

**Changes made to Schedule A – *Records Retention and Disposition By-law 2021-183*  
To accompany the Office of the City Clerk 2023 Report to Council for Record  
Retention and Disposition Amending By-law 2024-~~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**

**A Asset Management**

<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>
A06-01	Specific Furniture and Equipment Inventories	5	n/a	10	Destroy	Retention period changed from Active: T (Superseded by New Inventory) / Inactive: 1 Year to Active: 5 Years / Inactive: 10 Years to reflect current business / operational needs.
A07-99	Special Projects	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Project completed) / Inactive: 6 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy; to 'Permanent: Remains Inactive' to align with the new permanent retention period.

**C Communications and Marketing**

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
C08-99	Special Projects	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Project completed) / Inactive: 6 Years to Active: 3 / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.
C13-99	Special Projects	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Project completed) / Inactive: 6 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.

**D Development and Planning**

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
D14-02	Economic Development Proposals / Studies	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (File dormant) / Inactive: 6 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.

**F Finance**

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
F04-10	Annual Levy – Universities, Hospitals and Utilities	4	n/a	3	Destroy	Retention period changed from Active: T (Superseded) / Inactive: 6 Years to Active: 4 Years / Inactive: 3 Years to reflect current business / operational needs.

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
F04-11	Payments in Lieu – Federal, Provincial or Other	4	n/a	3	Destroy	Retention period changed from Active: T (Superseded) / Inactive: 6 Years to Active: 4 Years / Inactive: 3 Years to reflect current business / operational needs.
F04-34	Payments in Lieu – Invoicing	5	n/a	2	Destroy	Retention period changed from Active: 3 Years / Inactive: 4 Years to Active: 5 Years / Inactive: 2 Years to reflect current business / operational needs.
F04-35	Payments in Lieu – Payments	5	n/a	2	Destroy	Retention period changed from Active: 3 Years / Inactive: 4 Years to Active: 5 Years / Inactive: 2 Years to reflect current business / operational needs.
F04-36	Payments in Lieu – Recording and Reporting	7	n/a	8	Destroy	Retention period changed from Active: 3 Years / Inactive: 4 Years to Active: 7 Years / Inactive: 8 Years to reflect current business / operational needs.
F04-37	Payment in Lieu – Appeals, Agreements and Supporting Documentation	7	n/a	8	Destroy	Retention period changed from Active: 3 Years / Inactive: 4 Years to Active: 7 Years / Inactive: 8

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
						Years to reflect current business / operational needs.
F25-00	General	3	n/a	4	Destroy	Retention period changed from Active: 2 Years / Inactive: 1 Year to Active: 3 Years / Inactive: 4 Years to reflect current business / operational needs.

**G Governance and Corporate Management**

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
G00-09	Mayor and Council Inquiries	2	n/a	6	Destroy	Retention period changed from Active: 2 Years / Inactive: 2 Years to Active: 2 Years / Inactive: 6 Years to reflect current business / operational needs.
G00-10	Delegation of Authorities	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Superseded) / Inactive: 7 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.
G00-16	Community Services Committee Council Members	1	n/a	3	Destroy	New Classification created to accommodate Community Services Committee Council Minutes records.

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
G01-19	Recruitment for Membership on Standing, Advisory and Miscellaneous Committees, Agencies, Commissions, Boards and Task Forces	4	n/a	4	Destroy	Retention period changed from Active: 4 Years / Inactive: 1 Year to Active: 4 Years / Inactive: 4 Years to reflect current business / operational needs.
G03-99	Special Projects	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Superseded) / Inactive: 6 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.
G12-05	Service Level Agreements	5	n/a	10	Destroy	Retention period changed from Active: T (Superseded) / Inactive: 10 to Active: 5 Years / Inactive: 10 Years to reflect current business / operational needs.

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
G18-02	Process Design	5	n/a	10	Destroy	Retention period changed from Active: T (Superseded) / Inactive: 6 Years to Active: 5 Years / Inactive: 10 Years to reflect current business / operational needs.

