

## RECORDS TYPICALLY CREATED BY PUBLIC BODIES

TYPE OF RECORD	princegeorge.ca LOCATION	DEPARTMENT OF RECORD	ROUTINE RELEASE	ROUTINE RELEASE WITH REVIEW	FORMAL FOI REQUEST
<b>A</b>					
Access to Information Requests (FIPPA Request)	<a href="#">FIPPA Request</a>	Legislative Services			X
Accident Reports – Employees		Human Resources			X
Accident Reports - Other		Risk & Procurement			X
Accounts Payable – General Information		Financial Services	X		
Accounts Payable - Individual Vendor Files		Financial Services			X
Accounts Payable - Invoices		Financial Services			X
Accounts Receivable – General Information		Financial Services	X		
Accounts Receivable - Individual Account Files		Financial Services			X
Acts and Legislation		All Departments	X		
Administration - Organizational Charts		Human Resources	X		
Advertising - Public Hearing Notices, Statutory Notices for DVP, etc.		Legislative Services	X		
Advertising – Public Meeting Notices		Communications	X		
Advertising - Other		Communications	X		
Aerial Photographs		Communications		X	
Agendas – Advisory Committees, Boards and Commissions of Council		Legislative Services	X		
Agendas – Council, Special Committees, etc.- Closed (In-Camera)		Legislative Services			X
Agendas – Council, Special Committees, etc. Open		Legislative Services	X		
Agreements / Contracts		Legislative Services			X
Agricultural Land Commission - Application Files		Planning & Development			X
Alternative Approval Process – General	<a href="#">About the AAP</a>	Legislative Services	X		
Alternative Approval Process Petitions		Legislative Services			X

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<b>A</b>					
Annual Budgets	<a href="#">Annual Budgets</a>	Finance	X		
Annual Reports	<a href="#">Annual Reports</a>	Financial Services	X		
Application Forms – Blank	<a href="#">princegeorge.ca</a>	All Departments	X		
Application Forms - Completed		All Departments		X	
Appraisals		Planning & Development		X	
Arbitration Decisions		Human Resources			X
Agricultural Land Commission – Application Files		Planning & Development			X
Assessment / Roll Information	<a href="#">BC Assessment Authority</a>	Contact BC Assessment Authority directly	n/a	n/a	n/a
Audits/Auditor's Reports		Financial Services			X
Awards - Nomination Forms and Applications		Legislative Services			X
<b>B</b>					
Benefits - Employee		Human Resources			X
Board of Variance - Applications and Supporting Documents		Legislative Services			X
Board of Variance - Agendas and Minutes		Legislative Services	X		
Bonds and Letters of Credit		Financial Services			X
Brochures		All Departments	X		
Budgets - General Information	<a href="#">Budget Information</a>	Financial Services	X		
Budgets - Annual	<a href="#">Budget Information</a>	Financial Services	X		
Budgets - Capital	<a href="#">Budget Information</a>	Financial Services	X		
Budgets - Draft		Financial Services			X
Budgets - Operating - Final	<a href="#">Budget Information</a>	Financial Services	X		

