

**ATTACHMENT 1 –
Proposed Amendments to Toronto Municipal Chapter 217, Records, Corporate (City), Schedule A – Records Retention Schedule**

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
G	Functional Category: Governance Description: Records relating to the ways in which the City is governed and regulated to ensure efficiency, effectiveness, and compliance with statutory requirements. Includes records of the City’s legislative process, such as the agendas and minutes of Council, its standing committees and community councils; City bylaws and the Municipal Code; formal policies and procedures; and annual reports of departments and special purpose bodies. Also includes all legislation and other municipal by-laws that might affect the City; records relating to non-municipal government bodies; election records; and records relating to provincially-mandated services that the City provides, such as birth and death registrations.						
G0200	Declarations of Office Declarations of office executed by members of council before taking office to which they were elected or appointed. Declarations of office are administered by the City Clerk. Members cannot take their council seat or conduct business until after the declarations of office have been taken as cited under s.186 of City of Toronto Act, 2006.	City Clerk’s Office	8	P	P	P	
G0010	Long-Term Care Committee of Management Application Records Records relating to the application process for Councillors seeking membership on the City of Toronto Long-Term Care (LTC) Committee of Management. Records include the prescribed copies of successful candidate records and unsuccessful candidate records.	Seniors Services & Long-Term Care	T+1	6	T+7	D	Comments: The retention period of T+7 years applies to successful candidate records, where T= Close file when successful candidate ceases to have responsibilities as a Member of the Committee of Management.
	4		2	6	D		

Retention Legend: A = Active; AR = Archival Review; C = Current Year; D = Destroy; DY = Days; I = Inactive; M = Month(s); P = Permanent; S = Superseded; T = Termination – based on specific criteria

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	Successful candidate records pertain to Councillors who completed the eligibility screening for membership on the Committee of Management and who were appointed to the same. The records include the Police Record Check; the signed declaration disclosing any charges, orders, convictions, commencements of proceedings, or findings of guilt and, the letters sent by the General Manager to the City Clerk confirming suitability of a candidate for membership on the Committee of Management. Unsuccessful candidate records pertain to Councillors who completed the eligibility screening for membership on the Committee of Management and who were not appointed to the same. Records include the Police Record Check, the signed declaration disclosing any charges, orders, convictions, commencements of proceedings, or findings of guilt, and the letter sent by the General Manager to the City Clerk advising that the candidate to whom the record pertains is not a member of the Committee of Management. Note 1: Records are subject to specific storage and access practices as outlined under a business procedure. Note 2: The schedule is divided into two specific retention periods, to ensure (1) successful candidate records are						The retention period of 6 years applies to unsuccessful candidate records. Legislation/Regulation: <i>Fixing Long-Term Care Act, 2021</i>, s. 95; and O. Reg. 246/22, ss. 280, 281, & 282

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	retained in accordance with legislative requirements and (2) a minimum timeframe is set up for which to keep unsuccessful candidate records, ensuring personal information is not kept for longer than required. Note 3: Records created by the Committee will be filed in their respective decision body meeting files, governed by schedule G0001- Council and Committee Proceedings and, or schedule G0006- Local Board Proceedings, as applicable.						
G0058	City Council and Committee Meetings – Audio/Video Recordings Records relating to audio/video recordings (i.e., recorded livestreams and video conferences) produced from live meetings of City Council and Committees supported by the City Clerk’s Office. City Council and Committee meetings supported by the City Clerk’s Office are recorded via video conferencing technology. These video recordings are stored in a local drive and are to be retained as per the retention schedule outlined in this records classification. Video recordings are shared on request. The copies of these records licensed to third parties for rebroadcast (livestream or otherwise) are inherently not records included in this classification. NOTE: This records classification is applied only on	City Clerk’s Office	C+19	0	C+19	AR	

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	audio/video recordings of the above outlined meetings. The City Clerk is assigned the responsibilities of the position of the “Board Secretary” for meetings of some local boards (including those commonly referred to as “City Tribunals”). Although the City Clerk has been assigned the responsibilities to provide services to some local boards, recordings of these meetings remain records of the local boards and should be managed and retained by the local boards, in accordance with Toronto Municipal Code Chapter 219, Records, Corporate (Local Boards). Official records that support final decisions made by City Council and Committees supported by the City Clerk’s Office should be classified as G0001 - Council and Committee Proceedings.						

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