



City of St. John's Corporate and Operational Policy

Policy: 01-02-01 City Issued Traffic Tickets

Status:

Issued By: Records Management

Revision No:

Revision Date:

Date of Original Council

Approval: 1999/11/01

Rescind Date:

Index: 01 Organization

Section: 02 Retention Schedules

Title: 01 City Issued Traffic Tickets

Purpose

To establish retention schedules for City issued traffic tickets.

Policy Statement

1. As duplicate copies of City issued traffic tickets are filed by court date and retained with the Provincial Court - Traffic Division for a period of 7 years, the copy retained by the City may be destroyed after a period of 2 years from the end of the calendar year in which it was issued.
2. All disposal arrangements shall be made through the Archives and Records Management Division.
3. Authorization for final destruction shall be obtained prior to records disposal. Authorization shall include signatures of the Director of the Department of Engineering and Planning, the Traffic Engineer, the Supervisor of Municipal Parking Services and the City Archivist.
4. The method of disposal for traffic tickets shall be shredding by a commercial bonded shredding company.

Application**Responsibilities**

Director of Engineering and Planning, Traffic Engineer, Supervisor of Municipal Parking Services, City Archivist, and Records Management Clerk.

Definitions**References/Appendix****Monitoring and Contravention****Approvals**

Finance and Administration Committee Report October 21, 1999; Regular Meeting of Council November 1, 1999.

Review Period**Available to Public**

- ☐ Yes
- ☐ No