

Authority: Government Management Committee Item 32.22,
as adopted by City of Toronto Council on July 6, 7 and 8, 2010
Enacted by Council: July 8, 2010

CITY OF TORONTO

BY-LAW No. 851-2010

To amend City of Toronto Municipal Code Chapter 217, Records, Corporate (City), by amending records series.

WHEREAS under section 201 of the *City of Toronto Act, 2006* the City may, subject to the approval of the City auditor, establish retention periods during which the records of the City and local boards of the City must be retained and preserved; and

WHEREAS the City's external auditor is currently the "City auditor" for the purposes of subsection 201(3) of the *City of Toronto Act, 2006*; and

WHEREAS the City's external auditor has approved the amended and new retention periods as set out in this by-law;

The Council of the City of Toronto HEREBY ENACTS as follows:

1. Schedule A to Article II of Chapter 217, Records, Corporate (City), of The City of Toronto Municipal Code is amended as follows:
 - A. The Retention Legend footer of Schedule A is amended by adding the following abbreviations, terms and definition in alphabetical order by abbreviation:

"AP = Archival and Permanent"

"OPI = Office of Primary Interest — The division that has primary interest in and responsibility for the disposal of the master copies of a category or class of records."
 - B. The record series for code "C2461" with the record title "Supportive Housing Clients Case Files" is amended as follows:
 - (1) By deleting "Homes for the Aged" in column 3 and substituting "Long Term Care Homes and Services".
 - (2) By deleting "5" in column 5 and substituting "7".
 - (3) By deleting "5" in column 6 and substituting "7".
 - C. The record series for code "F2541" with record title "Estate Management Case Files" is amended by deleting "Homes for the Aged" in column 3 and substituting "Long Term Care Homes and Services".
 - D. The record series for code "I0265" with the record title "Records Management Files" is amended by deleting "D" in column 7 and substituting "AR".

- E. The record series for code "I0489" with the record title "Strategic Planning" is amended as follows:
- (1) By deleting "S" in column 4 and substituting "T".
 - (2) Deleting "5" in column 5 and substituting "10".
- F. The records series for code "I4120" with record title "Records Conservation and Preservation" is amended by deleting "P/AR" in column 7 and substituting "AR".
- G. The record series for code "L0045" with record title "Building Permits & Inspections" is amended by deleting "City Planning" in column 3 and substituting "Toronto Building".
- H. The record series for code "L0400" with record title "Right of Way Permits" is amended by deleting "3" in column 5 and substituting "7".
- I. The record series for code "L5004" with record title "Provincial Offences – Court Proceedings" is amended as follows:
- (1) By amending the third sentence of the scope note in column 2 by inserting "digital audio records, certification forms," after "Documents may include".
 - (2) By adding the following paragraph after the first paragraph of the scope note in column 2:

"NOTE: Commencing December 2007 Digital Audio Recording (DAR) system was implemented to replace the analog recording system (audio tapes) at all City of Toronto POA Courts. The analog recording system will be used only during the occasional occurrences of the DAR system failure."
- J. The record series "W0006" with record title "Waste Disposal & Landfill Areas" is amended as follows:
- (1) By adding "Services" after "Solid Waste Management" in column 3.
 - (2) By deleting "P" in column 7 and substituting "P/AR".

- K. The record series "W0013" with record title "Boulevard Parking and Marketing" is amended by deleting "3" in column 5 and substituting "7".

ENACTED AND PASSED this 8th day of July, A.D. 2010.

SANDRA BUSSIN,
Speaker

ULLI S. WATKISS
City Clerk

(Corporate Seal)