parks and natural areas, such as natural area master plans and urban parks master plans.	Parks and Open Spaces	Official:	Permanent
			Copies:	Disposition after obsolete or superceded
			Citation:	
			Remarks:	
LU-19	Long Range Planning - Pedestrian, Bike Walkways and Paths <i>Includes:</i> Records regarding the identification of and planning for Calgary's requirements for cycle paths, pedestrian walkways, park walkways and paths, such as the Calgary cycle plan.	Parks and Open Spaces Planning and Development	Official:	Permanent
			Copies:	Disposition after obsolete or superceded
			Citation:	
			Remarks:	
LU-20	Long Range Planning and Design - Infrastructure Systems Management <i>Includes:</i> Records regarding the long range planning and development of new infrastructure systems or to modification and management of existing infrastructure systems, service, product delivery and operations. Includes	Originating	Official:	Permanent
			Copies:	Disposition after obsolete or superceded
			Citation:	
			Remarks:	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
	information relating to the strategic planning of water infrastructure land use and drainage, Area Development Plans, Outline Plans, Master Drainage Plans, Area Structure Plans, water use restrictions, bus only lanes and lane reversals. <i>Excludes:</i> Detail Plans such as those from subdivision developers and builders - See: LU-22		Retention revised effective 2004 December and 2019 December	
LU-21	Long Range Planning - Supply and Demand Management <i>Includes:</i> Records regarding service and product supply and demand, including transportation services, water supply / efficiency / conservation, parks and recreation facilities, programs, such as supply quantity monitoring, demand reports, estimates, planning and use efficiency studies, consumer behavior modification initiatives, copies of statistics and copies of forecasts.	Originating	Official:	Permanent
			Copies:	Disposition after obsolete or superceded
			Citation:	
			Remarks:	
			Retention revised effective 2004 December	
LU-22	Planning, Design and Development - Water Infrastructure <i>Includes:</i> Records regarding the planning, requirements, design and development or proposed development of water infrastructure systems related to potable water, wastewater, and stormwater within the purview of The City of Calgary. Water infrastructure includes drinking and wastewater treatment facilities, collection and distribution systems, and management of biosolids. Includes site development and design plans, servicing studies and plans, stormwater / ponds reports, drainage plans, construction drawings, facility attribute data. <i>Excludes:</i> Long range Plans - See: LU-20	Water Services Planning and Development	Official:	Permanent
			Copies:	Disposition after obsolete or superceded
			Citation:	
			Remarks:	
			Retention revised effective 2004 December and 2019 December	
LU-23	Long Range Planning - Water Treatment and Distribution Consolidated 2019 December to: LU-22 Planning, Design and Development - Water Infrastructure			
LU-24	New Development - Design and Planning <i>Includes:</i> Records regarding development of new subdivisions, parks and recreational facilities, prior to agreement and permit issue, and new development in existing areas, such as outline plans, site development and design plans, construction drawings, facility attribute data, community plans and concept plans, etc. Also includes design and planning information on reserve lands, land close to rivers and in the area of landfill sites. <i>Excludes:</i> Permits and Licences - See: LE-16 Development Agreements - See: LE-08	Parks and Open Spaces Planning and Development	Official:	Permanent
			Copies:	Disposition after event
			Event:	Development complete and final acceptance certificate (FAC) issued, or development not proceeding.
			Citation:	
			Remarks:	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
LU-25	New Development - Non-Agreement <i>Includes:</i> Records regarding new development that does not require a development agreement and new development in existing areas, such as estimates and financial arrangements, design plans, site development plans, receipt of payment from developer and endeavors to assist. <i>Excludes:</i> Permits and Licences - See: LE-16 Development Agreements - See: LE-08	Planning and Development	Official: Permanent Copies: Disposition after event Event: All payments received and final acceptance certificate (FAC) issued. Citation: Remarks:	
LU-26	Plus 15 <i>Includes:</i> Records regarding the administration of the Plus 15 network, such as external policy and procedures, design guidelines and signage. Also includes capital program plans, copies of Plus 15 agreements, assessment and tax issues, functional route planning, approved future routes and existing easements. <i>Excludes:</i> Fund Administration - See: FA-03	Planning and Development	Official: Disposition 1 year after event Copies: Disposition 2 years after creation of record Event: Plus 15 no longer part of the network. Citation: Remarks:	
			Selective retention by City of Calgary Archive	
LU-27-00	<u>Property Mapping - General</u> <i>Includes:</i> Records regarding property mapping of a general nature not specific to a tertiary in this secondary.	Collaboration Analytics and Innovation	Official: Disposition 5 years after creation of record Copies: Disposition 2 years after creation of record Citation: Remarks:	
LU-27-01	<u>Property Mapping - Engineering Survey</u> <i>Includes:</i> Records regarding survey of construction areas and placement of roads, transportation, and water services. Includes grade sheets, volume reports, bathymetric surveys, slope stake reports and supporting records for survey work.	Business and Engineering Services	Official: Permanent Copies: Disposition 2 years after creation of record Citation: 307 Remarks:	
			Retention revised effective 2019 December	
LU-27-02	<u>Property Mapping - External Buildings, Facilities</u> <i>Includes:</i> Records regarding mechanical drawings of non-City buildings or property, received from property owners / developers, such as mechanical drawings, copy of comments from Land Use and Mobility and copies of development approval letters. <i>Excludes:</i> Drawings Sold Back to Property Owners / Developers	Planning and Development	Official: Permanent Copies: Disposition after obsolete or superceded Citation: Remarks:	
			Retention revised effective 2019 December	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
LU-27-03	<u>Property Mapping - Utility Mapping</u> <i>Includes:</i> Records regarding utility mapping production and management, such as joint utility mapping, electronic and paper formats, storm and sanitary laterals, waterworks, gas, and hydro. Also includes drainage profiles, cross sections, and dry ponds.	Collaboration Analytics and Innovation Mobility	Official:	Permanent
			Copies:	Disposition after obsolete or superceded
			Citation:	265
			Remarks:	
LU-27-04	<u>Property Mapping - Legal Base Mapping</u> <i>Includes:</i> Records regarding the management and production of legal base plans for streets, lot size, land use (i.e. right of ways) such as electronic legal survey fabric, parcel survey fabric and supporting files: tentative plans and registered plans for residential, public, and commercial properties; plans of right-of-ways, road closures, annexations, preliminary subdivision and roll plans during review, mark-up and approved plans prior to geospatial mapping.	Collaboration Analytics and Innovation	Official:	Disposition 1 year after obsolete or superceded
			Copies:	Disposition after obsolete or superceded
			Citation:	
			Remarks:	
LU-28-01	<u>Subdivision Plans - Tentative</u> <i>Includes:</i> Records regarding tentative subdivision plans, such as tentative roll plans.	Collaboration Analytics and Innovation	Official:	Disposition after obsolete or superceded
			Copies:	Disposition after obsolete or superceded
			Citation:	
			Remarks:	
LU-28-02	<u>Subdivision Plans - Preliminary</u> <i>Includes:</i> Records regarding preliminary subdivision plans, such as preliminary roll plans.	Collaboration Analytics and Innovation	Official:	Disposition after obsolete or superceded
			Copies:	Disposition after obsolete or superceded
			Citation:	
			Remarks:	
LU-28-03	<u>Subdivision Plans - Registered</u> <i>Includes:</i> Records regarding registered subdivision plans, such as roll plans. Also includes subdivision mylars retained in off-site storage during and after the circulation process.	Collaboration Analytics and Innovation	Official:	Permanent
			Copies:	Disposition after obsolete or superceded
			Citation:	200
			Remarks:	
			Retention revised effective 2019 December	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
LU-29	Subdivision Development Monitoring - Post Construction Completion Certificate (CCC) <i>Includes:</i> Records regarding the monitoring of the management and operation of infrastructure facilities in new subdivision through the 2 year maintenance period post issuance of the construction completion certificate (CCC) and prior to the issuance of the final acceptance certificate (FAC) and The City's assumption of the management and operation of the facilities.	Water Services	Official: Disposition 12 years after event Copies: Disposition 1 year after creation of record Event: Issuance of the final acceptance certificate (FAC). Citation: Remarks: Records destroyed at disposition without City of Calgary Archive review Retention revised effective 2001 October	
MP - MARKETING AND PUBLIC RELATIONS Records regarding public relations, and marketing of The City's programs and services				
MP-00	Marketing and Public Relations - General <i>Includes:</i> Records of a general nature regarding marketing and public relations not specific to a secondary in this primary.	Originating	Official: Disposition 2 years after creation of record Copies: Disposition 1 year after creation of record Citation: Remarks:	
MP-01	Art Displays, Cases and Exhibits <i>Includes:</i> Records regarding art displays, exhibits, and cases throughout The City, such as inventory and cultural properties. <i>Excludes:</i> Archives - Outreach - See: IM-01-03 Asset Management - See: FA-11	Originating	Official: Disposition after obsolete or superceded Copies: Disposition after obsolete or superceded Citation: Remarks: Selective retention by City of Calgary Archive	
MP-02	Awards to Businesses and Calgarians <i>Includes:</i> Records regarding awards made to individual businesses and Calgarians on behalf of The City of Calgary. Contains Personal Information	Originating	Official: Disposition 7 years after creation of record Copies: Disposition 1 year after creation of record Citation: 135 Remarks: Selective retention by City of Calgary Archive Retention revised effective 2008 May	
MP-03	Congratulatory, Support Letters <i>Includes:</i> Records regarding congratulatory and support letters issued on behalf of the Mayor and The City of Calgary for such events as birthdays, anniversaries, retirement, general support, etc.	Mayor's Office	Official: Disposition 2 years after creation of record Copies: Disposition 1 year after creation of record Citation: 135	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
	<i>Excludes:</i> Commendations for Individual Employees - See: HR-07 Contains Personal Information		Remarks:	
MP-04	Corporate Gifting <i>Includes:</i> Records regarding the giving of gifts to members of the public in recognition of their contribution to The City. Also includes gift lists. Contains Personal Information	City Clerk's	Official:	Disposition 3 years after creation of record
			Copies:	Disposition after obsolete or superceded
			Citation:	135
			Remarks:	
			Selective retention by City of Calgary Archive	
MP-05-00	<u>Donations and Pledges - General</u> <i>Includes:</i> Records regarding donations and endowments given to The City or donations made by The City to various agencies, organizations or individuals. Includes thank you letters, receipts and fund raising information. Donations to The City include those for personalized street signs. Contains Personal Information	Originating	Official:	Disposition 7 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	25, 26, 135, 212
			Remarks:	
			Selective retention by City of Calgary Archive	
			New classification effective 2004 December	
MP-05-01	<u>Donations and Pledges - Sponsorship</u> <i>Includes:</i> Records regarding sponsorship of City assets by corporations and associations and related sponsorship information. Includes proposals, contract follow-up, details regarding implementation of the agreements and contact information. May also include sponsorship of community events or programs. Contains Personal Information	Originating	Official:	Disposition 7 years after event
			Copies:	Disposition 2 years after creation of record
			Event:	Sponsorship ends.
			Citation:	135
			Remarks:	
			Selective retention by City of Calgary Archive	
			New classification effective 2003 January	
MP-06	Emblems, Crests and Corporate Branding <i>Includes:</i> Records regarding brand identity elements and the use of corporate identifiers such as logos, emblems, crests, coat of arms, seals, and Mayor's Chain of Office.	Calgary Housing City Clerk's Customer Service and Communication	Official:	Disposition after obsolete or superceded
			Copies:	Disposition after obsolete or superceded
			Citation:	
			Remarks:	
			Selective retention by City of Calgary Archive	
MP-07-01	<u>Events - Local and Provincial</u> <i>Includes:</i> Records regarding the organizing of events at a Corporate or Business Unit level, internal or external, such as swearing in ceremonies, conventions or conferences, council recognition ceremonies and receptions, open houses, and trade shows. Also includes bookings, announcements,	Originating	Official:	Disposition 7 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	135
			Remarks:	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
	<p>event production schedules, attendance lists, check lists, costs listings, staff and volunteer requirements, protocol and etiquette briefings, scripts and agendas or programs.</p> <p><i>Excludes:</i> United Way - See: HR-10</p> <p>National and International Events - See: MP-07-02</p> <p>Contains Personal Information</p>		<p>Selective retention by City of Calgary Archive</p> <p>New classification effective 2003 January</p> <p>Retention revised effective 2008 May</p>	
MP-07-02	<p><u>Events - National and International</u></p> <p><i>Includes:</i> Organization and planning of national or international events including bid processes such as Olympics, G8, Commonwealth Games, and Federation of Canadian Municipalities (FCM) conferences.</p> <p>Contains Personal Information</p>	Sponsoring Business Unit	<p>Official: Disposition 15 years after event</p> <p>Copies: Disposition after event</p> <p>Event: Event completed or bid unsuccessful.</p> <p>Citation: 135</p> <p>Remarks:</p> <p>Selective retention by City of Calgary Archive</p> <p>New classification effective 2003 January</p> <p>Retention revised effective 2008 May</p>	
MP-08	<p>Appreciation, Invitations and Regrets</p> <p><i>Includes:</i> Records regarding invitations extended to the Mayor and other City Officials as well as RSVP records. Also includes thank you cards and letters to the Mayor's office.</p> <p>Contains Personal Information</p>	Originating	<p>Official: Disposition 2 years after creation of record</p> <p>Copies: Disposition 1 year after creation of record</p> <p>Citation: 135</p> <p>Remarks:</p>	
MP-09	Marketing and Promotion for The City of Calgary Superseded 2018 November by: MP-18 Marketing and Promotion for The City			
MP-10	<p>Marketing - Advertising and Campaigns For Other Organizations</p> <p><i>Includes:</i> Records regarding advertising and campaigns for external organizations for which The City is paid that occur on City land, property, vehicles, etc., such as bus wraps, Transit advertising. Also includes design and production data for marketing productions including transit / recreational tickets and passes.</p> <p><i>Excludes:</i> Publications and Promotional Media - See: MP-18 Public Media Communications Production, Docket and Job Files - See: MP-20</p>	Originating	<p>Official: Disposition 7 years after creation of record</p> <p>Copies: Disposition 1 year after creation of record</p> <p>Citation:</p> <p>Remarks:</p>	
MP-11	Promotional Materials Superseded 2023 July by: MP-18 Public Media Communications - By The City - Educational and Promotional			

Corporate Records Classification and Retention Schedule

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
MP-12	Mayor's Proclamations and Messages <i>Includes:</i> Records regarding the Mayor's Proclamations, Letters of Recognition, and messages, such as correspondence and background information. Contains Personal Information	City Clerk's Mayor's Office	Official:	Disposition 2 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	135
			Remarks:	Selective retention by City of Calgary Archive
MP-13	Media Monitoring <i>Includes:</i> Records regarding the monitoring and collection of information in the media about The City, such as clippings and broadcast tapes. <i>Excludes:</i> Corporate / Business Unit Releases - See: MP-18	Originating	Official:	Disposition 3 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	
			Remarks:	Selective retention by City of Calgary Archive
MP-14	Missions and Delegations <i>Includes:</i> Records regarding missions out of Calgary and delegations visiting The City, such as contact information, logistics plans, protocol, translations, leads, briefings, etc. Contains Personal Information	City Clerk's Mayor's Office	Official:	Disposition 10 years after event
			Copies:	Disposition 1 year after creation of record
			Event:	Completion of Mission / Delegation.
			Citation:	135
MP-15	News Releases <i>Includes:</i> Records regarding final copy of the corporate news release and related attachments. <i>Excludes:</i> Individual Business Unit Media - Announcements - See: MP-18	Originating	Official:	Disposition 2 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	
			Remarks:	Selective retention by City of Calgary Archive Retention revised effective 2007 November
MP-16	Audio Visual Resources <i>Includes:</i> Records regarding collections of photographs, slides, and videos in digital and hard copy formats, utilized by The City for promotional and operational purposes, such as collection indexes, lists and inventories and waivers / release forms. Contains Personal Information	Originating	Official:	Disposition 12 years after obsolete or superceded
			Copies:	Disposition after obsolete or superceded 135, 148
			Citation:	
			Remarks:	Selective retention by City of Calgary Archive Retention revised effective 2009 November

