

## Document 6

**Changes made to Schedule A – *Records Retention and Disposition* (RRD) *By-law* (By-law No. 2003-527)  
To accompany Report to Council for RRD Amending By-law **2020-XXX****

**Note 1:**

In 2019, the IM Branch updated the inactive retention periods of many classifications listed in this report. This was done to more accurately reflect the needs of originating offices requiring longer operational access to records prior to their transfer to City Archives from offsite inactive storage.

**Note 2:**

The end state of records is captured in the Final Disposition column (below). The Final Disposition of records will be expressed as one of the following: Permanent: Sent to City Archives, Permanent: Remains Inactive, Destroy, or Archival Value: To Be Determined.

**Part 1: Standard Changes****A     Asset Management**

<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>
A00-01	Asset Rationalization	T	Validation completed	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from 15 Years to 30 Years to align with business requirements.

A00-02	Conditional Audits	T	Audit completed	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from 10 Years to 30 Years to align with business requirements.
A00-04	Accessibility Audits and Investigations	T	Audit / Investigation completed	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from 20 Years to 30 Years to align with business requirements.
A01-01	Listing of Facility Numbers	T	Superseded by new listing	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
A01-02	Inventory of Corporate Real Property Holdings	T	Superseded by new listing + 2 Years	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
A01-03	Listing of Easements and Limited Interests	T	Superseded by new listing	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.

A02-01	Specific Facility Design, Construction, Renovations and Specifications	T	Project completed	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
A02-02	Life Cycle Renewal – Technical Systems	T	Project completed	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
A02-03	Life Cycle Renewal – Architectural Systems and Structures	T	Project completed	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
A02-04	Life Cycle Renewal – Parks/Sites	T	Project completed	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive

						storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
A02-05	Accessibility Remediation and Retrofit	T	Project completed	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
A02-06	Environmental Remediation and Retrofit	T	Project completed	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
A02-07	Lifesafety Remediation and Retrofit	T	Project completed	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.

A02-99	Special Projects	T	Project completed	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
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## C Communications and Marketing

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
C01-01	Souvenirs	3 Years	n/a	15 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 15 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
C03-03	Corporate News Releases	3 Years	n/a	15 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 15 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.

C05-02	City Publications – External	T	Publication completed	15 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 15 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
C08-01	Historical Speeches and Presentations	3 Years	n/a	15 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 15 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
C10-04	Awards and Plaques	1 Year	n/a	15 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 15 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
C10-06	Commemorative Naming	10 Years	n/a	15 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 15 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to

						transfer to City of Ottawa Archives, as permanent records.
C13-01	Historical Special Events	3 Years	n/a	15 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 15 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.

## D Development and Planning

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
D00-01	Legacy Microform	1 Year	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
D00-04	Legacy Microform, Non-Archival	1 Year	n/a	P	Permanent: Remains Inactive	New Tertiary created to accommodate non-archival legacy microform.
D00-05	Requests for Building Code Services Property Information	2 Years	n/a	P	Archival Value: To Be Determined	New Tertiary created to accommodate requests for Business Code Services property information.

D01-02	Specific Official Plan Studies	T	Superseded	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from 10 Years to 30 Years to align with business requirements.
D02-04	Zoning Enforcement	3 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from 20 Years to 30 Years to align with business requirements.
D03-02	Development and Planning - Gene	T	File Closed	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from 10 Years to 30 Years to align with business requirements.
D04-01	Specific Urban Design Studies	T	Superseded	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from 10 Years to 30 Years to align with business requirements.
D05-01	Development and Planning Statistical Reports	T	Superseded	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from 10 Years to 30 Years to align with business requirements.
D07-13	Street Name Change	T	Application Approval	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from 10 Years to 30 Years to align with business requirements.
D08-03	Power of Sale	2 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.



D08-04	Validation of Title	2 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
D08-05	Original Decisions (x Ottawa 65-01)	T	Reference Completed	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
D10-01	Specific Parks	T	Superseded	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
D11-01	Specific Civic Addressing	T	Superseded	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to

						transfer to City of Ottawa Archives, as permanent records.
D12-04	Encroachments - Permanent	T	File Dormant	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
D14-01	Property Development Industrial / Business Parks	T	File Dormant	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
D14-03	Business Improvement Areas	T	File Dormant	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
D14-04	Business Ambassador Service	2 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from 4 Years to 30 Years to align with business requirements.