**H Human Resources**

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
H18-03	National Occupational Classification Codes	T	Superseded	1	Destroy	This H18-03 classification was closed as it was deemed to be no longer required.

**R Recreation, Culture and Libraries**

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
R07	<del>Equine Management – Horse History / Other</del>	n/a	n/a	n/a	n/a	The R07 Secondary classification was closed as the City of Ottawa no longer owns or boards horses making this Equine Management related classification redundant.
R07-00	<del>General</del>	2	n/a	1	Destroy	The R07-00 classification was closed as the City of Ottawa no longer owns or boards horses making this Equine Management related classification redundant.
<del>R07-01</del>	<del>Horses owned by City</del>	T	Death or departure of Horse	1	Permanent: Sent to City Archives	The R07-01 classification was closed as the City of Ottawa no longer owns or boards horses making this Equine Management related classification redundant.

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
R07-02	<del>Horses boarded by City</del>	T	Death of departure of Horse	1	Destroy	The R07-02 Secondary classification was closed as the City of Ottawa no longer owns or boards horses making this Equine Management related classification redundant.

**S Social and Health Programs**

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
S00-01	Public Health and Information Line	1	n/a	5	Destroy	Retention period changed from Active: 2 Years / Inactive: 26 Years to Active: 1 Year / Inactive: 5 Years to reflect current business / operational needs.
S01-03	Early Years	1	n/a	5	Destroy	Retention period changed from Active: T (Client's last visit) / Inactive: 10 Years to Active: 1 Year / Inactive: 5 Years to reflect current business / operational needs.
S01-05	Adolescent Health	1	n/a	5	Destroy	Retention period changed from Active: T (Client's last visit) / Inactive: 10 Years to Active: 1

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
						Year / Inactive: 5 Years to reflect current business / operational needs.
<del>S01-06</del>	<del>Reproductive Health</del>	T	Client's last visit	10	Destroy	This classification was closed as it was deemed to no longer be required.
S01-07	Prenatal Classes	1	n/a	5	Destroy	Retention period changed from Active: T (Case closed / Client's 18 <sup>th</sup> birthday for young parents) / Inactive: 10 Years to Active: 1 / Inactive: 5 Years to reflect current business / operational needs.
S01-09	Reports to Children's Aid Society (CAS)	2	n/a	26	Destroy	Retention period changed from Active: 2 Years / Inactive: 18 Years to Active: 2 Years / Inactive: 26 Years to reflect current business / operational needs.
S04-01	Specific Epidemics / Pandemics	T	Epidemic / Pandemic ended	15	Permanent: Sent to City Archive	Classification name changed to more accurately reflect record content and operational use.
S04-05	Ministry of Health Accreditation	3	n/a	4	Archival Value: To	New classification created to accommodate Ministry of Health Accreditation records.

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
					Be Determined	
S04-06	Epidemiology Surveillance, Analysis and Reporting	5	n/a	45	Archival Value: To Be Determined	New classification created to accommodate Epidemiology Surveillance, Analysis and Reporting records.
S05-01	Dental Administration Records	3	n/a	7	Destroy	Classification Name changed from 'Dental Health Promotion Program' to 'Dental Administration Records' to more accurately reflect records content. Retention period also changed from Active: 3 Years / Inactive: 3 Years to Active: 3 Years / Inactive: 7 Years to align with current business / operational needs.
S05-02	Specific Dental Case Files (Adults)	3	n/a	7	Destroy	Retention period changed from Active: 3 Years / Inactive: 3 Years to Active: 3 Years / Inactive: 7 Years to reflect current business / operational needs.

