

8.00 Records Management

Records related to the systematic control of records.

8.00 Records Management		Function	Description	Retention and Disposition
8.01	File Plan Records	To maintain a record of current filing systems.	Filing system procedures, subject classification guides, directory structures, file keys, file lists, indexes, and other records related to the design and operation of filing systems.	Destroy 2 years after obsolete or superseded.
8.02	Records of Destruction	To record the destruction of records.	Certificates of destruction, approvals, transfer lists and related records.	Archival.
8.03	Records Transfer Lists	To record the physical transfer of records to City Archives and Records Control Centre or to other off-site storage facilities.	Transfer lists, location lists, box contents lists and related records.	Destroy 2 years after obsolete or superseded.