

Document Six (6)
Changes made to Schedule A – Records Retention and Disposition Amending By-law 2017-XXX
To accompany Report to Council for RRD Amending By-law 2017-XXX

Part 1: Standard Changes

A Asset Management

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
A05-01	Rinks	3	n/a	4	Destroy	Retention period changed from "Active=2 years / Inactive=3 years" to "Active=3 years / Inactive=4 years" to align with business requirements.
A05-02	Stadiums	3	n/a	4	Destroy	Retention period changed from "Active=2 years / Inactive=3 years" to "Active=3 years / Inactive=4 years" to align with business requirements.
A05-03	Event Bookings	3	n/a	4	Destroy	Retention period changed from "Active=2 years / Inactive=3 years" to "Active=3 years / Inactive=4 years" to align with business requirements.
A05-04	Pools	3	n/a	4	Destroy	Retention period changed from "Active=2 years / Inactive=3 years" to "Active=3 years / Inactive=4 years" to align with business requirements.
A05-05	Sports Fields	3	n/a	4	Destroy	Retention period changed from "Active=2 years / Inactive=3 years" to "Active=3 years / Inactive=4 years" to align with business requirements.

A05-06	Meeting Rooms/Halls	3	n/a	4	Destroy	Retention period changed from "Active=2 years / Inactive=3 years" to "Active=3 years / Inactive=4 years" to align with business requirements.
A05-07	Theatres	3	n/a	4	Destroy	Retention period changed from "Active=2 years / Inactive=3 years" to "Active=3 years / Inactive=4 years" to align with business requirements.

C Communications and Marketing

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
C00-02	Internal Communications	3	n/a	3	Destroy	Retention period changed from "Active=2 years / Inactive=1 year" to "Active=3 years / Inactive=3 years" 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
E01-41	Private Transportation Companies	2	n/a	3	Archival Value: To Be Determined	New classification created to hold records relating to private transportation companies.
E06-01	Fire Inspections by Address	T	Inspection completed	7	Destroy	Inactive retention period changed from "2 years" to "7 years" to better align with business requirements.

F Finance

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
F02	Journal Entries	n/a	n/a	n/a	n/a	Secondary classification name changed from "Journal Vouchers" to "Journal Entries" to align with current business operational activities and industry-accepted terminology.
F02-01	Completed Journal Entries	2	n/a	5	Archival Value: To Be Determined	New classification created to hold records relating to completed financial journal entries
F03-10	Electronic Funds Transfers (EFT)	3	n/a	4	Destroy	Retention period changed from "Active=T (Plan Terminated) / Inactive=7 years" to "Active=3 years / Inactive=4 years" to align with business requirements.
F04-04	Assessment Roll Omission / Supplementary	3	n/a	4	Destroy	Tertiary classification name changed from "Assessment Roll Omission - Assessment Act, Section 32" to "Assessment Roll Omission / Supplementary" to better reflect records content. In addition, the Retention period was subsequently changed from "Active=T (Superseded) / Inactive=6 years" to "Active=3 years / Inactive=4 years" to align with business requirements.
F04-05	Assessment Roll Supplementary - Assessment Act, Section 33	T	Superseded	6	Destroy	Classification closed as it was no longer required by the office of primary interest.

F04-07	Education Levy	3	n/a	4	Destroy	Retention period changed from "Active=T (Superseded) / Inactive=6 years" to "Active=3 years / Inactive=4 years" to align with business requirements.
F04-08	Municipal Tax Levy	3	n/a	4	Destroy	Retention period changed from "Active=T (Superseded) / Inactive=6 years" to "Active=3 years / Inactive=4 years" to align with business requirements.
F04-09	Business Improvement Levy	3	n/a	4	Destroy	Retention period changed from "Active=T (Superseded) / Inactive=6 years" to "Active=3 years / Inactive=4 years" to align with business requirements.
F04-19	Phase In / Capping	3	n/a	4	Destroy	Retention period changed from "Active=T (Superseded) / Inactive=6 years" to "Active=3 years / Inactive=4 years" to align with business requirements.
F04-19	Phase In / Capping	3	n/a	4	Destroy	Tertiary classification name changed from "Tax Assessment Phase In / Capping" to "Phase In / Capping" to align with business requirements.
F04-21	Month End / Penalty	2	n/a	5	Destroy	Tertiary classification name changed from "Merge Listing Business Past Due" to "Month End / Penalty" to align with business requirements.
F04-22	Assessment Totals	2	n/a	5	Destroy	Tertiary classification name changed from "Interim Tax Billing Assessment Totals" to "Assessment Totals" to align with business requirements.
F04-38	Reconciliation and Reporting	3	n/a	4	Archival Value: To Be Determined	New classification created to hold records relating to financial reconciliation and reporting.

F05-03	Investment Reports and Performance Measurement	3	n/a	4	Destroy	Retention period changed from "Active=T (Report completed) / Inactive=6 years" to "Active=3 years / Inactive=4 years" to align with business requirements.
F08-29	Funeral Expense Recoveries	2	n/a	5	Archival Value: To Be Determined	New classification created to hold records relating to funeral expense recoveries.
F08-30	Developer Deposits	2	n/a	13	Archival Value: To Be Determined	New classification created to hold records relating to developer financial deposits.
F09-02	Specific Financial Audits	1	n/a	6	Archival Value: To Be Determined	New classification created to hold records relating to specific financial audits.
F13-01	Operating Expenditures - Costing	3	n/a	4	Archival Value: To Be Determined	New classification created to hold records relating to operating expenditures - costing.
F13-02	Operating Expenditures - Forecasting	3	n/a	4	Archival Value: To Be Determined	New classification created to hold records relating to operating expenditures - forecasting.
F18-06	Social and Affordable Housing	T	Grant completed or Agreement Expiry	7	Archival Value: To Be Determined	New classification created to hold records relating to social and affordable housing grants.
F21-01	Secondary Allocation and Recovery	3	n/a	4	Archival Value: To Be Determined	New classification created to hold records relating to secondary allocation and recovery.
F26-01	Sinking Fund Annual Reports	3	n/a	4	Permanent: Sent to City Archives	Retention period changed from "Active=T (Report completed) / Inactive=6 years" to "Active=3 years / Inactive=4 years" to align with business requirements.

F27-08	Reconciliation and Reporting	3	n/a	4	Archival Value: To Be Determined	New classification created to hold records relating to financial reconciliation and reporting.
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I Information Management and Technology

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
I01-03	Forms Management	T	Reference value expired	3	Destroy	Retention period changed from "Active=3 years / Inactive=3 years" to "Active=T (Reference value expired) / Inactive=3 years" to align with business requirements.
I03-05	Specific Applications and Technology	3	n/a	4	Archival Value: To Be Determined	New classification created to hold records relating to specific applications and technology.

L Legal

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
L02-29	Public-Private-Partnership (P3) Agreements	T	Agreement Expiry	10	Archival Value: To Be Determined	New classification created to hold records relating to public / private partnership (P3) agreements.
L03-14	Social Housing Internal Review Panel	T	Decision + 4 years	8	Archival Value: To Be Determined	New classification created to hold records relating to social housing internal review panel.

