

GL6.30 Attachment 1

Appendix 1: Revisions to existing record retention schedule

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
Retention amendments							
H	Functional Category: Human Resources Description: Records relating to City employees and personnel services. Includes records relating to training, labour relations, health and safety, staff benefits, salary administration, and professional associations.						
H1201	Employee History Data Records relating to City employees' work history. May also include information on retirements, layoffs, and resignations. Documents may include resumes, successful job call results, previous employment reference checks, criminal record checks, photocopies of degrees and diplomas, educational transcripts, letters of discipline, letters of expectation, employee emergency contact information sheets, skill assessments, development plans, performance ratings and personal contact information sheets.	Human Resources	T	20	T + 20	D	Comments: T = File closed on termination date of employee, or upon resolution of outstanding issues Legislation/Regulation: Employment Standards Act, S.O. 2000, c.41, s. 15(5) s.15.(5) - Retention of records to be kept three years after the employee ceased to be employed.

Retention Legend: A = Active; AP = Archival and Permanent; I = Inactive; AR = Archival Review; C = Current Year; DY = Days; D = Destroy; M = Month(s); 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disposal of the master copies of a category or class of records"; P = Permanent; P/AR = Permanent/Archival Review; S = Superseded; T = Termination – based on specific criteria