

**Changes made to Schedule A – Records Retention and Disposition Amending By-law 2019-XXX  
To accompany Report to Council for RRD Amending By-law 2019-XXX**

**Part 1: Standard Changes**

**D Development and Planning**

<b>Classification Code</b>	<b>Records 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>
D00-02	Development and Planning – Registered Mail Lists	1	n/a	Permanent	Permanent: Remains Inactive	Retention period changed from “Active=T (Superseded) / Inactive=10” to “Active=1 / Inactive=Permanent” to align with business requirements.
D02-05	Zoning Consultations for Group Homes	T	Application cancelled, group home closed	10 Years	Destroy	Retention period changed from “Active=3 / Inactive=1” to “Active=T (Application cancelled, group home closed) / Active=10” to align with business requirements.
D13-03	Dormant or Cancelled Building / Construction Applications and Permits	2	n/a	Permanent	Permanent: Remains Inactive	Classification name changed from “Cancelled Building / Construction Application” to “Dormant or Cancelled Building / Construction Applications and Permits”. Retention Period also changed from “Active=2 / Inactive= 10” to “Active=2 / Inactive=Permanent” to align with business requirements.

## E Emergency and Protective Services

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
E01-20	Licensed Vehicles – Taxi Owners / Plates	T	Superseded	50	Destroy	Inactive retention period changed from “Inactive=2” to “Inactive=50” to align with business requirements.
E01-21	Licensed Vehicles – Taxi Drivers	T	File closed	50	Destroy	Inactive retention period changed from “Inactive=5” to “Inactive=50” to align with business requirements.
E01-37	Child Care Centres	2	n/a	1	Destroy	Classification name changed from “Day Nurseries / Day Care” to “Child Care Centres” to more accurately reflect records content and current terminology.
E14-01	Retailers	T	File Dormant	5	Destroy	Inactive retention period changed from “Inactive=3” to “Inactive=5” to align with the Smoke-Free Ontario Act, 2017, S.O. 2017 legislated five-year window for enforcement.
E14-02	Public Institutions	T	File dormant	5	Destroy	Inactive retention period changed from “Inactive=3” to “Inactive=5” to align with the Smoke-Free Ontario Act, 2017, S.O. 2017 legislated five-year window for enforcement.

## F Finance

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
F16-16	Public Sector Salary Disclosure	3	n/a	Permanent	Archival Value: To Be Determined	New classification created to hold annual reports the City produces for the Province of Ontario that detail employee salaries and benefits in compliance with the Public Sector Salary Disclosure Act, 1996.

## G Government and Corporate Management

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
G01-18	City Council Minutes – Archival Security Copies	1	n/a	Permanent	Archival Value: To Be Determined	New classification created to hold signed copies of City Council minutes preserved by the City Archives as a security copy.
G10-17	Election Campaign Advertisement – Complaints	5	n/a	1	Archival Value: To Be Determined	New classification created to hold election campaign advertisement complaints in compliance with Municipal Elections Act, 1996 requirements.
G10-18	3rd Party Election Advertising	2	n/a	8	Archival Value: To Be Determined	New classification created to hold records relating to 3rd party election advertising in compliance with Municipal Elections Act, 1996 requirements.

## H Human Resources

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
H02-01	Administrative Records	T	Termination of employee	7	Destroy	Inactive retention period changed from “50 Years” to “7 Years” to align with business requirements. Note: This new retention period will not apply to administration records created prior to the creation of the new City of Ottawa (2001) given the recordkeeping practices of former municipalities.
H02-10	Employee Records – Child Care Centres (copies)	T	Termination of employee	7	Destroy	New classification created to hold location-based copies of employee administration records required at child care centres for reviews conducted by the Ministry of Education.
H08-11	Firefighter Testing / Training	2	n/a	50	Archival Value: To Be Determined	New classification created to hold Firefighter training and testing records to align with business requirements.
H16-04	Firefighter Accident / Illness Reports	2	n/a	50	Archival Value: To Be Determined	New classification created to hold Firefighter accident or illness report records to align with business requirements.

## L Legal

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
L03-01	Local Planning Appeal Tribunal	T	Appeals exhausted	50	Permanent: Sent to City Archives	Classification name changed from "Ontario Municipal Board" to "Local Planning Appeal Tribunal" in compliance with Bill 139, Building Better Communities and Conserving Watersheds Act, 2017 which included a change in name for this body.
L03-06	Assessment Review Board	T	Appeals exhausted + 9 Years	Permanent	Permanent: Sent to City Archives	Active retention period changed from "Active=T (Appeals exhausted)" to "Active=T (Appeals exhausted+9 Years)" to align with business requirements.
L05-07	Building Code Services – Claims against the City	T	Claim resolution	Permanent	Archival Value: To Be Determined	New classification created to hold research on the history of properties in the city.
L05-08	Building Code Services – Prosecutions (by address)	T	Claim resolution	Permanent	Archival Value: To Be Determined	New classification created to hold Building Code Services prosecutions records.

## S Social and Health Programs

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
S01-08	Child Care Case Files	T	File closed	3	Destroy	Classification name changed from "Childcare Programs" to "Child Care Case Files" to more accurately describe the records being created.