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<b>B</b>					
Budgets - Operating - Provisional	<a href="#">Budget Information</a>	Financial Services	X		
Budgets - Yearly Financial Report	<a href="#">Budget Information</a>	Financial Services	X		
Building Permit Applications – blank (Includes Heating, Plumbing and Occupancy Permits) - general information	<a href="#">Applications</a>	Planning & Development	X		
Building Permit Applications - Completed (Includes Heating, Plumbing and Occupancy Permits) – individual case files	<a href="#">Request for records</a>	Planning & Development		X	
Building Permits - (Includes Heating, Plumbing and Occupancy Permits) – issued	<a href="#">Request for records</a>	Planning & Development		X	
Building Permits - Inspection Reports and Notices of Rejection	<a href="#">Request for records</a>	Planning & Development		X	
Building Permits - Name of building, architect, engineer and contact information		Planning & Development	X		
Building Permits - Name of owner and contact information	<a href="#">Request for records</a>	Planning & Development		X	
Building Plans/Drawings – <b>Exterior</b> Elevation Drawings	<a href="#">Request for records</a>	Planning & Development	X		
Building Plans/Drawings – <b>Interior</b> Plans *Written authorization is required	<a href="#">Request for records</a>	Planning & Development		X	
Building Regulations and General Information		Planning & Development	X		
Buildings - City Owned	<a href="#">Land Administration</a>	Planning & Development			X
Buildings – Individual Case Files	<a href="#">Land Administration</a>	Planning & Development			X
Burial Permits - Blank	<a href="#">Permit</a>	Public Works	X		
Burial Permits – Issued		Public Works	X		
Burning Permits - Blank		Fire Services	X		
Burning Permits - Completed		Fire Services	X		
Business Licences – Applications – blank	<a href="#">Application</a>	Planning & Development	X		
Business Licences – Applications – completed - individual case files		Planning & Development			X
Business Licences – General Information	<a href="#">Information</a>	Planning & Development	X		

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<b>B</b>					
Business Licences – Home-based Businesses		Planning & Development		X	
Business Licences - Individual Case Files		Planning & Development			X
Business Licences - Issued		Planning & Development	X		
Bylaws - After First Reading		Legislative Services	X		
Bylaws - Draft	<a href="#">FIPPA Request</a>	Legislative Services			X
Bylaws - Enforcement/Complaints – Copies	<a href="#">FIPPA Request</a>	Bylaw Services			X
Bylaws - Enforcement/Complaints – General	<a href="#">Bylaw Services</a>	Bylaw Services			X
<b>C</b>					
Canada Revenue Agency		All Departments			X
Cemetery - Burial Permits		Public Works	X		
Cemetery Licenses		Public Works	X		
Cemetery - Personal Information	<a href="#">FIPPA Request</a>	Public Works			X
Chauffeurs' Permits		RCMP	n/a	n/a	n/a
Cheques and Cheque Requisitions	<a href="#">FIPPA Request</a>	Financial Services			X
Circulars, Directives and Orders		All Departments	X		
Claims - General Information	<a href="#">Claims</a>	Risk & Procurement	X		
Claims – Individual Case Files	<a href="#">FIPPA Request</a>	Risk & Procurement			X
Classifications - Job		Human Resources			X
Closed Council Meetings	<a href="#">FIPPA Request</a>	Legislative Services			X
Collective Agreements - Draft	<a href="#">FIPPA Request</a>	Human Resources			X
Collective Agreements - Final	<a href="#">Collective Agreements</a>	Human Resources	X		
Comments on Planning Proposals		Legislative Services		X	

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<b>C</b>					
Commercial Vehicle Licenses and Permits – Applications	<a href="#">Applications</a>	Public Works	X		
Commercial Vehicle Licenses and Permits – General	<a href="#">Information</a>	Public Works	X		
Commercial Vehicle Licenses and Permits – Issued		Public Works		X	
Committee Appointments – Applications - Completed	<a href="#">FIPPA Request</a>	Legislative Services			X
Committee Appointments - General	<a href="#">Applications</a>	Legislative Services	X		
Committees, Commissions, Boards - Agendas and Minutes (Current Term)	<a href="#">Agendas &amp; Minutes</a>	Legislative Services	X		
Committees, Commissions, Boards - Agendas and Minutes (Previous Terms)		Legislative Services	X		
Committees - Internal, Staff - Agendas and Minutes		All Divisions			X
Competitions - Jobs	<a href="#">FIPPA Request</a>	Human Resources			X
Complaints and Service Requests (Copies)	<a href="#">FIPPA Request</a>	All Departments			X
Complaints and Service Requests (Reporting)	<a href="#">Report</a>	Service Centre			
Contracts / Agreements / Leases	<a href="#">FIPPA Request</a>	Legislative Services (Records)			X
<i>Copyright Act</i>		All Departments		X	
Correspondence from the Public (addressed to City employees or Mayor and Council)		All Departments		X	
Council - Financial Disclosure Forms		Legislative Services	X		
Council - Indemnities and Remuneration		Legislative Services	X		
Council – Personal Information	<a href="#">FIPPA Request</a>	Legislative Services			X
Council Meetings - Agendas, Minutes, Reports, Resolutions - Closed (In-camera) meetings	<a href="#">FIPPA Request</a>	Legislative Services			X
Council Meetings - Agendas, Minutes, Reports, Resolutions – Open meetings		Legislative Services	X		
Council Resolutions – Closed (in-camera) meetings	<a href="#">FIPPA Request</a>	Legislative Services			X
Council Resolutions - Open Meetings		Legislative Services	X		

