

## TLR-0002 - Accountability Records –Toronto Lobbyist Registrar - Registry Records

Code	Records Title	Originating Office	Retention				Comments/Legislation
			Active	Inactive	Total	Disposition	

### Retention amendments

	<p><b>Functional Category: Accountability Records</b></p> <p><b>Description as per Chapter 3</b> <a href="https://www.toronto.ca/legdocs/municode/1184_003.pdf">https://www.toronto.ca/legdocs/municode/1184_003.pdf</a> and <b>By-law 552-2017</b></p> <p>(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.</p> <p>(2) A record designated by an accountability officer as an accountability record pursuant to § 3-7.4A.</p>						
TLR-0002	<p><b>Accountability Records –Toronto Lobbyist Registrar - Registry Records</b></p> <p>Records related to the Lobbyist Registrar’s system of registration 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 all communications and documents relating to: the registry application and approval process, a return as required under the Lobbying By-law and the maintenance or closure of a registration.</p> <p>Records include: advice provided to Lobbyists, Public Office Holders and the Public, responses to inquiries from the public, city staff and the media; research, analysis and 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.</p>	TLR	T	P	P	Archival Review	<p><b>Comments:</b></p> <p>-TLR determines if records identified with an archival value can be kept for legal or financial reasons, or if they have historical and/or scholarly significance for researchers. These records <b>may be transferred</b> to the City of Toronto’s Archives at the end of their retention period.</p> <p><b>Legislation/Regulation:</b></p> <p><a href="#">Toronto Municipal Code, Chapter 3, Accountability Officers</a></p> <p><a href="#">Municipal Code Chapter 140, Lobbying,</a></p> <p><a href="#">City of Toronto Act, Part V, Accountability and Transparency</a></p> <p><a href="#">COTA, Sections 170 to 176</a></p> <p><a href="#">Protection of Accountability Officers' Information Directive</a></p> <p><a href="#">By-Law 1099-2019</a>; FOI Requests Procedure for AOs - Appendix A; Procedure for Handling Access Requests for AO records.</p>

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\*\*\* T = terminated, (Event: the registration is closed)