



INTEGRITY COMMISSIONER'S REPORT FOR ACTION

Approval of Recommended Retention Schedule for Accountability Records in the Office of the Integrity Commissioner

Date: June 12, 2019
To: Executive Committee
From: Valerie Jepson, Integrity Commissioner
Wards: All

SUMMARY

The purpose of this report is to seek Council's approval of a retention schedule for certain accountability records of the Office of the Integrity Commissioner in accordance with section 3-7.6B of Municipal Code Chapter 3, Accountability Officers.

The *City of Toronto Act, 2006* does not allow for the destruction of records of the City, including records of the Office of the Integrity Commissioner, unless they are destroyed in accordance with a retention schedule.

RECOMMENDATIONS

The Integrity Commissioner recommends that City Council:

1. Amend Municipal Code Chapter 3, Accountability Officers, to establish the Records Retention Schedule detailed in Attachment 1.

FINANCIAL IMPACT

This report has no financial impact.

DECISION HISTORY

At its meeting on May 24, 25, and 26, 2017, City Council amended Municipal Code Chapter 3, Accountability Officers, to permit Accountability Officers to designate a record or class of records as an accountability record and to recommend to City Council

the establishment of records retention schedules for such records. Accountability records refer to those records that relate to the accountability officers' exercise of the powers and duties under Part V of the *City of Toronto Act, 2006*.
<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2017.EX25.2>

COMMENTS

Municipal Code Chapter 3 - Accountability Officers includes a mechanism and policy framework to ensure that the City's accountability officers comply with record keeping obligations set out in the *City of Toronto Act, 2006*, while maintaining independence from City administration and City Council.

Section 3-7.6 of Municipal Code Chapter 3 permits an accountability officer to establish accountability records and recommend directly to City Council the establishment of a retention schedule for these accountability records.

Working with the support and assistance of Corporate Information Management Services (CIMS) within the City Clerk's Office, the Integrity Commissioner has reviewed the records of the Office and developed a comprehensive file plan, accompanying retention schedule, and comprehensive procedures and business rules to implement all aspects of the file plan, including disposition.

The Integrity Commissioner has designated certain classes of records within the Office to be accountability records and, with the advice and assistance of CIMS, recommends the establishment of a ten-year retention period for these records, as described in Attachment 1 to this report.

The Legal Services Division was consulted on the preparation of this report and the process leading to the Integrity Commissioner's recommendation to City Council. In accordance with section 3-7.6C of Chapter 3, the City's external auditor, PricewaterhouseCoopers, reviewed the proposed retention schedule against comparable records in other jurisdictions, finding that although there is no conformity given variations between jurisdictions considered, the proposed retention is consistent with that of a majority of other jurisdictions considered.

CONTACT

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SIGNATURE

Valerie Jepson
Integrity Commissioner

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ATTACHMENTS

Attachment 1: OIC-0001 – Accountability Records – Integrity Commissioner