D15-01	Pits and Quarries	T	Superseded	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from 6 Years to 30 Years to align with business requirements.
D17-01	Calculations	T	Project completed	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.

## E Emergency and Protective Services

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
E05-02	Station Log Books	T	Superseded	15 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 15 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
E06-01	Fire Inspections By Address	3 Years	n/a	2 Years	Destroy	Retention period changed from Active=T (Inspection completed) / Inactive=7 Years to Active=3 Years / Inactive=2 Years to align with business requirements.

E07-01	Fire Incident Reports	4 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
E07-02	Fire Investigation Reports	4 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
E07-03	Inspectors' Notebooks	4 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
E09-05	HAZMAT Incident Reports	4 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to

						transfer to City of Ottawa Archives, as permanent records.
E11-04	Emergency Systems	T	Superseded	15 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 15 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
E13-01	Marriage Records and Registers	2 Years	n/a	1 Year	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 1 Year to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
E13-02	Death Records and Registers	2 Years	n/a	1 Year	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 1 Year to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.

E13-03	Birth Records and Registers	2 Years	n/a	1 Year	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 1 Year to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
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**F00 Finance**

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
F00-03	Finance Legacy Microform	1 Year	n/a	15 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 15 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
F04-27	Assessment Rolls	1 Year	n/a	1 Year	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 1 Year to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.

F08-31	Community Benefit Charges	4 Years	n/a	5 Years	Destroy	New Tertiary created to accommodate records related to community benefit changes.
F10-11	City of Ottawa Budget Book (original)	3 Years	n/a	15 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 15 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
F11-01	City of Ottawa Financial Statements (originals)	1 Year	n/a	15 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 15 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
F12-02	Capital Projects - City Facilities/Structures	T	Project completed	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.

F14-09	Requisitions and Supporting Documents	3 Years	n/a	4 Years	Destroy	Tertiary classification closed as it was no longer required by the Finance department. Records declared under this classification have been reclassified.
F16-03	Pay Rates	3 Years	n/a	15 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 15 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
F16-10	Workplace Safety and Insurance Board	3 Years	n/a	15 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 15 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
F25-01	Audited Financial Statements	3 Years	n/a	15 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 15 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.



F25-06	Actuarial Reports	3 Years	n/a	15 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 15 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
F25-08	Minute Books	3 Years	n/a	15 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 15 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
F25-09	Superannuation Funds - Custodial and Safekeeping Statements (Year End)	3 Years	n/a	15 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 15 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
F25-10	Superannuation Funds - Regulatory Filing (Federal / Provincial)	3 Years	n/a	15 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 15 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to

						transfer to City of Ottawa Archives, as permanent records.
F25-11	Original Plan Text and Amendments	3 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.

## G Governance and Corporate Management

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
G01-01	City Council	1 Year	n/a	1 Year	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 1 Year to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
G01-10	Reports to City Council and Committees	5 Years	n/a	1 Year	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 1 Year to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to

						City of Ottawa Archives, as permanent records.
G01-14	Standing Committees	1 Year	n/a	1 Year	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 1 Year to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
G01-15	Advisory Committees	1 Year	n/a	1 Year	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 1 Year to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
G01-16	Commissions, Boards, Task Forces and Other Committees	1 Year	n/a	1 Year	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 1 Year to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
G01-18	City Council Minutes – Archival Security Copies	1 Year	n/a	1 Year	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 1 Year to align with business requirement that (these) records are kept longer in offsite inactive storage

						to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
G01-19	Recruitment for Membership on Standing, Advisory and Miscellaneous Committees, Agencies, Commissions, Boards and Task Forces	4 Years	n/a	1 Year	Archival Value: To Be Determined	New Tertiary created to accommodate records relating to recruitment for membership on Standing, Advisory and miscellaneous committees, agencies, commissions, boards and task forces.
G03-02	By-laws (originals)	1 Year	n/a	1 Year	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 1 Year to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
G10-02	Election Candidates	2 Years	n/a	15 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 15 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
G10-03	Declaration of Office	T	Completion of Election	15 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 15 Years to align with business requirement that (these) records

						are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
G10-04	Election Results	2 Years	n/a	15 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 15 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
G10-05	Poll Maps	2 Years	n/a	15 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 15 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
G10-11	Candidate Compliance Audits	2 Years	n/a	15 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 15 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.

