

Approval of Recommended Retention Schedules for Accountability Records of the Lobbyist Registrar

Date: September 7, 2021
To: Executive Committee
From: Lobbyist Registrar
Wards: All

SUMMARY

The purpose of this report is to seek City Council's approval of retention schedules for the accountability records of the Lobbyist Registrar 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 original records of the City, including records of the Lobbyist Registrar, unless they are destroyed in accordance with the retention schedules.

RECOMMENDATIONS

The Lobbyist Registrar recommends that City Council:

1. Amend Municipal Code Chapter 3, Accountability Officers, to establish the Records Retention Schedules detailed in Attachments 1 and 2.

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 Lobbyist Registrar has reviewed the records of the office and developed a comprehensive file plan and accompanying retention schedules to implement all aspects of the file plan, including disposition.

The Lobbyist Registrar has designated certain classes of records within the office to be accountability records and recommends the establishment of a permanent retention period for these records, as described in Attachments 1 and 2 to this report.

Legal Services was consulted on the preparation of this report and the process leading to the Lobbyist Registrar's recommendation to City Council.

CONTACT

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SIGNATURE

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Lobbyist Registrar

ATTACHMENTS

Attachment 1: TLR-0001 – Accountability Records –Toronto Lobbyist Registrar –
Registry Investigations

Attachment 2: TLR-0002 – Accountability Records –Toronto Lobbyist Registrar –
Registry Records