

**Appendix 1**  
**Revisions to existing record retention schedules**

<b>Disposition Amendments</b>							
A							
A0100	<p><del>Public Art</del> <b>Public Art and Monuments Collection</b></p> <p>Records relating to the Public Art and Monuments Collection displayed in public spaces acquired through capital projects, commissions and donation. Records will include: information about the collection management, conservation and maintenance, artist selection process; fabrications and decommissioning of artworks, if any and partnerships with internal and external stakeholders. Documents will include: The Collection inventory and photographs; RFPs/RFQs; curatorial information such as: artist biography, artist statement; copies of legal agreements; public art plans; conservation and maintenance manual for each collection; treatment records; communication and publicity plans including catalogues and brochures and all supporting correspondence. Records are organized by collection name.</p>	Economic Dev. & Culture	<del>E+2</del> T + 8	<del>P</del> 10	<del>P</del> T + 18	<del>P/AR</del> AR	Comments:  T = Until the Artwork/Collection is decommissioned.

<b>F</b>	<p><b>Functional Category: Financial Management</b></p> <p>Description: Records relating to the City’s finances and accounting processes, including the receipt, control, and expenditure of funds. Includes records relating to liability, risk management, payroll, taxation, treasury, insurance and purchasing.</p>						
F4200	<p>Property Assessment</p> <p>Records relating to the creation or receipt, use, and maintenance of property assessment records within the City. Property assessment information details specifications, such as location and size of lots and buildings, assessed property market values, and legal descriptions. Includes property assessments for City residential, commercial, industrial, and all other City properties. This information is used to help determine appropriate property tax billing rates amongst individual taxpayers, to determine property ownership, and to compare property values to see if they are assessed at comparable rates. Documents may include assessment rolls, supplementary assessment rolls, property assessment listings, and supporting correspondence.</p>	City Clerk’s Office	<del>C+2</del> 2	<del>P</del> 8	<del>P</del> 10	<del>P/AR</del> AR	<p>Legislation/Regulation:  Assessment Act, R.S.O. 1990, c. A.31  (Last amendment: <a href="#">2016, c. 15, s. 72</a>)  s. 14. - Assessment Roll Content;  s. 53. - Disclosure of information..</p>

<p><b>G</b></p>	<p><b>Functional Category: Governance</b></p> <p>Description: Records relating to the ways in which the City is governed and regulated to ensure efficiency, effectiveness, and compliance with statutory requirements. Includes records of the City’s legislative process, such as the agendas and minutes of Council, its standing committees and community councils; City bylaws and the Municipal Code; formal policies and procedures; and annual reports of departments and special purpose bodies. Also includes all legislation and other municipal by-laws that might affect the City; records relating to non-municipal government bodies; election records; and records relating to provincially-mandated services that the City provides, such as birth and death registrations.</p>						
<p>G0001</p>	<p>Council and Committee Proceedings</p> <p>Records relating to the meetings, duties, and functions of the City Council, including its standing committees, sub-committees, and task forces; Community Councils and their committees. The City Council is the legislative body responsible for enacting ordinances and resolutions, adopting the City budget, representing the City, and carrying out a variety of municipal responsibilities. Documents include Council agendas, minutes, certificates of amendments (resolutions), terms of reference, committee appointments, bills index, correspondence, memoranda, notices of motions, and committee reports.</p> <p>NOTE: A directory of Council committees and task forces is available at <a href="http://www.toronto.ca/committees/directory.htm">http://www.toronto.ca/committees/directory.htm</a></p>	<p>City Clerk's Office</p>	<p><del>C+3</del> C + 4</p>	<p><del>P</del> 15</p>	<p><del>P</del> 20</p>	<p><del>P/AR</del> AR</p>	<p>Legislation/Regulation: City of Toronto Act, S.O. 2006 c.11, Sched. A (Last amendment 2016, c. 5, Sched. 5) Part VI - Practices and Procedures.</p>