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
S06-02	Schools	1	n/a	27	Destroy	Retention period changed from Active: 1 Year / Inactive: 20 Years to Active: 1 Year / Inactive: 27 Years to reflect current business / operational needs.
S06-03	Child Care Facilities	1	n/a	27	Destroy	Retention period changed from Active: 1 Year / Inactive: 6 Year to Active: 1 Year / Inactive: 27 Years to reflect current business / operational needs.
S06-04	Exemptions	1	n/a	27	Destroy	Retention period changed from Active: 1 Year / Inactive: 20 Years to Active: 1 Year / Inactive: 27 Years to reflect current business / operational needs.
S06-05	Tuberculosis Case Files	5	n/a	15	Destroy	Retention period changed from Active: 4 Years / Inactive: 15 Years to Active: 5 Years / Inactive: 15 Years to reflect current business / operational needs.
S06-06	Tuberculosis – Prescriptions & Surveillance	1	n/a	19	Destroy	Retention period changed from Active: 1 Year / Inactive: 20 Years to Active: 1 Year / Inactive: 19 Years to reflect current business / operational needs.

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
S06-07	Children’s Immunization Case Files	1	n/a	27	Destroy	Retention period changed from Active: T (Client’s 18 <sup>th</sup> Birthday) / Inactive: 10 Years to Active: 1 Year / Inactive: 27 Years to reflect current business / operational needs.
S07-02	Influenza	1	n/a	27	Destroy	Retention period changed from Active: T (Discharge of client) / Inactive: 20 Years to Active: 1 Year / Inactive: 27 Years to reflect current business / operational needs.
S07-03	Vaccination Programs	1	n/a	27	Destroy	Retention period changed from Active: T (Program completed) / Inactive: 20 Years to Active: 1 Year / Inactive: 27 Years to reflect current business / operational needs.
S07-04	Reportable Communicable Diseases	3	n/a	12	Destroy	Retention period changed from Active: 3 Years / Inactive: 4 Years to Active: 3 Years / Inactive: 12 Years to reflect current business / operational needs.
S08-03	Environmental Plan Approvals	5	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Superseded) / Inactive 10 Years to Active: 5 Years / Inactive: Permanent to reflect

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						current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.
S09-01	Home Administration	3	n/a	7	Destroy	Classification Name changed from 'Home Administrators' to 'Home Administration' to reflect changes in Housing-related accepted terminology. Retention period also changed from Active: T (Discharge of client) / Inactive: 10 Years to Active: 3 Years / Inactive: 7 Years to reflect current business / operational needs.
S10-07	Residential Services Homes	T	Program completed	15	Destroy	Classification Name changed from Domiciliary Hostels to Residential Services Homes to reflect changes in Housing-related accepted terminology.
S11-01	Agencies	T	Program completed	5	Destroy	Retention period changed from Active: T (Program completed) / Inactive: 2 Years to Active: T (Program completed) / Inactive: 5 Years to reflect current business / operational needs.



**T Transportation & Transit**

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
T00-99	Special Projects	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Project completed) / Inactive: 6 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.
T01-05	MTO Highways / Liaisons	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Superseded) / Inactive: 10 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.
T01-06	Funding Initiatives	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Initiative completed) / Inactive: 7 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
						needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.
T01-07	Transit Development Inspections and Releases	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Release of funds) / Inactive: 7 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.
T01-99	Special Projects	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Project completed) / Inactive: 6 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
T02-02	Roads – by road name	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Superseded) / Inactive: 10 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.
T02-03	Integrated Construction Projects (combination of road, sewer, and/or water) by contract number	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Project completed) / Inactive: 7 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.
T02-05	Sidewalks, Pathways and Walkways	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Construction completed) / Inactive: 10 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
						Destroy to Permanent: Remains Inactive to align with new permanent retention period.
T02-06	Intersection Modifications Construction – by contract number	3	n/a	P	Permanent: Remains Inactive	Retention period changed from T (Construction completed) / Inactive: 10 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.
T02-07	Construction Specifications	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Superseded) / Inactive: 10 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.

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T02-99	Special Projects	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Project completed) / Inactive: 6 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.
T03-03	Forest / Trees Maintenance	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Superseded) / Inactive: 10 Years to Active: 3 / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.
T03-04	Road Weather Information Systems	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Superseded) / Inactive: 10 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to

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						align with new permanent retention period.
T03-05	Environmental Initiatives	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Initiative completed) / Inactive: 10 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.
T03-06	Winter Maintenance	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Superseded) / Inactive: 10 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.