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<b>C</b>					
Covenants - Restrictive Covenants (If the charges are filed in the LTSA then direct public to LTSA to purchase copies)	<a href="#">LTSA</a>	Land Administration, Legislative Services, Land Title Office		X	
Criminal Record Checks - Staff and Volunteers	<a href="#">FIPPA Request</a>	Human Resources			X
<b>D</b>					
Debt and Debenture	<a href="#">FIPPA Request</a>	Financial Services			X
Demographics Data	<a href="#">Information</a>	Economic Development	X		
Design Guidelines	<a href="#">Information</a>	Planning & Development	X		
Development - Individual Area Plans	<a href="#">Information</a>	Planning & Development	X		
Development Cost Charges	<a href="#">Information</a>	Planning & Development	X		
Developer Guidelines	<a href="#">Information</a>	Planning & Development	X		
Development Permits – Applications blank	<a href="#">Application</a>	Planning & Development	X		
Development Permits - Individual Case Files	<a href="#">FIPPA Request</a>	Planning & Development			X
Development Permits - Issued	<a href="#">Records request</a>	Planning & Development (Legislative Services records request)	X		
Development Variance Permits – Applications - blank	<a href="#">FIPPA Request</a>	Planning & Development	X		
Development Variance Permits - Case Files	<a href="#">FIPPA Request</a>	Planning & Development			X
Development Variance Permits - Issued	<a href="#">Records request</a>	Planning & Development (Legislative Services records request)	X		
Dog License Applications – General	<a href="#">Dog License</a>	Bylaw Services	X		
Dog License – Application copies	<a href="#">FIPPA Request</a>	Bylaw Services			X
<b>E</b>					
Easements, Rights of Way and Encroachments (If the charges are filed in the LTSA then direct public to LTSA to purchase copies)	<a href="#">LTSA</a>	Land Administration, Legislative Services, Land Title Office		X	
Elections - Campaign Financing Disclosure Forms 1915-2011 retained by CPG 2014 forward retained by Elections BC		Legislative Services Elections BC	X		

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<b>E</b>					
Elections – List of Registered Electors	n/a	City uses same day registration	n/a	n/a	n/a
Elections - Nomination Papers		Legislative Services	X		
Elections - Results		Legislative Services City's website	X		
Electrical Permits and Certificates	<a href="#">Technical Safety BC</a>	Technical Safety BC	n/a	n/a	n/a
Email		All departments / Information & Technology Services			X
Emergency Measures – Business Recovery Plans		Fire Services			X
Emergency Measures – City's Emergency Plan		Fire Services			X
Employee Benefits		Human Resources			X
Employee Classification		Human Resources	X		
Employee - Individual Case Files - Union, Non-Union, Current or Terminated	<a href="#">FIPPA Request</a>	Human Resources			X
Employment Applications and Resumes		Human Resources			X
Engineering Project Files		Engineering			X
Environmental Reports	<a href="#">Records Request</a>	Planning & Development (Legislative Services records request)		X	
Expense Accounts - Council and Staff		Financial Services		X	
Expense Claims – Council		City's Website	X		
Expense Claims - Staff	<a href="#">FIPPA Request</a>	Financial Services			X
<b>F</b>					
Facilities - City-owned		Planning & Development		X	
Filming Permits		Economic Development	X		
Financial Audits		Financial Services			X
Financial Disclosure Forms - Council		Legislative Services	X		

