

## Public Works Department

Records related to the Public Works Department and its respective service responsibilities. Includes records related to the delivery of public works services related to the planning, development and maintenance of streets and traffic systems and the maintenance of parks and open spaces.

### 70. Public Works

70. Public Works		Function	Description	Retention and Disposition
70(1) / (99.01)	Public Works Director's Files	To provide a record of the general administration of the Public Works Department as carried out by the Director.	Correspondence, reports, agreements, directives, minutes and other documents related to the management, direction and control of the Public Works Department.	Archival.
70(2) / (99.02)	Public Works Record Drawings	To provide a record of final installed Public Works configurations. Includes physical and functional installations related to the regional street system, bridge and underpass system, overhead sign structures, overhead and underground traffic signals.	"As-built" drawings and documents incorporating all field mark-ups (construction, reconstruction and improvement drawings), design change notices, approved change orders/requests, deficiency reports and modifications, revisions and additions to original plans and specifications. May also include plans related to completed street, sidewalk, lanes and bridge construction projects. Includes "as-built" documents and drawings for regional streets system pavement installations, private commercial and industrial approach installations, barrier and attenuating device installations, sidewalk and pedestrian and bike path installations, parking meter installations and overhead sign structures.	Archival.

70. Public Works		Function	Description	Retention and Disposition
70(3) / (99.03)	Capital and Local Improvement Project Files	To provide a record of the administration of tax-supported capital and local improvement projects.	Correspondence, estimates, meeting minutes, specifications, tenders, bids, submissions, evaluations, performance security bonds, contracts, shop drawings, change orders, inspections, testing and progress reports, consultant reports and other records related to the administration of capital works projects. Includes contract documents and engineering details related to street, sidewalk, lane, and bridge construction, reconstruction and improvement projects.	Destroy 1 year after works demolished or reconstructed.
70(4) / (99.04)	Customer Service Records	To provide a record of service inquiries and requests received by the Public Works Department.	Correspondence, requests for service, general inquiries, reports and other records related to receipt and resolution of inquiries, requests received from residents and other customers of the Public Works Department. Includes inquiries, complaints, and service requests related to street repairs, tree pruning, fallen trees, snow removal, indoor public swimming pools and street cleaning.	Destroy 10 years after receipt of complaint.
70(5) / (99.05)	Flood Control Records	To provide a record of flood control information and activities.	Correspondence, survey information, field books, maps, photographs and other records pertaining to Public Works flood control works and activities.	Archival.
70(6) / (99.06)	Map Inventory	To maintain a record of surveys and maps created by the City of Winnipeg.	Includes orthodigital photos, pavement foot print maps, site plan drawings, GIS based street centre line maps, survey field books and approved utility drawings that pertain to the street infrastructure of the City of Winnipeg.	Destroy two years after obsolete or superseded.

## 71. Graffiti Control

71. Graffiti Control		Function	Description	Retention and Disposition
71(1) / (102.01)	Graffiti Control and Removal Records	To provide a record of graffiti control and removal activities.	Correspondence, reports, presentations, service requests, waiver forms and other records related to the development of public awareness, including liaising with community groups and individuals, programs for at-risk youth and the removal from or coverage of graffiti from civic buildings, bridges and parks, commercial and residential properties.	Destroy 5 years after file closure.

## 72. Public Works Permits

72. Public Works Permits		Function	Description	Retention and Disposition
72(1) / (103.01)	Public Works Permit Applications	To provide a record of permit applications received by the Public Works Department.	Permit applications are for permission to undertake specific works or actions in jurisdictions under the authority of the Public Works Department. Includes applications, correspondence, supporting documentation, reports, permits and other documents related to the receipt and processing of applications and issue of permits for works and activities that involve the "use of streets" or that take place in the public right of way. Includes applications and permits for: block parties, construction use of street closures, street festivals, sewer and water inspection, hydrant rental, excavation cut, right-of-way "crossing," approach construction, resident parking, parking privilege, oversize vehicle moving, and movement of trucks/special mobile machines. May also include drawings, inspection reports and insurance policy agreements and other records related to applications and permits to undertake works or actions in jurisdictions under the authority of the Public Works Department.	Archival.

### 73. Streets Construction and Maintenance

73. Streets Construction and Maintenance		Function	Description	Retention and Disposition
73(1) / (104.01)	Bridge Inventory Records	To provide a record of bridge inventory maintenance and repair.	Correspondence, damage and inspection reports, drawings, plans and specifications, sign structures, service contracts and other records related to the condition and maintenance of the City's bridge inventory. Includes maintenance records for bridges, culverts, overhead sign structures and underpasses.	Destroy 1 year after works demolished or reconstructed.
73(2) / (104.02)	Streets Maintenance Records	To provide a record of streets inventory maintenance and repair.	Correspondence, damage and inspection reports, plans and specifications, quotations/tenders, service, maintenance and operating contracts and other records related to the condition and maintenance of the City's street inventory. Includes construction, spring clean-up and snow removal and other service agreements, as well as inventory information related to operation and maintenance of the streets infrastructure including sidewalks, streets and alleys within the City of Winnipeg.	Destroy 1 year after works demolished or reconstructed.

## 74. Streets Planning and Traffic Management

74. Streets Planning and Traffic Management		Function	Description	Retention and Disposition
74(1) / (105.01)	Street System Records	To maintain a record of the City's street infrastructure.	Survey field books, site plan and utility drawings, orthodigital (GIS) photos, maps and associated information including statistical data and attributes, notes and other records related to survey activities, data collection and the preparation of engineering drawings. Includes snow clearing, street sweeping, capital project and parks maps as well as pavement footprint maps, permits site plans, street centreline maps, traffic lane line drawings, subway drawings, sidewalk drawings, City of Winnipeg standard details drawings and standard construction specifications, railroad crossing drawings, overhead signs structure drawings, street as-built drawings, underground clearance reference drawings and other reference drawings, design drawings, sketches and layouts and other records related to installation, maintenance and operation of the regional street system.	Destroy 2 years after obsolete or superseded.

