

Approval of Recommended Retention Schedule for Accountability Records for the Auditor General's Office

Date: April 14, 2025
To: Executive Committee
From: Auditor General
Wards: All

SUMMARY

The purpose of this report is to seek City Council's approval of a retention schedule for accountability records of the Auditor General's Office 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 the Auditor General's Office, unless they are destroyed in accordance with a retention schedule.

RECOMMENDATIONS

The Auditor General recommends that:

1. City Council amend Municipal Code Chapter 3, Accountability Officers, to establish the Records Retention Schedule detailed in Attachments 1, 2, 3 and 4 to this report.

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 Offices, 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, the Auditor General's Office has reviewed the records of the Office and developed a comprehensive file plan, accompanying retention schedules, and comprehensive procedures and business rules to implement all aspects of the file plan, including disposition.

The Auditor General's Office 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 Attachments 1, 2, 3 and 4 to this report.

CONTACT

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SIGNATURE



Tara Anderson
Auditor General

ATTACHMENTS

Attachment 1: AGO-0001 – Accountability Records – Auditor General’s Office – Performance Audits and Non-Audit Projects

Attachment 2: AGO-0002 – Accountability Records – Auditor General’s Office – Fraud and Waste Hotline Complaints

Attachment 3: AGO-0003 – Accountability Records – Auditor General’s Office – Auditor General Recommendation Follow-Up Process and Reports

Attachment 4: AGO-0004 – Accountability Records – Auditor General’s Office – Annual Reports, Work Plan Reports (and City-wide Risk Assessments), Peer Review Reports, Other Auditor General Reports (not covered by AGO-0001, AGO-0002, AGO-0003)