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
MP-17	Protocol, Etiquette <i>Includes:</i> Records regarding matters of protocol, such as placement of foreign country flags, national anthems, honour guard, forms of address and doing business with other cultures.	City Clerk's	Official: Disposition after obsolete or superceded Copies: Disposition after obsolete or superceded Citation: Remarks:	Disposition after obsolete or superceded Disposition after obsolete or superceded Selective retention by City of Calgary Archive Retention revised effective 2003 January
MP-18	Public Media Communications - By The City - Educational and Promotional <i>Includes:</i> Records regarding internal and external presentations, marketing campaigns, publications and promotional objects that promote City facilities, services, programs, and activities. Records include: presentations, newsletters, brochures, posters, audiovisual media, instructions, guidelines, stickers, public service announcements, information leaflets, transportation schedules and routes, maps, public service announcements, budget data, social media posts, website documents, distribution lists for promotional objects such as branded pens and other items. <i>Excludes:</i> News Releases - See: MP-15 Corporate Branding - See: MP-06 Public Media Communications Production, Docket and Job Files - See: MP-20 Speeches and Presentations by The City - See: MP-22 Commercial Electronic Messages (CEMs) - See: MP-25	Originating	Official: Disposition 6 years after creation of record Copies: Disposition 1 year after creation of record Citation: Remarks:	Disposition 6 years after creation of record Disposition 1 year after creation of record Selective retention by City of Calgary Archive
MP-19	Public and Media Communications - By The City - Promotional Superseded 2008 November by: MP-18 Public Media Communications - By The City - Educational and Promotional			
MP-20	Public Media Communications Production, Docket and Job Files <i>Includes:</i> Records regarding final copy, background working papers and final support records for publications, position papers, other content and media produced by The City, or on behalf of The City, which result in public media communications that promote City facilities, services, programs or activities. Records include: publication or production schedules, scripts, presentations on design and concepts; marketing plans, and cost analyses, quotations, distribution lists, samples of other publications and readership surveys. <i>Excludes:</i> Public Media Communications Final Products - See: MP-18 Photos or Audio Visual Resources - See: MP-16	Customer Service and Communication	Official: Disposition 6 years after creation of record Copies: Disposition 1 year after creation of record Citation: 68 Remarks:	Disposition 6 years after creation of record Disposition 1 year after creation of record Selective retention by City of Calgary Archive Retention revised effective 2023 July

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
MP-21	Sister, Twin Cities and Strategic Alliances <i>Includes:</i> Records regarding the liaison and relationship with Calgary's sister and twin cities, such as copies of the agreement, contact names, relationship status and related correspondence	City Manager's Mayor's Office	Official: Disposition 3 years after creation of record Copies: Disposition 1 year after creation of record Citation: Remarks:	Disposition 3 years after creation of record Disposition 1 year after creation of record Selective retention by City of Calgary Archive
MP-22	Speeches and Presentations by The City <i>Includes:</i> Records regarding copies of speeches and presentations made by city officials and senior management, such as sessions at conferences, speeches as a guest speaker and award presentations <i>Excludes:</i> Project Management - Execution - See: CG-28-04 Events- Local and Provincial - See: MP-07-01 Events - National and International - See: MP-07-02 Public, Media and Employee Communications - By the City - Educational and Promotional - See: MP-18	Originating	Official: Disposition 3 years after creation of record Copies: Disposition 1 year after creation of record Citation: Remarks:	Disposition 3 years after creation of record Disposition 1 year after creation of record Selective retention by City of Calgary Archive
MP-23	Tours, Volunteer Program <i>Includes:</i> Records regarding the organization of tours and volunteers for hosting city functions or touring or visiting City facilities, such as tour requests from schools and other visitors, confirmation or application forms, tour evaluation sheets, tour scripts and tour schedules. <i>Excludes:</i> Volunteers Personal Information - See: HR-28 Contains Personal Information	Originating	Official: Disposition 6 years after creation of record Copies: Disposition 1 year after creation of record Citation: 135 Remarks:	Disposition 6 years after creation of record Disposition 1 year after creation of record 135 Selective retention by City of Calgary Archive
MP-24	Awards - To The City <i>Includes:</i> Records regarding industry award submission packages and awards received from external bodies.	Originating	Official: Disposition 5 years after creation of record Copies: Disposition 1 year after creation of record Citation: Remarks:	Disposition 5 years after creation of record Disposition 1 year after creation of record Selective retention by City of Calgary Archive New classification effective 2004 December
MP-25	Subscription Management - Commercial Electronic Messages (CEMs) <i>Includes:</i> City of Calgary records demonstrating compliance with Canada's anti-spam legislation (CASL) including all Commercial Electronic Messages (CEMs) records that show The City of Calgary as sender in its relationship with the recipient; records showing: express or implied consent; that proper	Originating	Official: Disposition 12 years after creation of record Copies: Not permitted Citation: 83 Remarks:	Disposition 12 years after creation of record Not permitted 83

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition
	consent procedures were followed; showing the topic for which consent was given; consent exception has been relied upon and the circumstances or relationship supporting the consent exception, where applicable; what was sent and when, such as consent logs and scripts; records related to subscription withdrawal and showing how the withdrawal was properly managed; contact and distribution lists used for the sending of CEMs.		This code applies to records created as of July 1, 2014 and onward. New classification effective 2019 December
PS - PUBLIC SERVICES			
Records regarding the services and programs that The City provides to the public			
PS-00	Public Services - General <i>Includes:</i> Records regarding public services of a general nature not specific to a secondary in this primary.	Originating	Official: Disposition 2 years after creation of record Copies: Disposition 1 year after creation of record Citation: Remarks: Selective retention by City of Calgary Archive
PS-01	Animal Care and Handling <i>Includes:</i> Records regarding animal care and handling such as medical and surgical records, animal care and containment, euthanasia, and cremation records. Contains Personal Information	Emergency Management & Community Safety	Official: Disposition 10 years after creation of record Copies: Disposition 1 year after creation of record Citation: 135, 174, 257, 263, 289, 297, 298, 299, 301 Remarks: New Classification effective 2009 November Retention revised effective 2015 December
PS-01-00	Animals - General Consolidated 2009 November to: PS-01 Animal Care and Handling		
PS-01-01	Animals - Animal Handling Consolidated 2009 November to: PS-01 Animal Care and Handling		
PS-01-02	Animals - G Impound Records Consolidated 2009 November to: PS-01 Animal Care and Handling		
PS-02	Cemeteries - Burial Records <i>Includes:</i> Records regarding the burial, cremation, or interment of the public in City owned cemeteries, such as daily burial journals and registers, lot books, logbooks, Cemetery Information Systems, certificates of cremation and embalming certificates. Also includes copies of death certificates, copies of last will and testament, permits to disinter and re-inter, cemetery plot agreements, certificates of title and easements and interment records. Contains Personal Information	Parks and Open Spaces	Official: Permanent Copies: Disposition after obsolete or superceded Citation: 108, 135, 271, 272, 273, 274, 275 Remarks: Retention revised effective 2003 January

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
PS-03-00	<u>Clients - General</u> <i>Includes:</i> Records regarding clients of social services or community and social development programs not specific to a tertiary in this secondary, such as intake forms, evaluations, referrals, contact notes and financial information on current and closed programs no longer offered by The City. Contains Personal Information	Community Strategies Recreation and Social Programs	Official:	Disposition 12 years after event
			Copies:	Disposition 1 year after creation of record
PS-03-01	<u>Clients - Childcare Subsidy</u> <i>Includes:</i> Records regarding clients who participate in the before or after school childcare subsidy program including but not limited to out-of-school-care (OOSC), such as applications, copies of custody orders, medical or health issues information, proof of income, caseworker notes, out-of-school care schedules and attendance records. Contains Personal Information	Recreation and Social Programs	Event:	Program closure or client no longer active in the program.
			Citation:	135
PS-03-02	<u>Clients - Community Worker</u> <i>Includes:</i> Records regarding direct services provided to clients by community workers, such as financial issues, contact information, case notes, assessments, intervention records and results information. Contains Personal Information	Community Strategies	Remarks:	
			Official:	Disposition 7 years after event
PS-03-03	<u>Clients - Crisis</u> <i>Includes:</i> Records regarding short term, quick resolution clients in crisis, such as intake forms, client personal information, problem and actions taken data, resolution information provided by the counsellor and counsellor logbooks. Contains Personal Information	Recreation and Social Programs	Copies:	Disposition 1 year after creation of record
			Event:	Client no longer with subsidy program.
PS-03-02	<u>Clients - Community Worker</u> <i>Includes:</i> Records regarding direct services provided to clients by community workers, such as financial issues, contact information, case notes, assessments, intervention records and results information. Contains Personal Information	Community Strategies	Citation:	135, 214
			Remarks:	
PS-03-03	<u>Clients - Crisis</u> <i>Includes:</i> Records regarding short term, quick resolution clients in crisis, such as intake forms, client personal information, problem and actions taken data, resolution information provided by the counsellor and counsellor logbooks. Contains Personal Information	Recreation and Social Programs	Records destroyed at disposition without City of Calgary Archive review	
			Retention revised effective 2003 January	
PS-03-02	<u>Clients - Community Worker</u> <i>Includes:</i> Records regarding direct services provided to clients by community workers, such as financial issues, contact information, case notes, assessments, intervention records and results information. Contains Personal Information	Community Strategies	City Program transferred to the Provincial Government 2008 Sept 03. City activity no longer performed. To be obsoleted in 2024.	
			Official:	Disposition 10 years after creation of record
PS-03-03	<u>Clients - Crisis</u> <i>Includes:</i> Records regarding short term, quick resolution clients in crisis, such as intake forms, client personal information, problem and actions taken data, resolution information provided by the counsellor and counsellor logbooks. Contains Personal Information	Recreation and Social Programs	Copies:	Disposition 1 year after creation of record
			Citation:	135, 214
PS-03-02	<u>Clients - Community Worker</u> <i>Includes:</i> Records regarding direct services provided to clients by community workers, such as financial issues, contact information, case notes, assessments, intervention records and results information. Contains Personal Information	Community Strategies	Remarks:	
			Records destroyed at disposition without City of Calgary Archive review	
PS-03-03	<u>Clients - Crisis</u> <i>Includes:</i> Records regarding short term, quick resolution clients in crisis, such as intake forms, client personal information, problem and actions taken data, resolution information provided by the counsellor and counsellor logbooks. Contains Personal Information	Recreation and Social Programs	Retention revised effective 2003 January	
			Official:	Disposition 1 year after event
PS-03-03	<u>Clients - Crisis</u> <i>Includes:</i> Records regarding short term, quick resolution clients in crisis, such as intake forms, client personal information, problem and actions taken data, resolution information provided by the counsellor and counsellor logbooks. Contains Personal Information	Recreation and Social Programs	Copies:	Disposition 1 year after creation of record
			Event:	Program closure or client no longer active in the program.
PS-03-03	<u>Clients - Crisis</u> <i>Includes:</i> Records regarding short term, quick resolution clients in crisis, such as intake forms, client personal information, problem and actions taken data, resolution information provided by the counsellor and counsellor logbooks. Contains Personal Information	Recreation and Social Programs	Citation:	135, 214
			Remarks:	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
			Records destroyed at disposition without City of Calgary Archive review	
			Retention revised effective 2001 October	
PS-03-04	<u>Clients - Diversity</u> <i>Includes:</i> Records regarding participants or clients in City diversity programs such as applications for fee assistance, evaluations, medication data, medical information, physical data, special waivers or release forms and volunteer input on clients. Contains Personal Information	Community Services	Official:	Disposition 12 years after event
			Copies:	Disposition 1 year after creation of record
			Event:	Client no longer active in the program.
			Citation:	135, 148
			Remarks:	
			Records destroyed at disposition without City of Calgary Archive review	
			Retention revised effective 2009 November	
PS-03-05	<u>Clients - Home Support Program</u> <i>Includes:</i> Records regarding clients serviced by The City Links program, such as intake forms, client personal information, proof of income, medical status, type of service provided, complaints, and electronic client status tracking and waiting lists. Contains Personal Information	Recreation and Social Programs	Official:	Disposition 6 years after event
			Copies:	Disposition 2 years after creation of record
			Event:	Client no longer active in the program.
			Citation:	135, 214
			Remarks:	
			Records destroyed at disposition without City of Calgary Archive review	
			Retention revised effective 2011 November	
PS-03-06	Clients - Landlord Tenant Superceded 2022 November by: PS-28-01 Tenants - High Need, Mixed Income, Private Landlord Rent Subsidy (PLRS)			
PS-03-07	<u>Clients - Legal Services</u> <i>Includes:</i> Records regarding various legal services provided by the Law Business Unit to City Business Units, community associations and autonomous bodies. <i>Excludes:</i> Litigation - See: LE-19 Contracts and Agreements - See: LE-10 Contains Personal Information	Law	Official:	Disposition 12 years after event
			Copies:	Disposition 1 year after creation of record
			Event:	One year past the last date on the client file.
			Citation:	135
			Remarks:	
			Records destroyed at disposition without City of Calgary Archive review	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
PS-03-08	<u>Clients - Special Needs Taxi Service - Master</u> <i>Includes:</i> Records regarding clients of the special needs taxi service, such as applications, renewal and extension applications, proof of income and medical assessments. <i>Excludes:</i> Account Activity - See: PS-03-14 Senior Transit Passes Subsidy Registrations - See: PS-25 Contains Personal Information	Calgary Transit	Official:	Disposition 2 years after event
			Copies:	Disposition 1 year after creation of record
			Event:	Client no longer with the program.
			Citation:	135
PS-03-09	<u>Clients - Tax Assistance</u> <i>Includes:</i> Records regarding clients in the Tax Assistance Program, such as applications, income information and comment sheets. Contains Personal Information	Community Strategies	Remarks:	
				Records destroyed at disposition without City of Calgary Archive review
				Retention revised effective 2003 January
			Official:	Disposition 7 years after creation of record
PS-03-10-01	<u>Clients - Youth Employment Centre - City Owned</u> <i>Includes:</i> Records regarding youths participating in the Youth Employment programs, in person or via the internet, such as registration, individual and family case records, case notes, case file summaries, occupational profiles, STRONGS system evaluations. Also includes youth referrals from counsellor to a job developer and resumes in electronic format and hard copy. <i>Excludes:</i> Youth Employment Centre - Funder Owned - See: PS-03-10-02 Contains Personal Information	Recreation and Social Programs	Copies:	Disposition 1 year after creation of record
			Citation:	135
			Remarks:	
				Records destroyed at disposition without City of Calgary Archive review
PS-03-10-02	<u>Clients - Youth Employment Centre - Funder Owned</u> <i>Includes:</i> Records regarding youths participating in the Youth Employment programs, in person or via the internet, such as registration, individual and family case records, case notes, case file summaries, occupational profiles,	Recreation and Social Programs		Retention revised effective 2004 December
			Official:	Disposition 12 years after event
			Copies:	Disposition after obsolete or superseded
			Event:	Client no longer receiving services.
PS-03-10-02	<u>Clients - Youth Employment Centre - Funder Owned</u> <i>Includes:</i> Records regarding youths participating in the Youth Employment programs, in person or via the internet, such as registration, individual and family case records, case notes, case file summaries, occupational profiles,	Recreation and Social Programs	Citation:	135
			Remarks:	
				Records destroyed at disposition without City of Calgary Archive review
				Retention revised effective 2000 Dec 2004 Dec and 2009 Nov
PS-03-10-02	<u>Clients - Youth Employment Centre - Funder Owned</u> <i>Includes:</i> Records regarding youths participating in the Youth Employment programs, in person or via the internet, such as registration, individual and family case records, case notes, case file summaries, occupational profiles,	Recreation and Social Programs		City activity no longer performed. CRCRS code to be obsolete in 2024.
			Official:	Permanent
			Copies:	Not permitted
			Citation:	135, 1008
PS-03-10-02	<u>Clients - Youth Employment Centre - Funder Owned</u> <i>Includes:</i> Records regarding youths participating in the Youth Employment programs, in person or via the internet, such as registration, individual and family case records, case notes, case file summaries, occupational profiles,	Recreation and Social Programs	Remarks:	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
	and career interest evaluations. Also includes youth referrals from counsellor to a job developer and resumes. Contains Personal Information		Business event = Client no longer receiving services New classification effective 2004 December Retention revised effective 2009 November and 2023 July	
PS-03-11	<u>Clients - Youth Probation</u> <i>Includes:</i> Records regarding youths charged under the Young Offenders Act, such as youth / family history, health issues / reports, caseworker notes, conversation notes, school reports, predisposition reports and offender information sheets. Also includes court / probation orders, orders of disposition, disposition reports, reporting instructions, counseling invoices, breach records, Community Offender Management Information System (COMIS) data, statements recorded by a probation officer regarding the management of a breach situation, used if appearance in court is required. Contains Personal Information	Community Strategies	Official:	Disposition 3 years after event
			Copies:	Not permitted
			Event:	Youth probation ended.
			Citation:	135
			Remarks:	
			Records destroyed at disposition without City of Calgary Archive review	
			Files transferred to Alberta Justice at Disposition	
			Retention revised effective 2001 October	
PS-03-12	<u>Clients - Youth Justice - Partnership Programs</u> <i>Includes:</i> Records regarding youth participating in non-judicial programs including Effective Practices in Community Supervision (EPICS), Restorative Actions For Transformation (RAFT), Gateway, and records for other similar programs, such as integrated contracts, consent forms, case notes, recording of client interviews, contacts with schools and residential treatment facilities. Contains Personal Information	Community Strategies	Official:	Disposition 3 years after event
			Copies:	Not permitted
			Event:	Client is no longer a participant in the program.
			Citation:	135
			Remarks:	
			Records destroyed at disposition without City of Calgary Archive review	
			Retention revised effective 2001 October and 2020 November.	
			Records not required to be transferred to Alberta Justice	
PS-03-13	<u>Clients - Youth Probation - Fine Options</u> <i>Includes:</i> Records regarding voluntary options youths have, through Alberta Justice, to work off fines assessed by the court, such as offender information, participation agreement forms, time to pay notices, Community Offender Management System (COMIS) tracking checklist, and client contact records. Also includes records of community work completed, breach records, the tracking of each client in the fine options program, work completed, hours worked and identification of community in which work was performed. Contains Personal Information	Community Strategies	Official:	Disposition 3 years after event
			Copies:	Not permitted
			Event:	Fines have been paid in full and youth probation ended.
			Citation:	135
			Remarks:	
			Records destroyed at disposition without City of Calgary Archive review	
			Files transferred to Alberta Justice after Disposition 3 years after event.	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
PS-03-14	<u>Clients - Special Needs Taxi Service - Account Activity</u> <i>Includes:</i> Records regarding account activity such as trip service records, comment sheets, payment schedules, payment card holder data, registration fee records, special needs (SPNEEDS) and temporary assistance program (TAP) system records and reports and client contact and correspondence. <i>Excludes:</i> Clients - Special Needs Taxi Service - Master - See: PS-03-08 Contains Personal Information	Calgary Transit	Official:	Disposition 7 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	135
			Remarks:	Records destroyed at disposition without City of Calgary Archive review New classification effective 2003 January
PS-03-15	<u>Clients - Fitness</u> <i>Includes:</i> Records regarding personalized fitness programs including personal training and adapted fitness training that are delivered by City staff to members of the public such as personal assessments and questionnaires, training dates, program cards, medical information, and contact information. Contains Personal Information	Recreation and Social Programs	Official:	Disposition 6 years after event
			Copies:	Disposition after event
			Event:	Client no longer active in program.
			Citation:	135
PS-03-16	<u>Clients - Community Home Assistance Maintenance Program for Seniors (CHAMPS)</u> <i>Includes:</i> Records regarding clients involved in the Community Home Assistance Maintenance Program for Seniors (CHAMPS) including contact or permission forms, client funding applications, background information to support funding applications, client personal information and health care numbers, funding approvals and all job related documentation. Contains Personal Information	Recreation and Social Programs	Official:	Disposition 12 years after event
			Copies:	Not permitted
			Event:	Client inactive in program for two years.
			Citation:	135
PS-03-17	<u>Clients - Fee Subsidized City Service - Resident Application and Eligibility Proof</u> <i>Includes:</i> Records regarding the Fair Entry application process for Fee Subsidized City Services, including application forms, proof of eligibility such as: proof of income (health benefits, Assured Income for Severely Handicapped benefits (AISH) documentation, or letter from Registered Social Worker or Child and Youth Support Program Worker). Also includes other approved proof of income documents.	Recreation and Social Programs	Remarks:	Records destroyed at disposition without City of Calgary Archive review New classification effective 2008 November
			Official:	Disposition 8 years after event
			Copies:	Disposition 1 year after creation of record
			Event:	Client's application package is approved, and term is fulfilled, denied or pending application expires.
PS-03-17			Citation:	135
			Remarks:	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
	Contains Personal Information		Records destroyed at disposition without City of Calgary Archive review New classification effective 2015 November Retention revised effective 2018 November	
PS-04-00	<u>Communities - General</u> <i>Includes:</i> Records regarding communities of a general nature not specific to a tertiary in this secondary.	Originating	Official:	Disposition 5 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	
			Remarks:	
PS-04-01	<u>Communities - Associations</u> <i>Includes:</i> Records regarding community associations operating within The City, such as financial statements and audits, budgets, petitions, meeting plans, resolutions and related correspondence, service evaluations, impact data, inquiries, surveys, maps, and minutes. Contains Personal Information	Originating	Official:	Disposition 15 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	135
			Remarks:	
			Selective retention by City of Calgary Archive	
			Retention revised effective 2003 January	
PS-04-02	<u>Communities - Development</u> <i>Includes:</i> Records regarding the City's involvement with communities in networking, community needs assessments, community mobilization, facilitation, support, organization and implementation for community-based initiatives or community based advocacy on social issues. Includes networking lists, minutes, maps, consultation research and results, action plans, and all specific program creation or implementation records. <i>Excludes:</i> Land Use Planning - See: LU-15 Contains Personal Information	Community Strategies	Official:	Disposition 5 years after event
		Emergency Management & Community Safety	Copies:	Disposition 1 year after creation of record
			Event:	Specific development project completed, or City representation is ended.
			Citation:	135, 214
		Partnerships	Remarks:	
			Selective retention by City of Calgary Archive	
			Retention revised effective 2003 January	
		PS-04-03	<u>Communities - Organizations</u> <i>Includes:</i> Records regarding third party groups, including but not limited to service groups, nonprofit organizations, employers and businesses that partner with The City to offer programs and services including those that rent from a third party through The City or that lease or occupy City owned buildings and property. Includes plans, goals, activities, evaluations, outcomes, volunteers, information on agency, services available, meetings, agendas, and attendee lists. Contains Personal Information	Originating
Copies:	Disposition 2 years after creation of record			
Event:	Organization no longer offering City sponsored programs or services.			
Citation:	135, 214			
Remarks:				
Selective retention by City of Calgary Archive				

