

**ATTACHMENT 1 – NEW RECORDS CLASSES TO BE ADDED TO SCHEDULE A,
RECORDS RETENTION SCHEDULE OF MUNICIPAL CODE CHAPTER 217, RECORDS, CORPORATE(CITY)**

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
A	<p>Functional Category: Assets and Property Management</p> <p>Description: Records relating to the construction, operation, and maintenance of the City’s physical assets and property, which it owns or leases. This may include buildings, facilities, lands, vehicles, office and computer equipment, trees, uniforms, artifacts and heritage sites, and office supplies</p>						
A1415	<p>Adjacent Lands and Heritage Properties</p> <p>Records relating to lands adjoining a property on the Toronto Heritage Register or lands that are directly across from and near a heritage property and surrounding buffer areas, whose location has the potential to have an impact on a heritage property in accordance, or as otherwise defined in a Heritage Conservation District Plan adopted by City of Toronto by-law, the Planning Act, the Provincial Policy Statement, and the Heritage Resources of the City of Toronto's Official Plan. This may include information relating to development and site alteration studies, and/or assessment and mitigated measures to conserve protected heritage properties. Documents include plans, drawings, maps, photographs, staff recommendations and all other supporting documents.</p>	City Planning	T	100	T+100	AR	<p>Comments:</p> <p>Records are retained for 100 following date of last recorded action or event specified by the business division, where: T = date of last recorded action or event specified by the business division</p>

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disposal of the master copies of a category or class of records"; P = Permanent; P/AR = Permanent/Archival Review; S = Superseded; T = Termination – based on specific criteria

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			A	I	Total	Disposition	
N	Functional Category: Natural Environment & Sustainable Resources Description: Records relating to environmental services, and the assessment, preservation and conservation of the natural environment, natural life forms and natural resources. Natural environmental protection and conservation strategies combat pollution; promote conservation and sustainable management of land, ecosystems, water, horticulture, forestry, natural fish habitats, wildlife, atmosphere, and energy resources; protect natural landscape; and develop efficient uses of both energy and recyclable waste materials.						
N0514	Urban Forestry Operations and Asset Management Records relating to forestry operations and tree planting including detailed information of individual trees, such as species, age, size, date planted, health and location. Includes information relating to requests made for service, and work performed by the City, on City-owned trees and private trees as captured in the enterprise work management system. Documents may include: Tree inventory data, requests for service, work orders, daily activity reports; work performed on trees and agreements to work on trees, Forestry Performance Inspection reports and other related documents. In addition, raw data and analysis used in the preparation of canopy studies and tree assessments are included; these types of studies are carried out on five or ten year schedules.	Parks, Forestry & Recreation	T	99	T+99	AR	Comments: Records are retained for 99 years following date of last recorded action or event specified by the business division, where: T = date of last recorded action or event specified by the business division

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