Winnipeg

DEPARTMENTAL RECORDS DESTRUCTION LIST *(as per By-Law No. 86/2010)*

CITY CLERK'S DEPARTMENT, ARCHIVES & RECORDS CONTROL
380 WILLIAM AVENUE, WINNIPEG, MB R3A 0J1 204-986-5325

DEPARTMENT	DIVISION/BRANCH/OFFICE
City Clerk's	Archives & Records Control

RECORD SCHEDULE CLASSIFICATION NO.	RECORD SCHEDULE CLASSIFICATION NAME
5.12	Office Files

RETENTION & DISPOSITION: ☒ Schedule B – Standard **2** years ☐ Schedule C - Departmental ____ years

DISPOSAL DATE (DD/MM/YYYY): 01/01/2006	PICK-UP DATE: July 24, 2006	DISPOSITION NO.: 2-2006

TEMPORARY BOX NO.	DATES (YEARS) FROM	DATES (YEARS) TO	BOX CONTENTS
1	2001	2003	Planning Records
2	1999	2000	General Office Files
3	2000	2001	General Correspondence
4	1998	1999	General Correspondence
5	2000	2002	Reports
6	2001	2003	Working Papers
7	2002	2003	Working Papers

I confirm that the disposal action and disposal date are in accordance with By-Law No. 166/2003 Schedule Classification # 5.12 and that the box contents information is correct.

Jane Doe		555-5555	20/06/2006
TRANSFERRING OFFICER (Print)	(Signature)	Phone	Date

Joe Bossy	Office Manager	555-5556	20/06/2006
Name (Print)	Position	Phone	Date

AUTHORISED BY: (Signature)

ORIGINAL: SERVICE PROVIDER COPY: DEPARTMENT