

ATTACHMENT 2
AMENDED RECORDS RETENTION SCHEDULES TO BE ADDED TO SCHEDULE A, RECORDS RETENTION SCHEDULE
OF MUNICIPAL CODE CHAPTER 217, RECORDS, CORPORATE (CITY) TO REPLACE EXISTING RECORDS RETENTION SCHEDULES

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
A	Functional Category: Assets and Property Management						
	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						
A0047	Archaeological Resources Records relating to the protection of archaeological resources on lands which have been assessed for the presence of archaeological resources, including human settlement history, and Indigenous and Euro-Canadian archaeological sites within the City's boundaries. Assessments are conducted on areas and lands with archaeological resource potential prior to development in accordance with City of Toronto Official Plan, the Planning Act and the Ontario Heritage Act. Records include project mapping; archaeological resource management plan(s); archaeological assessment reports; applications and copies of archaeological licenses issued by the Ministry; budgetary submissions; letter of occurrence; newspaper clippings and all other supporting documents.	City Planning	T	100	T+100	AR	Comments: Records are retained for 100 years after completion of archaeological assessment, where: T= Completion of archaeological assessment

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disposal of the master copies of a category or class of records"; P = Permanent; P/AR = Permanent/Archival Review; S = Superseded; T = Termination – based on specific criteria

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	Note: The owner of the respective property is responsible for contracting excavation work out to licensed archaeologists as per the recommendations of the City and the Ontario Government						

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A1401	Heritage Properties and Districts on the Heritage Register Records relating to properties and districts on the Toronto Heritage Register, including buildings and lands that are listed for their cultural heritage value or interest, or designated under either Part IV or V of the Ontario Heritage Act. Records may include, but are not limited to: information about the property's historical background and significance; building architectural contexts; property descriptions and its surrounding buildings; and neighbourhood profiles. Documents may include land records; copies of minutes and reports of the decision bodies; designation by-laws; legal descriptions and property descriptions; plans, drawings and photographs; easement agreements; statement of significance and their heritage attributes; heritage grants; heritage property tax rebates and all supporting documents.	City Planning	T	100	T+100	AR	<p>Comments:</p> <p>Records are retained for 100 years following 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> <p>Legislation/Regulation: Ontario Heritage Act, R.S.O. 1990, c. O.18 s. 27 (1) The Clerk of a municipality shall keep a register of property situated in the municipality that is of cultural heritage value or interest. (2) The register kept by the Clerk shall list all property situated in the municipality that has been designated by the municipality or by the Minister under this Part and shall contain, with respect to each property, (a) a legal description of the property (b) the name and address of the owner; and (c) a statement explaining the cultural heritage</p>

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							value or interest of the property and a description of the heritage attributes of the property.

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