

December 21, 2015

Executive Committee
City of Toronto
10th Floor, West Tower, City Hall
100 Queen Street West
Toronto, ON M5H 2N2

Dear Members of Executive Committee:


The Toronto Public Library Board, at its meeting on December 14, 2015, adopted by consent the following motion in considering the *Revised Records Retention Schedule* report:

It is recommended that the Toronto Public Library Board:

- 1. approves the revised records retention schedules as reflected in Attachment 1; and*
- 2. presents the revised records retention schedules to the Toronto City Council, through the Executive Committee, for approval.*

Attached is a copy of the report adopted by the Library Board at the December 14, 2015 meeting for Executive Committee consideration.

Sincerely,



Vickery Bowles
City Librarian

Attachment