<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>
T03-07	Snow Disposal Facilities	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Superseded) / Inactive: 10 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.
T03-10	Patrol / Beat Logging	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Superseded) / Inactive: 10 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.
T03-99	Special Projects	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Project completed) / Inactive: 6 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to

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						'Permanent: Remains Inactive' to align with new permanent retention period.
T04-99	Special Projects	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Project completed) / Inactive: 6 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.
T05-01	Specific Underground Infrastructure Services	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Superseded) / Inactive: 6 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
T05-02	CADD, Graphic and GIS Mapping	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Superseded) / Inactive: 10 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.
T05-10	Utility Coordination	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (File closed) / Inactive: 7 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.
T05-99	Special Projects	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Project completed) / Inactive: 6 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
						align with new permanent retention period.
T06-02	Proposed Structures (by structure number)	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Decision made) / Inactive: 10 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.
T06-05	Maintenance – Structures (by structure number)	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Major renewal) / Inactive: 25 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
T06-07	Culverts (by structure number)	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Warranty period completed) / Inactive: 25 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.
T06-08	Undefined Structures	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Superseded) / Inactive: 25 Years to Active: 3 / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.
T06-99	Special Projects	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Project completed) / Inactive: 6 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
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T07-06	Intersection Operations / Modifications	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Modifications completed) / Inactive: 10 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.
T07-09	Safety and Security Improvement Programs	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Superseded) / Inactive: 10 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
T08-01	Area Traffic Projects	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Study completed) / Inactive: 10 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention.
T08-03	Roadway Modifications	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Project completed) / Inactive: 10 Years to Active: 3 Years / Inactive Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.
T08-06	Traffic Demand Management	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Project completed) / Inactive: 10 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from

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T08-99	Special Projects	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Project completed) / Inactive: 6 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.
T09-05	Parking Issues and Passes	3	n/a	3	Destroy	Retention period changed from Active: T (Superseded) / Inactive: 1 Year to Active: 3 Years / Inactive: 3 Years to reflect current business / operational needs.
T09-99	Special Projects	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Project completed) / Inactive: 6 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to

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						align with new permanent retention period.
T10-02	Transitway Programs	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Superseded) / Inactive: 10 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.
T10-03	Transitway Inspections	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Superseded) / Inactive: 10 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
						align with new permanent retention period.
T10-05	Transitway Corridor (by ID number)	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Superseded) / Inactive: 10 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.
T10-06	O-Train Corridor (by ID number)	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Superseded) / Inactive: 10 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
						align with new permanent retention period.
T10-07	Stations (by ID number)	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Superseded) / Inactive: 10 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new retention period.
T10-08	Park and Ride Lots (by ID number)	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Superseded) / Inactive: 10 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
T10-09	Transit Priority Measures	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Superseded) / Inactive: 10 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.
T11-01	Specific Transit Operations	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Superseded) / Inactive: 4 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
T11-99	Special Projects	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Project completed) / Inactive: 6 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.
T12-01	Scheduling and Analysis	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Analysis completed) / Inactive: 4 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
T12-99	Special Projects	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Project completed) / Inactive: 6 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.
T14-99	Special Projects	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Project completed) / Inactive: 6 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.

