

APPENDIX 1
REVISIONS TO EXISTING SCHEDULES

A. Technical Amendment:

F1325 – Pay Period Processing - amend scope note by removing reference to time sheets and crew cards.

Records relating to the administration and processing of employee salary and expense payments during regularly-scheduled pay periods. May include information relating to payroll generation, overriding deductions, year-end payroll reporting, and payroll variance reporting. Documents may include payroll registers, time sheets, employee expense reports, crew cards, original and amended T4 statements, payroll adjustment and variance reports, and all supporting correspondence.

To read as:

Records relating to the administration and processing of employee salary and expense payments during regularly-scheduled pay periods. May include information relating to payroll generation, overriding deductions, year-end payroll reporting, and payroll variance reporting. Documents may include payroll registers, employee expense reports, original and amended T4 statements, payroll adjustment and variance reports, and all supporting correspondence.

F5503 –Record Series Title changed to Parking Infractions – Payments

G0261 – Records Series Title changed to Access to Information & Personal Information Protection – Access Request

G0261 – Access to Information & Personal Information Protection – Retention T + 2Y amend to T + 5Y at the request of Corporate Access & Privacy.

I2625 – Records Series Title changed to Laundry Services

L0360 – Records Series Title changed to Parks and Facility Usage Permits

L0370 – Business License Rejected – Originating Office to Municipal Licensing & Standards

Addition of functional classification code E – Emergency Services –

Definition: Records relating to the creation and provision of City services and programs designed to provide law enforcement and immediate action in response to unforeseen circumstances, such as fires or medical emergencies. These programs are designed to ensure compliance with laws and legal regulations and to help City residents and businesses before, during, and in the aftermath, of emergencies. Includes records relating

to disaster prevention; police and law enforcement; fire, paramedic, and ambulance services; and emergency contingency planning.