

Records Disposition Log

DV
total Boxes: 1

Prepared by Records Liaison: Scott Dunlop Date 7-13-21
 Director Approval Signature: Scott Dunlop Date 7-13-21
 RMO Approval Signature: J. Palmaroz Date 7-13-2021

Information from the Records Retention Schedule				Disposition Method: See legend below		Enter "X" after approved →		
Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
DS 1	PW5200-016 public works and services planning studies and reports	5 yrs	1990	S				
DS 1	GR1000-26c Publications	AV	1989	S				
DS 1	UT5100-25 reports and plans to municipality and reg. authority	5 yrs	1990	S				
DS 1	GR1000-264 correspondence	4 yrs	1989-1990	S				
DS 1	UT5200-135 Planning Studies	10 yrs	1989	S				
DS 1	UT5200-135 Planning Studies	10 yrs	1989	S				

Legend
 Retention Period Codes: FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent
 Actions: R/Recycling (open records only); S/Shred; B/Burn; P/Pulp; D/Delete electronic records; A/Transfer to Archives; AR/Archival Review needed
 Disposition Date: AFTER NOTIFICATION OF APPROVAL-Date put in recycling; added to locked bin for confidential shredding; deleted; or sent to Archives
 See Att (See Attachment): Put an X in this field if there is an attachment giving more detail about the records being destroyed.