

**Attachment 1 -
Proposed Amendment to Toronto Municipal Chapter 217, Records, Corporate (City),
Schedule A – Records Retention Schedule**

New Record Class to be Added:

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
A	Functional Category: Information, Communications, and Administration Description: Records relating to the management of all City formal communications, including press releases, media releases, promotional advertising, and speeches. Also includes records relating 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						
I0345	Email Communications City of Toronto email accounts assigned to individuals hired, retained, or appointed by the City ("City Officials"). This includes all sent, received, user-deleted and archived emails. Note 1: Email that functions as official records of City business must be exported from the email system, stored in a repository defined by the division and be classified based on the relevant Record Retention Schedule. Note 2: Email system log data is retained under the governance of recordclass A1560 System Log Data.	City Clerk's Office	T	10	T+10	D	Comments: 1. Emails of City Officials that are above manager level are retained for 10 years after termination of their appointed role, where: T=Termination of their appointed role.
			7	0	7	D	2. Emails of City Officials at manager level or below are retained for 7 years

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disposal of the master copies of a category or class of records"; P = Permanent; P/AR = Permanent/Archival Review; S = Superseded; T = Termination – based on specific criteria