

Appendix 1

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, Records, Corporate (City), to revise operational provisions, to amend records series and to adopt new record retention schedules.**

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;

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

1. Chapter 217, Records, Corporate (City), of The City of Toronto Municipal Code is amended as follows:
  - A. Section 217-4A is amended by adding the following definition:

"OPI or 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. Section 217-5 is amended by adding the following:

"F. If a division is an office of primary interest for a category or class of records:

    - (1) The division shall retain the master copy of the record that is required to meet all of the City's operational, financial, legal, audit and other requirements.
    - (2) Copies of the record held by other divisions may be retained for a lesser period of time than the master copy and may have a different disposition as indicated in the retention schedule in Schedule A to this article, at the end of this chapter."

*[Changes and additions made as set out in Appendices 2 and 3 to be added]*

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

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Speaker

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City Clerk