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<b>F</b>					
Financial Disclosure Forms - Employees	<a href="#">FIPPA Request</a>	Legislative Services			X
Financial Plan (Budget)	<a href="#">Budget Information</a>	Financial Services	X		
Financial Statements - Annual Financial Report	<a href="#">Budget Information</a>	Financial Services	X		
Fire Cause Determination Reports	<a href="#">FIPPA Request</a>	Fire Services			X
Fire Incident Reports	<a href="#">FIPPA Request</a>	Fire Services			X
Fire Inspection Reports	<a href="#">FIPPA Request</a>	Fire Services			X
Fireworks Permit – Application	<a href="#">Application</a>	Fire Services	X		
Fireworks Permit - General	<a href="#">Application</a>	Fire Services	X		
Fireworks Permit – Issued		Fire Services		X	
First Aid and WorkSafe BC Reports	<a href="#">FIPPA Request</a>	Human Resources			X
Fleet Statistics - Vehicles, Equipment and Fuel Usage		Supply & Fleet Services			X
Forms blank (Internal City forms, applications, survey, disclaimers, and waivers)	<a href="#">princegeorge.ca</a>	All Departments	X		
Freedom of Information and Protection of Privacy - Individual Requests for Information and Change of Personal Information	<a href="#">FIPPA Request</a>	Legislative Services			X
<b>G</b>					
Garbage Collection and Recycling Calendar	<a href="#">Collection Calendar</a>	Public Works	X		
Geographic Information System (GIS) - Database and Mapping Information (Fee for purchase)		Information & Technology Services	X		
Government Protocol and Cost Sharing Agreements		Legislative Services			X
Grants from the City – Applications / requests		Civic Initiatives & Partnerships			X
Grants from the City – General Information	<a href="#">Information</a>	Civic Initiatives & Partnerships	X		
Grants to the City - General		Financial Services	X		

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<b>G</b>					
Grievances - Individual Case Files	<a href="#">FIPPA Request</a>	Human Resources			X
<b>H</b>					
Heating Permits – see building permits		Planning & Development		X	
Heritage Inventory		Planning & Development	X		
Heritage Revitalization Agreements		Planning & Development	X		
Heritage Sites		Planning & Development			X
Homeowner Grants – Provincial	<a href="#">Information</a>	Province of British Columbia	n/a	n/a	n/a
<b>I</b>					
Illegal Suites - Complaints	<a href="#">FIPPA Request</a>	Bylaw Services			X
Illegal Suites - Lists		Bylaw Services			X
In Camera Meetings (See Council Records)	<a href="#">FIPPA Request</a>	Legislative Services			X
Incident Report Form – Aquatics Centre/Four Seasons Pool	<a href="#">FIPPA Request</a>	Aquatics			X
Inspection Reports – Building – (includes heating and plumbing)		Planning & Development		X	
Inspection Reports - Fire	<a href="#">FIPPA Request</a>	Fire Services			X
Inspection Reports - WorkSafe BC		Human Resources			X
Insurance Policies		Financial Services			X
Insurance - Employee Benefits	<a href="#">FIPPA Request</a>	Human Resources			X
Inventories - Heritage		Planning & Development	X		
Inventories and Asset Control		Finance			X
Invoices	<a href="#">FIPPA Request</a>	Financial Services			X
<b>J</b>					
Job Descriptions		Human Resources	X		

