

Approval of Recommended Retention Schedule for Accountability Records for Ombudsman Toronto

Date: March 21, 2024

To: Executive Committee

From: Kwame Addo, Ombudsman

SUMMARY

The purpose of this report is to seek Council's approval of a retention schedule for accountability records of Ombudsman Toronto in accordance with section 3-7.6B of Municipal Code Chapter 3, Accountability Officers.

The City of Toronto Act, 2006 does not allow for the destruction of records of the City, including records of Ombudsman Toronto, unless they are destroyed in accordance with a retention schedule.

RECOMMENDATIONS

Ombudsman Toronto recommends that City Council:

1. Amend Municipal Code Chapter 3, Accountability Officers, to establish the Records Retention Schedule detailed in Attachment 1.

FINANCIAL IMPACT

This report has no financial impact.

DECISION HISTORY

At its meeting on May 24, 25, and 26, 2017, City Council amended Municipal Code Chapter 3, Accountability Officers, to permit Accountability Officers to designate a record or class of records as an accountability record and to recommend to City Council the establishment of records retention schedules for such records. Accountability

records refer to those records that relate to the accountability officers' exercise of the powers and duties under Part V of the City of Toronto Act, 2006.

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2017.EX25.2>

COMMENTS

Municipal Code Chapter 3 - Accountability Officers includes a mechanism and policy framework to ensure that the City's accountability officers comply with record keeping obligations set out in the City of Toronto Act, 2006, while maintaining independence from City administration and City Council.

Section 3-7.6 of Municipal Code Chapter 3 permits an accountability officer to establish accountability records and recommend directly to City Council the establishment of a retention schedule for these accountability records.

Working with the support and assistance of Corporate Information Management Services (CIMS) within the City Clerk's Office, Ombudsman Toronto has reviewed the records of the Office and developed a comprehensive file plan, accompanying retention schedule, and comprehensive procedures and business rules to implement all aspects of the file plan, including disposition.

Ombudsman Toronto has designated certain classes of records within the Office to be accountability records and, with the advice and assistance of CIMS, recommends the establishment of a ten-year retention period for these records, as described in Attachment 1 to this report.

CONTACT

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SIGNATURE



Kwame Addo
Ombudsman

ATTACHMENT

Attachment 1: OT-0001_Accountability Records_Ombudsman Toronto

Approval of Recommended Retention Schedule for Accountability Records at Ombudsman Toronto