R Recreation, Culture and Libraries

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
R00-03	Fee Support	1	n/a	2	Archival Value: To Be Determined	New classification created to hold records relating to individual and family eligibility for fee reduction or forgiveness to City cultural and Recreation programs.
R01-01	Specific Aquatic Programs (yearly, season, including March Break, etc.)	3	n/a	3	Destroy	Tertiary classification name changed from "Specific Aquatic Programs (by year)" to "Specific Aquatic Programs (yearly, season, including March Break, etc.)" to align with business requirements.
R02-01	Specific Sports Programs (yearly or seasonal, including March Break, etc.)	3	n/a	3	Destroy	Tertiary classification name changed from "Specific Sports Programs" to "Specific Sports Programs (yearly or seasonal, including March Break, etc.)" to align with business requirements.
R04	Recreation and Leisure Activities	n/a	n/a	n/a	n/a	Secondary classification name changed from "Recreation Programs" to "Recreation and Leisure Activities" to enable a broader range of records to be classified in this category.

R04-01	Specific Recreation and Leisure Programs	3	n/a	3	Destroy	Tertiary classification name changed from "Specific Recreation Programs" to "Specific Recreation and Leisure Programs" to align with business requirements.
R04-02	Seasonal Programs (including March Break, Summer Camp, etc.)	2		4	Destroy	Tertiary classification name changed from "Seasonal Programs" to "Seasonal Programs (including March Break, Summer Camp, etc.)" to align with business requirements.
R12-01	Community Exhibitions	T	Superseded	Permanent	Archival Value: To Be Determined	Retention period changed from "Active=3 years / Inactive=5 years" to "Active=T (Superseded) / Inactive=Permanent" to align with business requirements.
R13-04	Young at Art	3	n/a	Permanent	Archival Value: To Be Determined	New classification created to hold records relating to the City's annual 'Young at Art' juried art exhibition.
R17-00	General	2	n/a	1	Destroy	Retention period changed from "Active=3 years / Inactive=4 years" to "Active=2 / Inactive=1 years" to align with business requirements.
R17-05	Researcher History	T	Superseded	Permanent	Permanent: Sent to City Archives	Inactive retention trigger changed from "T (Completed)" to "T (Superseded)" to better align with business requirements.
R17-06	Archives Reference Services	3	n/a	Permanent	Permanent: Sent to City Archives	Classification closed as it was no longer required by the office of primary interest.

R17-08	Photographic / Imaging Services	2	n/a	4	Destroy	Inactive retention period changed from "6 years" to "4 years" to align with business requirements.
R18	City-owned Theatres	n/a	n/a	n/a	n/a	New Secondary classification created to accommodate records relating to City-owned theatres.
R18-00	General	2	n/a	1	Archival Value: To Be Determined	New classification created for general records related to city-owned theatres.
R18-01	Theatre Programming	3	n/a	3	Archival Value: To Be Determined	New classification created to hold records relating to city-owned theatre programming.
R18-02	Membership Programs & Campaigns	3	n/a	3	Archival Value: To Be Determined	New classification created to hold records relating to city-owned theatre membership programs and campaigns.
R18-03	Theatre Memberships	2	n/a	1	Archival Value: To Be Determined	New classification created to hold records relating to city-owned theatre memberships.
R18-04	Theatre Patron Services	3	n/a	3	Archival Value: To Be Determined	New classification created to hold records relating to city-owned theatre patron services.
R18-05	Event Set-up Plans	3	n/a	3	Archival Value: To Be Determined	New classification created to hold records relating to city-owned theatre event set-up plans.

S Social and Health Programs

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
S01-11	School Health Programs	1	n/a	5	Archival Value: To Be Determined	New classification created to hold records relating to school health programs.
S02-16	Opt4Jobs Program	T	Case closed	7	Archival Value: To Be Determined	New classification created to hold records relating to the city's Opt4Jobs program.
S06-07	Children's Immunization Case Files	T	Client's 18th Birthday	10	Archival Value: To Be Determined	New classification created to hold children's immunization case file records.
S08-06	Outbreaks	2	n/a	28	Destroy	Retention period changed from "Active=T (Inspection completed) / Inactive=10 years" to "Active=2 years / Inactive=28 years" to align with business requirements.
S08-10	IPAC Complaints	2	n/a	3	Archival Value: To Be Determined	New classification created to hold Infection Prevention and Control (IPAC) complaint records.
S08-11	IPAC Investigations	5	n/a	25	Archival Value: To Be Determined	New classification created to hold Infection Prevention and Control (IPAC) investigation records.
S10	Social and Affordable Housing Administration and Housing Programs	n/a	n/a	n/a	n/a	Secondary classification name changed from "Social Housing and Housing Programs" to "Social and Affordable Housing Administration and Housing Programs" to better reflect the range of records being classified in this category.

S10-10	Social and Affordable Housing Technical Records	5	n/a	Permanent	Archival Value: To Be Determined	New classification created to hold social and affordable housing technical records.
S10-11	Housing Provider Financial Reporting	T	Closure of file + 4 years	7 years	Archival Value: To Be Determined	New classification created to hold housing provider financial reporting records.
S10-12	Social and Affordable Housing Compliance	T	Agreement Expiry	10 years	Archival Value: To Be Determined	New classification created to hold social and affordable housing compliance records.

T Transportation and Transit

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
T13	Light Rail Transit (LRT) - Implementation Project Management	n/a	n/a	n/a	n/a	<p>Secondary classification name changed from "Light Rail" to "Light Rail Transit (LRT) Implementation Project Management" to enable a clearer understanding of the content being declared in this category.</p> <p>Certain records classifications are now captured in T15 and T16 sections and separated the project management records from the design and construction records.</p>

T13-00	General	10	n/a	Permanent	Permanent: Sent to City Archives	Retention period changed from "Active=2 years / Inactive= 1 year" to "Active=10 years / Inactive=Permanent" to align with business requirements.
T13-01	Planning	10	n/a	Permanent	Permanent: Sent to City Archives	Tertiary classification name changed from "Planning - Light Rail" to "Planning" to align with business requirements relating to Light Rail Transit (LRT) Implementation Project Management. In addition, the Active retention period was subsequently changed from "T (Study implemented)" to "10" years to align with business requirements.
T13-03	Civil – Light Rail	T	Project completed	P	Permanent: Sent to City Archives	Classification closed as it was no longer required by the office of primary interest. These records are now captured in T15 and T16 sections and separated the project management records from the design and construction records.
T13-04	Stations – Light Rail	T	Major renewal	20	Permanent: Sent to City Archives	Classification closed as it was no longer required by the office of primary interest. These records are now captured in T15 and T16 sections and separated the project management records from the design and construction records.
T13-06	Maintenance Yards and Facilities – Light Rail	T	Major renewal	20	Selected Records: Sent to City Archives	Classification closed as it was no longer required by the office of primary interest. These records are now captured in T15 and T16 sections and separated the project management records from the design and construction records.

