

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’.

C Communications and Marketing

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
C03-01	Media Relations	3		5	Destroy	Retention Period changed from Active: 3 / Inactive: 3 to Active: 3 / Inactive: 5 to align with business / operational needs.
C03-04	Social Media	3		5	Destroy	Retention Period changed from Active: 3 / Inactive: 3 to Active: 3 / Inactive: 5 to align with business / operational needs.
C13-99	Special Events – Special Projects	3		P	Permanent: Remains Inactive	Classification removed from the Corporate Records Classification Scheme as it is no longer needed by the office of primary responsibility.

D Development and Planning

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
D06-03	Historic Land Use Inventory (HLUI) Applications	3		4	Destroy	Final Disposition changed from Archival Value: To Be Determined to Destroy following the completion of an archival value appraisal by the City Archives.
D07-02	30 Centimetre Reserve	3		P	Permanent: Remains Inactive	Retention Period changed from Active: 3 / Inactive: 10 to Active: 3 / Inactive: Permanent to align with business / operational needs.
D07-03	Cash-in-lieu of Parking	3		P	Permanent: Remains Inactive	Retention Period changed from Active: 3 / Inactive: 10 to Active: 3 / Inactive: Permanent to align with business / operational needs.
D07-05	Demolition Control	3		P	Permanent: Remains Inactive	Retention Period changed from Active: 3 / Inactive: 10 to Active: 3 / Inactive: Permanent to align with business / operational needs.
D07-06	Interim Control	3		P	Permanent: Remains Inactive	Retention Period changed from Active: 3 / Inactive: 10 to Active: 3 / Inactive: Permanent to align with business / operational needs.

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
D07-07	Lifting Holding Provision	3		P	Permanent: Remains Inactive	Retention Period changed from Active: 3 / Inactive: 10 to Active: 3 / Inactive: Permanent to align with business / operational needs.
D07-08	Part Lot Control	T	Notice of Decision	P	Permanent: Remains Inactive	Retention Period changed from Active: T (Notice of Decision) / Inactive: 10 to Active: T (Notice of Decision / Inactive: Permanent to align with business / operational needs.
D07-10	Sign Variance	T	File Dormant	P	Permanent: Remains Inactive	Retention Period changed from Active: 3 / Inactive: 3 to Active: T (File Dormant) / Inactive: P to align with business / operational needs.
D07-14	Street / Lane Closure	T	Application Approval	P	Permanent: Remains Inactive	Retention Period changed from Active: T (Application Approval) / Inactive: 10 to Active: T (Application Approval) / Inactive: P to align with business / operational needs.
D12-05	Private Approaches – by street name	3		P	Permanent: Remains Inactive	Retention Period changed from Active: 3 / Inactive: 5 to Active: 3 / Inactive: Permanent to align with business / operational needs.

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
D12-06	Private Approaches – by specific address	3		P	Permanent: Remains Inactive	Retention Period changed from Active: 3 / Inactive: 3 to Active: 3 / Inactive: Permanent to align with business / operational needs.
D13-03	Dormant or Cancelled Building / Construction Applications and Permits, Inquiries and Complaints	2		P	Permanent: Remains Inactive	Classification Name changed from ‘Dormant or Cancelled Building / Construction Applications and Permits’ to ‘Dormant or Cancelled Building / Construction Applications and Permits, Inquiries and Complaints’ to more accurately reflect the scope of records declared under this classification.
D13-04	Orders - No Permit	2		P	Permanent: Remains Inactive	Retention Period changed from Active: 2 / Inactive: 10 to Active: 2 / Inactive: 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
E03-03	Parking Control and Tickets	1		6	Destroy	Classification Name changed from 'Parking Tickets' to 'Parking Control and Tickets' to align with business / operational needs.
E08-09	Paramedics Daily Shift/Health Call Reports	3		17	Destroy	Classification Name changed from 'Daily Shift / Health Call Reports' to 'Paramedics Daily Shift/Health Call Reports' and retention changed from Active: 3 / Inactive: 30 to Active: 3 / Inactive: 17 to align with business / operational needs.
E08-13	Fire Daily Shift/Health Call Reports	3		30	Archival Value: To Be Determined	New Classification to align with business / operational needs
E12-01	Theft and Vandalism	3		7	Destroy	Retention Period changed from Active: 3 / Inactive: 2 to Active: 3 / Inactive: 7 to align with business / operational needs.

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
E14-01	Retailers and Public Institutions	T	File Dormant	5	Destroy	Classification Name changed from 'Retailers' to 'Retailers and Public Institutions' to align with business / operational needs.
E14-02	Public Institutions	T	File Dormant	5	Destroy	Classification removed from the Corporate Records Classification Scheme as it is no longer needed by the office of primary responsibility.

H Human Resources

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
H06-02	Fire Fighters' Recruitment Program	T	Recruitment Completed	5	Destroy	Retention Period changed from Active: T (Recruitment Completed) / Inactive: 1 to Active: T (Recruitment Completed) / Inactive: 5 to align with business / operational needs.
H12-02	Interest Arbitration Case Files	T	Case Resolved	21	Permanent: Sent to City Archives	Final Disposition changed from Archival Value: To Be Determined to Permanent: Sent to City Archives following the completion of an archival value appraisal by the City Archives.
H17-02	Exit Interviews	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.

I Information Management and Technology

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
I01-06	Records Updates, Disposition Approvals and Destruction Certificates	1		15	Permanent: Sent to City Archives	Classification Name changed from 'Records Updates and Disposition Approvals' to 'Records Updates, Disposition Approvals and Destruction Certificates' to align with business / operational needs.
I01-07	Records Destruction Certificates	1		15	Permanent: Sent to City Archives	Classification removed from the Corporate Records Classification Scheme as it is no longer needed by the office of primary responsibility.
I02-07	Privacy Impact Assessments	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.

S Social and Health Programs

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
S01-11	School Health Programs	1		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.
S02-04	Ontario Works Program	T	Case Closed	7	Destroy	Retention Period changed from Active: T (Case Closed) / Inactive: 5 to Active: T (Case Closed) / Inactive: 7 to align with business / operational needs.
S04-03	Public Health Accreditation	3		7	Destroy	Retention Period changed from Active: 3 / Inactive: 4 to Active: 3 / Inactive: 7 to align with business / operational needs.
S07-07	Reportable Communicable Sexual Health Diseases	1		14	Destroy	Final Disposition changed from Archival Value: To Be Determined to Destroy following the completion of an archival value appraisal by the City Archives.

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
S08-11	IPAC Investigations	5		25	Destroy	Final Disposition changed from Archival Value: To Be Determined to Destroy following the completion of an archival value appraisal by the City Archives.
S09-10	Resident Unit Planners	3		7	Destroy	Final Disposition changed from Archival Value: To Be Determined to Destroy following the completion of an archival value appraisal by the City Archives.
S10-14	Action Ottawa Projects	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 the completion of an archival value appraisal by the City Archives.

W Water, Wastewater and Solid Waste

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
W05-01	Service Request Investigations	2		P	Permanent: Remains Inactive	Retention Period changed from Active: 1 / Inactive: 1 to Active: 2 / Inactive: Permanent to align with business / operational needs.
W20-03	Collection Complaints	3		3	Destroy	Retention Period changed from Active: 1 / Inactive: 1 to Active: 3 / Inactive: 3 to align with business / operational needs.