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
PS-04-04	<u>Communities - Aboriginal</u> <i>Includes:</i> Records regarding agencies, committees and Aboriginal groups involved exclusively with social issues and social services of Aboriginal people. Also includes reports, studies, trends and events and programs with an Aboriginal focus. Contains Personal Information	People, Innovation and Collaboration	Official:	Disposition 5 years after event
			Copies:	Disposition 1 year after creation of record
			Event:	Development project complete.
			Citation:	135, 214
PS-04-05	<u>Communities - Bylaws and Charters</u> <i>Includes:</i> Records regarding bylaws and charters of community associations operating within The City.	Originating	Remarks:	
			Selective retention by City of Calgary Archive	
			Official:	Disposition 12 years after obsolete or superceded
			Copies:	Disposition after obsolete or superceded
PS-05-00	<u>Complaints or Compliments - General</u> <i>Includes:</i> Records regarding complaints and compliments from the public, Councillors, etc. regarding City services, programs, decisions, processes, including complaint forms and reports, supporting documentation, photos, maps, handwritten notes, conversation logs and notes, safety improvement cards, database entries. <i>Excludes:</i> Litigation - See: LE-19 Board Hearings - See: CG-05 Contains Personal Information	Originating	Citation:	
			Remarks:	
			Full retention by City of Calgary Archive	
			New classification effective 2004 December	
PS-05-01	<u>Complaints or Compliments - About City Employees</u> <i>Includes:</i> Records regarding complaints and compliments about City employees, such as customer service requests, complaint forms, related correspondence, and complaints data. Contains Personal Information	Originating	Official:	Disposition 1 year after event
			Copies:	Disposition 1 year after creation of record
			Event:	Complaint has been answered or resolved.
			Citation:	135, 171
PS-05-02	<u>Complaints or Compliments - Medical Treatment</u> <i>Includes:</i> Records regarding complaints from the public, hospital staff, EMS staff and the medical community related to EMS / Fire medical service / treatment, such as letters of complaint, follow up data, outcomes	Calgary Fire Emergency Management &	Remarks:	
			Selective retention by City of Calgary Archive	
			Official:	Disposition 5 years after creation of record
			Copies:	Disposition 1 year after creation of record
PS-05-02			Citation:	135, 243
			Remarks:	
			Records destroyed at disposition without City of Calgary Archive review	
			Retention revised effective 2020 November	
PS-05-02			Official:	Disposition 12 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	135, 148, 305

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
	information, copies of patient care record's (PCR's), dispatch information, responses. Includes response / complaint databases. Contains Personal Information	Community Safety	Remarks: Records destroyed at disposition without City of Calgary Archive review	
PS-05-03	<u>Complaints or Compliments - Drainage, Erosion and Sediment Control</u> <i>Includes:</i> Records of complaints or compliments regarding the storm and wastewater systems including, but not limited to drainage complaints, flooding, seepage, blockages, erosion and sediment control issues, catch basin inquiries, manhole concerns, odour complaints related to treatment plants, ponds or internal issues such as contact and correspondence with property owners experiencing problems, maps, drawings and photographs of problem areas, and may include copies of site inspection, estimates, work / job plans and reports. Contains Personal Information	Water Services	Official: Permanent Copies: Disposition 1 year after creation of record Citation: 135 Remarks: Business event = Complaint resolved. Retention revised effective 2004 December	
PS-05-04	<u>Complaints or Compliments - Water Quality</u> <i>Includes:</i> Records regarding water quality complaints, such as water pressure, taste, odour and source water condition complaints. <i>Excludes:</i> Complaints - Drainage - See: PS-05-03 Contains Personal Information	Water Services	Official: Permanent Copies: Disposition 1 year after creation of record Citation: 135 Remarks: New classification effective 2003 January Retention revised effective 2004 December and 2019 December	
PS-05-05	<u>Complaints or Compliments - Water Utility Accounts</u> <i>Includes:</i> Records related to the review of water utility accounts complaints, investigation and summary reports, emails and correspondence, case file history, tests assessing the validity of complaints, meter readings, detailed records of adjustments to customer account overcharges, undercharges and other errors. Contains Personal Information	Water Services	Official: Disposition 7 years after creation of record Copies: Disposition 4 years after creation of record Citation: 135 Remarks: Records destroyed at disposition without City of Calgary Archive review New classification effective 2021 November	
PS-06-00	<u>Customers - General</u> <i>Includes:</i> Records regarding customers of a general nature not specific to a tertiary in this secondary. Contains Personal Information	Originating	Official: Disposition 1 year after event Copies: Disposition 1 year after creation of record Event: Customer no longer active. Citation: 135 Remarks:	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
PS-06-01	<u>Customers - Sludge Operation</u> <i>Includes:</i> Records regarding Calgro customers, farmers who receive sludge applications and other entities and municipalities that pay Calgro to handle their sludge, such as customer data, field / crop type, requirements, copies of tenders and contracts, production data. Contains Personal Information	Water Services	Official:	Disposition 1 year after event
			Copies:	Disposition 1 year after creation of record
			Event:	Customer no longer active.
			Citation:	127, 135
PS-06-02	<u>Customers - Security Issues</u> <i>Includes:</i> Records regarding City customers, clients, social program participants, who pose some risk to the safety and security of The City's programs, services and customers, such as misconduct information, service suspension details, photos, name / address listings, emergency contact and customer personal data. Also includes incident data, photographs, directives, and details of suspension or banning from City programs, services, and facilities. Contains Personal Information	Originating	Official:	Disposition 1 year after event
			Copies:	Disposition 1 year after creation of record
			Event:	Customer no longer poses a risk.
			Citation:	135
PS-06-03	<u>Customers - Water Analysis</u> <i>Includes:</i> Records regarding water quality analysis services provided to external customers. May include tests, analysis, and results. Contains Personal Information	Planning and Development	Official:	Disposition 5 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	135
			Remarks:	
PS-07	<u>Facility and Area Bookings</u> <i>Includes:</i> Records regarding the booking of facilities and areas by the public, such as pools, arenas, athletic fields, parks, golf course tee-times, low level helicopter operation and correspondence, use permit applications, notations and denial or approval information. Also includes client information databases and customer data, and golf course automated booking system. <i>Excludes:</i> Permits and Licences Event and Operating - See: LE-17 Contains Personal Information	City Clerk's Mobility Parks and Open Spaces Recreation and Social Programs	Official:	Disposition 5 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	135
			Remarks:	
PS-08-01	<u>Inquiries and Requests for Assistance, Information - General</u> <i>Includes:</i> Records regarding the receipt and dispersal of inquiries from the public, etc., for assistance or information, such as correspondence, supporting documentation, conversation logs and notes, audio tapes, help	Originating	Official:	Disposition 2 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	135

Corporate Records Classification and Retention Schedule

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
	<p>phone data, inquiry coding and assignment records, inquiry analysis, customer service requests, and property inquiries.</p> <p><i>Excludes:</i> Litigation - See: LE-19 Board Hearings - See: CG-05 Request for Information on Environmentally Compromised Sites - See: EN-14 Assessment Inquiries - See: AS-05-01 Elected Officials' Responses - See: PS-08-02</p> <p>Contains Personal Information</p>		Remarks: New classification effective 2003 January	
PS-08-02	<p><u>Inquiries and Requests for Assistance, Information - Elected Officials' Responses</u></p> <p><i>Includes:</i> Records regarding the receipt of and response to inquiries from the public which have been routed to business units from The Mayor's office, Office of the Councillors, or The City Manager's office. Includes correspondence and details on information collected and dispersed.</p> <p>Contains Personal Information</p>	Originating	Official: Disposition 5 years after creation of record Copies: Disposition 1 year after creation of record Citation: 135 Remarks: Selective retention by City of Calgary Archive New classification effective 2003 January	
PS-09-00	Landlords - General Consolidated 2019 December to: PS-09-01 Landlords - Rental Supplementation Programs			
PS-09-01	<p><u>Landlords - Rental Supplementation Programs</u></p> <p><i>Includes:</i> Records regarding applications, evaluations, and copies of agreements with landlords, such as market rent information, requests for rent increases and claims from landlords regarding residential rent supplementation programs.</p> <p>Contains Personal Information</p>	Calgary Housing	Official: Disposition 6 years after event Copies: Disposition 1 year after creation of record Event: Agreement cancelled or not executed. Citation: 135, 148 Remarks:	
PS-09-02	Landlords - Potential Consolidated 2019 December to: PS-09-01 Landlords - Rental Supplementation Programs			
PS-10	<p>Lost Property</p> <p><i>Includes:</i> Records regarding the collection and return of items and cash lost on City property, facilities or vehicles, such as property logs and lists, found cash deposits, copies of petty cash vouchers for return of lost cash, daily property lists, drivers list of unclaimed property and monthly reports.</p> <p><i>Excludes:</i> Stock Management - Auction, Sale - Surplus and Scrap Materials</p>	Originating	Official: Disposition 1 year after event Copies: Disposition 1 year after creation of record Event: Property returned or disposed of. Citation: 135 Remarks:	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
	- See: FA-34-02 Contains Personal Information			
PS-11	Mobile Vendors and Buskers <i>Includes:</i> Records regarding the evaluation and management of mobile vendors and buskers within the city, including correspondence, copies of permits, inspections, incorporation data, health inspections, copies of applications and proposals, evaluations, infractions, and complaints. <i>Excludes:</i> Permits - See: LE-17 Contains Personal Information	Originating	Official: Disposition 4 years after event Copies: Disposition 1 year after creation of record Event: Vendor / Busker no longer has valid permit. Citation: 135 Remarks:	
PS-12	Program Planning, Development and Delivery <i>Includes:</i> Records regarding the development, maintenance, administration of programs, such as resource information, funding data, training data, strategies, program reviews, quality assurance records and related correspondence.	Originating	Official: Disposition 5 years after obsolete or superceded Copies: Disposition after obsolete or superceded Citation: Remarks:	Selective retention by City of Calgary Archive
PS-13	Programs - Monitoring <i>Includes:</i> Records regarding the ongoing monitoring and evaluation of programs, such as evaluation forms, program summary information, program statistics and marketing information. <i>Excludes:</i> Program Reporting to Funders - See: FA-24	Originating	Official: Disposition 6 years after creation of record Copies: Disposition 1 year after creation of record Citation: Remarks:	
PS-14	Programs - Animal Services <i>Includes:</i> Records relating to animal programs and public education such as aggressive dog program, dog bite prevention program, and responsible pet owner's week and spay / neuter program. Also includes public relations programs, such as veterinarian public relations program, school programs, etc.	Emergency Management & Community Safety	Official: Disposition 5 years after obsolete or superceded Copies: Disposition 1 year after creation of record Citation: Remarks:	Selective retention by City of Calgary Archive
PS-15-00	<u>Programs - School Age Child Care - General</u> <i>Includes:</i> Records regarding school age childcare of a general nature not specific to a tertiary in this secondary. Contains Personal Information	Recreation and Social Programs	Official: Disposition 2 years after creation of record Copies: Disposition 1 year after creation of record Citation: 135 Remarks:	New classification effective 2003 January
PS-15-01	Programs - School Age Child Care - Service Provider Information Superceded 2023 July by: CG-22 Policies and Procedures			