G10-15	Candidate Financial Statements	T	Next regular election completed	15 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 15 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
G11-01	Declaration of Interest / Record of Disclosure Registry	T	Conflict of interest eliminated, or employee / elected rep terminated	15 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 15 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
G16-01	Specific Protocols	3 Years	n/a	1 Year	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 1 Year to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
G16-02	Protocol Events	3 Years	n/a	1 Year	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 1 Year to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to

						City of Ottawa Archives, as permanent records.
G16-03	Council Recognitions	3 Years	n/a	15 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 15 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
G16-04	Diplomatic Support	3 Years	n/a	15 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 15 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
G17-01	Ottawa Transition Board Projects (2000)	1 Year	n/a	15 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 15 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.

## H Human Resources

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
H07	Employment Testing	n/a	n/a	n/a	n/a	Secondary classification closed and all records declared here were subsequently integrated into the modified H08 Secondary.
H07-00	General	2 Years	n/a	1 Year	Destroy	Tertiary classification closed with all records declared here subsequently reclassified under the H08 Secondary.
H07-01	Specific Employment Testing	T	Termination of Employee	20 Years	Destroy	Tertiary classification closed with all records declared here subsequently reclassified under the H08 Secondary.
H07-99	Special Projects	T	Project completed	6 Years	Destroy	Tertiary classification closed with all records declared here subsequently reclassified under the H08 Secondary.
H08	FROM: Training and Development TO: Employment Testing, Training and Development	n/a	n/a	n/a	n/a	Secondary Name changed to broaden the scope of records that can be classified therein. Records previously declared under the (now) closed H07 Secondary will be moved to the H08 classifications.
H08-11	Firefighter Testing/Training	T	Termination of Employee	52 Years	Archival Value: To Be Determined	Active retention period changed from 2 Years to T (Termination of Employee) to align with business requirements.



H08-12	Specific Employment Testing	T	Termination of Employee	20 Years	Destroy	New classification created to accommodate employment testing records.
H10-06	Pension Reports (City Wide)	T	Report completed	15 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 15 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
H18-06	Human Rights Tribunal of Ontario Complaints	T	Complaint resolved	15 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 15 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
H18-07	Canadian Human Rights Commission Complaints	T	Complaint resolved	15 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 15 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.

## I Information Management and Technology

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
I01-06	Records Updates and Disposition Approvals	1 Year	n/a	15 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 15 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
I01-07	Records Destruction Certificates	1 Year	n/a	15 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 15 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
I01-08	Corporate Resource Centre	3 Years	n/a	15 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 15 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.

I01-10	Transfers to Archives	1 Year	n/a	15 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 15 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
I01-12	Records Transferred to Other Agencies	1 Year	n/a	15 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 15 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
I01-13	Legacy Records Indexes and Information	1 Year	n/a	15 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 15 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.

**L Legal**

<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>
L01-01	Registered Documents (miscellaneous)	T	Closure of file	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
L01-02	Development Agreements	T	Closure of file	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
L01-03	Development Charge Agreements	T	Closure of file	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.

L01-04	Condominium Agreements	T	Closure of file	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
L01-05	Subdivision Agreements	T	Closure of file	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
L01-06	Site Plan Agreements	T	Closure of file	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.

L01-07	Encroachments	T	Closure of file	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
L01-08	Easement Agreements	T	Closure of file	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
L01-09	Maintenance and Liability Agreements	T	Closure of file	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
L01-10	Cash in Lieu of Parking Agreements	T	Closure of file	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to

						transfer to City of Ottawa Archives, as permanent records.
L02-01	Collective Agreements	T	Agreement expiry	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
L02-06	Contracts and Agreements in Perpetuity	T	File dormant	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
L02-07	Fenceviewers Decisions	T	Upon decision	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
L02-08	Construction Contracts	T	Contract expiry	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from 7 Years to 30 Years to align with business requirements.

L02-09	Transportation/Environment Services Capital Projects	T	Agreement expiry	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from 7 Years to 30 Years to align with business requirements.
L02-10	Award Ditches and Municipal Drain Improvements	T	Agreement expiry	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from 7 Years to 30 Years to align with business requirements.
L02-11	Waste Management/Sanitation Agreements	T	Agreement expiry	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from 7 Years to 30 Years to align with business requirements.
L02-14	Infrastructure Agreements	T	Agreement expiry	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from 7 Years to 30 Years to align with business requirements.
L02-16	Sewer Maintenance Agreements	T	Agreement expiry	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from 7 Years to 30 Years to align with business requirements.
L02-17	Agreements of Property Purchase and Sale	T	Agreement expiry	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
L02-18	NCC Agreements	T	Agreement expiry	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from 7 Years to 30 Years to align with business requirements.
L02-19	Encroachment Agreements by Street Address	T	Agreement expiry	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing



						operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
L02-20	Business Improvement Area Agreements	T	Agreement expiry	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
L02-21	Maintenance and Liability Agreements	T	Project completed	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
L02-23	Employment Agreements	T	Termination of employee	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from 10 Years to 30 Years to align with business requirements.
L03-03	Workplace Safety and Insurance Board	T	Appeals exhausted	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.