T13-11	Signals, Systems, and Communications – Light Rail	T	Major Renewal	50	Permanent: Sent to City Archives	Classification closed as it was no longer required by the office of primary interest. These records are now captured in T15 and T16 sections and separated the project management records from the design and construction records.
T13-12	Power – Light Rail	T	Major Renewal	20	Archival Value: To Be Determined	Classification closed as it was no longer required by the office of primary interest. These records are now captured in T15 and T16 sections and separated the project management records from the design and construction records.
T13-13	Utilities – Light Rail	T	Major Renewal	20	Archival Value: To Be Determined	Classification closed as it was no longer required by the office of primary interest. These records are now captured in T15 and T16 sections and separated the project management records from the design and construction records.
T13-14	Vehicles – Light Rail	T	Disposal of Vehicle	2	Archival Value: To Be Determined	Classification closed as it was no longer required by the office of primary interest. These records are now captured in T15 and T16 sections and separated the project management records from the design and construction records.

T13-15	Procurement	10	n/a	Permanent	Permanent: Sent to City Archives	Tertiary classification name changed from "Procurement - Light Rail" to "Procurement" to align with business requirements relating to Light Rail Transit (LRT) Implementation Project Management. In addition, the Retention period was subsequently changed from "Active=T (Project completed) / Inactive=7 years" to "Active=10 years / Inactive=Permanent" to align with business requirements.
T13-16	Contract Management	10	n/a	Permanent	Permanent: Sent to City Archives	Tertiary classification name changed from "Contract Management - Light Rail" to "Contract Management" to align with business requirements relating to Light Rail Transit (LRT) - Implementation Project Management. In addition, the Retention period was changed from "Active=T (Project completed) / Inactive=7 years" to "Active=10 years / Inactive=Permanent" to align with business requirements.
T13-17	Safety and Security	10	n/a	Permanent	Permanent: Sent to City Archives	Tertiary classification name changed from "System Safety and Security - Light Rail" to "Safety and Security" to align with business requirements relating to Light Rail Transit (LRT) Implementation Project Management. In addition, the Active retention period changed from "T (Superseded)" to "10 years" to align with business requirements.

T13-18	Traffic and Mobility – Light Rail	T	Project Completed	10	Archival Value: To Be Determined	Classification closed as it was no longer required by the office of primary interest. These records are now captured in T15 and T16 sections and separated the project management records from the design and construction records.
T13-19	Tunnel – Light Rail	T	Project Completed	P	Archival Value: To Be Determined	Classification closed as it was no longer required by the office of primary interest. These records are now captured in T15 and T16 sections and separated the project management records from the design and construction records.
T13-20	Environmental – Light Rail	T	Project Completed	50	Archival Value: To Be Determined	Classification closed as it was no longer required by the office of primary interest. These records are now captured in T15 and T16 sections and separated the project management records from the design and construction records.
T13-21	Stakeholder Relations	T	Construction Completed	20	Permanent: Sent to City Archives	Tertiary classification name changed from "Stakeholder Relations and Communications - Light Rail" to "Stakeholder Relations" to align with business requirements relating to Light Rail Transit (LRT) Implementation Project Management.
T13-22	Project Team Meetings	10	n/a	Permanent	Permanent: Sent to City Archives	New classification created to hold records relating to project team meetings for Light Rail Transit (LRT).
T13-23	Public Relations	10	n/a	Permanent	Archival Value: To Be Determined	New classification created to hold records relating to public relations for Light Rail Transit (LRT).

T13-24	Risk Management	10	n/a	Permanent	Permanent: Sent to City Archives	New classification created to hold records relating to risk management for Light Rail Transit (LRT).
T13-25	Quality Management	10	n/a	Permanent	Permanent: Sent to City Archives	New classification created to hold records relating to quality management for Light Rail Transit (LRT).
T13-26	Project Reporting	10	n/a	Permanent	Permanent: Sent to City Archives	New classification created to hold records relating to project reporting for Light Rail Transit (LRT).
T13-27	Program Management Plan	10	n/a	Permanent	Permanent: Sent to City Archives	New classification created to hold records relating to program management plans for Light Rail Transit (LRT).
T15	Trillium Line – Light Rail Transit (LRT) System	n/a	n/a	n/a	n/a	New Secondary classification created to accommodate records relating to the City's Trillium Line - Light Rail Transit (LRT) System.
T15-00	General	10	n/a	Permanent	Permanent: Sent to City Archives	New classification created to hold general records relating to the Trillium Line - Light Rail Transit (LRT) System.
T15-01	Stations and Segments	10	n/a	Permanent	Permanent: Sent to City Archives	New classification created to hold stations and segments records relating to the Trillium Line - Light Rail Transit (LRT) System.
T15-02	Facilities	10	n/a	Permanent	Permanent: Sent to City Archives	New classification created to hold facilities records relating to the Trillium Line - Light Rail Transit (LRT) System.
T15-03	Signals, Systems and Communications	10	n/a	Permanent	Permanent: Sent to City Archives	New classification created to hold signals, systems and communications records relating to the Trillium Line - Light Rail Transit (LRT) System.

T15-04	Power	10	n/a	Permanent	Permanent: Sent to City Archives	New classification created to hold power records relating to the Trillium Line - Light Rail Transit (LRT) System.
T15-05	Geotechnical	10	n/a	Permanent	Permanent: Sent to City Archives	New classification created to hold geotechnical records relating to the Trillium Line - Light Rail Transit (LRT) System.
T15-06	Tunnel	10	n/a	Permanent	Permanent: Sent to City Archives	New classification created to hold tunnel records relating to the Trillium Line - Light Rail Transit (LRT) System.
T15-07	Environmental	10	n/a	Permanent	Permanent: Sent to City Archives	New classification created to hold environmental records relating to the Trillium Line - Light Rail Transit (LRT) System.
T15-08	Property	10	n/a	Permanent	Permanent: Sent to City Archives	New classification created to hold property records relating to the Trillium Line - Light Rail Transit (LRT) System.
T15-09	Traffic and Mobility	10	n/a	Permanent	Permanent: Sent to City Archives	New classification created to hold traffic and mobility records relating to the Trillium Line - Light Rail Transit (LRT) System.
T15-10	Utilities	10	n/a	Permanent	Permanent: Sent to City Archives	New classification created to hold utilities records relating to the Trillium Line - Light Rail Transit (LRT) System.
T15-11	Vehicles	10	n/a	Permanent	Permanent: Sent to City Archives	New classification created to hold vehicle records relating to the Trillium Line - Light Rail Transit (LRT) System.
T15-12	General Engineering	10	n/a	Permanent	Permanent: Sent to City Archives	New classification created to hold general engineering records relating to the Trillium Line - Light Rail Transit (LRT) System.

