

TORONTO TRANSIT COMMISSION



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June 29, 2015

Ms. Ulli Watkiss
City Clerk
Toronto City Hall
100 Queen Street West
Toronto, ON M5H 2N2

Dear Ms. Watkiss:

At its meeting on Monday, June 22, 2015 the TTC Board considered the attached report entitled "Proposed Amendments to Municipal Code Chapter 219 – Toronto Transit Commission (TTC) Records Retention".

The Board approved the recommendation in the staff report, as follows:

It is recommended that the Board approve:

1. proposed amendments to Municipal Code, c.219-5, Article II (Appendix 1), to include electronic and digital records as official TTC records formats and to permit electronic and digital records to be original records for the purpose of the by-law.
2. the updated TTC Records Retention Schedule in a form consistent with that set out in the PricewaterhouseCoopers LLP report (Appendix 2).
3. forwarding this item to the City Clerk for Council approval and enactment of the foregoing legislative amendments.

The foregoing is submitted for the approval of City Council.

Sincerely,

Vincent Rodo
Chief Financial &
Administration Officer

1-11

Attachment

