

Amendments to Toronto Municipal Code Chapter 217, Records, Corporate (City)

Date: June 26, 2026

To: General Government Committee

From: City Clerk

Wards: All

SUMMARY

Under Section 201 of the City of Toronto Act, 2006, a record of the City may be destroyed if a retention period has been established and the retention period has expired, or the record is a copy of the original record. Toronto Municipal Code Chapter 217, Records, Corporate (City) provides the legislative basis on which the retention and disposition for City records are authorized, and Schedule A identifies the retention requirements for each records classification.

The purpose of this report is to amend the City's records retention by-law by deleting one existing records classification that pertains to:

- Records relating to audits belonging to the Auditor General's Office (AGO). The deletion is a result of the creation of replacement records classifications for audit records under Toronto Municipal Code Chapter 3 and a replacement common records classification for audit records belonging to City Divisions, under Toronto Municipal Code Chapter 217.

RECOMMENDATIONS

The City Clerk recommends that:

1. City Council amend Schedule A, Records Retention Schedule, in the City of Toronto Municipal Code Chapter 217, Records, Corporate (City), as set out in Appendix 1 to this report.

FINANCIAL IMPACT

There is no financial impact from the adoption of the recommendations in this report.

DECISION HISTORY

The City Clerk's Office regularly reviews the Records Retention By-law and submits proposed changes to City Council for approval as needed.

At its meeting on April 23 and 24, 2025, City Council amended Municipal Code Chapter 217, Records, Corporate (City) by establishing one new records classification for records relating to the Mayor's special powers and duties under Part VI.1 of the City of Toronto Act, 2006. <https://secure.toronto.ca/council/agenda-item.do?item=2025.GG20.11>

COMMENTS

Background

The length of time a City record is required to be kept is known as the "retention period". Chapter 217, Records, Corporate (City), provides the legislative basis on which the retention periods for City records are authorized and Schedule A indicates the retention period for each records class.

This report recommends amendments to the City's Records Retention By-law by deleting one records classification that is no longer required as it has been replaced with a more appropriate classification to support current City business requirements and operational needs.

- **I0020 Audits:** The records classification is no longer required for the City's legal, fiscal, or operational purposes following the AGO's adoption of new records classifications under Toronto Municipal Code Chapter 3. A replacement common records classification, I0021 Audits, has been approved under Chapter 217 to manage City audit records created by City divisions. AGO audit records previously classified as I0020 under Chapter 217 have been reassigned to the new records classifications established under Chapter 3, in consult with the AGO. City Audit records will continue to be managed and dispositioned under records class I0021, with no changes to retention periods. AGO audit records will be managed and dispositioned in accordance with requirements of the applicable the Chapter 3 records classifications.

Council Authority Needed

Council authority is needed to approve the deletion of this records class from Schedule A, Records Retention By-law in accordance with Municipal Code, Chapter 217; § 217-5C(1)(e)[2], as it relates to the records of the office of the Auditor General.

Staff review

The proposed deletion was reviewed and approved by the Corporate Records Retention Committee at its meeting on June 24, 2026. The Corporate Records Retention Committee is comprised of the City Solicitor, the Internal Auditor, the Chief Technology Officer, and the City Clerk, or their delegates.

CONTACT

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SIGNATURE

John D. Elvidge
City Clerk

ATTACHMENTS

Attachment 1 – Proposed Amendments to Municipal Code Chapter 217, Records, Corporate (City), Schedule A – Records Retention Schedule: Deletion of Records Class I0020 Audits