T15-13	Civil	10	n/a	Permanent	Permanent: Sent to City Archives	New classification created to hold civil records relating to the Trillium Line - Light Rail Transit (LRT) System.
T16	Confederation Line – Light Rail Transit (LRT) System	n/a	n/a	n/a	n/a	New Secondary classification created to accommodate records relating to the City's Confederation Line - Light Rail Transit (LRT) System.
T16-00	General	10	n/a	Permanent	Permanent: Sent to City Archives	New classification created to hold general records relating to the Confederation Line - Light Rail Transit (LRT) System.
T16-01	Stations and Segments	10	n/a	Permanent	Permanent: Sent to City Archives	New classification created to hold stations and segments records relating to the Confederation Line - Light Rail Transit (LRT) System.
T16-02	Facilities	10	n/a	Permanent	Permanent: Sent to City Archives	New classification created to hold facilities records relating to the Confederation Line - Light Rail Transit (LRT) System.
T16-03	Signals, Systems and Communications	10	n/a	Permanent	Permanent: Sent to City Archives	New classification created to hold signals, systems and communications records relating to the Confederation Line - Light Rail Transit (LRT) System.
T16-04	Power	10	n/a	Permanent	Permanent: Sent to City Archives	New classification created to hold power records relating to the Confederation Line - Light Rail Transit (LRT) System.
T16-05	Geotechnical	10	n/a	Permanent	Permanent: Sent to City Archives	New classification created to hold geotechnical records relating to the Confederation Line - Light Rail Transit (LRT) System.

T16-06	Tunnel	10	n/a	Permanent	Permanent: Sent to City Archives	New classification created to hold tunnel records relating to the Confederation Line - Light Rail Transit (LRT) System.
T16-07	Environmental	10	n/a	Permanent	Permanent: Sent to City Archives	New classification created to hold environmental records relating to the Confederation Line - Light Rail Transit (LRT) System.
T16-08	Property	10	n/a	Permanent	Permanent: Sent to City Archives	New classification created to hold property records relating to the Confederation Line - Light Rail Transit (LRT) System.
T16-09	Traffic and Mobility	10	n/a	Permanent	Permanent: Sent to City Archives	New classification created to hold traffic and mobility records relating to the Confederation Line - Light Rail Transit (LRT) System.
T16-10	Utilities	10	n/a	Permanent	Permanent: Sent to City Archives	New classification created to hold utilities records relating to the Confederation Line - Light Rail Transit (LRT) System.
T16-11	Vehicles	10	n/a	Permanent	Permanent: Sent to City Archives	New classification created to hold vehicle records relating to the Confederation Line - Light Rail Transit (LRT) System.
T16-12	General Engineering	10	n/a	Permanent	Permanent: Sent to City Archives	New classification created to hold general engineering records relating to the Confederation Line - Light Rail Transit (LRT) System.
T16-13	Civil	10	n/a	Permanent	Permanent: Sent to City Archives	New classification created to hold civil records relating to the Confederation Line - Light Rail Transit (LRT) System.

V Vehicle and Equipment

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
V01-03	Circle Checks	6 months	n/a	2	Destroy	Inactive retention period changed from "6 months" to "2 years" to better align with business requirements.
V01-04	Hours of Service Tracking	6 months	n/a	2	Archival Value: To Be Determined	New classification created to hold hours of services tracking records relating to vehicles currently owned, operated and maintained by the Municipality.

W Water, Wastewater and Solid Waste

Classification Code	Records 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	Archival Value: To Be Determined	New classification created to hold condition assessment activities records.
W05-11	Water Production Work Orders	1	n/a	6	Archival Value: To Be Determined	New classification created to hold water production work order records.

W08-12	Sewer Service Laterals	2	n/a	13	Destroy	Tertiary classification name changed from "Sewer Lateral Maintenance" to "Sewer Service Laterals" to align with business requirements. In addition, the Retention period was changed from "Active=T (Maintenance completed) / Inactive=6" to "Active=2 years / Inactive=13 years" to align with business requirements.
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Part 2: Final Disposition (Archival Value) Changes

A Asset Management

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
A00-01	Asset Rationalization	T	Validation completed	15	Permanent: Sent to City Archives	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Permanent: Sent to City Archives" following completion of archival appraisal.
A03-01	Facility Management by Facility Number	3	n/a	20	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.

C Communications and Marketing

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
C01-02	Artwork	T	File closed	6	Permanent: Sent to City Archives	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Permanent: Sent to City Archives" following completion of archival appraisal.

C01-03	Graphics Design Products, Video, Audio and Photographs	2	n/a	8	Permanent: Sent to City Archives	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Permanent: Sent to City Archives" following completion of archival appraisal.
C03-04	Social Media	3	n/a	3	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
C10-01	Inquiries, Compliments and Complaints	3	n/a	3	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
C10-02	Community Groups	T	Group dissolved	3	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
C10-03	Consultations / Surveys	T	Survey completed	3	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
C10-06	Commemorative Naming	10	n/a	P	Permanent: Sent to City Archives	Final Disposition was changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of archival appraisal.

D Development and Planning

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
D04-01	Specific Urban Design Studies	T	Superseded	10	Permanent: Sent to City Archives	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Permanent: Sent to City Archives" following completion of archival appraisal.
D05-01	Development and Planning Statistical Reports	T	Superseded	10	Permanent: Sent to City Archives	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Permanent: Sent to City Archives" following completion of archival appraisal.
D14-02	Economic Development Proposals / Studies	T	File dormant	6	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
D15-01	Pits and Quarries	T	Superseded	6	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Archival Value: To Be Determined" at the request of the City Archivist.
D16-01	Specific Enforcement Case Files	3	n/a	10	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.

D17-05	Streets / Roads / Bridges and other sites	2	n/a	3	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
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E Emergency and Protective Services

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
E01-07	Lottery Summaries	2	n/a	2	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
E02-03	By-law Enforcement Programs	T	Superseded	6	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
E04-01	Veterinary Services / Clinics	3	n/a	3	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
E04-05	Animal Bites / Rabies	T	Superseded	6	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
E04-06	Specific Animal Control	3	n/a	3	Destroy	Final Disposition was changed from "Archival Value: To Be Determined" to "Destroy" following completion of archival appraisal.

E05-01	Fire-fighting Operations and Techniques	T	Superseded	5	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
E06-04	Fire Safety Plans	T	Superseded	4	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
E06-07	Fire Safety Programs	T	Superseded	1	Permanent: Sent to City Archives	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Permanent: Sent to City Archives" following completion of archival appraisal.
E06-08	Public Education	3	n/a	3	Permanent: Sent to City Archives	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Permanent: Sent to City Archives" following completion of archival appraisal.
E08-03	Emergency Medical Investigations	3	n/a	P	Permanent: Remains Inactive	Final Disposition was changed from "Destroy" to "Permanent: Remains Inactive" following completion of archival appraisal.
E09-99	Special Projects	T	Project completed	6	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
E11-01	Preparedness	T	Superseded	7	Permanent: Sent to City Archives	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Permanent: Sent to City Archives" following completion of archival appraisal.