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<b>J</b>					
Job Evaluations	<a href="#">FIPPA Request</a>	Human Resources			X
<b>K</b>					
<b>L</b>					
Labour Negotiations	<a href="#">FIPPA Request</a>	Human Resources			X
Land Acquisition Details - Sale, Options, Exchange and Transfer	<a href="#">FIPPA Request</a>	Planning & Development			X
Land Use Application Information		Planning & Development		X	
Leases		Planning & Development			X
Legal Advice/Opinions	<a href="#">FIPPA Request</a>	Legislative Services			X
Legal Opinions - Invoices and Costs	<a href="#">FIPPA Request</a>	Legislative Services			X
Letter of Credit (LOC) - Held by the City		Financial Services			X
Licenses – Applications - blank		Planning & Development	X		
Licenses - Individual Case Files	<a href="#">FIPPA Request</a>	Planning & Development			X
Licenses - Issued		Planning & Development	X		
Liquor Licenses - Individual Case Files	<a href="#">FIPPA Request</a>	Planning & Development			X
Liquor Licenses - Issued		Planning & Development	X		
List of Licensed Businesses (Purchase for a fee)		Planning & Development	X		
Litigation - Individual Case Files	<a href="#">FIPPA Request</a>	All Departments			X
Litigation - Invoices and Costs	<a href="#">FIPPA Request</a>	All Departments			X
Long Term Disability - Individual Case Files	<a href="#">FIPPA Request</a>	Human Resources			X
<b>M</b>					
Marijuana Grow Operations	<a href="#">FIPPA Request</a>	Legislative Services/RCMP			X

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<b>M</b>					
Management Reviews	<a href="#">FIPPA Request</a>	Human Resources			X
Manuals - Policy and Procedure		All Departments	X		
Maps		Planning & Development	X		
Media Releases		Communications	X		
Minutes - Council, Committees and Commissions - Open Meetings	<a href="#">FIPPA Request</a>	Legislative Services	X		
Minutes - Council, Committees and Commissions - Closed (In-camera) Meetings		Legislative Services			X
Mission Statement		Communications	X		
<b>N</b>					
News/Media Releases		Communications	X		
Newsletter – City		All Departments	X		
Nomination Paper - Elections		Legislative Services	X		
Notice of Intent and Demolition		Bylaw Services			X
<b>O</b>					
Occupancy Permits		Planning & Development	X		
Official Community Plan (OCP)		Planning & Development	X		
Operating Budgets		Financial Services	X		
Organizational Chart		Human Resources	X		
Organizational Review and Audits		Human Resources	X		
<b>P</b>					
Parade and Banner Permits	<a href="#">Information</a>	Public Works	X		
Parking Permits	<a href="#">Information</a>	Public Works	X		

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<b>P</b>					
Parking Tickets and Enforcement	<a href="#">FIPPA Request</a>	Bylaw Services			X
Payroll	<a href="#">FIPPA Request</a>	Financial Services			X
Performance Planning and Review	<a href="#">FIPPA Request</a>	Human Resources			X
Permits - Issued - All types		Various City's open data website	X		
Pesticide Use Permits		Public Works	X		
Petitions or Form Letters - Discussed in Open Meeting		Legislative Services	X		
Petitions - Alternative Appeal Process	<a href="#">FIPPA Request</a>	Legislative Services			X
Plumbing Permits - issued		Planning & Development	X		
Police Investigations - RCMP		RCMP	n/a	n/a	n/a
Policies – Council, Corporate, Departmental		All Departments / Legislative Services	X		
Policies – Draft		All Departments / Legislative Services			X
Proclamations	<a href="#">Information</a>	City Manager's Office	X		
Procurement – awarded contracts	<a href="#">FIPPA Request</a>	Risk & Procurement			X
Project Files		All Departments		X	
Property Files	<a href="#">Records Request</a>	Planning & Development (Legislative Services historical property records request)		X	
Property Information (Except Ownership)		Planning & Development	X		
Property Ownership	<a href="#">LTSA</a>	Land Title and Survey Authority	n/a	n/a	n/a
Property Taxes	<a href="#">Information</a>	Finance	X		
Proposals	<a href="#">FIPPA Request</a>	Risk & Procurement			X
Public Hearings - Agendas, Minutes and Notices	<a href="#">Council Records</a>	Legislative Services	X		

