TLR-0001 - Accountability Records –Toronto Lobbyist Registrar – Registry Investigations

<table>
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<tr>
<th>Code</th>
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<td>Inactive</td>
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RetentionPolicy

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**Functional Category: Accountability Records**

Description as per Chapter 3 [https://www.toronto.ca/legdocs/municode/1184_003.pdf](https://www.toronto.ca/legdocs/municode/1184_003.pdf) and By-law 552-2017

1. A record created by the accountability officer, or their delegate, in carrying out the duties and responsibilities of their office as set out in Part V of the Act, Chapter 3, Accountability Officers, and in the case of the Lobbyist Registrar, Chapter 140, Lobbying.

2. A record designated by an accountability officer as an accountability record pursuant to § 3-7.4A.

**TLR-0001 Accountability Records –Toronto Lobbyist Registrar – Registry Investigations/Inquiries**

Records related to the Lobbyist Registrar’s inquiry/investigation mandate as established by the City of Toronto Act, 2006 (COTA) and the Toronto Municipal Code Chapter 140, Lobbying (the Lobbying By-law). This includes records related to: inquiries/investigations requested by city council, a member of council or a member of the public, including the Lobbyist Registrar about compliance with the system of registration, and the code of conduct provided for in the Lobbying By-law and established by section 166 of COTA.

Records include: advice provided to Lobbyists, Public Office Holders, the Public, and other orders of government; responses to inquiries from the public, City staff and the media; research, analysis, reports and outreach and educational materials. Records also deal with amendments to the Lobbying By-law, the Toronto Municipal Code and other applicable legislation. Records are maintained both in paper and electronic formats.

**Comments:**

- TLR identifies a termination date when an investigation has been completed.

**Legislation/Regulation:**

- [Toronto Municipal Code, Chapter 3, Accountability Officers](https://www.toronto.ca/legdocs/municode/1184_003.pdf)
- Municipal Code Chapter 140, Lobbying.
- [City of Toronto Act, Part V, Accountability and Transparency](https://www.toronto.ca/legdocs/municode/1184_003.pdf)
- [COTA, Sections 170 to 176](https://www.toronto.ca/legdocs/municode/1184_003.pdf)
- [Protection of Accountability Officers’ Information Directive](https://www.toronto.ca/legdocs/municode/1184_003.pdf)

T = terminated. (Event: the investigation is fully completed)