E14-02	Public Institutions	T	File dormant	3	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
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F Finance

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
F04-01	Assessment Roll Property Files	T	Superseded	6	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
F14-07	Financial Purchase Orders (FPO)	T	File closed	7	Destroy	Final Disposition was changed from "Archival Value: To Be Determined" to "Destroy" following completion of archival appraisal.
F16-03	Pay Rates	3	n/a	P	Permanent: Sent to City Archives	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Permanent: Sent to City Archives" following completion of archival appraisal.
F18-01	Arts	T	Grant completed	6	Permanent: Sent to City Archives	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Permanent: Sent to City Archives" following completion of archival appraisal.

F18-02	Heritage	T	Grant completed	6	Permanent: Sent to City Archives	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Permanent: Sent to City Archives" following completion of archival appraisal.
F18-03	Cultural Facilities	T	Grant completed	6	Permanent: Sent to City Archives	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Permanent: Sent to City Archives" following completion of archival appraisal.
F18-04	Miscellaneous Grants, Loans, Subsidies	T	Grant completed	6	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
F18-05	Heritage - Supporting Documentation	2	n/a	P	Permanent: Remains Inactive	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Permanent: Remains Inactive" following completion of archival appraisal.

G Governance and Corporate Management

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
G00-09	Mayor and Council Inquiries	2	n/a	2	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.

G00-13	AODA Accessibility Procurement Verification	2	n/a	6	Destroy	Final Disposition was changed from "Archival Value: To Be Determined" to "Destroy" following completion of archival appraisal.
G01-14	Standing Committees	1	n/a	P	Permanent: Sent to City Archives	Final Disposition was changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of archival appraisal.
G01-15	Advisory Committees	1	n/a	P	Permanent: Sent to City Archives	Final Disposition was changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of archival appraisal.
G01-16	Commissions, Boards, Task Forces and Other Committees	1	n/a	P	Permanent: Sent to City Archives	Final Disposition was changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of archival appraisal.
G01-17	Departmental Copies for Commissions, Boards, Task Forces and Other Committees	3	n/a	3	Destroy	Final Disposition was changed from "Archival Value: To Be Determined" to "Destroy" following completion of archival appraisal.
G03-03	Objections to By-laws	3	n/a	10	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.

G04-01	Specific By-law Working Papers	7	n/a	8	Permanent: Sent to City Archives	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Permanent: Sent to City Archives" following completion of archival appraisal.
G08-04	Miscellaneous Internal City Committees and Teams	3	n/a	2	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
G10-01	Election Ballots (prototypes)	3 months	n/a	3 months	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
G10-03	Declaration of Office	T	Completion of Election	P	Permanent: Sent to City Archives	Final Disposition was changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of archival appraisal.
G10-13	Wards, Polls and Advance Polls	2	n/a	6	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
G10-16	Election Transition Projects	2	n/a	6	Destroy	Final Disposition was changed from "Archival Value: To Be Determined" to "Destroy" following completion of archival appraisal.
G12-02	Business / Operations / Work Plans	2	n/a	8	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.

G12-05	Service Level Agreements	T	Superseded	10	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
G14-02	Audit Consulting	T	Consultation completed	5	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
G15-01	Specific Activity Reports	2	n/a	8	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
G15-02	Business Statistics	3	n/a	4	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
G18-02	Process Design	T	Superseded	6	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
G18-03	Operating Design	T	Project completed	6	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" 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
H01-04	Job Evaluation Planning	T	Superseded	10	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
H01-06	Organization and Position Management	3	n/a	4	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
H02-06	Employee Records Paramedics (copies)	T	Termination of Employee	7	Destroy	Final Disposition was changed from "Archival Value: To Be Determined" to "Destroy" following completion of archival appraisal.
H02-07	Employee Records Recreation (copies)	T	Termination of Employee	7	Destroy	Final Disposition was changed from "Archival Value: To Be Determined" to "Destroy" following completion of archival appraisal.
H02-08	Administrative Records (Police Services Board)	T	Termination of employee	50	Destroy	Final Disposition was changed from "Archival Value: To Be Determined" to "Destroy" following completion of archival appraisal.
H02-09	Priority Placements	T	File Closed	7	Destroy	Final Disposition was changed from "Archival Value: To Be Determined" to "Destroy" following completion of archival appraisal.

H03-02	Volunteer Management and Engagement	2	n/a	5	Destroy	Final Disposition was changed from "Archival Value: To Be Determined" to "Destroy" following completion of archival appraisal.
H08-01	Specific Training and Development Programs	T	Program superseded	5	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
H08-07	Performance Development Program	T	Program Superseded	5	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
H08-08	Corporate Mentoring Program	T	Program Superseded	5	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
H08-09	Leadership Feedback Survey	T	Program Superseded	5	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
H08-10	Coaching	T	Program Superseded	5	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
H09-02	City Managers Award for Excellence Program	1	n/a	10	Permanent: Sent to City Archives	Final Disposition was changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of archival appraisal.

H09-03	Environmental Excellence Awards Program	1	n/a	10	Permanent: Sent to City Archives	Final Disposition was changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of archival appraisal.
H09-04	Diversity and Inclusion Awards Program	1	n/a	10	Permanent: Sent to City Archives	Final Disposition was changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of archival appraisal.
H09-08	Peer and Achievement Awards Program	1	n/a	10	Permanent: Sent to City Archives	Final Disposition was changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of archival appraisal.
H10-02	Pension Programs	3	n/a	7	Permanent: Sent to City Archives	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Permanent: Sent to City Archives" following completion of archival appraisal.
H11-01	Ottawa Group / Union Correspondence	T	Issue resolved	10	Permanent: Sent to City Archives	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Permanent: Sent to City Archives" following completion of archival appraisal.
H11-02	Ottawa Group / Union Negotiations	T	Negotiations completed	10	Permanent: Sent to City Archives	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Permanent: Sent to Archives" following completion of archival appraisal.
H12-02	Interest Arbitration Case Files	T	Case resolved	21	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.

H13-02	Union / Policy Grievances	T	Grievance resolved	21	Permanent: Sent to City Archives	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Permanent: Sent to City Archives" following completion of archival appraisal.
H14-01	Compensation	3	n/a	5	Permanent: Sent to City Archives	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Permanent: Sent to City Archives" following completion of archival appraisal.
H15-01	Specific Health and Safety Programs	3	n/a	5	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
H15-10	Employee Assistance Program Clients (Children)	T	Client's 18th Birthday	7	Destroy	Final Disposition was changed from "Archival Value: To Be Determined" to "Destroy" following completion of archival appraisal.
H16-03	Specific Human Resources Plans	T	Programs or reports implemented	5	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
H17-01	Specific Human Resources Plans	T	Plans superseded	10	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
H18-01	Employment Equity Plans	4	n/a	3	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.

H18-04	Employment Systems Review	4	n/a	3	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
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I Information Management and Technology

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
I03-05	Specific Applications and Technology	3	n/a	4	Destroy	Final Disposition was changed from "Archival Value: To Be Determined" to "Destroy" following completion of archival appraisal.
I04-05	Corporate IT Security Awareness Program	2	n/a	5	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.

