

Authority: Government Management Committee Item . as adopted by City of Toronto Council on and , 2009

Enacted by Council

CITY OF TORONTO

Bill No.

DRAFT BY-LAW No.

To amend City of Toronto Municipal Code Chapter 217, Corporate Records (City), to revise operational provisions and to delete and amend records series. REVIEW

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;

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; and

WHEREAS Council has authorized the addition of a new disposition category of "Archives", and the future deletion of the definitions of "Permanent/Archival Review" and "Permanent" after any records series with these retention periods have been revised to refer to "Archives" or a fixed "Inactive" term;

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

1. The definition of "Disposition" in § 217-4B of Chapter 217, Corporate Records (City), of The City of Toronto Municipal Code is amended as follows:
 - A. By renumbering Subsections (1) to (4) as (2) to (5); and
 - B. By adding the following as new Subsection (1)
 - (1) A/P or ARCHIVAL and PERMANENT — The transfer of the records to the Archives for permanent retention in the Archives
2. Schedule A to Article II of Chapter 217, Records, Corporate (City), of The City of Toronto Municipal Code is amended as follows:

[Changes to the existing record series outlined in Appendix 2 and the new Record series in Appendix 3 to be added]
3. Schedule A to Article II of Chapter 217, Records, Corporate (City), of The City of Toronto Municipal Code is amended by adding the new records series as set out in Schedule A at the end of this by-law in alphanumerical order by code number, under the functional category as set out in Schedule A for reference purposes. (Schedule A also includes the revised record series listed in section 2 and as amended as set out in section 2 for reference purposes.)

ENACTED AND PASSED this day of , A.D. 2009.

Speaker

City Clerk