L03-04	Ontario Labour Relations Board	T	Appeals exhausted	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
L03-05	Canada Industrial Relations Board	T	Appeals exhausted	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
L03-06	Assessment Review Board	T	Appeals exhausted + 9 Years	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
L03-07	Federal and Provincial Court Hearings and Appeals	T	Appeals exhausted	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to

						transfer to City of Ottawa Archives, as permanent records.
L03-08	Human Rights Tribunal of Ontario	T	Appeals exhausted	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
L03-09	Canadian Human Rights Commission	T	Appeals exhausted	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
L03-10	Ministry of Labour	T	Appeals exhausted	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
L03-11	Social Benefits Tribunal	T	Appeals exhausted	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records

						are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
L04-01	Acquisition	T	Acquisition completed	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
L04-02	Expropriations	T	Expropriation completed	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
L04-03	Exchanges	T	Exchange completed	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.

L04-04	Disposal	T	Property sold + 2 Years	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
L04-05	Boundary Act Applications	T	Decision made	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
L05-06	Landmark Decisions	T	Decision resolution	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
L05-07	Building Code Services: Claims against the City	T	Claim Resolution	P	Archival Value: To Be Determined	Classification name changed from 'BCS: Claims against the City' to 'Building Code Services: Claims against the City' to more clearly reflect record subject matter.

L05-08	Building Code Services: Prosecutions (by address)	T	Claim Resolution	P	Archival Value: To Be Determined	Classification name changed from 'BCS: Prosecutions (by address)' to 'Building Code Services: Prosecutions (by address)' to more clearly reflect record subject matter.
L06-01	Opinions to Council	4 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from 7 Years to 30 Years to align with business requirements.
L06-02	Opinions & Briefs	T	Closure of file	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from 5 Years to 30 Years to align with business requirements.
L06-03	Compliance Reports	3 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from 7 Years to 30 Years to align with business requirements.
L07-01	Water Infrastructure and Facilities	T	Amended / superseded	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
L07-02	Wastewater Infrastructure and Facilities	T	Amended / superseded	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.

L07-03	Stormwater Infrastructure and Facilities	T	Amended / superseded	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
L07-04	Solid Waste Facilities and Sites	T	Amended / superseded	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
L07-05	Biosolids Facilities and Sites	T	Amended / superseded	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
L07-06	Fleet Facilities and Sites	T	Amended / superseded	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to

						transfer to City of Ottawa Archives, as permanent records.
L07-07	Other Municipal Works and Activities	T	Amended / superseded	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
L07-08	Private Works and Activities	T	Amended / superseded	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
L07-99	Special Projects	T	Project completed	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
L08-01	Insurance Policies	T	Superseded	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records



						are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
L08-03	Certificates of Insurance	T	File dormant	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
L08-04	Risk Management Opinions / Advice	T	File dormant	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from 7 Years to 30 Years to align with business requirements.
L09-01	Specific Intellectual Property	3 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.

## R Recreation, Culture and Libraries

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
R05-02	Inclusive Recreation Case Files	T	Case Closed	7 Years	Destroy	Classification name changed from 'Special Needs Case Files' to 'Inclusive Recreation Case Files' to align with current business terminology.
R06-02	Percent for Art Commissions	3 Years	n/a	15 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 15 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
R06-03	Visual Artist Registry	T	Superseded	15 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 15 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
R10-01	City Archives	T	Superseded	15 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 15 Years to align with business requirement that (these) records

						are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
R12-02	Karsh Masson	T	Superseded	15 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 15 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
R12-03	City Hall Gallery	T	Superseded	15 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 15 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
R12-04	Exhibits and Displays	2 Years	n/a	15 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 15 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.

R12-05	Corridor 45/75 Gallery	T	Superseded	P	Archival Value: To Be Determined	New classification created to accommodate records relating to the City of Ottawa's Corridor 45/75 Gallery.
R13-01	Awards / Commemorations	3 Years	n/a	15 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 15 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
R13-02	Book Awards	3 Years	n/a	15 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 15 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
R17-01	Administrative History	2 Years	n/a	15 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 15 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.