L Legal

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
L02-10	Award Ditches and Municipal Drain Improvements	T	Agreement expiry	7	Permanent: Sent to City Archives	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Permanent: Sent to City Archives" following completion of archival appraisal.

L02-11	Waste Management / Sanitation Agreements	T	Agreement expiry	7	Permanent: Sent to City Archives	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Permanent: Sent to City Archives" following completion of archival appraisal.
L02-23	Employment Agreements	T	Termination of employee	10	Permanent: Sent to City Archives	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Permanent: Sent to City Archives" following completion of archival appraisal.
L04-09	Acquisition Investigations	5	n/a	10	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
L04-10	Disposal Investigations	5	n/a	10	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
L08-05	Events - Incident and Vehicle Accident Reports	T	Case closed	7	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.

R Recreation, Culture and Libraries

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
R13-03	Community Development	3	n/a	10	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" 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
S04-02	Community Programs	T	Program completed	2	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
S05-03	Specific Dental Case Files (Children)	T	Client's 18 th Birthday	10	Destroy	Final Disposition was changed from "Archival Value: To Be Determined" to "Destroy" following completion of archival appraisal.
S10-01	Provincial Housing Programs	T	Program completed	15	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
S10-02	Federal Housing Programs	T	Program completed	15	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.

S10-04	Rooming Houses	T	Program completed	15	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
S10-07	Domiciliary Hostels	T	Program completed	15	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
S10-08	Supports to Daily Living Services	T	Program completed	15	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" 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
T01-04	Functional Planning Studies	T	Study completed	10	Permanent: Sent to City Archives	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Permanent: Sent to City Archives" following completion of archival appraisal.
T01-05	MTO Highways / Liaisons	T	Superseded	10	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
T02-02	Roads by road name	T	Superseded	10	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.

T02-03	Integrates Construction Projects (combination of road, sewer, and/ or water) by contract number	T	Project completed	10	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
T02-04	Resurfacing Program Construction Projects (by contract number)	T	Project completed	10	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
T02-05	Sidewalks, Pathways and Walkways	T	Construction completed	10	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
T02-06	Intersection Modifications Construction – by contract number	T	Construction completed	10	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
T02-07	Construction Specifications	T	Superseded	10	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
T03-05	Environmental Initiatives	T	Initiative completed	10	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.

T03-08	Flood Control	T	Superseded	10	Permanent: Sent to City Archives	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Permanent: Sent to City Archives" following completion of archival appraisal.
T04-04	Vibration Monitoring – by street name	T	Superseded	25	Permanent: Sent to City Archives	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Permanent: Sent to City Archives" following completion of archival appraisal.
T04-05	Pavement Management System	T	Superseded	P	Permanent: Remains Inactive	Final Disposition was changed from "Destroy" to "Permanent: Remains Inactive" following completion of archival appraisal.
T05-01	Specific Underground Infrastructure Services	T	Superseded	6	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
T05-10	Utility Coordination	T	File Closed	7	Destroy	Final Disposition was changed from "Archival Value: To Be Determined" to "Destroy" following completion of archival appraisal.
T06-02	Proposed Structures (by structure number)	T	Decision made	10	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
T06-05	Maintenance – Structures (by structure number)	T	Major Renewal	25	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.

T06-07	Culverts (by structure number)	T	Warranty Period Complete	25	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
T06-08	Undefined Structures	T	Superseded	25	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
T06-09	Noise Barriers	25	n/a	25	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
T06-10	Gateway Features	25	n/a	25	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
T06-11	Sign Support Structures	25	n/a	25	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
T06-12	Retaining Walls	25	n/a	25	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
T07-08	Safety Investigations	T	Investigation completed	10	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.

T07-09	Safety & Security Improvement Programs	T	Superseded	10	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
T08-01	Area Traffic Projects	T	Study completed	10	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
T08-05	Cycling Network Projects	T	Project completed	10	Permanent: Sent to City Archives	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Permanent: Sent to City Archives" following completion of archival appraisal.
T10-02	Transitway Programs	T	Superseded	10	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
T10-03	Transitway Inspections	T	Superseded	10	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
T10-05	Transitway Corridor (by ID number)	T	Superseded	10	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
T10-06	O-Train Corridor (by ID number)	T	Superseded	10	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.

T10-07	Stations (by ID number)	T	Superseded	10	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
T10-08	Park and Ride Lots (by ID number)	T	Superseded	10	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
T10-09	Transit Priority Measures	T	Superseded	10	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
T12-01	Scheduling Analysis	T	Analysis completed	4	Destroy	Final Disposition was changed from "Permanent: Selected Records Sent to Archives" to "Destroy" following completion of archival appraisal.
T13-00	General	10	n/a	Permanent	Permanent: Sent to City Archives	Final Disposition was changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of archival appraisal.
T13-15	Procurement	10	n/a	Permanent	Permanent: Sent to City Archives	Final Disposition was changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of archival appraisal.
T13-16	Contract Management	10	n/a	Permanent	Permanent: Sent to City Archives	Final Disposition was changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of archival appraisal.

T13-17	Safety and Security	10	n/a	Permanent	Permanent: Sent to City Archives	Final Disposition was changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of archival appraisal.
T13-21	Stakeholder Relations	T	Construction Completed	20	Permanent: Sent to City Archives	Final Disposition was changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of archival appraisal.
T13-22	Project Team Meetings	10	n/a	Permanent	Permanent: Sent to City Archives	Final Disposition was changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of archival appraisal.
T13-23	Public Relations	10	n/a	Permanent	Permanent: Sent to City Archives	Final Disposition was changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of archival appraisal.
T13-24	Risk Management	10	n/a	Permanent	Permanent: Sent to City Archives	Final Disposition was changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of archival appraisal.
T13-25	Quality Management	10	n/a	Permanent	Permanent: Sent to City Archives	Final Disposition was subsequently changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of archival appraisal.
T13-26	Project Reporting	10	n/a	Permanent	Permanent: Sent to City Archives	Final Disposition was changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of archival appraisal.

T13-27	Program Management Plan	10	n/a	Permanent	Permanent: Sent to City Archives	Final Disposition was changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of archival appraisal.
T15-00	General	10	n/a	Permanent	Permanent: Sent to City Archives	Final Disposition was changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of archival appraisal.
T15-01	Stations and Segments	10	n/a	Permanent	Permanent: Sent to City Archives	Final Disposition was changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of archival appraisal.
T15-02	Facilities	10	n/a	Permanent	Permanent: Sent to City Archives	Final Disposition was changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of archival appraisal.
T15-03	Signals, Systems and Communications	10	n/a	Permanent	Permanent: Sent to City Archives	Final Disposition was changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of archival appraisal.
T15-04	Power	10	n/a	Permanent	Permanent: Sent to City Archives	Final Disposition was changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of archival appraisal.
T15-05	Geotechnical	10	n/a	Permanent	Permanent: Sent to City Archives	Final Disposition was changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of archival appraisal.

