

Proposed changes to Schedule “A” of the *Records Retention and Disposition By-law* (By-law No. 2021-183, as amended)

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

D Development and Planning

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
D09-01	Specific Heritage Properties	10		P	Permanent: Remains Inactive	Active Retention Period changed from T (Superseded) to 10 Years to align with business / operational needs.
D09-02	Heritage Conservation Districts	10		P	Permanent: Remains Inactive	Classification Name changed from 'Heritage Districts' to 'Heritage Conservation Districts' and Active Retention Period changed from T (Superseded) to 10 Years to align with business / operational needs.
D09-03	Heritage Confirmation Letters	3		P	Permanent: Remains Inactive	Inactive Retention Period changed from 4 Years to Permanent to align with business / operational needs.

E Emergency and Protective Services

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
E01-01	Lotteries	2		2	Destroy	Classification Name changed from Bingo to Lotteries to align with business / operational needs.
E01-02	Raffle	2		2	Destroy	Classification removed from the Corporate Records Classification Scheme as it is no longer needed by the office of primary responsibility.
E01-03	Monte Carlo	2		2	Destroy	Classification removed from the Corporate Records Classification Scheme as it is no longer needed by the office of primary responsibility.
E01-04	Nevada	2		2	Destroy	Classification removed from the Corporate Records Classification Scheme as it is no longer needed by the office of primary responsibility.

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
E01-05	Bazaar	2		2	Destroy	Classification removed from the Corporate Records Classification Scheme as it is no longer needed by the office of primary responsibility.
E01-06	Lottery Statements / Summaries	2		2	Destroy	Classification Name changed from 'Lottery Statements' to 'Lottery Statements / Summaries' to more accurately reflect the scope of records declared under this classification.
E01-07	Lottery Summaries	2		2	Destroy	Classification removed from the Corporate Records Classification Scheme as it is no longer needed by the office of primary responsibility.
E01-08	Lottery Eligibility	1		4	Destroy	Active Retention Period changed from T (File dormant) to 1 Year to align with business / operational needs.

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
E01-09	Animal Licences	3		5	Destroy	Retention Period changed from Active: 2 / Inactive: 4 to Active: 3 / Inactive: 5 to align with business / operational needs.
E01-10	Licensed Establishments	3		5	Destroy	Classification Name changed from 'Licensed Establishments General' to 'Licensed Establishments' to align with business / operational needs. Inactive Retention Period changed from 3 years to 5 years to align with business / operational needs.
E01-11	Specific Business Establishments	3		5	Destroy	Active Retention Period changed from T (Superseded) to 3 Years to align with business / operational needs.
E01-12	Group Homes	3		5	Destroy	Retention Period changed from Active: T (Superseded) / Inactive: 4 Years to Active: 3 Years / Inactive: 5 Years to align with business / Operational needs.

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
E01-14	Itinerant Seller	3		5	Destroy	Classification Name changed from 'Licensed Salesperson' to 'Itinerant Seller' and Retention Period changed from Active: T (Superseded) / Inactive: 2 Years to Active: 3 Years / Inactive: 5 Years to align with business / operational needs.
E01-15	Licensed Vehicles – Fuel Vendors	T	Superseded	2	Destroy	Classification removed from the Corporate Records Classification Scheme as it is no longer needed by the office of primary responsibility.
E01-16	Licensed Vehicles – Ice Cream Vendors	T	Superseded	2	Destroy	Classification removed from the Corporate Records Classification Scheme as it is no longer needed by the office of primary responsibility.
E01-18	Licensed Vehicles – Mobile Canteen	T	Superseded	2	Destroy	Classification removed from the Corporate Records Classification Scheme as it is no longer needed by the office of primary responsibility.

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
E01-19	Licensed Vehicles – Food Services	3		5	Destroy	Retention Period changed from Active: T (Superseded) / Inactive: 2 Years to Active: 3 Years / Inactive: 5 Years to align with business / operational needs.
E01-22	Driving Schools and Instructors	3		5	Destroy	Classification Name changed from ‘Driving Schools’ to ‘Driving Schools and Instructors’ and Retention Period changed from Active: T (Superseded) / Inactive: 2 Years to Active: 3 Years / Inactive: 5 Years to align with business / operational needs.
E01-23	Driving Instructors	T	Superseded	2	Destroy	Classification removed from the Corporate Records Classification Scheme as it is no longer needed by the office of primary responsibility.
E01-24	Parades and Special Events	3		5	Destroy	Retention Period changed from Active: T (Superseded) / Inactive: 2 Years to Active: 3 Years / Inactive: 5

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
						Years to align with business / operational needs.
E01-25	Miscellaneous Licences	3		5	Destroy	Retention Period changed from Active: T (Superseded) / Inactive: 2 Years to Active: 3 Years / Inactive: 5 Years to align with business / operational needs.
E01-33	Limousine Owners	3		5	Destroy	Retention Period changed from Active: T (Superseded) / Inactive: 2 Years to Active: 3 Years / Inactive: 5 Years to align with business / operational needs.
E01-34	Snow Plow Contractors	3		5	Destroy	Retention Period changed from Active: T (Superseded) / Inactive: 2 Years to Active: 3 Years / Inactive: 5 Years to align with business / operational needs.

