

APPENDIX 1

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

Item #	Code	Records Title/Description	Originating Office	Retention				Comments/Legislation
				A	I	Total	Disposition	
#1	I	Functional Category: Information, Communications, and Administration Description: Records relating to the management of all City formal communications, including press releases, media releases, promotional advertising, and speeches. Also includes records relating to the production and/or management of information-related resources and initiatives, both by the City and by external parties, including libraries, films and movies, online web site data, corporate records management, and archival collections. Finally, include records relating to a wide variety of general administrative matters, such as committees not related to City governance activities, office administration, audits, travel arrangements, trade shows, and operational and strategic planning.						
	I0020	Audits Records relating to developing, administering, and conducting audits of the City's business and financial processes. The goal of audits is to analyze operating processes to determine compliance with objective and recognized performance standards and measurements, and to make recommendations for improvement. May include audit information on personnel, systems, environment, structure, and other functions. Includes internal audits, federal audits, and Auditor General audits. Documents include audit reports, audit statements, and correspondence.	Auditor General's Office	T	7	T+7	D	Comments: T = Termination of the audit process.

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Active; I = Inactive; AR = Archival Review; C = Current Year; DY = Days; D = Destroy; M = Month(s); P = Permanent; S = Superseded; T = Termination – based on specific criteria