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
PS-15-02	Programs - School Age Child Care - Provider Folders - Program no longer provided at City of Calgary, Code obsoleted 2023 July			
PS-15-03	Programs - School Age Child Care - Non-City Staff Qualifications <i>Includes:</i> Records regarding non-city staff qualifications including applications, decisions, exemptions, certifications, and appeals. Contains Personal Information	Recreation and Social Programs	Official:	Disposition 11 years after event
			Copies:	Not permitted
			Event:	Closure of municipally managed program.
			Citation:	135, 279
			Remarks:	Selective retention by City of Calgary Archive New classification effective 2003 January Retention revised effective 2015 November
PS-15-04	Programs - School Age Child Care - Legislation, Policy and Procedures Superseded 2023 July by: CG-22 Policies and Procedures			
PS-16	Programs - Diversity <i>Includes:</i> Records regarding the various groups targeted by City diversity initiatives and programs, such as copies of committee data, strategies, flyers, business plans and accessibility records. Contains Personal Information	Calgary Housing	Official:	Disposition 3 years after obsolete or superseded
		Calgary Transit	Copies:	Disposition after obsolete or superseded
		Community Services	Citation:	135
		Recreation and Social Programs	Remarks:	Selective retention by City of Calgary Archive
PS-17	Programs - Housing <i>Includes:</i> Records regarding the administration of federal or provincial housing assistance programs including Residential Rehabilitation Assistance Program (RRAP) and Disabled Housing Adaptation, such as program administration records, applications, income verification, medical data, site inspections, estimates, approvals, and reporting requirements. Contains Personal Information	Calgary Housing	Official:	Disposition 7 years after creation of record
		Planning and Development	Copies:	Disposition 1 year after creation of record
			Citation:	135, 246
			Remarks:	
PS-18	Programs - Medical Services <i>Includes:</i> Records regarding medical services programs delivered to the public, such as the Blood Pressure program, and medical tests and evaluations. Also includes client personal data and related reporting documents. Contains Personal Information	Calgary Fire	Official:	Disposition 2 years after creation of record
		Emergency Management & Community Safety	Copies:	Disposition 1 year after creation of record
			Citation:	135
			Remarks:	Selective retention by City of Calgary Archive

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
PS-19	Programs - Parks and Recreation <i>Includes:</i> Records regarding The City's parks and recreation programs, including marketing data, sponsorship information, planning documents, budgets. Contains Personal Information	Parks and Open Spaces Recreation and Social Programs	Official:	Disposition 7 years after obsolete or superceded
			Copies:	Disposition after obsolete or superceded
			Citation:	135
			Remarks:	
			Selective retention by City of Calgary Archive Retention revised effective 2003 January	
PS-20	Programs - Tax Assistance Superceded 2022 November by: PS-03-09 Clients - Tax Assistance			
PS-21	Programs - Youth Employment <i>Includes:</i> Records regarding youth employment programs, including contact and arrangement with businesses or employers and workshops funded under Human Resources Development Canada (HRDC) and administered by Alberta Human Resources and Employment (AHRE). Also includes employer or business lists and contacts, workshop attendee lists, workshop reports, topic information, client progress, client participation. Contains Personal Information	Recreation and Social Programs	Official:	Disposition 2 years after event
			Copies:	Disposition after event
			Event:	Completion of workshop, or according to funder requirements.
			Citation:	135
			Remarks:	
PS-22-01	<u>Programs - Youth Probation - General</u> <i>Includes:</i> Records regarding youth probation programs, including fine options program information, such as correspondence with Alberta Justice, Youth Court, Crown Prosecutors office regarding policy or procedural changes.	Community Strategies	Official:	Disposition after obsolete or superceded
			Copies:	Disposition after obsolete or superceded
			Citation:	
			Remarks:	
PS-22-02	<u>Programs - Youth Justice - Partnership Programs</u> <i>Includes:</i> Records regarding non-judicial programs, such as Restorative Actions for Transformation (RAFT) and similar programs, such as communication with interested parties, including: Calgary Board of Education (CBE), John Howard Society, Calgary Police etc. and program progress reporting.	Community Strategies	Official:	Disposition 2 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	
			Remarks:	
			Selective retention by City of Calgary Archive Retention revised effective 2020 November.	
PS-23	Programs - Transportation <i>Includes:</i> Records regarding programs to enhance the public use of transportation services, such as carpooling programs, flex hour programs, dedicated lane programs, etc.	Calgary Transit	Official:	Disposition 5 years after obsolete or superceded
			Copies:	Disposition after obsolete or superceded
			Citation:	
			Remarks:	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
			Selective retention by City of Calgary Archive	
PS-24	Public Education <i>Includes:</i> Records regarding specific courses and classes that are delivered by City staff to members of the public, such as rosters, waivers or release forms, class lists, test sheets, course information, applications, class evaluations, medical emergency information, sign-in sheets, lesson plans and handouts. <i>Excludes:</i> Program Planning, Development and Delivery - See: PS-12 Programs - Monitoring - See: PS-13 Contains Personal Information	Originating	Official:	Disposition 12 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	135, 148, 305
			Remarks:	Retention revised effective 2003 January and 2009 November
PS-25	Registration <i>Includes:</i> Records regarding the registration of participants in City programs, such as registration forms, waivers or release forms, program statistics, tax receipts, payment data, client information databases and customer data. <i>Excludes:</i> Fee Subsidized City Service - Resident Application and Eligibility Proof - See: PS-03-17 Contains Personal Information	Originating	Official:	Disposition 12 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	25, 26, 135, 148, 305
			Remarks:	Includes Calgary Transit senior and low income Transit pass subsidy registrations prior to 2016 Retention revised effective 2009 November
PS-26	Routes - Planning and Management <i>Includes:</i> Records regarding additions, changes or modifications to service routes, including bus and solid waste collection, such as schedule adherence information, quadrant data, requests for services on existing routes, evaluation guides, route reports and pocket schedules, route sheets and plans, and maps. Also includes Transit ridership data. <i>Excludes:</i> School Bus Routes - See: PS-33	Calgary Transit Waste and Recycling	Official:	Disposition after obsolete or superceded
			Copies:	Disposition after obsolete or superceded
			Citation:	191
			Remarks:	Selective retention by City of Calgary Archive
PS-27	Telephone Automated Services <i>Includes:</i> Records regarding the automated telephone information services made available by The City, such as schedule information, service disruptions, delays and detour information, hours of operation, costs for services, directions, subject / technical information.	Originating	Official:	Disposition after obsolete or superceded
			Copies:	Disposition after obsolete or superceded
			Citation:	
			Remarks:	
PS-28-00	<u>Tenants - General</u> <i>Includes:</i> Records regarding tenants of a general nature not specific to a tertiary in this secondary.	Calgary Housing	Official:	Disposition 2 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	135

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
	Contains Personal Information		Remarks:	
PS-28-01	<u>Tenants - High Need, Mixed Income, Private Landlord Rent Subsidy (PLRS)</u> <i>Includes:</i> Records regarding subsidized housing tenants, such as applications, proof of income / employment, reference checks, copies of leases / tenancy agreements, property inspections, notices and requests for rent adjustments, eviction notices, rent collection data, security deposit information, and tenant information. <i>Excludes:</i> Applicants who do not become Tenants - See: PS-28-02 Tenants - Applications for Subsidized Housing Contains Personal Information	Calgary Housing	Official: Disposition 7 years after event Copies: Disposition 1 year after creation of record Event: End of tenure or tenancy expired. Citation: 135 Remarks:	
PS-28-02	<u>Tenants - Applications for Subsidized Housing</u> <i>Includes:</i> Records regarding applications for housing and proof of income / employment records. <i>Excludes:</i> Applicants who become Tenants - See: PS-28-01 Tenants - High Need, Mixed Income, Private Landlord Rent Subsidy (PLRS) Contains Personal Information	Calgary Housing	Official: Disposition 2 years after creation of record Copies: Not permitted Citation: 135 Remarks:	
PS-28-03	Tenants - Commercial, Industrial, Farmland Superceded 2022 November by: LE-08-10 Contracts and Agreements - Land, Property, Building - Lease, Licence, Occupancy Agreements, Sale and Disposal			
PS-28-04	Tenants - Non-Subsidized Superceded 2022 November by: LE-08-10 Contracts and Agreements - Land, Property, Building - Lease, Licence, Occupancy Agreements, Sale and Disposal			
PS-29	Transit Services - Bus Zones <i>Includes:</i> Records regarding the identification of bus zones and zoning issues, such as copies of customer service reports (CSRs), maps, shelter and sign data, maintenance requests, complaints, related correspondence, copies of requests. Contains Personal Information	Calgary Transit	Official: Disposition 10 years after obsolete or superceded Copies: Disposition after obsolete or superceded Citation: 111, 112, 113, 135, 189, 190, 191 Remarks:	Records destroyed at disposition without City of Calgary Archive review Retention revised effective 2004 December
PS-30	Transit Services - Delay and Events <i>Includes:</i> Records regarding delays and events relevant to the delivery of Transit services, such as timing and reasons for the delay, equipment or vehicle problems data, passenger issues and late train reports. Also includes records regarding operator shortages and customer service issues.	Calgary Transit	Official: Disposition 2 years after creation of record Copies: Disposition 1 year after creation of record Citation: 135, 189, 190 Remarks:	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
	Contains Personal Information		Records destroyed at disposition without City of Calgary Archive review	
PS-31	Transit Services - Runs <i>Includes:</i> Records regarding the analysis of individual portions of bus, LRT routes and the manpower assignments, such as copies of sign up data, relief point information, seniority lists, analysis and cost impact data of negotiated collective agreements, productivity analysis, individual vehicle routes, combination lists and run books. Contains Personal Information	Calgary Transit	Official:	Disposition 7 years after obsolete or superceded
			Copies:	Disposition 1 year after creation of record
			Citation:	111, 112, 135, 189, 190
			Remarks: Records destroyed at disposition without City of Calgary Archive review Retention revised effective 2003 January	
PS-32	Transit Services - Scheduling <i>Includes:</i> Records regarding the weekly schedules for Transit buses and LRT in regular and community shuttle services, such as headway books, working timetable reports, weekly update sheets, spare board assignment data, dispatch logbooks and excess hours reports. Contains Personal Information	Calgary Transit	Official:	Disposition 7 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	135
			Remarks: Records destroyed at disposition without City of Calgary Archive review Retention revised effective 2003 January	
PS-33	Transit Services - School Bus Routes and Schedules <i>Includes:</i> Records regarding the routes, timings and stops for the school bus operations, such as student transportation requirements, plans and schedules Contains Personal Information	Calgary Transit	Official:	Disposition 1 year after obsolete or superceded
			Copies:	Disposition after obsolete or superceded
			Citation:	135, 189, 190
			Remarks: Records destroyed at disposition without City of Calgary Archive review	
PS-34	Transit Services - Charters <i>Includes:</i> Records regarding the charter of Transit vehicles, such as charter requisitions, logbooks, copy of contacts and related correspondence. Contains Personal Information	Calgary Transit	Official:	Disposition 6 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	135, 189, 190
			Remarks: Records destroyed at disposition without City of Calgary Archive review	
PS-35	Transit Services - Blocks <i>Includes:</i> Records regarding the timing duration established for each key and route initiating from the various Transit garages.	Calgary Transit	Official:	Disposition 2 years after creation of record
			Copies:	Disposition after obsolete or superceded
			Citation:	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
			Remarks:	
PS-36	Programs - Home Support <i>Includes:</i> Records regarding home support services, which assist low income seniors, persons with disabilities. Services can include snow removal, lawn care and housekeeping services for records which include: proof of fulfillment documentation such as terms and conditions documents; before and after photos of property serviced; approved, pending or declined service letters, and invoicing information for services. <i>Excludes:</i> Client Information for Program Eligibility - See: PS-03-17 Contains Personal Information	Recreation and Social Programs	Official:	Disposition 7 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	135
			Remarks:	
			Selective retention by City of Calgary Archive	
PS-37	Programs - Social Service, Community and Social Development - Discontinued Programs Pre 1999 - Program no longer provided at City of Calgary, Code obsoleted 2023 July			
RR - ROADS AND RAIL				
Records regarding the design, construction, maintenance and repair of City roads, transit lines, and traffic control devices				
RR-00	Roads and Rail - General <i>Includes:</i> Records regarding roads, rails, bridges, overpasses, etc. of a general nature not specific to a secondary in this primary.	Originating	Official:	Disposition 2 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	
			Remarks:	
RR-01	Roads and Rail Design, Construction, Maintenance and Repair - Detours, Temporary Traffic Controls and Road Closures <i>Includes:</i> Records regarding the design, construction, maintenance or repair of City detours, roadway, pathway, bike path or alley closures, setup or installation, including date range for event, placement of signage and equipment, associated design plans, work orders, Also includes location information, public notices, barricade descriptions, photos, copies of temporary parking assignments as a result of a detour / road / alley closure. Also includes copies of permit information for purposes of set-up or take down, copies of 311 requests, community or internal City communications. <i>Excludes:</i> Associated Permit - See: LE-17 Permits and Licences-Non Land, Non Building	Mobility	Official:	Disposition 5 years after event
			Copies:	Disposition 1 year after creation of record
			Event:	Temporary traffic control has been removed.
			Citation:	
			Remarks:	
			Records destroyed at disposition without City of Calgary Archive review	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
RR-02	Roads and Rail Design and Construction - Light Rail Transit (LRT) <i>Includes:</i> Records regarding the design and construction of Light Rail Transit (LRT) lines, such as copies of proposals and contract documents, geotechnical records, track installation data, budget and progress payments and reporting, construction schedules and construction completion certificate (CCC). <i>Excludes:</i> Light Rail Transit (LRT) Stations Facility Operation History - See: FL-10	Calgary Transit Public Spaces Delivery	Official: Permanent Copies: Disposition after obsolete or superceded Citation: Remarks:	Disposition after obsolete or superceded Business event = Completion of construction. Retention revised effective 2004 December
RR-03	Roads and Rail Design and Construction - Noise Barrier <i>Includes:</i> Records regarding the identification of requirements for design and construction of noise barriers, such as complaints, noise monitoring and evaluations, surveys, studies, cost estimates and copies of design plans. Also includes as-builts, copies of tender and contract documents, progress reporting, inspections, and construction completion documents. Contains Personal Information	Collaboration Analytics and Innovation Planning and Development Public Spaces Delivery	Official: Permanent Copies: Disposition after event Event: Noise barrier completed. Citation: 135, 200 Remarks:	Disposition after event Noise barrier completed. Retention revised effective 2004 December
RR-04	Roads and Rail Design and Construction - Overhead Signs, Signals Structures Superceded 2020 November by: RR-08 Roads and Rail Design and Construction - New Signs, Signals Structures, Cabinets, Meters and Pedestrian Crossings			
RR-05	Roads and Rail Design, Construction, Maintenance and Repair - Street Lighting <i>Includes:</i> Records regarding the construction, installation, maintenance, and repair of street light infrastructure which includes site plans, and details, inspections, pre-construction and post-construction photos, replacement criteria, service repair reports and street lighting assessments. Records also include copies of project quotes, tenders, Request for Proposals (RFPs), and construction documentation such as: emails, meeting minutes and agendas, service and supply contracts; memoranda of agreements, change orders, drawings and specifications. <i>Excludes:</i> Design and As-Builts - See: RR-31-02	Mobility	Official: Disposition 12 years after event Copies: Disposition after event Event: Project complete and final acceptance certificate (FAC) issued. Citation: Remarks:	Disposition 12 years after event Disposition after event Project complete and final acceptance certificate (FAC) issued. Records destroyed at disposition without City of Calgary Archive review Retention revised effective 2004 December and 2022 November
RR-06	Roads and Rail Design and Construction - Streets, Sidewalks and Pavements, Bus Zones, Shelters and Aprons <i>Includes:</i> Records regarding the design and construction of streets, sidewalks, pavements, bus zones and shelters or aprons, such as design plans, estimates and copies of tenders, specifications, site data, copies of contract documents, pre-construction and post-construction photos, progress meetings, reports and certificates. Records also include service and supply contracts, memoranda of agreements, change orders, drawings	Mobility Calgary Transit	Official: Disposition 12 years after event Copies: Disposition after event Event: Project complete and final acceptance certificate (FAC) issued. Citation: Remarks:	Disposition 12 years after event Disposition after event Project complete and final acceptance certificate (FAC) issued.

