

Attachment 1

CRRC Emergency Meeting: Review and approve the repeal and replacement of Article II in Chapter 219, including the TTC Records Retention Schedule D under Chapter 219, Corporate (Local).

When: July 21, 2026; 11 AM – 12:00 PM

Where: TEAMS – Virtual

Chair: Carlos Granados-Ocon

CRRC Attendees: Kristie Pratt, Ian Duke, Jason Yarmolinsky, Thomas Rowley (Delegate of Roopy Chhina)

Records Services Attendees: Carlos Granados-Ocon, Jo Nair, Zoë Middleton, Ibiwumi Fakoya, Grace Kingdang

Motion:

The Corporate Records Retention Committee approves

1. The repeal and replacement of TTC's Article II in Chapter 219, including the TTC Records Retention Schedule D under Chapter 219, as amended and approved by the TTC Board on April 16, 2026, specifically:
 - Amend Article II to outline responsibilities, expand guidance on definitions, transitory records, and archival review
 - Amend Schedule D to update 41 records series retention periods to align with operational requirements, legislative obligations, and risk considerations
 - Amend Schedule D to create 2 new records series to address emerging business requirements and new types of documentation generated through TTC operations
 - Amend Schedule D to consolidate or remove 13 records series that have been merged with existing records series to eliminate redundancy and broaden scope, or discontinued where ongoing retention was no longer justified
 - Amend Schedule D to make technical amendments to 138 records series, correcting inconsistencies and clarifying descriptions to support application by TTC staff

Vote: Kristie Pratt – Y; Ian Duke – Y; Jason Yarmolinsky – Y; Thomas Rowley f/ Roopy Chhina – Y

Motion unanimously approved.