

APPENDIX 2

REVISIONS TO EXISTING SCHEDULES

- A. In the "Retention Legend" footer of "Schedule A" add the following legend "AP = Archival and Permanent" and "OPI = 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. The record series for code "C2461" with the record title "Supportive Housing Clients Case Files" is amended as follows:
 - (1) Delete "Homes for the Aged" in column 3 and substituting with "Long Term Care Homes and Services"
 - (2) Deleting "5" in column 5 and substituting with "7"
 - (3) Deleting "5" in column 6 and substituting with "7"
- C. The record series for code "F2541" with record title "Estate Management Case Files" is amended by deleting "Homes for the Aged" in column 3 and substituting with "Long Term Care Homes and Services"
- D. The record series for code "I0265" with the record title "Records Management Files" is amended by deleting "D" in column 7 and substituting with "AR"
- E. The record series for code "I0489" with the record title "Strategic Planning" is amended as follows:
 - (1) Deleting "S" in column 4 and substituting with "T".
 - (2) Deleting "5" in column 5 and substituting with "10"
 - (3) Adding the following to column 8, "Comments: File to remain active until strategic plan end date."
- F. The records series for code "I4120" with record title "Records Conservation and Preservation" is amended by deleting "P/AR" in column 7 and substituting with "AR".
- G. The record series for code "L0045" with record title "Building Permits & Inspections" is amended by deleting "City Planning" in column 3 and substituting with "Toronto Building"

- H. The record series for code “L0400” with record title “Right of Way Permits is amended by deleting “3” in column 5 and substituting with “7”.
- I. The record series for code "L5004" with record title "Provincial Offences – Court Proceedings is amended as follows:
- (1) Adding "digital audio records, certification forms," in the last sentence of the scope note after "Documents may include" and shall read as follows
"Records relating to the production and use of court proceedings, as recorded by clerk monitors and court clerks during trials. Court proceedings are comprehensive, fully-detailed accounts of all events that transpired during courtroom hearings, including all spoken dialogue. Documents may include digital audio records, certification forms, cassette tapes, index books, completed interpreter request forms, completed transcript request forms, and transcripts of proceedings."
 - (2) Adding the following to column 2 "NOTE: Commencing December 2007 Digital Audio Recording (DAR) system was implemented to replace the analog recording system (audio tapes) at all City of Toronto POA Courts. The analog recording system will be used only during the occasional occurrences of the DAR system failure."
- J. The record series “W0006” with record title “Waste Disposal & Landfill Areas” is amended as follows:
- (1) Adding the word “Services” after Solid Waste Management in column 3.
 - (2) Deleting “P” in column 7 and substituting with “P/AR”.
- K. The record series “W0013” with record title “Boulevard Parking and Marketing” is amended by deleting “3” in column 5 and substituting with “7”.