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
	and specifications. <i>Excludes:</i> Design and As-Built Drawings - See: RR-31-02		Records destroyed at disposition without City of Calgary Archive review Retention revised effective 2004 December and 2022 November	
RR-07	Roads and Rail Design and Construction - Track and Way Superseded 2006 May by: RR-02 Roads and Rail Design and Construction - Light Rail Transit (LRT)			
RR-08	Roads and Rail Design and Construction - New Signs, Signals Structures, Cabinets, Meters and Pedestrian Crossings <i>Includes:</i> Records regarding the initial design, planning and construction of new traffic or Light Rail Transit (LRT) signs and lights, signals or structures, cabinets, meters, and pedestrian crossings. Includes post-construction photos, work orders, inspections, field notes, measurements, warranty records and associated contractor provided information. <i>Excludes:</i> Completed Designs and As-Built Drawings - See: RR-31-02	Calgary Transit Mobility	Official: Copies: Event: Citation: Remarks:	Disposition 12 years after event Disposition after event Project complete. Records destroyed at disposition without City of Calgary Archive review Retention revised effective 2004 December and 2020 November
RR-09	Gravel, Asphalt Plant - Production and Inventory <i>Includes:</i> Records regarding production, inventory control and tracking of rocks, asphalt, mined aggregate at plants, such as production tickets, production reports, inventory surveys measuring height and volumes and year end reconciliation. Also includes transfer sheets showing inventory movement, scalehouse records and Geoware system records.	Mobility	Official: Copies: Citation: Remarks:	Disposition 3 years after creation of record Disposition after obsolete or superseded 210, 282 Records destroyed at disposition without City of Calgary Archive review
RR-10	Gravel, Asphalt Plant - Operation, Maintenance and Upgrade <i>Includes:</i> Records regarding the operation, maintenance and upgrade of gravel or asphalt plants, such as maintenance check lists, process operation, process analysis and testing and upgrade or modification projects. <i>Excludes:</i> Plant Upgrade Modifications Facility - Construction and Refurbishment - Renovations, Retrofit, Repair - See: FL-07	Mobility	Official: Copies: Citation: Remarks:	Disposition 6 years after creation of record Disposition 1 year after creation of record Selective retention by City of Calgary Archive Retention revised effective 2003 January
RR-11	Lanes, Bus Loops, Bus Only Crossings <i>Includes:</i> Records regarding the assignment of traffic and bus only lanes, loops, and crossings, including markings, lights, and speed limits, such as copies of surveys, traffic counts, statistics, designs, petitions, and copies of customer service reports (CSR's). Contains Personal Information	Calgary Transit	Official: Copies: Citation: Remarks:	Disposition 6 years after creation of record Disposition 1 year after creation of record 135

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
RR-12	Loop Installation and Repair Superceded 2022 November by: RR-08 Roads and Rail Design and Construction - New Signs, Signals Structures, Cabinets, Meters and Pedestrian Crossings and by RR-22 Roads and Rail Maintenance and Repair - Sign, Signals, Cabinets and Meters			
RR-13	Roads and Rail Maintenance and Repair - General Obsolete 2022 November			
RR-14	Roads and Rail Maintenance and Repair - Scheduling <i>Includes:</i> Records regarding scheduling and planning of maintenance and repairs on streets, pavements, sidewalks, bridges, roads and rails, such as maintenance requirement forecasting, requirements or scheduling of assessments, annual plans, maps and information on other utility annual plans and copies of inspections.	Calgary Transit Mobility	Official:	Disposition 2 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	
			Remarks:	Records destroyed at disposition without City of Calgary Archive review
RR-15	Roads and Rail Maintenance and Repair - Inspections <i>Includes:</i> Records regarding roads and rails condition survey or evaluation or condition rating of all City streets, collectors, sidewalks, pavements, curbs and gutters, traffic signs, signals, rail, track and way, crossings, signal rooms, relays, switches, gates, stairways and retaining walls. Includes condition survey records, summaries or reports, annual inspections, inspection sheets, logs, and deficiency lists. Also includes polymer modified asphalt (PMA), providing historical data on pavement conditions and pavement ratings.	Calgary Transit Mobility	Official:	Disposition 12 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	148
			Remarks:	Selective retention by City of Calgary Archive Retention revised effective 2001 October
RR-16	Roads and Rail Maintenance and Repair - Bridges, Retaining Walls and Timber Stairways <i>Includes:</i> Records regarding the maintenance and repair, handled internally or by a contractor, of City owned bridges, retaining walls and timber stairways, such as bridge and structure inspection reports, preventative maintenance checklist, bridge plans and job orders. Also includes before and after photographs and maintenance and repair history.	Mobility	Official:	Permanent
			Copies:	Disposition 1 year after creation of record
			Citation:	201, 307
			Remarks:	Retention revised effective 2004 December and 2019 December
RR-17	Roads and Rail Maintenance and Repair - Detours, Temporary Traffic Controls and Road Closures Superceded 2020 November by: RR-01 Roads and Rail Design, Construction, Maintenance and Repair - Detours, Temporary Traffic Controls and Road Closures			
RR-18	Roads and Rail Maintenance and Repair - Local Improvements <i>Includes:</i> Records regarding streets, sidewalk, pavements etc., improvements made in conjunction with businesses and residents, such as copies of contracts, documentation, progress certificates, invoices, change orders, specifications, project summary reports and site maps. Also includes relevant studies, reports, notice of intention, pay out notices, estimates, calculations, and material testing.	Mobility	Official:	Disposition 16 years after event
			Copies:	Disposition after event
			Event:	Project complete or levy cancelled.
			Citation:	135
			Remarks:	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
	Contains Personal Information		Records destroyed at disposition without City of Calgary Archive review	
			Retention revised effective 2003 January, 2005 November, and 2023 July	
RR-19	Roads and Rail Maintenance and Repair - Noise Barrier <i>Includes:</i> Records regarding the repair and enhancement of traffic noise barriers, such as copies of public requests or complaints, noise measurement data, analysis, surveys, and reports to Council. Contains Personal Information	Planning and Development	Official:	Disposition 12 years after event
			Copies:	Disposition 1 year after creation of record
			Event:	Completion of repair.
			Citation:	135
			Remarks:	
			Retention revised effective 2003 January	
RR-20	Roads and Rail Maintenance and Repair - Railroad Crossings <i>Includes:</i> Records regarding the maintenance and repair of streets, sidewalks or pavements at railroad crossings as arranged with the railroad company, such as maintenance and repair on crossing right of way, repair schedule, payment arrangements. <i>Excludes:</i> Agreements and Contracts - See: LE-10	Mobility	Official:	Disposition 7 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	
			Remarks:	
			Records destroyed at disposition without City of Calgary Archive review	
RR-21	Roads and Rail Maintenance and Repair - Street Lighting Superseded 2000 December by: RR-05 Roads and Rail Design, Construction, Maintenance and Repair - Street Lighting			
RR-22	Roads and Rail Maintenance and Repair - Signs, Signals, Cabinets and Meters <i>Includes:</i> Records regarding the maintenance and operation of sign or signals and traffic or Light Rail Transit (LRT) controls and transit parking meters, such as trouble reports, field notes, photos, inspections, timing sheets which record signal timing modifications, transit accident statistics, programming data, material specifications, work orders or requests. Also Includes copies of drawings or plans, property damage occurrence reports (PDORs), and repair data. <i>Excludes:</i> Operational Manuals and Specifications - See: CG-22	Calgary Transit Mobility	Official:	Disposition 12 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	
			Remarks:	
			Records destroyed at disposition without City of Calgary Archive review	
RR-23	Roads and Rail Maintenance and Repair - Streets, Sidewalks and Pavement, Bus Zones, Aprons and Shelters <i>Includes:</i> Records regarding repair of the street infrastructure and bus zones, aprons and shelters, handled internally or by an external contractor, such as copies of contract documentation, project specifications, payments,	Calgary Transit Mobility	Official:	Disposition 12 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	148
			Remarks:	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
	field reports, status reports, vendor performance evaluation, copies construction completion certificate (CCC) or final acceptance certificate (FAC), change orders and estimates. Also includes paving repairs, such as slurry seal, crack seal, and road oiling, asphalt overlay program, work orders and utility clearance		Records destroyed at disposition without City of Calgary Archive review Retention revised effective 2003 January and 2007 November	
RR-24	Roads and Rail Maintenance and Repair - Track and Way <i>Includes:</i> Records regarding the work performed on the track and way, such as welding, rail grinding, job numbers, etc. Also includes road masters records.	Calgary Transit	Official:	Disposition 12 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	
			Remarks:	
RR-25	Roads and Rail Maintenance and Repair - Traction Power <i>Includes:</i> Records regarding the ongoing service and repair of the traction power service that is provided by Enmax, such as regular maintenance, traction power handbooks, capital budget data, meetings and charge out data. Also includes underground and overhead plants, schematics, and drawings.	Calgary Transit	Official:	Disposition 12 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	
			Remarks:	
RR-26	Design, Construction, Maintenance and Repair of Permanent Traffic Controls and Parking Assignments <i>Includes:</i> Records regarding the design and planning of residential, parking for the disabled and special parking on City roadways. Includes road markings, roadside memorials, bike lanes, speed control, school, playground, and other zoning. Includes requests from communities, schools, and related summaries of petitions via email or 311. Also includes related histories for traffic control and parking such as, restrictions, traffic calming, internal reports, evaluations, inspections, and project related documents. <i>Excludes:</i> Research Studies or Analysis - See: IM-09-03 Design and As-Built Drawings - See: RR-31-02 Contains Personal Information	Mobility	Official:	Disposition 12 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	135
			Remarks:	
			Records destroyed at disposition without City of Calgary Archive review	
RR-27	Traffic Control - Street, Avenue and Intersection - Histories Superceded 2020 November by: RR-26 Design, Construction, Maintenance and Repair of Permanent Traffic Controls and Parking Assignments			
RR-28	Traffic Control - System Monitoring Superceded 2020 November by: RR-22 Roads and Rail Maintenance and Repair - Signs, Signals, Cabinets and Meters			
RR-29	Traffic Control - Underground and Overhead Superceded 2020 November by: RR-08 Roads and Rail Design and Construction - New Signs, Signals Structures, Cabinets, Meters and Pedestrian Crossings			

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
RR-30	Train Data Logs <i>Includes:</i> Records regarding the automated system that monitors Light Rail Transit (LRT) crossings and crossovers, such as data logs and data analyzers.	Calgary Transit	Official: Disposition 12 years after creation of record Copies: Disposition 1 year after creation of record Citation: Remarks:	
RR-31-00	Roads and Rail Drawings - General <i>Includes:</i> Records regarding general road and rail designs, drawings, and general presentations.	Collaboration Analytics and Innovation	Official: Disposition 2 years after creation of record Copies: Disposition after obsolete or superceded Citation: Remarks:	
RR-31-01	Roads and Rail Drawings - Maintenance Maps <i>Includes:</i> Records regarding street maintenance maps, such as maintenance zone maps, spring clean-up maps, railroad crossing maps and asphalt overlay maps.	Collaboration Analytics and Innovation	Official: Disposition 2 years after creation of record Copies: Disposition 1 year after creation of record Citation: Remarks:	
RR-31-02	Roads and Rail Drawings - Design and As-Builts <i>Includes:</i> Records regarding design, system and as-built drawings for roads and rail, such as major and secondary roads, curb, gutter, sidewalk, Light Rail Transit (LRT) or track and way such as grades, ballasts, relay or sub-stations, signal cabinets, overhead sign or signal structures, sign designs, noise barriers, street lighting and electrical schematics. Also includes civil engineering drawings for overpasses, bridges, and pedestrian overpasses or crossings, lane profiles. <i>Excludes:</i> Light Rail Transit (LRT) Stations Facility Operation History - See: FL-10	Calgary Transit Mobility	Official: Permanent Copies: Disposition 1 year after creation of record Citation: 307 Remarks: Retention revised effective 2004 December and 2019 December	
RR-31-03	Roads and Rail Drawings - 4000 Maps <i>Includes:</i> Records regarding utility 4000 maps, such as sidewalk and paving, subdivisions, block profiles and streets inventory number.	Collaboration Analytics and Innovation	Official: Permanent Copies: Disposition 1 year after creation of record Citation: 265 Remarks: Retention revised effective 2004 December and 2019 December	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
RR-31-04	Roads and Rail Drawings - Boundary Descriptions <i>Includes:</i> Records regarding maps representing political, statistical and transportation boundaries of the city.	Originating	Official: Permanent Copies: Disposition after obsolete or superceded Citation: Remarks:	Retention revised effective 2004 December
RR-32	School Safety <i>Includes:</i> Records regarding the ensuring of safety on the streets around schools, such as correspondence, memos, traffic counts, accident statistics, field notes, and data from the Police. Contains Personal Information	Calgary Transit	Official: Disposition 10 years after creation of record Copies: Disposition 1 year after creation of record Citation: 135 Remarks:	
RR-33	Railroad Crossings <i>Includes:</i> Records regarding the provision of wiring and barrier systems for railroad crossings, such as schematics, site plans, construction drawings, notice of work and related correspondence.	Mobility	Official: Permanent Copies: Disposition after event Event: Installation / construction complete. Citation: Remarks:	Retention revised effective 2004 December
RR-34	Roads and Rail Design and Construction - Bridges, Retaining Walls and Timber Stairways <i>Includes:</i> Records regarding the design and construction of bridges, retaining walls and timber stairways, such as copies of contracts, site meetings, project progress reports, progress payment copies, design notes, calculations, and inspections.	Mobility Public Spaces Delivery	Official: Permanent Copies: Disposition after event Event: Construction complete. Citation: 201, 307 Remarks:	Retention revised effective 2004 December
RR-35	Sign Manufacturing - Non-Traffic Design and Construction Jobs <i>Includes:</i> Records regarding the design and construction for City of Calgary and surrounding municipalities: all non-traffic signage such as sandwich boards, coroplast or other materials for parks, golf courses, local initiatives or events; building and municipal property signage such as no parking,	Mobility	Official: Disposition 12 years after creation of record Copies: Disposition 1 year after creation of record Citation: Remarks:	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
	private property, muster zone, reserved etc. Also includes creation of logos, vehicle wraps, stickers, coasters, plaques, special occasion signage such as retirements, banners, posters, name plates, parking lot signage, wildlife or related signage, wayfinding, and temporary signage. Also includes all software, media programs, work orders, notes, cost estimates, copies of designs or plans, photos and communications related to creation of the above records. <i>Excludes:</i> Design of Traffic Signs - See: RR-08		Records destroyed at disposition without City of Calgary Archive review New classification effective 2020 November	
RW - REFUSE, WASTE AND RECYCLING				
Records regarding the collection and management of garbage, industrial waste and recyclable materials				
RW-00	Refuse, Waste and Recycling - General <i>Includes:</i> Records regarding refuse, waste, and recycling of a general nature not specific to a secondary in this primary.	Originating	Official:	Disposition 2 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	
			Remarks:	
RW-01	Landfill - Operations <i>Includes:</i> Records regarding the day to day operations at an active landfill site, such as schedules, scale tickets, raw data reports, daily administrator's reports, litter management, trench management, odour registry system and waste screening.	Waste and Recycling	Official:	Disposition 6 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	127, 173, 174, 175, 176, 186, 316, 317, 322, 320
			Remarks:	
			Records destroyed at disposition without City of Calgary Archive review	
RW-02	Landfill - Site Design, Development and Modification <i>Includes:</i> Records regarding the design, development, and modification of new and existing landfills, such as design grades, trench locations, profiles and cross sections, end-use plans, related reports, studies, and investigations, fill area boundaries and site base contour plans. Also includes copies of construction documentation, such as contract for design or upgrade, progress reporting etc., copies of park development plan, concepts, contour plans, site or land investigation and analysis, action plans, funding landfill after use, etc.	Waste and Recycling	Official:	Permanent
			Copies:	Disposition after obsolete or superceded
			Citation:	316, 317, 322, 320
			Remarks:	
			Business event = Design / Development and / or modification complete.	
RW-03	Landfill Control - Landfill Surveys <i>Includes:</i> Records regarding landfill site control points and surveys, such as radical survey, survey notes and associated information.	Waste and Recycling	Official:	Disposition 5 years after event
			Copies:	Disposition 1 year after creation of record
			Event:	Landfill no longer active.
			Citation:	173, 174, 200, 320