R17-02	Archival Appraisal	2 Years	n/a	15 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 15 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
R17-03	Intellectual Control	2 Years	n/a	15 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 15 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
R17-04	Donor History	2 Years	n/a	15 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 15 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
R17-05	Researcher History	T	Superseded	15 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 15 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to

						transfer to City of Ottawa Archives, as permanent records.
R17-07	Archives Research	3 Years	n/a	15 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 15 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
R17-09	Research Guides and Tools	T	Superseded	15 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 15 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
R17-10	Partnerships	T	Superseded	15 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 15 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
R17-12	Industry Standards	T	Superseded	15 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 15 Years to align with business requirement that (these) records

						are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
R17-13	Archives Statistics	2 Years	n/a	15 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 15 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.

## S Social Services and Public Health

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
S03-25	Supervised Consumption Services Case Files	T	Client's last visit + 2 Years	Adults= 13 Years / Children= Client's 18th birthday + 15 Years	Archival Value: To Be Determined	Classification name changed from 'Supervised Injection Services Case Files' to 'Supervised Consumption Services Case Files' to align with current business terminology.
S04-01	Epidemics	T	Epidemic ended	15 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 15 Years to align with business requirement that (these) records

						are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
S06-05	Tuberculosis Case Files	4 Years	n/a	15 Years	Archival Value: To Be Determined	Classification name changed from 'Tuberculosis' to 'Tuberculosis Case Files' to more accurately reflect record subject matter. Inactive retention also changed from P (Permanent) to 15 Years to align with business requirements.
S08-09	Disinterments	1 Year	n/a	15 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 15 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
S09-09	MOH Critical Incident Reports	3 Years	n/a	7 Years	Archival Value: To Be Determined	Inactive retention period changed from 3 Years to 7 Years to align with business requirements.



## T Transportation and Transit

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
T00-01	Railways-Federal/Board Orders	T	File dormant	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
T01-03	Environmental Assessment	T	Assessment completed	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from 10 Years to 30 Years to align with business requirements.
T01-04	Functional Planning Studies	T	Study completed	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from 10 Years to 30 Years to align with business requirements.
T03-08	Flood Control	T	Superseded	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from 10 Years to 30 Years to align with business requirements.
T03-12	Railway Crossing Maintenance	T	Maintenance completed	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from 10 Years to 30 Years to align with business requirements.
T04-03	Geo-technical Reports	T	File dormant	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from 25 Years to 30 Years to align with business requirements.

T04-04	Vibration Monitoring—by street name	T	Superseded	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from 25 Years to 30 Years to align with business requirements.
T05-03	Plans for Underground Utilities	T	Superseded	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
T05-04	Engineering "As Builts"	T	Project completed	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
T05-05	Right-of-Way Engineering Plans	T	Superseded	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
T05-06	Frontage	T	Superseded	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records

						are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
T05-07	Rehabilitation Planning	T	Superseded	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
T05-08	Inventories	T	Superseded	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
T05-09	Local Improvement Projects	10 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from 20 Years to 30 Years to align with business requirements.
T06-01	Specific Structures (by structure number and breakdown)	T	Warranty Period Complete	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from 25 Years to 30 Years to align with business requirements.
T06-03	Structural Failure – Historical	T	Investigation completed	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records

						are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
T06-04	Structural Inspection	T	Major Renewal	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from 25 Years to 30 Years to align with business requirements.
T06-06	Bridges (by structure number)	T	Superseded	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
T07-01	Traffic Engineering Management	T	Superseded	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
T07-03	Signal Underground Electrical Plant	T	Superseded	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to

						transfer to City of Ottawa Archives, as permanent records.
T07-04	Signal Installations / Maintenance	T	Superseded	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
T07-05	Controller Modification / Timing Plans / Traffic Logging / Signal Data	T	Superseded	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
T07-10	Street Lighting	T	Installation or inspection completed	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.

T07-13	Traffic Issues / Studies – Reports	T	Report/study completed	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from 4 Years to 30 Years to align with business requirements.
T08-04	Pedestrian Network Projects	T	Project completed	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from 10 Years to 30 Years to align with business requirements.
T08-05	Cycling Network Projects	T	Project completed	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from 10 Years to 30 Years to align with business requirements.
T10-01	Transitway Construction Projects	T	Project completed	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from 10 Years to 30 Years to align with business requirements.
T10-04	Transitway Planning	T	Study completed	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from 10 Years to 30 Years to align with business requirements.
T13-00	General	10 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
T13-01	Planning	10 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.