G0002	<p>Municipal Code &amp; Bylaws</p> <p>Records relating to the development, review, and City Council approval and adoption of chapters of the Municipal Code and by-laws. The Municipal Code consists of all regulatory and administrative ordinances, whereas by-laws constitute the City's rules or laws. Includes by-laws from the former municipalities that were amalgamated to form the current City. May include information on by-law and Municipal Code harmonization, consolidation, replacement, analysis, and editing.</p>	City Clerk's Office	<p>T</p> <p>S</p>	<p>P</p> <p>15</p>	<p>P</p> <p>S + 15</p>	<p><del>P/AR</del></p> <p>AR</p>	<p>Comments:</p> <p>S = Until Superseded</p> <p>Legislation/Regulation: City of Toronto Act, S.O. 2006 c.11, Sched. A (Last amendment: 2016, c. 5, Sched. 5) s. 132. (3) - A power of the City, including the City's capacity, rights, powers and privileges under section 7, shall be exercised by by-law unless the City is specifically authorized to do otherwise.</p> <p>City of Toronto Municipal Code Chapter 1, General Provisions, Article II, Adoption of Code (City of Toronto By-law No. 871-2000), § -8A Municipal Code book to be kept up to date. The City Clerk shall keep up to date the certified copy of the book containing the Municipal Code</p>
G0006	<p>Local Board Proceedings</p> <p>Records relating to the meetings, duties, and functions of City local boards. This may include agencies, boards, commissions, special bodies, or local authorities (e.g., planning and zoning boards). These local boards administer various services to City residents. Documents may include minutes of meetings, agendas, correspondence, and reports.</p>	City Clerk's Office	<p><del>C+2</del></p> <p>C + 4</p>	<p>P</p> <p>15</p>	<p>P</p> <p>20</p>	<p><del>P/AR</del></p> <p>AR</p>	

<b>I</b>	<b>Functional Category: Information, Communications, and Administration</b>  Description: Records relating to the management of all City formal communications, including press releases, media releases, promotional advertising, and speeches. Also includes records to the production and/or management of information-related resources and initiatives, both by the City and by external parties, including libraries, films and movies, online web site data, corporate records management, and archival collections. Finally, includes records relating to a wide variety of general administrative matters, such as committees not related to City governance activities, office administration, audits, travel arrangements, trade shows, and operational and strategic planning.						
I0250	<b>Records Retention Authorization Forms</b>  Records relating to completed Records Retention Authorization Forms (RRAF's) with the signatures of representatives from the business unit, Legal Services, Internal Audit, and the External Auditor. These completed RRAF's are the basis for adding to or revising existing record classes in the Corporate Records Bylaw (Municipal Code, c. 217). Digitized duplicates of the RRAF's are created for convenience.	City Clerk's Office	C + 2	P 97 Y	P 100	P D	Legislation/Regulation: City of Toronto Act, S.O 2006, c. 11, Sched. A (Last amendment: 2016, c. 5, Sched. 5)  s. 201. (3) - Retention periods, - establish retention periods during which the records of the City and its local boards must be retained and preserved
I0253	<b>Records Destruction Files</b>  Records relating to signed destruction packages (cover sheet, summary information, authorization page, and inventory of boxes), and matching destruction certificates.	City Clerk's Office	C + 2	P 97 Y	P 100	P D	Legislation/Regulation: City of Toronto Act, S.O 2006, c. 11, Sched. A (Last amendment: 2016, c. 5, Sched. 5)  s. 201. (2) (a) - the retention period has expired; s. 201. (2) (b) - the record is a copy of the original record. s. 201. (3) - records of the City may be destroyed if a retention period for the record has been established under this section .

I0270	<p>Records Centre Operations</p> <p>Records relating to the operations and management of City-owned offsite records storage facilities. These facilities provide cost and space-effective storage for inactive records, i.e., records which must be retained but are less frequently consulted. May include information relating to inactive records retrieval and storage locations. Documents may include staffing schedules, equipment and facilities maintenance, work assignments, and reports on available storage space.</p>	City Clerk's Office	<p>€+7</p> <p>C</p>	<p>P</p> <p>6</p>	<p>P</p> <p>7</p>	<p>P</p> <p>D</p>	
I4110	<p>Archives Collections Management</p> <p>Records relating to the process of obtaining, processing, and providing ongoing access to government and non-government records with historical significance for preservation in the City's archives. Archival materials may be acquired through private donations and transfers of Government records. May include information on the initial condition of acquired records, the appraisal of the records by Archives staff and external appraisers, the administrative histories of the organizations which supplied the records, the arrangement and processing of the records, and access requests. Documents may include copies of legal agreements and deeds of gift, monetary appraisal reports, archival appraisal reports, cultural property export review board applications, transfer sheets, finding aids, copies of accession records, and all supporting correspondence. Records exist in both paper and electronic form.</p>	City Clerk's Office	<p>€+2</p> <p>T</p>	<p>P</p> <p>7</p>	<p>P</p> <p>T+7</p>	<p><del>P/AR</del></p> <p>AR</p>	<p>Comments:</p> <p>T = Until the collection/material is deaccessioned.</p>