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
			Remarks:	
			Records destroyed at disposition without City of Calgary Archive review	
RW-04	Landfill Control - Infrastructure <i>Includes:</i> Records regarding infrastructure at landfill sites such as environmental control facility information, leachate pipe system drawings, methane or gas systems monitoring, clay liner specifications, reports and as-builts.	Waste and Recycling	Official:	Permanent
			Copies:	Disposition 1 year after creation of record
			Citation:	37, 76, 77, 78, 127, 173, 174, 237, 316, 317, 322, 320
			Remarks:	
			Business event = Landfill no longer active.	
			Retention revised effective 2011 November	
RW-05	Landfill Control - Testing <i>Includes:</i> Records regarding laboratory testing and environmental monitoring, such as testing and analysis of ground water and test well water, leachate, gas monitoring, soil vapor analysis, soil gas evaluation, methane gas evaluation, soil monitoring, spills, and leaks. Also includes gas chromatography tests and solid waste environmental evaluation presentation system (SWEEPS) records.	Waste and Recycling	Official:	Permanent
			Copies:	Disposition 1 year after creation of record
			Citation:	127, 173, 174, 321
			Remarks:	
RW-06	Industrial Waste Management <i>Includes:</i> Records regarding disposal and management of industrial waste including generators, haulers, manifests etc., such as waste receipts, generator number, permit, analysis, Workplace Hazardous Material Information System (WHMIS) sheets and manifest information. Also includes hard to handle registers and waste summaries. <i>Excludes:</i> Manifest Reports - Hazardous Materials Management - Pickup / Transportation - See: EN-16-02	Waste and Recycling	Official:	Disposition 7 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	76, 77, 78, 127, 173, 174, 176
			Remarks:	
			Records destroyed at disposition without City of Calgary Archive review	
RW-07	Industrial and Household Chemical Waste <i>Includes:</i> Records regarding the pick-up including contracted delivery and management of household chemical waste, antifreeze, used propane containers, waste oil and empty paint cans.	Waste and Recycling	Official:	Disposition 7 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	76, 77, 78, 127, 173, 174, 175, 176
			Remarks:	
			Records destroyed at disposition without City of Calgary Archive review	
RW-08	Industrial Waste Process Management <i>Includes:</i> Records regarding the management and operation of industrial liquids handling systems and other industrial waste disposal cells.	Waste and Recycling	Official:	Disposition 6 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	127, 173, 174, 175
			Remarks:	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
			Records destroyed at disposition without City of Calgary Archive review	
RW-09	Landfill - Inactive <i>Includes:</i> Records regarding the ongoing management of inactive land fill sites, such as outstanding issues, litter management and landfill site assessment and inspection.	Waste and Recycling	Official:	Permanent
			Copies:	Disposition 1 year after creation of record
			Citation:	127, 173, 174, 316, 317, 322
			Remarks:	
RW-10	Landfill Site - Private <i>Includes:</i> Records regarding privately owned land fill sites, such as ownership information, copy of development permit applications, board orders, decisions, and copies of solid waste management agreement.	Waste and Recycling	Official:	Permanent
			Copies:	Disposition 1 year after creation of record
			Citation:	127, 173, 174
			Remarks:	
RW-11	Recycling - Depots Superceded 2008 May by: LE-10 Contracts and Agreements - Service and Supply by The City			
RW-12	Recycling - Initiatives <i>Includes:</i> Records regarding Calgary wide recycling initiatives, office and plant recycling initiatives, recycling of product from road construction and repairs, including but not limited to Christmas tree recycling and leaf composting, recover, recycle and reuse (3R's), paint exchange. Includes establishment of collection points, recycling programs and information announcements, collection and removal of recycled materials, composting facilities, recycling commodities and markets, etc. Contains Personal Information	Originating	Official:	Disposition 5 years after obsolete or superceded
			Copies:	Disposition after obsolete or superceded
			Citation:	127, 135, 173, 174
			Remarks:	
		Selective retention by City of Calgary Archive		
RW-13	Truck and Scale Sheets <i>Includes:</i> Records regarding the volumes, loads and weights of recycling and solid waste collected, such as truck sheets and scale sheets.	Waste and Recycling	Official:	Disposition 2 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	
			Remarks:	
		Records destroyed at disposition without City of Calgary Archive review		

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
VE - VEHICLES AND EQUIPMENT				
Records regarding the management, modification, maintenance and repair of vehicles, equipment, components and tools				
VE-00	Vehicles and Equipment - General <i>Includes:</i> Records regarding vehicles and equipment of a general nature not specific to a secondary in this primary.	Originating	Official:	Disposition 2 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	
			Remarks:	
VE-01	24 Hour Vehicle Logs <i>Includes:</i> Records regarding City owned vehicles that employees take home, such as mileage records. Contains Personal Information	Originating	Official:	Disposition 7 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	135
			Remarks:	
VE-02	Accident Repair Records <i>Includes:</i> Records regarding the repair of vehicles or equipment that have been in an accident, such as all work orders, outside contractor data, photos, inspection reports, estimates, materials, vehicle damage reports, driver's reports, accident photos, cost estimates, activity reports and accident repair procedures. <i>Excludes:</i> Litigation - See: LE-19 Contains Personal Information	Calgary Fire Calgary Housing Calgary Transit Fleet and Inventory	Official:	Disposition 12 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	135, 248, 249, 253, 280
			Remarks:	
VE-03	Ambulance Servicing Superceded 2006 May by: VE-16 Inspection Records and Work Orders - Vehicles, Equipment, Components and Tools			
VE-04	Automated Vehicle Location <i>Includes:</i> Records regarding information contained in the Automated Vehicle Location system, such as messaging data and routing information.	Calgary Transit Emergency Management & Community Safety	Official:	Disposition 2 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	
			Remarks:	
VE-05	Calibration and Measurement <i>Includes:</i> Records regarding the calibration of tools, instruments and equipment, such as schedules, tests, measurements, and standards.	Originating	Official:	Disposition 1 year after obsolete or superceded
			Copies:	Disposition after obsolete or superceded
			Citation:	232
			Remarks:	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
VE-06	Component and Vehicle Operational Analysis <i>Includes:</i> Records regarding statistical, financial, and operational analysis performed on vehicles and equipment or components to determine life expectancy, failure rates, repair rates, component replacement rates, costs per unit, etc. for costing and forecasting purposes. Includes wear analysis, costs or cost benefit analysis or cost summary reports, field services summaries. Also includes supplier labour rates review, vehicle optimization records and ambulance cost detail reports.	Originating	Official: Disposition 7 years after creation of record Copies: Disposition 1 year after creation of record Citation: Remarks: Selective retention by City of Calgary Archive	
VE-07	Drawings and Images <i>Includes:</i> Records regarding drawings, photographs and illustrations used for design, as-built and modifications to vehicles, components, equipment, and tools. Drawings include electrical schematics and mechanical drawings.	Originating	Official: Disposition 5 years after obsolete or superceded Copies: Disposition after obsolete or superceded Citation: 64, 65, 66, 237 Remarks: New Classification effective 2006 May Retention revised effective 2007 May	
VE-07-00	Drawings - General Superceded 2006 May by: VE-07 Drawings and Images			
VE-07-01	Drawings - Mechanical Superceded 2006 May by: VE-07 Drawings and Images			
VE-07-02	Drawings - Electrical Superceded 2006 May by: VE-07 Drawings and Images			
VE-08	Fleet Management <i>Includes:</i> Records regarding the financial and statistical analysis, requirements and acquisition of City vehicles, such as Transit Information Management System (TIMIS) data, Maintenance Management System Version M4 or G200 data, summary reports, analysis databases and spreadsheets, change off data, commitments, operating summaries, utilization records, out of service records, availability reports and lists.	Calgary Housing Calgary Transit Fleet and Inventory	Official: Disposition 7 years after creation of record Copies: Disposition 2 years after creation of record Citation: Remarks: Selective retention by City of Calgary Archive	
VE-09	Forecasting - Maintenance and Repair Scheduling <i>Includes:</i> Records regarding the scheduling of inspections, maintenance and repair for vehicles, equipment, components and tools, parking meters, fare, and cash boxes, such as forecast sheets and locked jobs reports, daily scheduled work lists, line-up sheets, replacement forecasts and analysis. Also includes meter and mileage records, collector cards, complaint data, Calgary Parking Authority data, tag complaints.	Originating	Official: Disposition 5 years after creation of record Copies: Disposition 1 year after creation of record Citation: 248, 266, 280 Remarks:	
VE-10	Fuel Alarm System <i>Includes:</i> Records regarding the computerized fuel tank alarm system, such as alarm response sheets, faxes, logbooks, fuel cost data, usage records, specifications, and averages.	Originating	Official: Disposition 6 years after creation of record Copies: Disposition 1 year after creation of record Citation: 136, 137	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
			Remarks:	
			Retention revised effective 2008 November	
VE-11	Hired, Leased Vehicles and Equipment <i>Includes:</i> Records regarding the hiring of vehicles and equipment, daily rentals, summer fleet and five year leased vehicles, such as copies of requisitions and work orders, Operator's Machine Reports, copies of quotations, copies of rental agreements, condition checks, copies of driver's reports of incident / collision, decommissioning requests and related correspondence. Includes golf cart rentals. <i>Excludes:</i> Contractors / Vendors - See: FA-29 Agreements - See: LE-09 Contains Personal Information	Calgary Housing Fleet and Inventory Recreation and Social Programs Waste and Recycling Water Services	Official:	Disposition 5 years after event
			Copies:	Disposition 1 year after creation of record
			Event:	Expiry of lease.
			Citation:	135, 148, 222, 223, 235, 248, 249, 253, 280
			Remarks:	
			Records destroyed at disposition without City of Calgary Archive review	
		Retention revised effective 2008 November		
VE-12	Inspection Records - Vehicles, Equipment, Components and Tools Superseded 2022 November by: VE-16 Inspection Records and Work Orders - Vehicles, Equipment, Components and Tools			
VE-13	Oil Sampling <i>Includes:</i> Records regarding engine and transmission fluid reports as part of the planned maintenance procedures.	Calgary Fire Calgary Transit	Official:	Disposition 5 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	
			Remarks:	
VE-14	Service Lane Records <i>Includes:</i> Records regarding the servicing of buses, such as sequencing sheets, staff position sheets, records detailing type(s) of servicing performed on individual units, mileage counts, service summaries and reports. Contains Personal Information	Calgary Transit	Official:	Disposition 5 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	135, 248, 280
			Remarks:	
		Records destroyed at disposition without City of Calgary Archive review		
VE-15	Service, Repair and Operating Manuals <i>Includes:</i> Records regarding repair and servicing manuals for all vehicles, components, tools, and equipment. Also includes component drawings and schematic diagrams, including modifications and repair updates, of all parts, components.	Originating	Official:	Disposition after event
			Copies:	Disposition 1 year after creation of record
			Event:	Vehicle, equipment, component or tool no longer owned by The City of Calgary.
			Citation:	237, 240
		Remarks:		

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
VE-16	Inspection Records and Work Orders - Vehicles, Equipment, Components and Tools <i>Includes:</i> Records regarding work orders and job quotations for planned inspections and repairs for vehicles, equipment, components, and tools. Records include: unit acquisition and commissioning records, work order requests and their completion details for modifications, repair and maintenance; inspection sheets and logs; component lists, variance reports, checklists, adjustment for alteration data, copies of designs and specifications.	Originating	Official: Disposition 12 years after creation of record Copies: Disposition 2 years after creation of record Citation: 64, 65, 66, 224, 237, 240, 248, 266, 267, 280, 1007 Remarks: New classification effective 2007 May	
VE-16-00	Work Orders - Alterations, Maintenance and Repair - General Superceded 2007 May by: VE-16 Inspection Records and Work Orders - Vehicles, Equipment, Components and Tools			
VE-16-01	Work Orders - Alterations, Maintenance and Repair - Open and Annual Superceded 2007 May by: VE-16 Inspection Records and Work Orders - Vehicles, Equipment, Components and Tools			
VE-16-02	Work Orders - Alterations, Maintenance and Repair - Vehicles and Equipment, Components and Tools Superceded 2007 May by: VE-16 Inspection Records and Work Orders - Vehicles, Equipment, Components and Tools			
VE-17	Vehicle, Equipment, Component and Tool Lists, Histories <i>Includes:</i> Records regarding the maintenance and tracking of vehicles, parts or components and tools used in or on vehicles and equipment, such as acquisition information, pre-service instructions, status reports, unit or serial numbering records, inspection data and copies of repair invoices. Also includes equipment specifications, material requirements, accident or damage information, decommissioning instructions, repair work order data, component registers, trends analysis, rebuild parts listings, MAPCOM information.	Originating	Official: Disposition 5 years after event Copies: Disposition 2 years after creation of record Event: Vehicle, equipment, component or tool no longer owned by The City of Calgary. Citation: 69, 75, 187, 248, 267, 268, 280 Remarks: Retention revised effective 2008 November	
VE-18	Vehicle, Equipment, Component and Tool Warranty Maintenance <i>Includes:</i> Records regarding the maintenance of vehicles, equipment, components, and tools during periods of time covered by warranty, such as copies of warranties, warranty claims, delivery sheets, copies of purchase orders, remittance vouchers, recall and modification data. Also includes in-house billing warranty notices, warranty negotiation reports and related correspondence, copies of work orders and warranty credit invoices.	Calgary Housing Calgary Transit Fleet and Inventory Waste and Recycling	Official: Disposition 12 years after event Copies: Disposition 2 years after creation of record Event: Vehicle, equipment, component or tool no longer under warranty. Citation: 69, 75, 148, 187, 234, 248, 267, 268, 281 Remarks: Records destroyed at disposition without City of Calgary Archive review	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
VE-19	Vehicle, Equipment, Component and Tool - Alterations and Modifications <i>Includes:</i> Records regarding the modifications made to vehicles, equipment, components, and tools, such as the alteration control forms, route slips, work orders, mechanical design drawings, equipment layouts, details, and photographs. Also includes copies of bill of materials and parts, estimates, copies of quotes and invoices and copies of installation and operating instructions.	Originating	Official: Disposition 5 years after event Copies: Disposition 2 years after creation of record Event: Vehicle, equipment, component or tool no longer owned by The City of Calgary. Citation: 237, 248, 280 Remarks:	
WT - WATER TREATMENT AND SUPPLY Records regarding the collection, treatment and distribution of drinkable water				
WT-00	Water Treatment and Supply - General <i>Includes:</i> Records regarding water treatment and supply of a general nature not specific to a secondary in this primary.	Originating	Official: Disposition 2 years after creation of record Copies: Disposition 1 year after creation of record Citation: Remarks:	
WT-01-00	Reservoirs and Dams - Raw Water - General Superseded 2023 July by: WT-01-01 Reservoirs and Dams - Raw Water - Maintenance and Operation			
WT-01-01	<u>Reservoirs and Dams - Raw Water - Maintenance and Operation</u> <i>Includes:</i> Records regarding the operation, maintenance and repair of dams, raw water reservoirs and water intake, as well as management of reservoir use. Records include: work orders, repairs, studies, tests, inspection and monitoring reports. Also includes	Water Services	Official: Permanent Copies: Disposition 1 year after creation of record Citation: Remarks: Retention revised effective 2004 December	
WT-01-02	<u>Reservoirs and Dams - Raw Water - Modification and Upgrade</u> <i>Includes:</i> Records regarding the modification and upgrade of dams and raw water reservoirs, such as design notes, copies of tender and contract documents, progress reporting and inspections. Also includes pre-project studies and reports.	Water Services	Official: Permanent Copies: Disposition after event Event: Modification / Upgrade complete and final acceptance certificate (FAC) issued. Citation: Remarks: Retention revised effective 2004 December	
WT-02-00	Reservoirs and Pump Stations - Water Distribution System - General Superseded 2023 July by: WT-02-01 Reservoirs and Pump Stations - Water Distribution System - General, Maintenance and Operations			