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<b>P</b>					
Purchase Orders	<a href="#">FIPPA Request</a>	Finance			X
Pyrotechnics Permit - Application	<a href="#">Application</a>	Fire Services	X		
Pyrotechnics Permit - General	<a href="#">Information</a>	Fire Services	X		
Pyrotechnics Permit - Issued		Fire Services	X		
<b>Q</b>					
Quotations	<a href="#">FIPPA Request</a>	Finance			X
<b>R</b>					
RCMP Investigations		RCMP	n/a	n/a	n/a
Reclassifications	<a href="#">FIPPA Request</a>	Human Resources			X
Recreation Programs - General Information		Community Services	X		
Recreation Programs - Applications and Registrations	<a href="#">FIPPA Request</a>	Community Services			X
Recreation Registration Records	<a href="#">FIPPA Request</a>	Community Services			X
Recreation Surveys		Community Services		X	
Remuneration - Council		Legislative Services	X		
Remuneration - Staff		Human Resources	X		
Reports - Annual		External Relations City's website	X		
Reports - Financial		Financial Services City's website	X		
Reports and Statistics		All Departments	X		
Reports to Council - Open Meetings	<a href="#">Information</a>	Legislative Services	X		
Reports to Council - Closed (In-camera) Meetings	<a href="#">FIPPA Request</a>	Legislative Services			X
Requests for Proposals (RFPs)	<a href="#">Information</a>	Risk & Procurement	X		
Requests for Proposals (RFPs) Submissions	<a href="#">FIPPA Request</a>	Risk & Procurement			X

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<b>R</b>					
Rezoning - Applications	<a href="#">FIPPA Request</a>	Planning & Development		X	
Resumes	<a href="#">FIPPA Request</a>	Human Resources			X
Rezoning - General Information		Planning & Development	X		
Rezoning - Individual Case Files	<a href="#">FIPPA Request</a>	Planning & Development			X
Rezoning - Public Hearing Notifications		Planning & Development	X		
Rights of Way and Easements		Planning & Development Records and Land Title and Survey Authority	X		
Rights of Way and Easements - Case Files	<a href="#">FIPPA Request</a>	Planning & Development	X		
Road Usage Permit		Planning & Development	X		
<b>S</b>					
Salaries - Employees		Human Resources	X		
Sanitary, Storm and Water information – general		Utilities City's open data website	X		
Secondary Suites - Complaints	<a href="#">FIPPA Request</a>	Bylaw Services			X
Service Requests	<a href="#">FIPPA Request</a>	Various			X
Shift Report (Aquatics Centre - Four Seasons Pool)	<a href="#">FIPPA Request</a>	Aquatics			X
Sign Permits		Planning & Development	X		
Signal Timing		Public Works		X	
Signing Authorities - List		Finance	X		
Signs - Inspections		Planning & Development Services	X		
Soil Permits - Applications		Planning & Development		X	
Soil Permits - Individual Case Files	<a href="#">FIPPA Request</a>	Planning & Development			X

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<b>S</b>					
Speeches - Draft	<a href="#">FIPPA Request</a>	All Departments			X
Special Events and Occasion Permits	<a href="#">Information</a>	Public Works	X		
Speeches - Final		All Departments	X		
Spills - hazardous materials		Fire Services/Planning & Development/ Source Control		X	
Staff Meetings - Agendas and Minutes	<a href="#">Council records</a>	All Departments			X
Staff Reports - Open Meetings	<a href="#">Council records</a>	Legislative Services	X		
Staff Reports - Closed (In-camera) Meetings	<a href="#">FIPPA Request</a>	Legislative Services			X
Statistics Information		Planning & Development	X		
Statutory Declarations		All Departments		X	
Storage of and Access to Personal Information - Outside of Canada	<a href="#">FIPPA Request</a>	Legislative Services			X
Street Use Permits		Engineering	X		
Street Vendor Permits		Engineering	X		
Subdivision - Applications	<a href="#">FIPPA Request</a>	Planning & Development			X
Subdivision - General Information		Planning & Development	X		
Subdivision - Individual Case Files	<a href="#">FIPPA Request</a>	Planning & Development			X
Subdivision Plans - Registered Plans		Land Title Office	n/a	n/a	n/a
Subdivision Plans - Unregistered Plans		Planning & Development			X
Survey Certificates		Planning & Development		X	
Survey Forms (blank) or Results (Survey of the Public)		All Departments External Relations	X		

