

Transit Department

Records related to the Transit Department and its respective service responsibilities. Includes records related to the provision of public transportation for the citizens of Winnipeg through regular transit, handi-transit and special transit services.

85. Winnipeg Transit

85. Winnipeg Transit		Function	Description	Retention and Disposition
85(1) / (110.01)	Transit Director's Files	To provide a record of the general administration of the Transit Department as carried out by the Director.	Correspondence, reports, agreements, directives, minutes and other documents related to the management, direction and control of the Transit Department.	Archival.

86. Public Transit

86. Public Transit		Function	Description	Retention and Disposition
86(1) / (111.01)	Bus Stop Platform Records	To maintain a current record of Transit bus shelters and bus stop platforms.	Correspondence, drawings, change forms, reports and other records related to construction, maintenance and/or repair or alteration of Transit bus stop platforms.	Destroy 2 years after obsolete or superseded.
86(2) / (111.02)	Lost Property Records	To maintain a record of items received by the Transit department as lost property.	Correspondence and reports related to reporting, receipt and handling of lost property.	Destroy 1 year after record creation.
86(3) / (111.03)	Transit Bus Fleet Records	To maintain a current record of the transit bus fleet inventory.	Correspondence, reports and other records related to the acquisition, maintenance, repair and disposition of Transit buses.	Destroy 2 years after obsolete or superseded.
86(4) / (111.04)	Transit Bus Operator Training Records	To maintain a record of bus operator training and instruction.	Correspondence, reports and other documents related the administration of training for Transit bus operators.	Destroy 10 years after record creation.

86. Public Transit		Function	Description	Retention and Disposition
86(5) / (111.05)	Transit Inspection Records	To maintain a record of inspections as carried out by Transit inspectors.	Correspondence, reports and other documents related to the inspection of Transit operations by Transit inspectors.	Destroy 2 years after obsolete or superseded.
86(6) / (111.06)	Transit Operations Planning Records	To maintain a record of Transit service operations for planning purposes.	Correspondence, reports, statistical data and other records related to the development and planning of Transit service, including service routes, timetables and fare schedules for regular mass transit as well as chartered and special events transit operations.	Destroy 10 years after record creation.
86(7) / (111.07)	Transit Service Route Records	To maintain a record of current Transit bus service routes, fare schedules and timetables.	Correspondence and reports related to current Transit bus routes, arrival and departure times, fares and transfer locations and other records related to bus route and schedule information. Includes regular mass transit as well as chartered and special events transit service routes.	Destroy 2 years after obsolete or superseded.
86(8) / (111.08)	Audio/Visual Surveillance On-board Buses (AVSOB) Records	To maintain a daily on-board record of activities on City buses, and to provide increased security to passengers, Transit employees and to assist in Incident Occurrence investigations.	Digital video recordings recorded and stored on secure, on-board digital video recorders.	Retained for 10 days, unless used as part of a criminal investigation or for evidentiary purposes, whereupon retained for two years after closure of incident file.

87. Handi-Transit

87. Handi-Transit		Function	Description	Retention and Disposition
87(1) / (112.01)	Handi-Transit Customer Files	To maintain a record of current Handi-Transit customers.	Customer applications, supporting documentation, correspondence, reports and other records related to registration of Handi-Transit customers.	Destroy 1 year after file closure.

87. Handi-Transit		Function	Description	Retention and Disposition
87(2) / (112.02)	Handi-Transit Records	To maintain a record of the delivery of public transportation to persons who are physically unable to access the conventional transit system.	Correspondence, reports, service agreements and other records relating the delivery of Handi-Transit service to citizens.	Destroy 6 years after file closure.