T13-15	Procurement	10 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
T13-16	Contract Management	10 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
T13-17	Safety & Security	10 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
T13-21	Stakeholder Relations	10 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to

						transfer to City of Ottawa Archives, as permanent records.
T13-22	Project Team Meetings	10 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
T13-23	Public Relations	10 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
T13-24	Risk Management	10 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.



T13-25	Quality Management	10 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
T13-26	Project Reporting (internal and external)	10 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
T13-27	Program Management Plan	10 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
T13-28	Contract Management – Other Projects	10 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to

						transfer to City of Ottawa Archives, as permanent records.
T15-00	General	10 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
T15-01	Stations and Segments	10 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
T15-02	Facilities	10 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.

T15-03	Signals, Systems and Communications	10 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
T15-04	Power	10 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
T15-05	Geotechnical	10 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
T15-06	Tunnel	10 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to

						transfer to City of Ottawa Archives, as permanent records.
T15-07	Environmental	10 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
T15-08	Property	10 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
T15-09	Traffic and Mobility	10 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.

T15-10	Utilities	10 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
T15-11	Vehicles	10 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
T15-12	General Engineering	10 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
T15-13	Civil	10 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to

						transfer to City of Ottawa Archives, as permanent records.
T16-00	General	10 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
T16-01	Stations and Segments	10 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
T16-02	Facilities	10 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.

T16-03	Signals, Systems and Communications	10 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
T16-04	Power	10 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
T16-05	Geotechnical	10 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
T16-06	Tunnel	10 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to

						transfer to City of Ottawa Archives, as permanent records.
T16-07	Environmental	10 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
T16-08	Property	10 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
T16-09	Traffic and Mobility	10 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.



T16-10	Utilities	10 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
T16-11	Vehicles	10 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
T16-12	General Engineering	10 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
T16-13	Civil	10 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to

						transfer to City of Ottawa Archives, as permanent records.
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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 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from 10 Years to 30 Years to align with business requirements.
W00-04	Compliance Inspection Annual Report	5 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from 10 Years to 30 Years to align with business requirements.
W00-05	Drinking Water Quality Management System	T	Superseded	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from 10 Years to 30 Years to align with business requirements.
W01-01	Water Master Plan and Amendments	T	Plan superseded	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
W02-01	Wastewater Master Plan and Amendments	T	Plan superseded	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive

						storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
W03-01	Watershed Plans and Amendments	T	Plan superseded	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
W04-01	Stormwater Master Plan and Amendments	T	Plan superseded	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from 10 Years to 30 Years to align with business requirements.
W05-02	Water Investigations	T	Investigation completed	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
W05-03	Wastewater Investigations	T	Investigation completed	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.

W05-04	Solid Waste Investigations	T	Investigation completed	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
W05-08	Stormwater Investigations	T	Investigation completed	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
W05-09	Rain Gauge Network	T	Superseded	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
W06-01	Specific Municipal Drains	T	Superseded	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from 25 Years to 30 Years to align with business requirements.
W06-03	Master Drainage and Sub-watershed Studies	T	Study completed	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from 10 Years to 30 Years to align with business requirements.

W07-01	Specific Wastewater and Stormwater Pumping Stations	T	Superseded	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from 21 Years to 30 Years to align with business requirements.
W08-01	Construction Projects – by contract number	T	Project completed	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from 21 Years to 30 Years to align with business requirements.
W09-01	Stormwater Management Programs	T	Program superseded	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
W09-03	Subwatershed and Serviceability Studies	T	Superseded	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from 25 Years to 30 Years to align with business requirements.
W09-04	City Owned or Managed Facilities	T	Decommissioning of facility	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
W09-05	Public and Private Agency Owned or Managed Facilities	T	Decommissioning of facility	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing

						operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
W11-01	Specific Water Purification Plants	T	Superseded	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
W12-01	Specific Water Pumping Stations, Reservoirs and Elevated Tanks	T	Superseded	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
W15-01	Drinking Water Systems	T	Superseded	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.

W15-02	Water Supply	T	Superseded	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
W15-03	Wastewater Disposal	T	Superseded	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
W15-04	Collection	T	Superseded	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
W16-19	Reports	10 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from 11 Years to 30 Years to align with business requirements.
W19-04	Ground Water Remediation	T	Project completed	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from 6 Years to 30 Years to align with business requirements.

