

**ATTACHMENT 3**  
**EXISTING RECORDS RETENTION SCHEDULES TO BE REMOVED FROM SCHEDULE A, RECORDS RETENTION SCHEDULE OF MUNICIPAL CODE CHAPTER 217, RECORDS, CORPORATE (CITY), AND REPLACED WITH THE AMENDED RECORDS RETENTION SCHEDULES**

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
<b>A</b>	<b>Functional Category: Assets and Property Management</b>						
	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	<p>Archaeological Sites</p> <p>Records relating to archaeological sites within the City's boundaries, which mark locations of archaeological significance, such as the remains of ancient, pre-industrial, and industrial settlements. Archaeological excavations are often conducted on such sites in order to locate and retrieve archaeological assets. May include information on land expropriation and locations of artifact findings. Documents may include excavation planning materials, site maps and drawings, applications for archaeological licenses, copies of archaeological licenses, copies of archaeological budgetary statements and reports, archaeological assessment reports, letters of clearance, newspaper clippings, and correspondence.</p> <p>Note: The owner of the respective property is responsible for contracting excavation work out to licensed</p>	Economic Development & Culture	P	0	P	P/AR	<p>Comments:</p> <p>Site no longer in existence</p> <p>Legislation/Regulation:  Ontario Heritage Act, R.S.O. 1990, c. O.18  (Last amendment: 2009, c. 33, Sched. 11, s. 6)  s. 27 - Register of designated properties.</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disposal of the master copies of a category or class of records"; P = Permanent; P/AR = Permanent/Archival Review; S = Superseded; T = Termination – based on specific criteria

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	archaeologists as per the recommendations of the City and the Ontario Government						

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
A1401	<p>City Heritage Properties</p> <p>Records relating to City properties of historical significance which are protected from demolition and whose architectural styles are preserved for future generations. May include legal descriptions of the designated properties, information on listed properties, information on visitors, and property history files (including property name and address). Documents include copies of applications for inclusion on the City's inventory of heritage properties, requests for grants, building plans, copies of designation by-laws, copies of council reports and agendas, heritage property reports, correspondence from architects, and letters received from property owners and lawyers.</p>	Economic Development & Culture	C+2	17	C+20	AR	<p>Comments:</p> <p>Legislation/Regulation:</p> <p>Ontario Heritage Act, R.S.O. 1990, c. O.18 (Last amendment: 2009, c. 33, Sched. 11, s. 6) s. 27 – Register of designated properties.</p> <p>Limitations Act, S.O. 2002, c. 24, Sched. B. (Last amendment: 2016, c. 2, Sched. 2) s. 15. (2) - No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place</p>

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