

Authority: Section 217-5D of City of Toronto Municipal Code Chapter 217, Records, Corporate (City) and Section 169-5.2B of City of Toronto Municipal Code Chapter 169, Officials, City  
City Council voted in favour of this by-law on March 21, 2024  
Written approval of this by-law was given by Mayoral Decision 9-2024 dated March 22, 2024

## **CITY OF TORONTO**

### **BY-LAW 255-2024**

**To amend City of Toronto Municipal Code Chapter 217, Records, Corporate (City), to establish one new records retention period and amend two existing retention periods contained within Schedule A, Record Retention Schedule of Chapter 217.**

Whereas under section 201 of the City of Toronto Act, 2006, the City may establish retention periods during which the records of the City and local boards of the City must be retained and preserved; and

Whereas under Section 169-5.2B of Municipal Code Chapter 169, Officials, City, the City Solicitor, in consultation with the City Clerk, may submit bills directly to Council to make technical amendments to the Municipal Code and other by-laws to correct technical errors; and

Whereas the City Clerk has exercised the authority to establish or amend a retention schedule, to amend the retention schedules affecting the records of the City, specifically to a) establish a retention schedule for records relating to Research Ethics Review originating from the City Division known as Toronto Public Health; and to b) amend two existing retention schedules for records relating to Archival Records and Materials originating from the City Division known as City Clerk's Office in accordance with the requirement of Section 217-5D and has sought to the City Solicitor to submit by-laws directly to Council for the implementation of these amendments; and

Whereas Chapter 217, Records, Corporate (City), is in need of updating to modernize references to statutes and other amendments of a technical nature, with several other retention schedules and such changes have also been approved by the City Clerk; and

Whereas the City Clerk has approved the establishment or amendment of the attached retention schedules;

The Council of the City of Toronto enacts:

1. Schedule A, Record Retention Schedule, of Chapter 217, Records, Corporate (City), of The City of Toronto Municipal Code is amended by:
  - a. adding the new records series bearing specific code number: P3743 listed in Schedule 1 to this by-law in alphanumerical order to Schedule A by code number, under the functional category as set out in Schedule 1 to this by-law for reference purposes; and

- b. deleting the following existing record series listed under the following specified code numbers: I4110 and I4120, and replacing each of these two record series with the entry listed in Schedule 2 attached to this by-law with the corresponding code number in alphanumerical order to Schedule A by code number, under the functional category as set out in Schedule 2 for reference purposes.

Enacted and passed on March 22, 2024.

Frances Nunziata,  
Speaker

John D. Elvidge,  
City Clerk

(Seal of the City)

**SCHEDULE 1**  
**NEW ENTRY TO BE ADDED TO SCHEDULE A, RECORDS**  
**RETENTION SCHEDULE OF MUNICIPAL CODE CHAPTER 217,**  
**RECORDS, CORPORATE (CITY) BEARING CODE NUMBER P3743**

<b>P</b>	<p><b>Functional Category:</b> Public Health</p> <p><b>Description:</b> Records relating to public and community health programs and services that are available to City residents. Includes records on immunization programs, disease prevention awareness, and healthy lifestyles.</p>						
P3743	<p>Research Ethics Review</p> <p>Records related to Toronto Public Health's initial and ongoing research ethics reviews. These include records related to monitoring of research or evaluation projects that could involve human participants, these do not include research data, or the personal health information or personal information of research subjects. Research and evaluation projects or their subjects could be fully internal or external to TPH, and often a combination. The researcher is responsible for collecting, organizing, storing, accessing, reusing, and building upon research data.</p> <p>Research ethics review documents include initial application and all associated documents; correspondence between TPH and the researcher(s); written reviews of applications considering: ethics, community impact, relevance and operational feasibility, privacy, and regulatory compliance; records of ongoing review activities such as: interim analysis reports, reportable event submissions, including reports of significant new findings, adverse events, research protocol amendments, and privacy breaches; any investigations related to compliance; correspondence with regulatory agencies; reports of any complaints received by TPH, and their resolution; copies of</p>	Toronto Public Health	T	15	T+15	AR	<p>Comments:</p> <p>T= End of research project as determined by the Division.</p>

	applications to external review or funding bodies and the results of their reviews.						
--	---	--	--	--	--	--	--

**SCHEDULE 2**  
**ENTRIES TO BE ADDED TO SCHEDULE A, RECORDS RETENTION**  
**SCHEDULE OF MUNICIPAL CODE CHAPTER 217, RECORDS, CORPORATE**  
**(CITY) TO REPLACE THE TWO EXISTING RECORDS RETENTION**  
**SCHEDULE ENTRIES BEARING CODE NUMBERS I4110 AND I4120**

<b>I</b>	<b>Functional Category:</b> Information, Communications, and Administration						
	<b>Description:</b> Records relating to the management of all City formal communications, including press releases, media releases, promotional advertising, and speeches. Also includes records relating to the production and/or management of information-related resources and initiatives, both by the City and by external parties, including libraries, films and movies, online web site data, corporate records management, and archival collections. Finally, includes records relating to a wide variety of general administrative matters, such as committees not related to City governance activities, office administration, audits, travel arrangements, trade shows, and operational and strategic planning.						
I4110	Archives Collections Management  Records relating to the process of acquiring, processing, and providing access to government and non-government records in the City's Archives. May include information about appraisals by Archives staff and external appraisers, donor biographies or administrative histories, arrangement and processing notes, documentation about culling or deaccessioning activities, and information about internally managed access requests (e.g., donor permissions). Documents may include copies of donation agreements and deeds of gift, archival appraisal reports, monetary appraisal reports, donor-supplied box or file lists, finding aids, notes about culled records, and all supporting correspondence. Records exist in both paper and electronic form.  Note: Records documenting the conservation and preservation of archival collections (i.e., archival records or material) are filed under retention schedule I4120 –Conservation and Preservation of Archival Collections.	City Clerk's Office	T	7	T+7	AR	T= Permanent removal (deaccessioning) of archival material from the Archives' collection.

I4120	<p>Conservation and Preservation of Archival Collections</p> <p>Records relating to the ongoing conservation and preservation of archival collections. Includes information on the care and handling of archival collections, collection assessment projects, and the transfer to alternative formats. Documents may include condition and treatment reports, photographs taken during restoration work, working notes, conservation statistics, recommendations on records storage requirements, and supporting correspondence.</p> <p>Note: Records documenting the acquisition and management of archival collections (i.e., archival records or material) are filed under retention schedule I4110 – Archives Collections Management.</p>	City Clerk's Office	T	7	T+7	AR	<p>Comments:</p> <p>T= Permanent removal (deaccessioning) of archival material from the Archives' collection.</p>
-------	---	---------------------	---	---	-----	----	---