W19-05	Sewage and Industrial Waste Sites	T	File reviewed	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from 6 Years to 30 Years to align with business requirements.
W20-01	Planning and Monitoring	T	Superseded	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from 10 Years to 30 Years to align with business requirements.
W20-05	Integrated Waste Management Master Plan	T	Superseded	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
W20-09	Public Space Collection Contracts and Agreements	8 Years	n/a	2 Years	Archival Value: To Be Determined	New Tertiary created to accommodate public space collection contracts and agreements.
W21-02	Leachate Analysis	3 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from 10 Years to 30 Years to align with business requirements.
W21-03	Landfill Gas Management	3 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from 10 Years to 30 Years to align with business requirements.
W21-06	Landfills	T	Maintenance completed	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from 10 Years to 30 Years to align with business requirements.
W21-07	Trail Waste Facility Compliance	3 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive



						storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
W21-10	Trail Waste Leachate Management	2 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
W21-11	Trail Waste Facility Gas Management	T	Facility closure	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from 18 Years to 30 Years to align with business requirements.
W21-12	Trail Waste Facility Stormwater management	T	Facility closure	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
W21-14	Trail Waste Facility Cover Material Management	T	Facility closure	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to

						transfer to City of Ottawa Archives, as permanent records.
W21-15	Springhill Landfill	2 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
W21-16	Nepean Landfill	2 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
W21-17	Private Sector Waste Facilities	2 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.

W21-18	Bufferland Management	2 Years	n/a	30 Years	Permanent: Sent to City Archives	Inactive retention period changed from P (Permanent) to 30 Years to align with business requirement that (these) records are kept longer in offsite inactive storage to enable ongoing operational access/use prior to transfer to City of Ottawa Archives, as permanent records.
W21-19	Plasco	20 Years	n/a	10 Years	Permanent: Sent to City Archives	Inactive retention period changed from 7 Years to 10 Years to align with business requirements.
W21-20	OrgaWorld	20 Years	n/a	10 Years	Permanent: Sent to City Archives	Inactive retention period changed from 7 Years to 10 Years to align with business requirements.

**Part 2: Final Disposition (Archival Value) 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 Years		P	Permanent: Remains Inactive	Final Disposition changed from 'Archival Value: To Be Determined' to 'Permanent: Remains Inactive' in respect of archival appraisal value documented in the Continuous Disposition Authority (CDA) 2019/Q1 report.
D00-04	Legacy Microform, Non-Archival	1 Years		P	Permanent: Remains Inactive	Final Disposition changed from 'Archival Value: To Be Determined' to 'Permanent: Remains Inactive' in respect of archival appraisal value documented in the Continuous Disposition Authority (CDA) 2019/Q1 report.

**E Emergency and Protective Services**

<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>
E06-01	Fire Inspections by Address	3 Years		2 Years	Destroy	Final Disposition changed from 'Archival Value: To Be Determine' to 'Destroy' in respect of archival appraisal value documented in

						Continuous Disposition Authority (CDA) 2019/Q2 report.
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## F Finance

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
F02-01	Completed Journal Entries	2 Years		5 Years	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to 'Destroy' in respect of archival appraisal value documented in Continuous Disposition Authority (CDA) 2019/Q3 report.
F04-37	Payments-in-Lieu - Appeals, Agreements and Supporting Documentation	3 Years		4 Years	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to 'Destroy' in respect of archival appraisal value documented in Continuous Disposition Authority (CDA) 2018/Q4 report.
F04-38	Reconciliation and Reporting	3 Years		4 Years	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to 'Destroy' in respect of archival appraisal value documented in Continuous Disposition Authority (CDA) 2019/Q2 report.
F04-39	Taxation Inquiries and Consultations	1 Year		6 Years	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to 'Destroy' in respect of archival appraisal value documented in Continuous Disposition Authority (CDA) 2019/Q2 report.

F08-31	Community Benefit Changes	4 Years		5 Years	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to 'Destroy' in respect of archival appraisal value documented in Continuous Disposition Authority (CDA) 2019/Q3 report.
F14-09	Requisitions and Supporting Documentation	T	Project completed	6 Years	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to 'Destroy' in respect of archival appraisal value documented in Continuous Disposition Authority (CDA) 2019/Q3 report.
F21-01	Secondary Allocation and Recovery	3 Years		4 Years	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to 'Destroy' in respect of archival appraisal value documented in Continuous Disposition Authority (CDA) 2019/Q3 report.
F27-08	Reconciliation and Reporting	3 Years		4 Years	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to 'Destroy' in respect of archival appraisal value documented in Continuous Disposition Authority (CDA) 2019/Q2 report.