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<b>T</b>					
Tax Exemptions		Financial Services	X		
Taxation Assessments - General		Financial Services	X		
Taxes Paid		Financial Services	X		
Technical Reports – Geotechnical, traffic impact study, servicing brief, lot grading cards, etc.	<a href="#">Request for records</a>	All departments		X	
Telephone Bills	<a href="#">FIPPA Request</a>	Financial Services			X
Tenders		Risk & Procurement	X		
Tender Submissions	<a href="#">FIPPA Request</a>	Risk & Procurement			X
Timesheets (Payroll)	<a href="#">FIPPA Request</a>	Financial Services			X
Testing of Equipment and Products by Public Body	<a href="#">FIPPA Request</a>	Supply & Fleet Services			X
Traffic Control Complaints	<a href="#">FIPPA Request</a>	Engineering Services			X
Traffic Signal Information		Engineering Services		X	
Traffic Counts		Engineering Services	X		
Training and Development - General Information		Human Resources	X		
Training and Development Individual requests	<a href="#">FIPPA Request</a>	Human Resources			X
Training – Costs and Numbers	<a href="#">FIPPA Request</a>	Human Resources			X
Travel Advances	<a href="#">FIPPA Request</a>	Financial Services			X
Travel Allowances and Expenses		Financial Services	X		
Tree Cutting Permits - Applications	<a href="#">FIPPA Request</a>	Planning & Development			X
Tree Cutting Permits - Individual Case Files	<a href="#">FIPPA Request</a>	Planning & Development			X
Tree Cutting Permits - Issued		Planning & Development	X		

**RECORDS TYPICALLY CREATED BY PUBLIC BODIES**

TYPE OF RECORD		DEPARTMENT OF RECORD	ROUTINE RELEASE	ROUTINE RELEASE WITH REVIEW	FORMAL FOI REQUEST
<b>U</b>					
Unightly Premises Complaints	<a href="#">FIPPA Request</a>	Bylaw Services			X
Utility Account Information		Financial Services	X		
Utility Connections		Financial Services		X	
<b>V</b>					
Variance Permits (Development and Development Variance Permits)		Planning & Development	X		
Vehicle Permits		Planning & Development	X		
Vendors & Suppliers - Individual Case Files	<a href="#">FIPPA Request</a>	Risk & Procurement			X
Video Surveillance (Only to RCMP)	<a href="#">FIPPA Request</a>	Legislative Services			X
Volunteers	<a href="#">FIPPA Request</a>	Legislative Services			X
<b>W</b>					
Wages - Staff		Human Resources	X		
Water Quality Data		Utilities	X		
Workers Compensation Board/WorkSafe BC Claims	<a href="#">FIPPA Request</a>	Human Resources			X
Workplace Inspection Reports	<a href="#">FIPPA Request</a>	Human Resources			X
Work Plans	<a href="#">FIPPA Request</a>	All Departments			X
Works and Services Agreements		Engineering	X		
<b>X</b>					
<b>Y</b>					
<b>Z</b>					
Zoning and Rezoning - General Information and Regulations		Planning & Development	X		
Zoning and Rezoning - Applications and Supporting Documents	<a href="#">FIPPA Request</a>	Planning & Development			X
Zoning and Rezoning - General Information		Planning & Development	X		

**RECORDS TYPICALLY CREATED BY PUBLIC BODIES**

TYPE OF RECORD		DEPARTMENT OF RECORD	ROUTINE RELEASE	ROUTINE RELEASE WITH REVIEW	FORMAL FOI REQUEST
<b>Z</b>					
Zoning and Rezoning - Individual Case Files	<a href="#">FIPPA Request</a>	Planning & Development			X
Zoning and Rezoning - Public Hearing Agendas/Notices/Letters of Support or Objection/Reports to Council		Legislative Services	X		
Zoning and Rezoning - Regulations		Legislative Services	X		