T15-06	Tunnel	10	n/a	Permanent	Permanent: Sent to City Archives	Final Disposition was changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of archival appraisal.
T15-07	Environmental	10	n/a	Permanent	Permanent: Sent to City Archives	Final Disposition was changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of archival appraisal.
T15-08	Property	10	n/a	Permanent	Permanent: Sent to City Archives	Final Disposition was changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of archival appraisal.
T15-09	Traffic and Mobility	10	n/a	Permanent	Permanent: Sent to City Archives	Final Disposition was changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of archival appraisal.
T15-10	Utilities	10	n/a	Permanent	Permanent: Sent to City Archives	Final Disposition was changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of archival appraisal.
T15-11	Vehicles	10	n/a	Permanent	Permanent: Sent to City Archives	Final Disposition was changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of archival appraisal.
T15-12	General Engineering	10	n/a	Permanent	Permanent: Sent to City Archives	Final Disposition was changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of archival appraisal.

T15-13	Civil	10	n/a	Permanent	Permanent: Sent to City Archives	Final Disposition was changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of archival appraisal.
T16-00	General	10	n/a	Permanent	Permanent: Sent to City Archives	Final Disposition was changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of archival appraisal.
T16-01	Stations and Segments	10	n/a	Permanent	Permanent: Sent to City Archives	Final Disposition was changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of archival appraisal.
T16-02	Facilities	10	n/a	Permanent	Permanent: Sent to City Archives	Final Disposition was changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of archival appraisal.
T16-03	Signals, Systems and Communications	10	n/a	Permanent	Permanent: Sent to City Archives	Final Disposition was changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of archival appraisal.
T16-04	Power	10	n/a	Permanent	Permanent: Sent to City Archives	Final Disposition was changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of archival appraisal.
T16-05	Geotechnical	10	n/a	Permanent	Permanent: Sent to City Archives	Final Disposition was changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of archival appraisal.

T16-06	Tunnel	10	n/a	Permanent	Permanent: Sent to City Archives	Final Disposition was changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of archival appraisal.
T16-07	Environmental	10	n/a	Permanent	Permanent: Sent to City Archives	Final Disposition was changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of archival appraisal.
T16-08	Property	10	n/a	Permanent	Permanent: Sent to City Archives	Final Disposition was changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of archival appraisal.
T16-09	Traffic and Mobility	10	n/a	Permanent	Permanent: Sent to City Archives	Final Disposition was changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of archival appraisal.
T16-10	Utilities	10	n/a	Permanent	Permanent: Sent to City Archives	Final Disposition was changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of archival appraisal.
T16-11	Vehicles	10	n/a	Permanent	Permanent: Sent to City Archives	Final Disposition was changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of archival appraisal.
T16-12	General Engineering	10	n/a	Permanent	Permanent: Sent to City Archives	Final Disposition was changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of archival appraisal.

T16-13	Civil	10	n/a	Permanent	Permanent: Sent to City Archives	Final Disposition was changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of archival appraisal.
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W Water, Wastewater and Solid Waste

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
W00-02	Ministry and Regulatory Compliance	5	n/a	10	Permanent: Sent to City Archives	Final Disposition was changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of archival appraisal.
W00-04	Compliance Inspection Annual Report	5	n/a	10	Permanent: Sent to City Archives	Final Disposition was changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of archival appraisal.
W00-05	Drinking Water Quality Management System	T	Superseded	10	Permanent: Sent to City Archives	Final Disposition was changed from "Permanent: Selected Records Sent To Archives" to "Permanent: Sent to City Archives" following completion of archival appraisal.
W00-99	Special Projects	T	Project completed	6	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent To Archives" to "Archival Value: To Be Determined" at the request of the City Archivist.

W05-99	Special Projects	T	Project completed	6	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent to "Archival Value: To Be Determined" at the request of the City Archivist.
W06-99	Special Projects	T	Project completed	6	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent To Archives" to "Archival Value: To Be Determined" at the request of the City Archivist.
W07-99	Special Projects	T	Project completed	6	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent To Archives" to "Archival Value: To Be Determined" at the request of the City Archivist.
W08-02	City Sewers	10	n/a	11	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent To Archives" to "Archival Value: To Be Determined" at the request of the City Archivist.
W08-07	Storm Sewer Construction Projects – by contract number	T	Construction completed	10	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent To Archives" to "Archival Value: To Be Determined" at the request of the City Archivist.
W08-08	Sanitary Sewer Construction Projects – by contract number	T	Construction completed	10	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent To Archives" to "Archival Value: To Be Determined" at the request of the City Archivist.

W08-10	Combined Sewer Separation Projects – by contract number	T	Project completed	10	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent To Archives" to "Archival Value: To Be Determined" at the request of the City Archivist.
W08-99	Special Projects	T	Project completed	6	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent To Archives" to "Archival Value: To Be Determined" at the request of the City Archivist.
W09-99	Special Projects	T	Project completed	6	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent To Archives" to "Archival Value: To Be Determined" at the request of the City Archivist.
W10-99	Special Projects	T	Project completed	6	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent To Archives" to "Archival Value: To Be Determined" at the request of the City Archivist.
W11-02	Water Purification Reports and Studies	T	Report completed	10	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent To Archives" to "Archival Value: To Be Determined" at the request of the City Archivist.
W11-99	Special Projects	T	Project completed	6	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent To Archives" to "Archival Value: To Be Determined" at the request of the City Archivist.

W12-99	Special Projects	T	Project completed	6	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent To Archives" to "Archival Value: To Be Determined" at the request of the City Archivist.
W14-01	Construction Projects – by contract number	T	Project completed	10	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent To Archives" to "Archival Value: To Be Determined" at the request of the City Archivist.
W14-02	Watermains	5	n/a	10	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent To Archives" to "Archival Value: To Be Determined" at the request of the City Archivist.
W14-03	Valves	5	n/a	10	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent To Archives" to "Archival Value: To Be Determined" at the request of the City Archivist.
W14-04	Hydrants	5	n/a	10	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent To Archives" to "Archival Value: To Be Determined" at the request of the City Archivist.
W14-05	Water Service Laterals	5	n/a	10	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent To Archives" to "Archival Value: To Be Determined" at the request of the City Archivist.

W14-06	Water Loss Control	5	n/a	10	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent To Archives" to "Archival Value: To Be Determined" at the request of the City Archivist.
W14-07	Water Quality Maintenance	5	n/a	10	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent To Archives" to "Archival Value: To Be Determined" at the request of the City Archivist.
W14-99	Special Projects	T	Project completed	6	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent To Archives" to "Archival Value: To Be Determined" at the request of the City Archivist.
W15-99	Special Projects	T	Project completed	6	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent To Archives" to "Archival Value: To Be Determined" at the request of the City Archivist.
W16-01	Aeration Tanks	T	Asset Demolished	20	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent To Archives" to "Archival Value: To Be Determined" at the request of the City Archivist.
W16-02	Biosolids Utilizations	10	n/a	11	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent To Archives" to "Archival Value: To Be Determined" at the request of the City Archivist.