S03-24	Pre-2017 Healthy Sexuality Clinical Services	T	Case closed	33	Destroy	New classification created to hold pre-2017 healthy sexuality clinical services records to align with business requirements.
S03-25	Supervised Injection Services Case Files	T	Client's last visit + 2 years	Adults: 13 years / Children: Client's 18 <sup>th</sup> birthday + 15 years	Archival Value: To Be Determined	New classification created to hold supervised injection services case files to align with business requirements.
S09-09	MOH Critical Incident Reports	3	n/a	3	Archival Value: To Be Determined	New classification created to hold Ministry of Health critical incident reports created by the City's long-term care homes to align with business requirements.
S10-18	Housing Allowance Statement of Benefits	3	n/a	4	Archival Value: To Be Determined	New classification created to hold copies of completed Government of Canada T5007 Statement of Benefit forms and copies of summary of benefits reports produced for the Canada Revenue Agency (CRA).
S12	Child Care Centres	n/a	n/a	n/a	n/a	New records classification secondary created to hold records classifications relating to child care centres, programs and services in compliance with the Child Care and Early Years Act, 2014.

S12-00	General	2	n/a	1	Destroy	New classification created to hold records relating to the City's childcare programs and services in alignment with business requirements.
S12-01	Child Care Centre Attendance Logs	3	n/a	4	Destroy	New classification created to hold Child Care Centre attendance log records in alignment with business requirements.
S12-02	Child Care Centre Playground Inspections	3	n/a	4	Destroy	New classification created to hold Child Care Centre playground inspection records in alignment with business requirements.
S12-03	Child Care Centre Epipen Daily Check Logs	3	n/a	4	Destroy	New classification created to hold Child Care Centre Epipen daily check log records in alignment with business requirements.
S12-04	Child Care Centre Sleep / Rest Visual Check Charts	3	n/a	4	Destroy	New classification created to hold Child Care Centre sleep / rest visual check chart records in alignment with business requirements.
S12-05	Child Care Centre Daily Written Record	3	n/a	4	Destroy	New classification created to hold Child Care Centre Daily Written Record files in alignment with business requirements.

## T Transportation and Transit

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
T13-99	Special Project	T	Project completed	6	Destroy	Classification closed as it was not required by the Light Rail Transit office.



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

### D Development and Planning

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
D00-02	Development and Planning – Registered Mail Lists	1	n/a	Permanent	Permanent: Remains Inactive	Final Disposition changed from “Destroy” to “Permanent: Remains Inactive” following IM Branch consultation with office of primary interest to align with business requirements.
D13-03	Dormant or Cancelled Building / Construction Applications and Permits	2		Permanent	Permanent: Remains Inactive	Final Disposition changed from “Destroy” to “Permanent: Remains Inactive” following IM Branch consultation with office of primary interest to align with business requirements.
D14-04	Business Ambassador Service	2	n/a	4	Permanent: Sent to City Archives	Final Disposition changed from ‘Archival Value: To Be Determined’ to “Permanent: Sent to City Archives” following completion of archival appraisal.
D15-01	Pits and Quarries	T	Superseded	6	Permanent: Sent to City Archives	Final Disposition changed from ‘Archival Value: To Be Determined’ to “Permanent: Sent to City Archives” following completion of archival appraisal.

## G Government and Corporate Management

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
G21-00	General	3	n/a	3	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to "Destroy" following completion of archival appraisal.
G21-02	Specific Municipal Friendship Initiatives	T	Project completed	6	Permanent: Sent to City Archives	Final Disposition changed from 'Archival Value: To Be Determined' to "Archives Permanent" following completion of archival appraisal.

## H Human Resources

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
H02-10	Employee Records – Child Care Centres (copies)	T	Termination of Employee	7	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to "Destroy" following completion of archival appraisal.

## J Justice

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
J01-00	General	2	n/a	1	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to "Destroy" following completion of archival appraisal.

## S Social and Health Programs

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
S03-24	Pre-2017 Healthy Sexuality Clinical Services	T	Case closed	33	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to "Destroy" following completion of archival appraisal.
S10-16	Rent Supplement - Landlord Statements	2	n/a	8	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to "Destroy" following completion of archival appraisal.
S12-00	General	2	n/a	1	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to "Destroy" following completion of archival appraisal.
S12-01	Child Care Centre Attendance Logs	3	n/a	4	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to "Destroy" following completion of archival appraisal.
S12-02	Child Care Centre Playground Inspections	3	n/a	4	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to "Destroy" following completion of archival appraisal.
S12-03	Child Care Centre Sleep / Rest Visual	3	n/a	4	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to "Destroy"

	Check Chart					following completion of archival appraisal.
S12-04	Child Care Centre Sleep / Rest Visual Check Chart	3	n/a	4	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to "Destroy" following completion of archival appraisal.
S12-05	Child Care Centre Daily Written Record	3	n/a	4	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to "Destroy" following completion of archival appraisal.

## T Transportation and Transit

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
T13-28	Contract Management - Other Projects	10	n/a	Permanent	Permanent: Sent to City Archives	Final Disposition changed from 'Archival Value: To Be Determined' to "Permanent: Sent to City Archives" following completion of archival appraisal.