**W Water, Wastewater, & Solid Waste**

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
W00-03	Operational Data Sheets	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Superseded) / Inactive: 5 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.
W00-06	Condition Assessment Activities	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Superseded) / Inactive: 10 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
W04-99	Special Projects	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Superseded) / Inactive: 6 Years to Active: 3 / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.
W05-06	Large Water Meters	3	n/a	P	Permanent: Remains Inactive	Retention rules changed from Active: T (Building demolition) / Inactive: 3 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive'.
W07-02	Wastewater and Stormwater Pumping Station Issues	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Issue resolved) / Inactive: 5 Years to Active: 3 / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
W08-12	Sewer Service Laterals	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (File closed) / Inactive: 13 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.
W09-02	Operational Resources	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Decommissioning of Facility) / Inactive: 1 Year to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.
W09-06	Facility Monitoring	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Superseded) / Inactive: 6 Years to Active: 3 / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
						Inactive' to align with new permanent retention period.
W11-03	Purification Plant Operational Support	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Superseded) / Inactive: 5 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.
W12-02	Water Pumping Stations, Reservoirs, Elevated Tanks Operational Support	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Superseded) / Inactive: 5 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
						align with new permanent retention period.
W16-01	Aeration Tanks	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Asset demolished) / Inactive: 20 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.
W16-03	Blower Building	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Asset demolished) / Inactive: 20 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
						Inactive' to align with new permanent retention period.
W16-04	Chlorine Contact Chamber	3	n/a	P	Permanent: Remains Inactive	Retention period changed from T (Asset demolished) / Inactive: 20 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.
W16-05	Disinfection	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Asset demolished) / Inactive: 20 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
W16-06	Emergency Electric Power Generation	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Asset demolished) / Inactive: 20 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.
W16-08	Primary Clarifiers	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Asset demolished) / Inactive: 20 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
W16-09	RAS/WAS North	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Asset demolished) / Inactive: 20 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.
W16-10	RAS/WAS South	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Asset demolished) / Inactive: 20 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.
W16-11	RSPS-Raw Sewage Pump Station (Plant)	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Asset demolished) / Inactive: 20 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
						'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.
W16-12	SCADA	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Asset demolished) / Inactive: 20 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.
W16-13	Screen and Degrit	3	n/a	P	Permanent: Remains Inactive	Retention period changed from T (Asset demolished) / Inactive: 20 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
W16-14	Secondary Clarifiers	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Asset demolished) / Inactive: 20 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.
W16-15	Lagoons	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Asset demolished) / Inactive: 20 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.
W16-18	Digesters	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Asset demolished) / Inactive 20 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
						'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.
W16-20	Electrical Substation 1	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Asset demolished) / Inactive: 20 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.
W16-21	Electrical Substation 2	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Asset demolished) / Inactive: 20 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
W16-22	East Boiler Plant	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Asset demolished) / Inactive: 20 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also change from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.
W16-23	West Boiler Plant	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Asset demolished) / Inactive: 20 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.
W16-24	Cogeneration Facilities	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Asset demolished) / Inactive: 20 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
						'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.
W16-25	Sludge Dewatering	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Asset demolished) / Inactive: 20 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.
W16-26	Plant Drainage	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Asset demolished) / Inactive: 20 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
W16-27	WAS Thickening	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Asset demolished) / Inactive: 20 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.
W16-30	Dechlorination	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Asset demolished) / Inactive: 20 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.
W16-31	Odour Control	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Asset demolished) / Inactive: 20 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
						'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.
W19-01	Hauled Liquid Waste	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (File review) / Inactive:6 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.
W19-02	Waste Manifests	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (File review) / Inactive:7 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.
W21-21	Recycling Facilities	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Contract completed) / Inactive: 7 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
						changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.
W21-22	Household Hazardous Waste	3	n/a	P	Permanent: Remains Inactive	Retention period changed from Active: T (Contract completed) / Inactive: 7 Years to Active: 3 Years / Inactive: Permanent to reflect current business / operational needs. Final Disposition also changed from 'Destroy' to 'Permanent: Remains Inactive' to align with new permanent retention period.

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

**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	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to 'Destroy' following completion of an archival value appraisal of these records.

**H Human Resources**

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
H08-11	Firefighter Testing / Training	T	Employee departure	52	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to 'Destroy' following completion of an archival value appraisal of these records.

**S Social and Health Programs**

<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>
S00-04	Food Recall Notifications		n/a		Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to 'Destroy' following completion of an archival value appraisal of these records.
S03-25	Supervised Consumption Services Case Files		n/a		Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to 'Destroy' following completion of an archival value appraisal of these records.