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
WT-02-01	Reservoirs and Pump Stations - Water Distribution System - General, Maintenance and Operation <i>Includes:</i> Records of a general nature regarding water distribution system reservoirs and pump stations including the maintenance, operation and control of finished water reservoirs and secondary pump stations in the water distribution system. Records include: reports on daily water production and demand, reservoir level checks, filter plant bed conditions; and station logs.	Water Services	Official:	Permanent
			Copies:	Disposition 1 year after creation of record
			Citation:	177, 178, 201, 244
			Remarks:	
WT-02-02	Reservoirs and Pump Stations - Water Distribution System - Modification and Upgrade <i>Includes:</i> Records regarding the modification and upgrade of finished water reservoirs and secondary pump stations in the water distribution system, such as design notes, copies of tender and contract documents, progress reporting and inspections.	Water Services	Official:	Permanent
			Copies:	Disposition after event
			Event:	Modification / upgrade complete and final acceptance certificate (FAC) issued.
			Citation:	237, 260
WT-03	Reservoirs - Use Management <i>Includes:</i> Records regarding the management of raw water / water distribution system reservoir use, such as board sailing, windsurfing, dogs in the park, power boat usage, recreation boating, equestrian, boating and diving by Fire Department. Also includes user group liaison and meetings.	Water Services	Official:	Permanent
			Copies:	Disposition 1 year after creation of record
			Citation:	177, 178
			Remarks:	
WT-04	Water Distribution System - Corrosion, Cathodic Protection - Failure Investigation <i>Includes:</i> Records regarding failed distribution system components and identification of the role corrosion played in the failure, such as soil or copper samples, soil resistivities, and photographs and pipe recovery plans. Also includes failed materials investigation, background, survey notes and observations.	Water Services	Official:	Disposition 12 years after event
			Copies:	Disposition after event
			Event:	Investigation complete.
			Citation:	
WT-05	Water Distribution System - Corrosion, Cathodic Protection - Inspection and Assessment <i>Includes:</i> Records regarding the corrosion inspection of the water distribution and transmission systems and testing for suitability for use in providing potable water, such as inspection reports, city grid information and inspection of cathodic protection rectifiers. Also includes condition assessments.	Water Services	Official:	Permanent
			Copies:	Disposition 1 year after creation of record
			Citation:	
			Remarks:	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
WT-06	Water Distribution System - Corrosion, Cathodic Protection - Test Points <i>Includes:</i> Records regarding test points throughout distribution system, such as test point locations, readings, comments, area location reports and trouble shooting. Also includes test point system and related information.	Water Services	Official:	Permanent
			Copies:	Disposition 1 year after creation of record
			Citation:	
			Remarks:	
			Retention revised effective 2019 December	
WT-07-01	<u>Water Distribution System - Cross Connections - General</u> <i>Includes:</i> Records regarding the requirement, installation, connection kills and inspection of cross connections, such as photographs, inspection, deficiencies, final inspection and comments. <i>Excludes:</i> Purchasing - Contractors, Vendors - Pre-Qualification - See: FA-29-02 Contains Personal Information	Water Services	Official:	Disposition 1 year after event
			Copies:	Disposition 1 year after creation of record
			Event:	Building has been demolished or device has been removed or replaced.
			Citation:	135, 1003
			Remarks:	
			Retention revised effective 2020 November	
WT-07-02	<u>Water Distribution System - Cross Connections - Test Reports</u> <i>Includes:</i> Records regarding cross connection test reports. Contains Personal Information	Water Services	Official:	Disposition 6 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	135, 1003
			Remarks:	
			Records destroyed at disposition without City of Calgary Archive review	
			New classification effective 2003 January	
			Retention revised effective 2007 May	
WT-08	Water Distribution System - Distribution System Design, Upgrade and Replacement <i>Includes:</i> Records regarding design, upgrade, rehabilitation or replacement projects to the water distribution system, water mains, feeder mains, anodes, and valves or valve chambers, such as project specifications, construction or mechanical drawings and design calculations. Includes costs and estimates and system maps, water main replacement programs and as-built drawings. Also includes records in the Job Ledger database.	Water Services	Official:	Permanent
			Copies:	Disposition after event
			Event:	Final acceptance certificate (FAC) issued and maintenance period over.
			Citation:	183, 237, 260
			Remarks:	
			Retention revised effective 2004 December and 2019 December	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
WT-09	Water Distribution System - Inspection, Testing and Assessment <i>Includes:</i> Records regarding the assessment, testing and inspection of water distribution systems and frost stations, such as inspection reports, photographs, regular and annual testing records. Also includes condition assessments.	Water Services	Official: Permanent Copies: Disposition 1 year after creation of record Citation: 183 Remarks: Retention revised effective 2004 December	
WT-10	Water Distribution System - Maintenance and Repair <i>Includes:</i> Records regarding maintenance, preventative maintenance, and repair of the water distribution infrastructure such as condition assessment, life cycle analysis, maintenance history, pigging programs, system maps and investigation. Also includes copies of excavation permits, utility locates, material and equipment requirements, work orders and job summaries, frozen water ice history and service cards; water mains and valve or valve chambers, and trouble records.	Water Services	Official: Disposition 12 years after creation of record Copies: Disposition 1 year after creation of record Citation: 183, 244 Remarks: Records destroyed at disposition without City of Calgary Archive review	
WT-11-00	<u>Water Distribution System - Operation - Connection and Disconnection Management General and Cards</u> <i>Includes:</i> Records of a general nature regarding management of water distribution system connection and disconnection, as well as specific service connections or disconnections. Records include: cards from development consultants describing service connections in new areas, service box locations, and service disconnections at private and commercial locations. Contains Personal Information	Water Services	Official: Disposition 5 years after creation of record Copies: Disposition 1 year after creation of record Citation: 135 Remarks: Records destroyed at disposition without City of Calgary Archive review	
WT-11-01	Water Distribution System - Operation - Connection or Disconnection Management - Cards Superseded 2023 July by: WT-11-00 Water Distribution System - Operation - Connection Disconnection Management General and Cards			
WT-11-02	Water Distribution System - Operation - Connection or Disconnection Management - Installation Estimating Superseded 2023 July by: WT-11-03 Water Distribution System - Operation - Connection or Disconnection Management - Installation Estimates and Job Management			
WT-11-03	<u>Water Distribution System - Operation - Connection or Disconnection Management - Installation Estimates and Job Management</u> <i>Includes:</i> Records regarding delivery of service including installation estimates and quotations by The City, scheduling and tracking of jobs for new services, kill services, main breaks and service repairs and	Water Services	Official: Disposition 12 years after creation of record Copies: Disposition 1 year after creation of record Citation: 135 Remarks:	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
	rehabilitation requests. Records include: site mechanical and block profile drawings, estimate worksheets copies of job summaries, excavation permits, work orders, material requests, photos, inspection reports and utility locations. <i>Excludes:</i> Job Ledger - Water Distribution System - Distribution System Design, Upgrade and Replacement - See: WT-08 Contains Personal Information		Records destroyed at disposition without City of Calgary Archive review	
WT-12-00	<u>Water Distribution System - Operation - Hydrants - General, Maintenance and Repair</u> <i>Includes:</i> Records of a general nature regarding the operation of hydrants as well as maintenance and repair of hydrants such as plans, schedules, in and out service records, job records, valve operations, trouble calls, painting, and repairs.	Water Services	Official:	Disposition 12 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	
			Remarks:	
			Records destroyed at disposition without City of Calgary Archive review	
			Retention revised effective 2000 December	
WT-12-01	Water Distribution System - Operation - Hydrants - Maintenance and Repair Superseded 2023 July by: WT-12-00 Water Distribution System - Operation - Hydrants - General, Maintenance and Repair			
WT-12-02	<u>Water Distribution System - Operation - Hydrants - Modification and Upgrade</u> <i>Includes:</i> Records regarding the modification and upgrade of hydrants, such as design notes and new installation records.	Water Services	Official:	Permanent
			Copies:	Disposition 1 year after creation of record
			Citation:	237
			Remarks:	
			Retention revised effective 2004 December	
WT-12-03	<u>Water Distribution System - Operation - Hydrants - Notifications</u> <i>Includes:</i> Records regarding notification of The City Fire Department regarding ongoing works, access, and availability of hydrants.	Water Services	Official:	Disposition 2 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	
			Remarks:	
			Retention revised effective 2000 December	
WT-13-00	<u>Water Distribution System - Operation - Meters - Asset Management</u> <i>Includes:</i> Records regarding meter services for private and City-owned systems, including installation, exchange, repair and service. Records include: evaluation, calibration and accuracy test records and consumption reports. Contains Personal Information	Water Services	Official:	Permanent
			Copies:	Disposition 1 year after creation of record
			Citation:	135
			Remarks:	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
WT-13-01	Water Distribution System - Operation - Meters - Servicing Superseded 2023 July by: WT-13-00 Water Distribution System - Operation - Meters - Asset Management			
WT-13-02	<u>Water Distribution System - Operation - Meters - Job Management Timesheets</u> <i>Includes:</i> Records regarding the management and tracking of meter servicing jobs, such as daily time records, job summary records, work orders, appointment records, and advice work orders. Contains Personal Information	Water Services	Official:	Permanent
			Copies:	Disposition 1 year after creation of record
			Citation:	135
			Remarks:	
WT-13-03	Water Distribution System - Operation - Meters - Identification and Location Superseded 2023 July by: WT-13-00 Water Distribution System - Operation - Meters - Asset Management			
WT-14	Water Distribution System - Operation - Water Flow Management <i>Includes:</i> Records regarding management, control and monitoring of flows and pressures of water, such as meter charts, weekly / monthly monitoring, valve change status, etc.	Water Services	Official:	Disposition 5 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	
			Remarks:	
			Records destroyed at disposition without City of Calgary Archive review	
WT-15	Water Distribution System - Operation - Water Pressure and Temperature <i>Includes:</i> Records regarding water pressure throughout the system, such as independent water systems pressure, pressure zone records, maps, graphs, and schedules. Also includes water pressure complaints and investigations. <i>Excludes:</i> Quality Assurance - Quality Control - See: CG-24-02 Contains Personal Information	Water Services	Official:	Disposition 5 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	135
			Remarks:	
			Selective retention by City of Calgary Archive	
WT-16	Water Quality - Quality Assurance Superseded 2003 January by: CG-24-02 Quality Assurance - Goods, Materials and Substances			
WT-17-00	Water Quality - Analysis - General Superseded 2003 January by: WT-25 Water Quality Analysis			
WT-17-01	Water Quality - Analysis - Distribution System Superseded 2003 January by: WT-25 Water Quality Analysis			
WT-17-02	Water Quality - Analysis - Plants Superseded 2003 January by: WT-25 Water Quality Analysis			
WT-17-03	Water Quality - Analysis - Watershed Superseded 2003 January by: WT-25 Water Quality Analysis-			
WT-17-04	Water Quality - Analysis - Laboratory Equipment Superseded 2003 January by: VE-05 Vehicles and Equipment - Calibration and Measurement			

Corporate Records Classification and Retention Schedule

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
WT-18	<u>Water Treatment Plants - Maintenance and Work Orders</u> <i>Includes:</i> Records regarding planning, preventative maintenance, and work order process management for maintenance of water treatment plants, pump stations, and equipment. Records include: preventative maintenance programs and annual plans, recommendations, work and task schedules, work orders, tracking sheets, and work order reports.	Water Services	Official:	Disposition 12 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	173, 183, 277
			Remarks:	
			New Classification effective 2023 July	
WT-18-00	Water Treatment Plants - General Superceded 2023 July by: WT-01-01 Reservoirs and Dams - Raw Water - Maintenance and Operation			
WT-18-01	Water Treatment Plants - Maintenance - Work Orders Superceded 2023 July by: WT-18 Water Treatment Plants - Maintenance and Work Orders			
WT-18-02	Water Treatment Plants - Maintenance - Preventative Maintenance Superceded 2023 July by: WT-18 Water Treatment Plants - Maintenance and Work Orders			
WT-18-03	Water Treatment Plants - Maintenance - Planning and Scheduling Superceded 2023 July by: WT-18 Water Treatment Plants - Maintenance and Work Orders			
WT-19-00	<u>Water Treatment Plants - Operations - General</u> <i>Includes:</i> Records regarding the operation of water treatment plants of a general nature not specific to a tertiary in this secondary.	Water Services	Official:	Disposition 5 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	
			Remarks:	
			Records destroyed at disposition without City of Calgary Archive review	
WT-19-01	<u>Water Treatment Plants - Operations - Weekly Reporting</u> <i>Includes:</i> Records regarding the weekly water treatment plant, pump stations, equipment and process operations reporting, such as summarization of daily data from filter plants, bed condition reports and weekly chemical usage reports.	Water Services	Official:	Disposition 12 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	173
			Remarks:	
			Records destroyed at disposition without City of Calgary Archive review	
WT-19-02	<u>Water Treatment Plants - Operations - Monthly and Daily Reporting</u> <i>Includes:</i> Records regarding the monthly and daily reports for water treatment plants and pump stations; equipment and process operations reporting, such as all daily and weekly summary reports from water treatment plant operations. <i>Excludes:</i> Operation testing on a large plant or new process scale such as pilot or plant studies - See: WT-20	Water Services	Official:	Permanent
			Copies:	Disposition 1 year after creation of record
			Citation:	173, 260, 261
			Remarks:	
			Retention revised effective 2019 December	

