

**Changes made to Schedule A – Records Retention and Disposition By-law 2021-183  
To accompany the Office of the City Clerk 2022 Report to Council for Record  
Retention and Disposition Amending By-law 2023-XXX**

**Note 1:**

The end state of records is captured in the Final Disposition column. The Final Disposition of records is expressed as one of the following: Destroy or Permanent: Sent to City Archives or Permanent: Remains Inactive or Archival Value: To Be Determined.

**Note 2:**

The 'Years Active' field will, in some cases, be populated with the letter "T" rather than by a number identifying a specific period of time, this signifies that associated records will remain 'Active' – with immediate availability to staff – until a specific trigger event has occurred. The definitions for each "T" are found in the 'Inactive Retention Trigger' column. Examples are Project completed, Contract expired, and File Closed. As soon as a specified trigger event has taken place, affected records become 'Inactive'.

**Part 1: Standard Changes****C Communications and Marketing**

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
C00-04	Mail Distribution Lists	T	List No Longer Required	1	Destroy	New classification created to enable the application of appropriate retention and disposition rules to declared records.

**F Finance**

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
F18	Grants / Contributions / Loans / Subsidies – Payable	n/a	n/a	n/a	n/a	Secondary classification name updated to include reference to 'contributions' to better reflect the scope of records being declared under this category.

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
F18-04	Miscellaneous Grants, Contributions, Loans, and Subsidies	T	Grant completed	P	Archival Value: To Be Determined	Classification name updated to include reference to 'contributions' to better reflect the scope of records being declared. Retention period also changed from Inactive=6 Years, to Permanent, to align with operational needs.

## G Governance and Corporate Management

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
G11-02	Conflicts of Interest for Employees and Members of the Public	3	n/a	7	Archival Value: To Be Determined	Classification name updated to include records relating to conflicts of interest for members of the public.

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
G12-14	Strong Mayor Powers and Duties	2	n/a	8	Permanent: Sent to City Archives	New classification created to hold records relating to Mayoral Orders and duties as referenced under section 226.1 of the <i>Municipal Act, 2001</i> , as amended by Bill 3, <i>Strong Mayors, Buildings Homes Act, 2022</i> .

## I Information Management and Technology

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
I02	Access to Information and Privacy	n/a	n/a	n/a	n/a	Secondary classification name changed from 'MFIPPA Requests' to 'Access to Information and Privacy' to more accurately reflect the broader range of records declared under this category.
I02-05	Privacy Protection, Complaints, and Breaches	2	n/a	4	Destroy	Classification name updated to include reference to privacy breaches to align with the ATIP office's operational needs.

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
I02-07	Privacy Impact Assessments	2	n/a	8	Archival Value: To Be Determined	New classification created to align with the ATIP office's operational needs.

## R Recreation, Culture and Libraries

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
R11-07	Individual Collections	T	Superseded	P	Permanent: Remains Inactive	Retention period changed from Active=2 / Inactive=Permanent, to Active=T (Superseded) / Inactive=Permanent at the request of the City Archives to align this classification with the existing R11-05 (Accession Registers) classification.

## Part 2: Final Disposition (Archival Value) Changes

### C Communications and Marketing

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
C00-04	Mail Distribution Lists	T	List no longer required	1	Destroy	Final Disposition changed from "Archival Value: To Be Determined" to "Destroy" following completion of an archival value appraisal by City Archives staff.
C11-01	Specific Sponsorship Programs	T	Program completed	7	Permanent: Sent to City Archives	Final Disposition changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archive" following completion of an archival value appraisal by City Archives staff.

### F Finance

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
F18-04	Miscellaneous Grants, Contributions, Loans, and Subsidies	T	Grant completed	P	Archival Value: To Be Determined	Final Disposition changed from "Destroy" to "Archival Value: To Be Determined" to enable a re-appraisal of archival value by City Archives staff.

**G Governance and Corporate Management**

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
G00-11	Memoranda to Council	1	n/a	4	Permanent: Sent to City Archives	Final Disposition changed from "Destroy" to "Permanent: Sent to City Archives" due to a re-appraisal of archival value by City Archives staff.
G12-14	Strong Mayor Powers and Duties	2	n/a	8	Permanent: Sent to City Archives	Final Disposition changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of an archival value appraisal by City Archives staff.

**H Human Resources**

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
H15-12	COVID-19 Vaccination Declarations and Exemptions	2	n/a	5	Destroy	Final Disposition changed from "Archival Value: To Be Determined" to "Destroy" following completion of an archival value appraisal by City Archives staff.

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
H15-13	COVID-19 Self Assessments (by date)	1	n/a	1	Destroy	Final Disposition changed from "Archival Value: To Be Determined" to "Destroy" following completion of an archival value appraisal by City Archives staff.

## S Social and Health Programs

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
S10-11	Housing Provider Financial Reporting	T	Closure of file + 4 Years	7	Permanent: Sent to City Archives	Final Disposition changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of an archival value appraisal by City Archives staff.
S10-12	Social and Affordable Housing Compliance	T	Agreement Expiry	10	Permanent: Sent to City Archives	Final Disposition changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of an archival value appraisal by City Archives staff.



**W Water, Wastewater and Solid Waste**

<b>Classification Code</b>	<b>Classification Name</b>	<b>Years Active</b>	<b>Inactive Retention Trigger</b>	<b>Years Inactive</b>	<b>Final Disposition</b>	<b>Explanation of Changes</b>
W21-09	Trail Waste Facility Scales	2	n/a	2	Destroy	Final Disposition changed from "Archival Value: To Be Determined" to "Destroy" following completion of an archival value appraisal by City Archives staff.
W21-21	Recycling Facilities	T	Contract completed	7	Destroy	Final Disposition changed from "Archival Value: To Be Determined" to "Destroy" following completion of an archival value appraisal by City Archives staff.
W21-22	Household Hazardous Waste	T	Contract completed	7	Destroy	Final Disposition changed from "Archival Value: To Be Determined" to "Destroy" following completion of an archival value appraisal by City Archives staff.