W16-03	Blower Building	T	Asset Demolished	20	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent To Archives" to "Archival Value: To Be Determined" at the request of the City Archivist.
W16-04	Chlorine Contract Chamber	T	Asset Demolished	20	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent To Archives" to "Archival Value: To Be Determined" at the request of the City Archivist.
W16-05	Disinfection	T	Asset Demolished	20	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent To Archives" to "Archival Value: To Be Determined" at the request of the City Archivist.
W16-06	Emergency Electric Power Generation	T	Asset Demolished	20	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent To Archives" to "Archival Value: To Be Determined" at the request of the City Archivist.
W16-07	Outfalls	T	Asset Demolished	20	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent To Archives" to "Archival Value: To Be Determined" at the request of the City Archivist.
W16-08	Primary Clarifiers	T	Asset Demolished	20	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent To Archives" to "Archival Value: To Be Determined" at the request of the City Archivist.

W16-09	RAS / WAS North	T	Asset Demolished	20	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent To Archives" to "Archival Value: To Be Determined" at the request of the City Archivist.
W16-10	RAS / WAS South	T	Asset Demolished	20	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent To Archives" to "Archival Value: To Be Determined" at the request of the City Archivist.
W16-11	RSPS – Raw Sewage Pump Station (Plant)	T	Asset Demolished	20	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent To Archives" to "Archival Value: To Be Determined" at the request of the City Archivist.
W16-12	SCADA	T	Asset Demolished	20	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent To Archives" to "Archival Value: To Be Determined" at the request of the City Archivist.
W16-13	Screen and Degrit	T	Asset Demolished	20	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent To Archives" to "Archival Value: To Be Determined" at the request of the City Archivist.
W16-14	Secondary Clarifiers	T	Asset Demolished	20	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent To Archives" to "Archival Value: To Be Determined" at the request of the City Archivist.

W16-15	Lagoons	T	Asset Demolished	20	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent To Archives" to "Archival Value: To Be Determined" at the request of the City Archivist.
W16-16	Treatments	T	Asset Demolished	20	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent To Archives" to "Archival Value: To Be Determined" at the request of the City Archivist.
W16-17	Communal Systems	T	Asset Demolished	20	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent To Archives" to "Archival Value: To Be Determined" at the request of the City Archivist.
W16-18	Digesters	T	Asset Demolished	20	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent To Archives" to "Archival Value: To Be Determined" at the request of the City Archivist.
W16-20	Electrical Substation 1	T	Asset Demolished	20	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent To Archives" to "Archival Value: To Be Determined" at the request of the City Archivist.
W16-21	Electrical Substation 2	T	Asset Demolished	20	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent To Archives" to "Archival Value: To Be Determined" at the request of the City Archivist.

W16-22	East Boiler Plant	T	Asset Demolished	20	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent To Archives" to "Archival Value: To Be Determined" at the request of the City Archivist.
W16-23	West Boiler Plant	T	Asset Demolished	20	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent To Archives" to "Archival Value: To Be Determined" at the request of the City Archivist.
W16-24	Cogeneration Facilities	T	Asset Demolished	20	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent To Archives" to "Archival Value: To Be Determined" at the request of the City Archivist.
W16-25	Sludge Dewater	T	Asset Demolished	20	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent To Archives" to "Archival Value: To Be Determined" at the request of the City Archivist.
W16-26	Plant Drainage	T	Asset Demolished	20	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent To Archives" to "Archival Value: To Be Determined" at the request of the City Archivist.
W16-27	WAS Thickening	T	Asset Demolished	20	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent To Archives" to "Archival Value: To Be Determined" at the request of the City Archivist.

W16-28	Septage Receiving	T	Asset Demolished	20	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent To Archives" to "Archival Value: To Be Determined" at the request of the City Archivist.
W16-29	Sludge Haulage	T	Asset Demolished	20	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent To Archives" to "Archival Value: To Be Determined" at the request of the City Archivist.
W16-30	Dechlorination	T	Asset demolished	20	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent To Archives" to "Archival Value: To Be Determined" at the request of the City Archivist.
W16-31	Odour Control	T	Asset demolished	20	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent To Archives" to "Archival Value: To Be Determined" at the request of the City Archivist.
W16-99	Special Projects	T	Project completed	6	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent To Archives" to "Archival Value: To Be Determined" at the request of the City Archivist.
W17-01	Specific Testing	1	n/a	P	Permanent: Remains Inactive	Final Disposition was changed from "Destroy" to "Permanent: Remains Inactive" following completion of archival appraisal.

W17-99	Special Projects	T	Project completed	6	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent To Archives" to "Archival Value: To Be Determined" at the request of the City Archivist.
W18-99	Special Projects	T	Project completed	6	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent To Archives" to "Archival Value: To Be Determined" at the request of the City Archivist.
W19-99	Special Projects	T	Project completed	6	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent To Archives" to "Archival Value: To Be Determined" at the request of the City Archivist.
W20-99	Special Projects	T	Project completed	6	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent To Archives" to "Archival Value: To Be Determined" at the request of the City Archivist.
W21-07	Trail Waste Facility Compliance	3	n/a	P	Permanent: Records sent to Archives	Final Disposition was changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of archival appraisal.
W21-08	Trail Road Facility Grounds and Operations	2	n/a	4	Destroy	Final Disposition was changed from "Archival Value: To Be Determined" to "Destroy" following completion of archival appraisal.
W21-10	Trail Waste Leachate Management	2	n/a	P	Permanent: Sent to City Archives	Final Disposition was changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of archival appraisal.

W21-11	Trail Waste Facility Gas Management	2	n/a	18	Permanent: Sent to City Archives	Final Disposition was changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of archival appraisal.
W21-12	Trail Waste Facility Stormwater Management	2	n/a	P	Permanent: Sent to City Archives	Final Disposition was changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of archival appraisal.
W21-15	Springhill Landfill	2	n/a	P	Permanent: Sent to City Archives	Final Disposition was changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of archival appraisal.
W21-16	Nepean Landfill	2	n/a	P	Permanent: Sent to City Archives	Final Disposition was changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of archival appraisal.
W21-17	Private Sector Waste Facilities	2	n/a	P	Permanent: Sent to City Archives	Final Disposition was changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of archival appraisal.
W21-18	Private Sector Waste Facilities	2	n/a	P	Permanent: Sent to City Archives	Final Disposition was changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of archival appraisal.
W21-99	Special Projects	T	Project completed	6	Archival Value: To Be Determined	Final Disposition was changed from "Permanent: Selected Records Sent To Archives" to "Archival Value: To Be Determined" at the request of the City Archivist.