

Authority: General Government and Licensing Committee
 Item GL29.17, as adopted by City of Toronto Council on
 April 6 and 7, 2022

CITY OF TORONTO

BY-LAW 434-2022

To amend City of Toronto Municipal Code Chapter 217, Records, Corporate (City), to establish retention periods contained within Schedule A, Record Retention Schedule of Chapter 217 with respect to certain email records specifically.

Whereas under section 200 of the City of Toronto Act, 2006 (the "Act") the City shall retain and preserve the records of the City and its local boards in a secure and accessible manner; and

Whereas under section 201 of the Act the City may destroy a record of the City or a local board if an established retention period has expired or where the record is a copy of the original record; and

Whereas City Council wishes to establish and retention periods for records related to the operation of email accounts assigned to certain individuals hired, retained, or appointed by the City, on the basis of the form of the record, specifically email records; and

Whereas other retention periods for records previously established by the City are not related to the form of the record, rather the specific content thereof; specifically email records; and

Whereas City Council wishes to amend City of Toronto Municipal Code Chapter 217, Records, Corporate (City), to establish a specific retention period for email records; and as such the retention period may exceed a statutory retention requirement by more than five years;

The Council of the City of Toronto enacts:

- Schedule A, Record Retention Schedule, of Chapter 217, Records, Corporate (City), of The City of Toronto Municipal Code is amended by adding the record series listed below in alphanumerical order to Schedule A by code number, under the functional category as set out below for reference purposes.

A	Functional Category: Assets and Property Management Description: Records relating to the construction, operation, and maintenance of the City's physical assets and property, which it owns or leases. This may include buildings, facilities, lands, vehicles, office and computer equipment, trees, uniforms, artifacts and heritage sites, and office supplies.						
I0345	Email Communications: City of Toronto email accounts assigned to individuals hired, retained, or appointed by the City ("City Officials") other than email accounts assigned to City	City Clerk's Office	T	10	T+10	D	Comments: 1. Emails of City Officials that are above manager level are retained for

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<p>Officials within the office of the Auditor General; Integrity Commissioner; Ombudsman; or the Lobbyist Registrar. This includes all sent, received, user-deleted and archived emails.</p> <p>Note 1: Email that functions as official records of City business must be exported from the email system, stored in a repository defined by the division and be classified based on the relevant Record Retention Schedule.</p> <p>Note 2: Email system log data is retained under the governance of records class A1560 System Log Data.</p>						10 years after termination of their appointed role, where: T=Termination of their appointed role
		7	0	7	D	2. Emails of City Officials at manager level or below are retained for 7 years

Enacted and passed on May 12, 2022.

Frances Nunziata,
Speaker

John D. Elvidge
City Clerk

(Seal of the City)