

Corporate Finance Department

Records related to the activities and responsibilities of the Chief Financial Officer including records related to monitoring of the City's financial status organization and fiscal policy advice and strategy provided to the Standing Committee on Fiscal Issues and the Chief Administrative Officer (CAO). Also includes records related to the Corporate Finance Department and its respective service responsibilities. Includes records related to the incorporation of the strategy and policy oriented components and corporate function of the City's financial-related departments and policy issues relating to debt and money management, insurance and overall budget development, payroll and financial reports and leadership for the effective functioning of the Controllership model.

29. Corporate Finance

29. Corporate Finance		Function	Description	Retention and Disposition
29(1) / (44.01)	Chief Financial Officer's Files	To provide a record of the general administration of the Corporate Finance Department as carried out by the Chief Financial Officer under The City of Winnipeg Charter.	Correspondence, reports, agreements, directives, minutes and other documents related to the management, direction and control of the Corporate Finance Department.	Archival

30. Financing and Cash Management

30. Financing and Cash Management		Function	Description	Retention and Disposition
30(1) / (45.01)	Capital Projects Records	To maintain a record of the financing of capital projects.	Special assessments, reports, correspondence, financial summaries and other capital expenditure-related records.	Destroy 6 years after termination of the capital project.
30(2) / (45.02)	Debentures	To maintain a record of the raising of capital for projects conducted by and for the City of Winnipeg.	Debenture issue requests, prospectus information, consent applications, all records of payments made to investors, all related correspondence and communications.	Destroy 20 years after file closure.
30(3) / (45.03)	Investment Records	To maintain a record of the investment of City funds to fund capital projects and meet current budget needs.	Records of investments, reports and summaries on returns and investment growth, related correspondence and communications.	Destroy 2 years after obsolete or superseded.

30. Financing and Cash Management		Function	Description	Retention and Disposition
30(4) / (45.04)	Sinking Fund Records	To maintain a record of the reduction of outstanding debts of the City of Winnipeg.	Account statements, financial reports, all statements, summaries and correspondence related to the sinking fund.	Destroy 2 years after obsolete or superseded.

31. Financial Planning & Budgeting

31. Financing Planning & Budgeting		Function	Description	Retention and Disposition
31(1) / (46.01)	Preliminary and Adopted Budgets	To maintain a record of the deliberations and decisions related to the City's Operating and Capital Budgets.	Preliminary budgets tabled by Executive Policy Committee, formal recommendations from Council, and Adopted Budget published documents.	Archival
31(2) / (46.02)	Operating and Capital Budget Records	To maintain a record of the preparation and administration of the City's Operating and Capital Budgets.	Departmental budget submissions, supporting documents, analyses and other reports and correspondence related to the preparation and development of the City's Operating and Capital Budgets.	Destroy 2 years after obsolete or superseded.

32. Financial Reporting

32. Financing Reporting		Function	Description	Retention and Disposition
32(1) / (47.01)	General Journal	To record the transfer of transactional information to the General Ledger.	General journal, vouchers and other support documentation.	Destroy 6 years after record creation.
32(2) / (47.02)	General Ledger	To maintain a record of all financial transactions of the City for audit purposes.	General ledger, related reports and account code lists.	Archival

33. Materials and Supplies Management

33. Materials and Supplies Management		Function	Description	Retention and Disposition
33(1) / (48.01)	Materials Management Records	To maintain records associated with the obtaining and evaluation of proposals from suppliers for goods and services to be purchased.	Requests for proposals and quotes and related records including bids, proposals and spreadsheets, specifications and tender records.	Electronic records to be destroyed after obsolete or superseded. Paper copies to be destroyed pursuant to s. 5.12 of Schedule B.

34. Payroll

34. Payroll		Function	Description	Retention and Disposition
34(1) / (49.01)	Payroll Administration Records - Daily Records	To provide a daily record of employee attendance and hours worked for the purpose of the administration of bi-weekly payroll periods.	Employee time cards, attendance records, time sheets and other records related to daily time keeping and payroll administration.	Destroy 12 years after record creation.
34(2) / (49.02)	Employment Insurance Records	To maintain a record of the provision of employment insurance benefits	Records of Employment and other documents related to the determination of eligibility for employment insurance benefits.	Destroy 6 years after file closure.

35. Risk Management

35. Risk Management		Function	Description	Retention and Disposition
35(1) / (50.01)	Building Values Records	To maintain a record of estimates of the replacement value of city buildings.	City building replacement values, related records.	Destroy 10 years after final disposition of building.
35(2) / (50.02)	Claims Experience Reports	To maintain a summary record of claims experienced by the City of Winnipeg.	Annual summary of insurance claims experienced by the City of Winnipeg.	Archival.
35(3) / (50.03)	Insurance Claims Records	To maintain a record of insurance claims filed against or on behalf of the City.	Insurance claims, related correspondence, photographs, statements, hearing records, reports and other related records.	Destroy 6 years after resolution of the claim.
35(4) / (50.04)	Insurance Policies - Casualty	To maintain a record of casualty insurance policies purchased on behalf of the City.	Policies, related correspondence and communications.	Destroy 30 years after file closure.
35(5) / (50.05)	Insurance Policies - Contractors	To maintain a record of liability insurance held by contractors.	List of contractor's liability insurance.	Destroy 30 years after file closure.
35(6) / (50.06)	Insurance Policies - Property	To maintain a record of property insurance policies purchased on behalf of the City.	Property insurance policies, related correspondence and communications.	Destroy 6 years after policy expiry.
35(7) / (50.07)	Insurance Premium Ledger	To maintain a record of premiums paid on insurance policies.	Annual insurance premiums ledgers, including description of policies, all related records.	Destroy 2 years after obsolete or superseded.
35(8) / (50.08)	Worker's Compensation Files	To provide a record of claims filed for Workers Compensation by City employees.	Employer's accident reports, employee's accident reports, wage information, correspondence, supportive documentation relative to the submission, review and adjudication of employee claims.	Destroy 6 years after file closure.
35(9) / (50.09)	Tree Root Claim Records	To maintain a record of claims for reimbursement for the removal of tree roots from private sewer lines.	Original Tree Root invoices plus all related records and correspondence.	Destroy 6 years after file closure.

36. Agreements Registry

36. Agreements Registry		Function	Description	Retention and Disposition
36(1) / (18.02)	Agreements Register	To maintain a record of major agreements and contracts entered into by the City of Winnipeg.	Listing of major contracts and agreements that have been entered into by the City of Winnipeg.	Archival.