

Winnipeg Parking Authority

Records related to Winnipeg Parking Authority Special Operating Agency.

80. Off-Street Parking

80. Off-Street Parking		Function	Description	Retention and Disposition
80(1) / (86.01)	Parking Applications	To provide a record of applications received for off-street parking services.	Applications, correspondence, reports and other records related to the administration of off-street parking services. Includes public parkades and parking lots.	Destroy 6 years after record creation.
80(2) / (86.02)	Enforcement Staffing - Employee Files	To maintain a record of employment for all enforcement staff provided to the WPA including dispatch and supervisory staff.	Individual employee files containing correspondence, performance appraisals, records of disciplinary or performance-related issues and training records. Will also contain any correspondence relating to changes in employment status or records regarding outstanding performance.	Destroy 5 years after departure of employee from work site.
80(3) / (86.03)	Enforcement Program Records	To provide a record of activities related to the enforcement of by-laws relating to traffic and parking regulations assigned to the WPA.	Consists of contracts and agreements, reports, drawings and manuals, Selective Enforcement Requests, Significant Incident Reports involving WPA staff, vehicle accident reports, records pertaining to the use, operation and maintenance of enforcement equipment, technical support, quality assurance records and parking ticket issuance and collection records.	Destroy 6 years after record creation.

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80(3) / (86.04)	Permits Program Records	To provide a record of the WPA's administration of the residential, meter, surface lots, and facilities permits programs.	Correspondence, reports, statements, drawings and other records related to administration of the permit program for WPA residential, meter, surface lots and facilities programs, including correspondence related to issuance and cancellation of swipe cards, transponders and bike corral access.	Destroy 2 years after record creation.
80(4) / (86.05)	Liens and Seizures - Vehicle Lien Records	To maintain a record of liens imposed on drivers.	Notice of lien forms, lien registrations, seizure of vehicle requests, notice of seizure forms, condition reports, vehicle seizure forms, vehicle disposal forms, notices of sale of vehicle, auction records and other related records and correspondence.	Destroy 6 years after file closure.

81. On-Street Program

81. On-Street Program		Function	Description	Retention and Disposition
81(1) / (86.06)	On Street Meter Program	Records related to the administration of on-street parking involving meters, including inventory of parking meters, installation and design, maintenance, alteration and repair, meter hooding and records related to pay-by-cell phone services.	Maps, reports, drawings, correspondence, alteration and repair records, specifications, manuals, project schedules and reservation records.	Destroy 2 years after file closure or equipment is obsolete or superseded.