<b>74. Streets Planning and Traffic Management</b>		<b>Function</b>	<b>Description</b>	<b>Retention and Disposition</b>
74(2) / (105.02)	Traffic Control Device Records	To provide a record of the maintenance and repair of electrically operated traffic control devices within the City of Winnipeg street system.	Correspondence, work orders, engineering reports, as-built, construction and design drawings, sketches, plans and specifications, trouble reports, inspections and other records related to the installation, operation and maintenance of traffic control devices. Includes traffic control signals, pedestrian corridors, four-way flashing red and amber lights, hazard flashers, illuminated overhead lane signs and specialized active device warnings.	Destroy 2 years after obsolete or superseded.
74(3) / (105.03)	Street Sign Records	To maintain a record of street sign inventory maintenance and repair.	Correspondence, work orders, reports, plans and specifications, inspections and other records related to the installation and maintenance of City street signs. Includes parking restriction signs and other regulatory street signs.	Destroy 2 years after obsolete or superseded.
74(4) / (105.04)	Transportation Planning Records	To provide a record of transportation system planning and related activities.	Correspondence, reports, statistical information on traffic accidents and traffic flows, studies and other records related to transportation system planning and development activities. Includes records related to public hearings and applications for variances and conditional use, development agreements, street openings and closings, subdivision site developments, property acquisition and neighbourhood and traffic studies.	Destroy 2 years after obsolete or superseded.

## 75. Parks and Open Spaces

75. Parks and Open Spaces		Function	Description	Retention and Disposition
75(1) / (106.01)	Parks Inventory Records	To provide a record of parks and open spaces in the City of Winnipeg, including parks, athletic fields, outdoor recreational facilities, playgrounds. Also includes the provision of access to and care of urban forests.	Correspondence, inspection reports, plans, drawings, specifications, operating agreements and other records related to the maintenance, care and operation of a City park or open space. Includes records related to park buildings, flora, shrubbery, trees, underground services, playground equipment and structures, athletic fields, outdoor recreational facilities as well as records related to care and maintenance of urban forest inventory.	Archival.
75(2) / (106.02)	Parks Operations Records	To provide a record of the general administration of City parks and open spaces operations and related projects.	Correspondence, reports, service agreements and other records related to the day-to-day administration of parks operations. Includes contracted and in-house works and projects.	Destroy 6 years after file closure or after operational requirements have ceased.
75(3) / (106.03)	Playground Safety Inspection Records	To maintain a record of inspections of playground equipment and play structures located in City parks and other City properties.	Playground safety inspection reports as well as all related correspondence.	Destroy 15 years after file closure.
75(4) / (38.01)	City Naturalist's Office Files	To provide a record of the protection and management of natural areas and wildlife habitat within the City of Winnipeg as carried out by the City Naturalist.	Correspondence, agreements, reports, maps, plans and other records related to management of natural areas and five basic natural habitat types within the City of Winnipeg: River-bottom Forest, Tall Grass Prairie, Aspen Forest, Oak Forest and Wetland. Includes mapping of existing natural areas, habitat assessment, restoration and revegetation, management of creeks, streams and riverbank habitats and records related to the Living Prairie Museum, Assiniboine Forest and George Olive Nature Park.	Archival.



75. Parks and Open Spaces		Function	Description	Retention and Disposition
75(5) / (38.02)	Living Prairie Museum Records	To provide a record of the administration and operation of the Living Prairie Museum, a 12-hectare tall grass prairie preserve located inside the City of Winnipeg.	Correspondence, agreements, reports and other records related to the general administration of the Living Prairie Museum tall grass prairie preserve and interpretive centre.	Archival.
75(6) / (34.01)	Insect Control Branch Service Files	To record the services carried out by the Insect Control Branch in order to protect public health and property against the ill effects of insects through the control of major urban insect pests.	Correspondence, inspection and test results, statistical data, objections received from citizens who are opposed to specific control programs, reports and other records related to the control programs carried out by the Insect Control Branch.	Archival.

## 76. Public Events Support

76. Public Events Support		Function	Description	Retention and Disposition
76(1) / (107.01)	Special Event Files	To provide a record of Public Works projects and activities related to city-sponsored special events.	Correspondence, plans and specifications, contracts and agreements, reports and other records related to project management, planning and other activities related to the delivery and storage of materials and provision of Public Works services for City-sponsored special events.	Destroy 6 years after file closure.

## 77. Physical Asset Management

77. Physical Asset Management		Function	Description	Retention and Disposition
77(1) / (108.01)	Asset Management Records	To maintain a record of roads, sidewalks, lanes, buildings and pools within the City of Winnipeg for purposes of infrastructure planning, maintenance, rehabilitation and reconstruction.	Correspondence, plans and specifications, drawings, reports and other records related to the current status, condition and performance of roads, sidewalks, lanes, buildings and pools.	Destroy 2 years after obsolete or superseded.

## 78. Locating Underground Infrastructure

78. Locating Underground Infrastructure		Function	Description	Retention and Disposition
78(1) / (109.01)	Underground Infrastructure Records	To provide a record of the placement of utilities within public rights of way within the City of Winnipeg.	Correspondence, reports, plans and specifications and other records related to the City's underground infrastructure. Includes Underground Structures Committee meeting minutes.	Archival.