

Document 9

**Specific changes proposed to Schedule “A” of the *Records Retention and Disposition By-law*****Changes made to Schedule A – Records Retention and Disposition By-law 2003-527  
To accompany Report to Council for Record Retention and Disposition By-law 2021-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: Permanent: Sent to City Archives, Permanent: Remains Inactive, Destroy, 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 event has occurred. The definitions for each “T” are found in the ‘Inactive Retention Trigger’ column. Examples include: Project completed, Contract expired, and File Closed. As soon as a specified event has taken place, affected records become ‘Inactive’.

**Part 1: Standard Changes****E Emergency and Protective Services**

<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>
E01-32	Market Vendors	T	Superseded	2	Destroy	Classification closed as the business of running markets was

Office of the City Clerk  
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Information Management Branch

**2021 Submission  
RECORDS RETENTION AND  
DISPOSITION BY-LAW**

References: By-laws 2003-527, 2004-567, 2005-507,  
2007-11, 2009-410, 2011-37, 2012-104, 2013-172,  
2014-135, 2015-122, 2016-124, 2017-126, 2018-128,  
2019-105 and 2020-342

						transferred to an external organization therefore was no longer needed.
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## F Finance

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
F12-03	Light Rail Transit (LRT) System	T	Project completed	30	Archival Value: To Be Determined	New classification created to accommodate records relating to the Light Rail Transit (LRT) system.

## H Human Resources

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
H16-05	Employee Incident Reports	2		15	Archival Value: To Be Determined	New classification created to accommodate employee incident reports.

## S Social and Health Services

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
S04-01	Epidemics / Pandemics	T	Epidemic / Pandemic ended	15	Permanent: Sent to City Archives	Classification name amended from 'Epidemics' to 'Epidemics / Pandemics' to enable the inclusion of records relating to COVID-19.

						The Inactive Retention Trigger was similarly amended from 'Epidemic ended' to 'Epidemic / Pandemic ended'.
S04-04	Epidemic / Pandemic Case Files	T	Case closed	15	Archival Value: To Be Determined	New classification created to accommodate epidemic / pandemic case files.
S07-07	Reportable Communicable Sexual Health Diseases	1		14	Archival Value: To Be Determined	New classification created to accommodate records relating to reportable communicable sexual health diseases.

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

### C Communication and Marketing

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
C10-05	Public Facing Events and Education	3		3	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to 'Destroy' 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
F13-01	Operating Expenditures – Costing	3		4	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to 'Destroy' following completion of an archival value appraisal by City Archives staff.
F13-02	Operating Expenditures – Forecasting	3		4	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to 'Destroy' following completion of an archival value appraisal 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
G01-19	Recruitment for Membership on Standing, Advisory and Miscellaneous Committees, Agencies, Commissions, Boards, and Task Forces	4		1	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.

## R Recreation, Culture and Libraries

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
R13-04	Young at Art	3		P	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.
R18-05	Event Set-up Plans	3		3	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
S09-09	MOH Critical Incident Reports	3		7	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to 'Destroy' following completion of an archival value appraisal by City Archives staff.
S10-10	Social and Affordable Housing Technical Records	5		P	Permanent: Remains Inactive	Final Disposition changed from 'Archival Value: To Be Determined' to 'Permanent: Remains Inactive' to align with ongoing business operational needs.

## T Transit and Transportation

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
T01-08	Transportation Data and Modeling	5		45	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

Classification Code	Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
W00-06	Condition Assessment Activities	T	Asset replacement or demolition	10	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to 'Destroy' following completion of an archival value appraisal by City Archives staff.
W11-02	Water Purification Reports and Studies	T	Report completed	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.
W11-03	Purification Plant Operational Support	T	Superseded	5	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to 'Destroy' following completion of an archival value appraisal by City Archives staff.
W16-01	Aeration Tanks	T	Asset demolished	20	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to 'Destroy' following completion of an archival value appraisal by City Archives staff.
W16-03	Blower Building	T	Asset demolished	20	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to 'Destroy' following completion of an archival value appraisal by City Archives staff.
W16-04	Chlorine Contact Chamber	T	Asset demolished	20	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to 'Destroy' following completion of

						an archival value appraisal by City Archives staff.
W16-05	Disinfection	T	Asset demolished	20	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to 'Destroy' following completion of an archival value appraisal by City Archives staff.
W16-06	Emergency Electric Chamber Generation	T	Asset demolished	20	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to 'Destroy' following completion of an archival value appraisal by City Archives staff.
W16-08	Primary Clarifiers	T	Asset demolished	20	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to 'Destroy' following completion of an archival value appraisal by City Archives staff.
W16-09	RAS/WAS North	T	Asset demolished	20	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to 'Destroy' following completion of an archival value appraisal by City Archives staff.
W16-10	RAS/WAS South	T	Asset demolished	20	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to 'Destroy' following completion of an archival value appraisal by City Archives staff.
W16-11	RSPS – Raw Sewage Pump Station (Plant)	T	Asset demolished	20	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to 'Destroy' following completion of an archival value appraisal by City Archives staff.
W16-12	SCADA	T	Asset demolished	20	Destroy	Final Disposition changed from 'Archival Value: To Be Determined'



						to 'Destroy' following completion of an archival value appraisal by City Archives staff.
W16-13	Screen and Degrit	T	Asset demolished	20	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to 'Destroy' following completion of an archival value appraisal by City Archives staff.
W16-14	Secondary Clarifiers	T	Asset demolished	20	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to 'Destroy' following completion of an archival value appraisal by City Archives staff.
W16-15	Lagoons	T	Asset demolished	20	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to 'Destroy' following completion of an archival value appraisal by City Archives staff.
W16-18	Digesters	T	Asset demolished	20	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to 'Destroy' following completion of an archival value appraisal by City Archives staff.
W16-20	Electrical Substation 1	T	Asset demolished	20	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to 'Destroy' following completion of an archival value appraisal by City Archives staff.
W16-21	Electrical Substation 2	T	Asset demolished	20	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to 'Destroy' following completion of an archival value appraisal by City Archives staff.

W16-22	East Boiler Plant	T	Asset demolished	20	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to 'Destroy' following completion of an archival value appraisal by City Archives staff.
W16-23	West Boiler Plant	T	Asset demolished	20	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to 'Destroy' following completion of an archival value appraisal by City Archives staff.
W16-24	Cogeneration Facilities	T	Asset demolished	20	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to 'Destroy' following completion of an archival value appraisal by City Archives staff.
W16-25	Sludge Dewatering	T	Asset demolished	20	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to 'Destroy' following completion of an archival value appraisal by City Archives staff.
W16-26	Plant Drainage	T	Asset demolished	20	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to 'Destroy' following completion of an archival value appraisal by City Archives staff.
W16-27	WAS Thickening	T	Asset demolished	20	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to 'Destroy' following completion of an archival value appraisal by City Archives staff.
W16-30	Dechlorination	T	Asset demolished	20	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to 'Destroy' following completion of an archival value appraisal by City Archives staff.

W16-31	Odour Control	T	Asset demolished	20	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to 'Destroy' following completion of an archival value appraisal by City Archives staff.
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