## G Governance and Corporate Management

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
G00-14	Police Services Board Complaints	2 Years		5 Years	Permanent: Sent to City Archives	Final Disposition changed from 'Archival Value: To Be Determined' to 'Permanent: Sent to City Archives' in respect of archival appraisal value documented in Continuous Disposition Authority (CDA) 2019/Q2 report.
G00-17	AODA Compliance Documentation	2 Years		6 Years	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to 'Destroy' in respect of archival appraisal value documented in Continuous Disposition Authority (CDA) 2019/Q1 report.
G01-18	City Council Minutes - Archival Security Copies	1 Year		1 Year	Permanent: Sent to City Archives	Final Disposition changed from 'Archival Value: To Be Determined' to 'Permanent: Sent to City Archives' in respect of archival appraisal value documented in Continuous Disposition Authority (CDA) 2018/Q4 report.
G10-17	Election Campaign Advertisement - Complaints	5 Years		1 Year	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to 'Destroy' in respect of archival appraisal value documented in Continuous Disposition Authority (CDA) 2019/Q1 report.

## H Human Resources

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
H08-12	Specific Employment Testing	T	Termination of employee	20 Years	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to 'Destroy' in respect of archival appraisal value documented in Continuous Disposition Authority (CDA) 2019/Q1 report.

## J Justice

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
J01-01	POA Part I & Part III Certificate of Offence	3 Years		5 Years	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to 'Destroy' in respect of archival appraisal value documented in Continuous Disposition Authority (CDA) 2019/Q2 report.
J01-02	Control Lists	3 Years		7 Years	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to 'Destroy' in respect of archival appraisal value documented in Continuous Disposition Authority (CDA) 2019/Q2 report.



J01-03	Court Dockets	3 Years		10 Years	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to 'Destroy' in respect of archival appraisal value documented in Continuous Disposition Authority (CDA) 2019/Q2 report.
J01-04	Endorsed by Court Action, Certificate of Offence	3 Years		22 Years	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to 'Destroy' in respect of archival appraisal value documented in Continuous Disposition Authority (CDA) 2019/Q2 report.
J01-05	Ministry of the Attorney General MAG RICO Reports	3 Years		7 Years	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to 'Destroy' in respect of archival appraisal value documented in Continuous Disposition Authority (CDA) 2019/Q2 report.
J01-06	Notices of Fines and Dues	3 Years		7 Years	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to 'Destroy' in respect of archival appraisal value documented in Continuous Disposition Authority (CDA) 2019/Q2 report.
J01-07	POA Receipts Generated through MAG system	3 Years		7 Years	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to 'Destroy' in respect of archival appraisal value documented in Continuous Disposition Authority (CDA) 2019/Q2 report.

J01-08	POA Reconciliation Reporting	3 Years		7 Years	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to 'Destroy' in respect of archival appraisal value documented in Continuous Disposition Authority (CDA) 2019/Q2 report.
J01-09	Purge and Monthly Distribution Reports	7 Years		43 Years	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to 'Destroy' in respect of archival appraisal value documented in Continuous Disposition Authority (CDA) 2019/Q2 report.
J01-10	POA Part II Parking Certificate of Offence	3 Years		5 Years	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to 'Destroy' in respect of archival appraisal value documented in Continuous Disposition Authority (CDA) 2019/Q2 report.
J01-11	Parking Reconciliation Reporting	3 Years		7 Years	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to 'Destroy' in respect of archival appraisal value documented in Continuous Disposition Authority (CDA) 2019/Q2 report.
J01-12	Refunds/Credits to Account Requests	3 Years		5 Years	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to 'Destroy' in respect of archival appraisal value documented in Continuous Disposition Authority (CDA) 2019/Q2 report.

## S Social Services and Public Health

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
S03-21	HIV, AIDS, HEP B/C and Syphilis - Adult Case	T	Client's last visit + 8 years	7 Years	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to 'Destroy' in respect of archival appraisal value documented in Continuous Disposition Authority (CDA) 2017-Q3 report.
S10-18	Housing Allowance Statement of Benefits	3 Years		4 Years	Destroy	Final Disposition changed from 'Archival Value: To Be Determined' to 'Destroy' in respect of archival appraisal value documented in Continuous Disposition Authority 2018/Q4 report.