Corporate Records Classification and Retention Schedule

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
WT-19-03	<u>Water Treatment Plants - Operations - Testing, Metering and Monitoring</u> <i>Includes:</i> Records regarding operational testing, such as surge tank testing, and annual testing. Records include: tests, inspection reports, records on operational metering and monitoring processes, such as use of generators. <i>Excludes:</i> Operation testing on a large plant or new process scale such as pilot or plant studies - See: WT-20	Water Services	Official:	Permanent
			Copies:	Disposition 1 year after creation of record
			Citation:	38, 39, 127, 173, 177
			Remarks:	
WT-19-04	Water Treatment Plants - Operations - Metering and Monitoring Superseded 2023 July by: WT-19-03 Water Treatment Plants - Operations - Testing, Metering and Monitoring			
WT-20	Water Treatment Plants and Distribution System - Operations Testing <i>Includes:</i> Records regarding water treatment and distribution technical studies, such as pilot and plant scale studies on new treatment and distribution technology, studies on water treatment and distribution changes and stability in distribution systems. Also includes transient analysis, flow requirement studies, pipe recovery programs, etc.	Water Services	Official:	Permanent
			Copies:	Disposition after event
			Event:	Study or pilot complete.
			Citation:	38, 39, 127, 173, 177, 237
Remarks:				
WT-21-00	<u>Water Treatment Plants - Modification and Upgrade - General</u> <i>Includes:</i> Records regarding core, final project documentation regarding modification and upgrades to water treatment plants and project records not specific to a tertiary in this secondary. <i>Excludes:</i> Project Management and Implementation - See: CG-28	Water Services	Official:	Permanent
			Copies:	Disposition after event
			Event:	Issuance of final acceptance certificate (FAC), or expiration of two year maintenance period.
			Citation:	
Remarks:		Retention revised effective 2004 December		
WT-22-00	<u>Waterworks Drawings - General</u> <i>Includes:</i> Records regarding general waterworks designs, drawings, and general presentations not specific to a tertiary in this secondary. <i>Excludes:</i> Production Design Drawings - See: WT-22-02	Collaboration Analytics and Innovation	Official:	Disposition 2 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	
			Remarks:	
WT-22-01	<u>Waterworks Drawings - W4000 Maps</u> <i>Includes:</i> Records regarding section maps showing reservoirs, treatment plants, pump stations, feeder mains, water mains, valves, hydrants, services, and pressure zone boundaries.	Collaboration Analytics and Innovation	Official:	Permanent
			Copies:	Disposition after obsolete or superseded
			Citation:	
			Remarks:	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
			Retention revised effective 2004 December and 2019 December	
WT-22-02	<u>Waterworks Drawings - Design and As-Built</u> <i>Includes:</i> Records regarding waterworks design and as-built drawings, such as feeder mains and valve chamber installation designs, water main installation designs, foreman/inspector drawings and feeder main/water main river and railroad crossings. Also includes production design drawings of treatment plants, reservoirs, and pump stations.	Water Services	Official:	Permanent
			Copies:	Disposition 1 year after creation of record
			Citation:	237, 260
			Remarks:	
WT-22-03	<u>Waterworks Drawings - System Maps Drawings</u> <i>Includes:</i> Records regarding waterworks system and pressure zone maps, and water supply system and pressure zone maps. Also includes waterworks standard specification drawings.	Collaboration Analytics and Innovation	Official:	Permanent
			Copies:	Disposition after obsolete or superceded
			Citation:	237, 260
			Remarks:	
			Retention revised effective 2019 December	
WT-22-04	<u>Waterworks Drawings - Cathodic Protection, Hydrants</u> <i>Includes:</i> Records regarding waterworks cathodic protection cathode bed installations and hydrant and service installation drawings.	Collaboration Analytics and Innovation	Official:	Disposition 2 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	237
			Remarks:	
WT-23	Regional Servicing <i>Includes:</i> Records regarding water treatment and distribution arrangements between The City and municipalities outside the city, such as servicing review / requirements, water draw records and information regarding the systems of the external municipality. <i>Excludes:</i> Regional Servicing Agreements - See: LE-10	Water Services	Official:	Disposition 12 years after event
			Copies:	Disposition after event
			Event:	Expiration of serving contract.
			Citation:	
			Remarks:	
			Records destroyed at disposition without City of Calgary Archive review	
WT-24	Energy Management - Water Treatment Plants <i>Includes:</i> Records regarding energy management at water treatment plants, such as energy reporting, optimization of energy use plans and surveys for plants and pump stations. Also includes time of use reporting and reporting to Alberta Energy Regulator (AER).	Water Services	Official:	Disposition 12 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	
			Remarks:	
			Records destroyed at disposition without City of Calgary Archive review	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
WT-25	<u>Water Quality Analysis</u> <i>Includes:</i> Records regarding water quality analysis in water distribution systems throughout water treatment processes, including in the watershed in and around Calgary. Records include: testing and results analysis performed by internal or external laboratories, potable water analysis for organic and inorganic compounds, microbes and biological specimens.	Water Services	Official:	Permanent
			Copies:	Disposition 1 year after creation of record
			Citation:	127, 177
			Remarks:	
			New Classification effective 2023 July	
WT-25-00	Water Analysis - General Superceded 2023 July by: WT-25 Water Quality Analysis			
WT-25-01	Water Analysis - Organic Tests Superceded 2023 July by: WT-25 Water Quality Analysis			
WT-25-02	Water Analysis - Inorganic Tests Superceded 2023 July by: WT-25 Water Quality Analysis			
WT-25-03	Water Analysis - Microbial Tests Superceded 2023 July by: WT-25 Water Quality Analysis			
WT-25-04	Water Analysis - Biological Tests Superceded 2023 July by: WT-25 Water Quality Analysis			
WT-25-05	Water Analysis - Distribution System Superceded 2023 July by: WT-25 Water Quality Analysis			
WT-25-06	Water Analysis - Plants Superceded 2023 July by: WT-25 Water Quality Analysis			
WT-25-07	Water Analysis - Watershed Superceded 2023 July by: WT-25 Water Quality Analysis			
WW - WASTEWATER COLLECTION AND TREATMENT				
Records regarding the collection and treatment of waste and storm water				
WW-00	Waste and Storm Water Collection, Drainage and Treatment - General <i>Includes:</i> Records of a general nature regarding waste and storm water collection drainage and treatment including pump and lift station not specific to a secondary in this primary.	Originating	Official:	Disposition 2 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	
			Remarks:	
WW-01	Wastewater By-Products, Calgro - Field Reports, Soil Monitoring and Testing <i>Includes:</i> Records regarding the application of sludge to farm fields such as field work activities, soil monitoring and testing of farm fields after sludge application. Records include: number of loads, field characteristics, dimensions, sketches and field summary reports, route maps, letters of permission, sludge application field summaries, soil crop field selection and monitoring studies.	Water Services	Official:	Permanent
			Copies:	Disposition 1 year after creation of record
			Citation:	127, 364
			Remarks:	
			Retention revised effective 2005 November and 2019 December	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
WW-02	Wastewater By-Products, Calgro - Soil Monitoring and Testing Superceded 2024 January by: WW-01 Wastewater By-Products, Calgro - Field Reports, Soil Monitoring and Testing			
WW-03	Waste and Storm Water Collection and Drainage Infrastructure - Design <i>Includes:</i> Records regarding upgrade needs, design and surveys for wastewater infrastructure, pump and lift stations, and storm water drainage for dry or wet ponds, such as schedules, site layouts, as-built drawings, updates, master plan and specifications. Also includes as-built drawings for infrastructure.	Water Services	Official:	Permanent
			Copies:	Disposition 1 year after creation of record
			Citation:	183, 237
			Remarks: Retention revised effective 2004 December and 2019 December	
WW-04	Waste and Storm Water Collection and Drainage Infrastructure - Scheduling, Planning, Inspection, Testing and Assessment <i>Includes:</i> Records regarding scheduling, inspection, testing and condition assessment of the waste and storm water collection and drainage infrastructure, including pump and lift stations and storm water ponds, Records include: inspection plans and work schedules; inspection and analytical reports; statistical reports, condition assessment reports and related correspondence.	Water Services	Official:	Disposition 7 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	183
			Remarks:	
WW-04-00	Waste and Storm Water Collection and Drainage Infrastructure - Inspection and Testing - General Superceded 2024 January by: WW-04 Waste and Storm Water Collection and Drainage Infrastructure - Scheduling, Planning, Inspection, Testing and Assessment			
WW-04-01	Waste and Storm Water Collection and Drainage Infrastructure - Inspection and Testing - Assessment Superceded 2024 January by: WW-04 Waste and Storm Water Collection and Drainage Infrastructure - Scheduling, Planning, Inspection, Testing and Assessment			
WW-04-02	Waste and Storm Water Collection and Drainage Infrastructure - Inspection and Testing - Scheduling and Planning Superceded 2024 January by: WW-04 Waste and Storm Water Collection and Drainage Infrastructure - Planning, Inspection, Testing and Assessment			
WW-05-00	Waste and Storm Water Collection and Drainage Infrastructure - Maintenance and Repair - General Superceded 2024 January by: WW-05-01 Waste and Storm Water Collection and Drainage Infrastructure - Maintenance, Repair and General Planning			
WW-05-01	<u>Waste and Storm Water Collection and Drainage Infrastructure - Maintenance, Repair and General Planning</u> <i>Includes:</i> Records regarding the planning and scheduling of maintenance and repair of waste and storm water collection and drainage infrastructure, lift and pump stations, and storm water ponds. Records include: control and problem reports, studies, test results and analyses; planning reports, work schedules and related correspondence. Contains Personal Information	Water Services	Official:	Disposition 12 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	135, 183
			Remarks: Records destroyed at disposition without City of Calgary Archive review	
WW-05-02	<u>Waste and Storm Water Collection and Drainage Infrastructure - Maintenance and Repair - Odour Control</u> <i>Includes:</i> Records regarding the management and control of odour problems in the waste and storm water collection and drainage infrastructure, lift and pump stations, storm water ponds, such as control	Water Services	Official:	Disposition 12 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	135
			Remarks:	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
	and problem reports, studies, odour test results and related analysis. Contains Personal Information			
WW-05-03	<u>Waste and Storm Water Collection and Drainage Infrastructure - Maintenance and Repair - Service Reporting - Storm and Wastewater Sewers, Manholes</u> <i>Includes:</i> Records regarding the maintenance and repair of the storm water and wastewater collection and drainage infrastructure, including outfalls weirs and storm water ponds, pump and lift stations; and manholes. Records include: customer service reports, activity records, work orders and job service records. Contains Personal Information	Water Services	Official: Copies: Citation: Remarks:	Disposition 12 years after creation of record Disposition 1 year after creation of record 135 Records destroyed at disposition without City of Calgary Archive review
WW-05-04	Waste and Storm Water Collection and Drainage Infrastructure - Maintenance and Repair - Service Reporting - Wastewater Sewers Superceded 2024 January by: WW-05-03 Waste and Storm Water Collection and Drainage Infrastructure - Maintenance and Repair - Service Reporting - Storm and Wastewater Sewers, Manholes			
WW-05-05	Waste and Storm Water Collection and Drainage Infrastructure - Maintenance and Repair - Service Reporting - Manholes Superceded 2024 January by: WW-05-03 Waste and Storm Water Collection and Drainage Infrastructure - Maintenance and Repair - Service Reporting - Storm and Wastewater Sewers, Manholes			
WW-06-00	<u>Waste and Storm Water Collection and Drainage Infrastructure - Modification and Upgrade - General, Design and Planning</u> <i>Includes:</i> Records regarding the design and planning for modification, and upgrade to the waste and storm water collection and drainage infrastructure, pump and lift stations and storm water ponds. Records include: reports on upgrade needs, design notes, plans and drawings; master plans, specifications and related correspondence..	Water Services	Official: Copies: Event: Citation: Remarks:	Permanent Disposition after event Modification / Upgrade complete. 183, 365 Retention revised effective 2004 December
WW-06-01	Waste and Storm Water Collection and Drainage Infrastructure - Modification and Upgrade - Design and Planning Superceded 2024 January by: WW-06-00 Waste and Storm Water Collection and Drainage Infrastructure - Modification and Upgrade - General, Design and Planning			
WW-06-02	<u>Waste and Storm Water Collection and Drainage Infrastructure - Modification and Upgrade - Implementation</u> <i>Includes:</i> Records regarding implementation and project management of modification and upgrade to the waste and storm water collection and drainage infrastructure, pump and lift stations and storm water ponds, such as copies of tender documentation, site meetings, inspections, construction reports, site layout, copies of design notes, plans, drawings, and as-built drawings.	Water Services	Official: Copies: Event: Citation: Remarks:	Permanent Disposition after event Modification / Upgrade complete. 183 Retention revised effective 2004 December

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
WW-07	Waste and Storm Water Collection and Drainage Infrastructure - Operation and Monitoring <i>Includes:</i> Records regarding the operation and monitoring of the waste and storm water collection and drainage infrastructure, including lift and pump stations and storm water ponds, such as operation reports, measurement and control of flows, water and wastewater pressure, flow monitoring, sanitary flows and outfalls. Also includes alarm, flow metering, odour control or problem, lock outs, daily logs, flow logger notes, site maps and flushing.	Water Services	Official:	Disposition 12 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	38, 39, 127, 183, 244
			Remarks:	Records destroyed at disposition without City of Calgary Archive review
WW-08	Wastewater Treatment Plants - Drawings and As-Built <i>Includes:</i> Records regarding construction as-built drawings for the wastewater treatment plant, pumps and lift stations. Also includes overall site plans and plant drawings.	Water Services	Official:	Permanent
			Copies:	Disposition after obsolete or superceded
			Citation:	183, 237
			Remarks:	Retention revised effective 2004 December and 2019 December
WW-09	Wastewater Treatment Plants - Inspection and Testing <i>Includes:</i> Records regarding the inspection and testing of wastewater treatment plants, such as inspection reports, regular and annual testing, and inspection.	Water Services	Official:	Permanent
			Copies:	Disposition 1 year after creation of record
			Citation:	38, 39, 127, 183, 277
			Remarks:	
WW-10	Wastewater Treatment Plants - Maintenance and Repair <i>Includes:</i> Records regarding the maintenance and repair of wastewater treatment plants, such as maintenance planning and scheduling, maintenance backlog, preventative maintenance, maintenance history, work orders, job summaries, request logs and orders.	Water Services	Official:	Disposition 2 years after obsolete or superceded
			Copies:	Disposition 1 year after creation of record
			Citation:	173, 277
			Remarks:	Records destroyed at disposition without City of Calgary Archive review
WW-11	Wastewater Treatment Plants - Modification and Upgrades <i>Includes:</i> Records regarding the design and construction of modifications and upgrades to wastewater treatment plants, such as design notes and calculations, plans and drawings, project planning, specifications, and project scope. Also includes project documentation, such as copies of contracts, progress reports, inspections and relevant studies and reports.	Water Services	Official:	Permanent
			Copies:	Disposition after event
			Event:	Modification / Upgrade complete.
			Citation:	173, 183, 237, 277
			Remarks:	Retention revised effective 2004 December

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
WW-12-01	Wastewater Treatment Plants - Operations - Weekly Reporting <i>Includes:</i> Records regarding management and operation of wastewater treatment plants, primary and secondary process stages, including ultraviolet process, gas systems, aerometer, sludge thickening, phosphorous removal, odour registry or control, heat ventilation air conditioning (HVAC), etc. Includes control room records and weekly reporting on primary and secondary process stages, process instrumentation and operating status reports. Also includes monitoring and control of wastewater such as flow monitoring, metering, and reporting. <i>Excludes:</i> Plant Performance Reports -Operational Testing - See: WW-13	Water Services	Official:	Disposition 12 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	173, 177, 244, 277
			Remarks:	Selective retention by City of Calgary Archive New classification effective 2003 January
WW-12-02	Wastewater Treatment Plants - Operations - Monthly and Daily Reporting <i>Includes:</i> Records regarding management and operation of wastewater treatment plants, primary and secondary process stages, including ultraviolet process, gas systems, aerometer, sludge thickening, phosphorous removal, odour registry or control, heat ventilation air conditioning (HVAC), etc. Includes control room records and daily and monthly reporting on primary and secondary process stages and process instrumentation and operating status reports. Also includes monitoring and control of wastewater such as flow monitoring, metering, and reporting.	Water Services	Official:	Permanent
			Copies:	Disposition 1 year after creation of record
			Citation:	173, 177, 244
			Remarks:	New classification effective 2003 January Retention revised effective 2004 December
WW-13	Waste and Storm Water Collection, Drainage and Treatment - Operational Testing <i>Includes:</i> Records regarding waste and storm water collection, drainage and treatment planning and technical studies, pilot projects, such as pilot and plant scale studies on new technology such as odour control, long-term sludge disposal, phosphorus removal study, grit removal facility, etc. Also includes jar test information and design notes and calculations for pilot tests and technical studies, special tests and studies such as struvite study, flow measurement, bioremediation, etc. and plant performance reports.	Water Services	Official:	Permanent
			Copies:	Disposition 1 year after creation of record
			Citation:	173, 177
			Remarks:	Business event = Pilot project / study complete.
WW-14	Waste and Storm Water Collection, Drainage and Treatment - Plant and Process - Operational Analysis <i>Includes:</i> Records regarding internal or external reports undertaken on waste and storm water collection drainage and treatment and processes, such as report on odour control, evaluation of ammonia objectives for the Bow River downstream from the plant, aeration test report, etc.	Water Services	Official:	Disposition 12 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	127, 173, 177
			Remarks:	
WW-15	Sludge Lagoon Management and Control <i>Includes:</i> Records regarding the maintenance, operation, modification and upgrade of sludge lagoons and the management and control of sludge intake from City infrastructure and external operations, such as improvement programs, construction projects and maintenance and	Water Services	Official:	Disposition 12 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	
			Remarks:	

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition	
	operation records. Also includes embankment extension 1976, lagoons strategy, Shepherd lagoon cost and reviews, pump to cycle frame, pump transfer, pumping sludge decanting, piping ductile modifications, etc.		Selective retention by City of Calgary Archive	
WW-16	Quality Control Monitoring - Waste / Storm Water Collection, Drainage and Treatment Superseded 2003 January by: WW-25-01 Waste and Storm Water Analysis - Organic and Inorganic Compounds Microbes and Biological Tests and Collection Network			
WW-17	Quality Control Monitoring - Wastewater Treatment Superseded 2003 January by: WW-25-06 Waste and Storm Water Analysis - Treatment Plants			
WW-18	Quality Control Monitoring - Other Superseded 2003 January by: WW-25-07 Waste and Storm Water Analysis - Industrial Discharge			
WW-19-00	<u>Waste and Storm Water Drawings - General</u> <i>Includes:</i> Records regarding general waste / storm water design, drawings, and general presentations. Also includes production design drawings of treatment plants, storm water ponds and lift stations.	Collaboration Analytics and Innovation	Official:	Disposition 2 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	
			Remarks:	
			Selective retention by City of Calgary Archive	
WW-19-01	<u>Waste and Storm Water Drawings - Design and As Builts</u> <i>Includes:</i> Records regarding waste and storm water design and as-built drawings, such as installation designs, foreman and inspector drawings and river and railroad crossings.	Water Services	Official:	Permanent
			Copies:	Disposition 1 year after creation of record
			Citation:	237
			Remarks:	
			Retention revised effective 2004 December	
WW-20	Wastewater Collection Infrastructure - Regional Cooperation <i>Includes:</i> Records regarding the management of wastewater collection services provided to other jurisdictions other than The City of Calgary, such as collection, inspection, testing, operations, maintenance, repair, and monitoring. <i>Excludes:</i> Regional Servicing Agreement - See: LE-10	Water Services	Official:	Permanent
			Copies:	Disposition after event
			Event:	Expiration, cancellation or renewal of agreement.
			Citation:	
			Remarks:	
WW-21	Energy Management - Wastewater Treatment Plants <i>Includes:</i> Records regarding energy management at wastewater treatment plants, such as energy reporting, energy-use optimization, plans and surveys.	Water Services	Official:	Disposition 12 years after creation of record
			Copies:	Disposition 1 year after creation of record
			Citation:	
			Remarks:	
WW-22	Unassigned			

CRCRS Code	Record Type Description	Responsible Business Unit	Retention/Disposition
WW-23	Unassigned		
WW-24	Unassigned		
WW-25-00	Waste and Storm Water Analysis - General <i>Superceded 2024 January by:</i> WW-25-01 Waste and Storm Water Analysis - Organic and Inorganic Compounds Microbes and Biological Tests and Collection Network		
WW-25-01	<u>Waste and Storm Water Analysis - Organic and Inorganic Compounds Microbes and Biological Tests and Collection Network</u> <i>Includes:</i> Records regarding test results related to investigation, monitoring and analysis of waste and storm water for organic and inorganic compounds, microbes and biological species from collection, drainage, treatment, and discharge systems. Records include: test results and analyses from internal or external laboratories and study reports	Water Services	Official: Permanent Copies: Disposition 1 year after creation of record Citation: 127, 177 Remarks: New classification effective 2003 January Retention revised effective 2004 December
WW-25-02	Waste and Storm Water Analysis - Inorganic Tests <i>Superceded 2024 January by:</i> WW-25-01 Waste and Storm Water Analysis - Organic and Inorganic Compounds Microbes and Biological Tests and Collection Network		
WW-25-03	Waste and Storm Water Analysis - Microbial Tests <i>Superceded 2024 January by:</i> WW-25-01 Waste and Storm Water Analysis - Organic and Inorganic Compounds Microbes and Biological Tests and Collection Network		
WW-25-04	Waste and Storm Water Analysis - Biological Tests <i>Superceded 2024 January by:</i> WW-25-01 Waste and Storm Water Analysis - Organic and Inorganic Compounds Microbes and Biological Tests and Collection Network		
WW-25-05	Waste and Storm Water Analysis - Collection Network <i>Superceded 2024 January by:</i> WW-25-01 Waste and Storm Water Analysis - Organic and Inorganic Compounds Microbes and Biological Tests and Collection Network		
WW-25-06	<u>Waste and Storm Water Analysis - Treatment Plants</u> <i>Includes:</i> Records regarding laboratory testing of processed wastewater including primary, aeration, digester efficiency, chlorine residuals, corrosion, parasitology, and cross-flow micro-filtration tests such as baseline data, reports, monthly and annual and data sheets. Also includes special studies such as air pollution, ammonia studies, bioxide, brown water, odour registry, and polymer testing etc.	Water Services	Official: Permanent Copies: Disposition 1 year after creation of record Citation: 127, 177 Remarks: New classification effective 2003 January Retention revised effective 2004 December
WW-25-07	<u>Waste and Storm Water Analysis - Industrial Discharge</u> <i>Includes:</i> Records regarding influent characteristic investigation and monitoring of domestic, commercial, and industrial discharges, spills, and groundwater cleanup discharges. Includes lab reports, tests and analysis, evaluations, monitoring results, company or industry information and sources characterization and pre-release testing. Contains Personal Information	Water Services	Official: Permanent Copies: Disposition 1 year after creation of record Citation: 135 Remarks: New classification effective 2003 January Retention revised effective 2004 December