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
E01-35	All Night Dance Events	3		5	Destroy	Retention Period changed from Active: T (Superseded) / Inactive: 2 Years to Active: 3 Years / Inactive: 5 Years to align with business / operational needs.
E01-36	Taxi Brokers	T	Superseded	50	Destroy	Inactive Retention Period changed from 2 Years to 50 Years to align with business / operational needs.
E06-03	Fire Stations	3		P	Permanent: Remains Inactive	Retention Period changed from Active: T (Superseded) / Inactive: 4 Years to Active: 3 Years / Inactive: Permanent to align with business / operational needs.
E06-04	Fire Safety Plans	3		P	Permanent: Remains Inactive	Retention Period changed from Active: T (Superseded) / Inactive: 4 Years to Active: 3 Years / Inactive: Permanent to align with business / operational needs.

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
E06-05	Retrofit	3		P	Permanent: Remains Inactive	Retention Period changed from Active: T (Retrofit completed) / Inactive: 4 Years to Active: 3 Years / Inactive: Permanent to align with business / operational needs.
E08-09	Daily Shift / Health Call Reports	3		30	Destroy	Inactive Retention Period changed from 17 Years to 30 Years to align with business / operational needs.
E09-02	Biomed	1		29	Destroy	Retention Period changed from Active: T (Superseded) / Inactive: 10 Years to Active: 1 Year / Inactive: 29 Years to align with business / operational needs.

F Finance

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
F12-01	Capital Projects	T	Program completed	6	Destroy	Classification removed from the Corporate Records Classification Scheme as it is no longer needed by the office of primary responsibility.

G Governance and Corporate Management

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
G10-07	Voters Lists	3 months		3 months	Permanent: Sent to City Archives	Classification changed to restricted to align with business / operational needs.

H Human Resources

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
H08-04	Competencies	2		8	Destroy	Retention Period changed from Active: T (Competencies completed) / Inactive: 5 Years to Active: 2 Years / Inactive: 8 Years.
H15-05	Client Consultations (Adults)	T	Client's last visit	10	Destroy	Classification Name changed from 'EAP Clients (Adults)' to 'Client Consultations (Adults)' and Inactive Retention Period changed from 7 Years to 10 Years to align with business / operational needs.
H15-10	Client Consultations (Children)	T	Client's 18 th birthday	10	Destroy	Classification Name changed from 'EAP Clients (Children)' to 'Client Consultations (Children)' and Inactive Retention Period changed from 7 Years to 10 Years to align with business / operational needs.

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
H16-04	Firefighter Illness/Accident Reports	2		50	Destroy	Classification changed to restricted to align with business / operational needs.

Part 2: Final Disposition (Archival Value) Changes

D Development and Planning

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
D09-03	Heritage Confirmation Letters	3		P	Permanent: Remains Inactive	Final Disposition changed from Archival Value: To Be Determined to Permanent: Remains Inactive to align with business / operational needs.

E Emergency and Protective Services

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
E06-03	Fire Stations	3		P	Permanent: Remains Inactive	Final Disposition changed from Destroy to Permanent: Remains Inactive due to an identified business / operational need.
E06-04	Fire Safety Plans	3		P	Permanent: Remains Inactive	Final Disposition changed from Destroy to Permanent: Remains Inactive due to an identified business / operational need.
E06-05	Retrofit	3		P	Permanent: Remains Inactive	Final Disposition changed from Destroy to Permanent: Remains Inactive due to an identified business / operational need.

G Governance and Corporate Management

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
G00-15	Lobbyist Contact and Correspondence	2		8	Permanent: Sent to City Archives	Final Disposition changed from Destroy to Permanent: Sent to City Archives following the completion of an archival value appraisal by the City Archives.
G10-18	3 rd Party Election Advertising	2		8	Destroy	Final Disposition changed from Archival Value: To Be Determined to Destroy following the completion of an archival value appraisal by the City Archives.

H Human Resources

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
H15-09	Health & Safety Committee Administration	3		5	Destroy	Final Disposition changed from Archival Value: To Be Determined to Destroy following the completion of an archival value appraisal by the City Archives.
H16-04	Firefighter Illness / Accident Reports	2		50	Destroy	Final Disposition changed from Archival Value: To Be Determined to Destroy following the completion of an archival value appraisal by the City Archives.
H16-05	Employee Incident Reports	2		15	Destroy	Final Disposition changed from Archival Value: To Be Determined to Destroy following the completion of an archival value appraisal by the City Archives.

S Social and Health Programs

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
S08-10	IPAC Complaints	2		3	Destroy	Final Disposition changed from Archival Value: To Be Determined to Destroy following the completion of an archival value appraisal by the City Archives.