

**Changes made to Schedule A – *Records Retention and Disposition By-law 2021-183***

**Note 1:**

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

**Note 2:**

The 'Years Active' field will, in some cases, be populated with the letter "T" rather than by a number identifying a specific period of time, this signifies that associated records will remain 'Active', with immediate availability to staff, until a specific event has occurred. The definitions for each "T" are found in the 'Inactive Retention Trigger' column. Examples include: Project completed, Contract expired, and File Closed. As soon as a specified event has taken place, affected records become 'Inactive'.

## Part 1: Standard Changes

### E Emergency and Protective Services

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
E14-99	(Tobacco Control) Special Projects	T	Project completed	6	Destroy	Classification closed as it was no longer required. Records previously declared under E14-99 were reclassified.

### F Finance

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
F16-16	Public Sector Salary Disclosure	3		4	Destroy	Retention period changed from Active=3 years / Inactive=Permanent to Active=3 years / Inactive=4 years following completion of an archival value appraisal by City Archives staff. The City of Ottawa submits public sector salary disclosure data to the Province of Ontario annually where it is retained, by them, permanently.

### G Governance and Corporate Management

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
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G11-01	Declaration of Interest / Records of Disclosure Registry	T	Conflict of interest eliminated, or elected representative terminated	15	Permanent: Sent to City Archives	Inactive Retention Trigger changed from "Conflict of interest eliminated, or employee / elected representative terminated" to "Conflict of interest eliminated, or elected representative terminated". This change was completed as it was decided to separate records relating to elected representatives from those relating to City Employees.
G11-02	City Employee Conflicts of Interest	3		7	Archival Value: To Be Determined	New classification created to accommodate records relating to City employee conflicts of interest. These records were previously declared under G11-01 however it was decided to maintain these records separately from those relating to elected representatives.
G20-02	Protocol Gift Bank	3		15	Permanent: Sent to City Archives	Retention changed from Active=3 years / Inactive=Permanent to Active=3 years / Inactive=15 to more accurately reflect the period of time that will elapse before related records are transferred to City Archives for permanent retention.

## H Human Resources

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
H15-11	Workplace Violence and Harassment Cases	T	Case closed	10	Archival Value: To Be Determined	New classification created to accommodate workplace violence and harassment case records.

H15-12	COVID-19 Vaccination Declarations and Exemptions	2		5	Archival Value: To Be Determined	New classification created to accommodate COVID-19 vaccination declarations and exemptions records.
H15-13	COVID-19 Self Assessments (by date)	1		1	Archival Value: To Be Determined	New classification created to accommodate COVID-19 Self-Assessment (by date) records.

## J Justice

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
J01-01	POA Part 1 and Part III Certificate of Offence	3		7	Destroy	Retention period changed from Active=3 years / Inactive=5 years to Active=3 years / Inactive=7 years so that related records could be available in the event they were required in court proceedings.
J01-10	POA Part II Parking Certificate of Offence	3		7	Destroy	Retention period changed from Active=3 years / Inactive=5 years to Active=3 years / Inactive=7 years so that related records could be available in the event they were required in court proceedings.
J01-13	POA Notebooks, Tapes and Recordings	3		7	Archival Value: To Be Determined	Retention period changed from Active=3 years / Inactive=4 years to Active=3 years / Inactive=7 years so that related records could be available in the event they were required in court proceedings.

## L Legal

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
L00-01	Signed Oaths, Affidavits, Waivers and Consent Forms	2		10	Destroy	Classification name changed from "Signed Waivers and Consent Forms" to "Signed Oaths, Affidavits, Waivers and Consent Forms" to more accurately reflect the types of records that will be declared under this classification.
L04-06	Appraisals	3		17	Destroy	Retention period changed from Active=3 years / Inactive=4 years to Active=3 years / Inactive=17 years to accommodate an identified business need.
L04-08	Appraisals – Cash-in-Lieu	3		17	Destroy	Retention period changed from Active=3 years / Inactive=4 years to Active=3 years / Inactive=17 years to accommodate an identified business need.

## R Recreation, Culture and Libraries

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
R00-01	Participants	T	Course / event concluded; membership expired	11	Destroy	Inactive retention period changed from 2 years to 11 years to more closely align with the retention period for L00-01 (Signed Oaths, Affidavits, Waivers and Consent Forms) as most enrollment / registration forms used by

						Recreation, Culture and Facilities Management contain waivers for personal injury liability.
R12-01	Community Exhibitions	T	Exhibition Ended	15	Permanent: Sent to City Archives	Inactive Retention Trigger changed from 'Superseded' to 'Exhibition Ended' to provide clarity as to what event must occur for these records to move from Active to Inactive retention phase. Inactive Retention also changed from 'Permanent' to 15 years to more accurately reflect the period of time that will elapse before related records are transferred to City Archives for permanent retention.
R12-02	Karsh Masson	T	Exhibition Ended	15	Permanent: Sent to City Archives	Inactive Retention Trigger changed from 'Superseded' to 'Exhibition Ended' to provide clarity as to what event must occur for these records to move from Active to Inactive retention phase.
R12-03	City Hall Gallery	T	Exhibition Ended	15	Permanent: Sent to City Archives	Inactive Retention Trigger changed from 'Superseded' to 'Exhibition Ended' to provide clarity as to what event must occur for these records to move from Active to Inactive retention phase.
R12-05	Corridor 45/75 Gallery	T	Exhibition Ended	15	Permanent: Sent to City Archives	Inactive Retention Trigger changed from 'Superseded' to 'Exhibition Ended' to provide clarity as to what event must occur for these records to move from Active to Inactive retention phase. Inactive Retention also changed from 'Permanent' to 15 years to more accurately reflect the period of time that will elapse before related records are

						transferred to City Archives for permanent retention.
R13-04	Young at Art	3		15	Permanent: Sent to City Archives	Inactive Retention changed from 'Permanent' to 15 years to more accurately reflect the period of time that will elapse before related records are transferred to City Archives for permanent retention.

## S Social Services and Health Programs

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
S00-03	OPH Emergency Responses	2		15	Permanent: Sent to City Archives	Inactive Retention period changed from 'Permanent' to 15 years to more accurately reflect the period of time that will elapse before related records are transferred to City Archives for permanent retention.
S09-10	Resident Unit Planners	3		7	Archival Value: To Be Determined	New classification created to accommodate notes and/or log entries created by Long-Term Care (LTC) unit staff. Resident Unit Planners (records) form an essential communication resource for LTC staff particularly during the handover of responsibilities from one staff shift to the next.
S12-06	Child Care Centre Cleaning and Disinfection Logs	1		2	Destroy	New classification created to accommodate daily logs created by Child Care Centre staff responsible for the cleaning and disinfection of Child Care Centre facilities and their contents.



**W Water, Wastewater and Solid Waste**

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
W02-99	(Wastewater Master Plan) Special Projects	T	Project completed	6	Destroy	Classification closed as it was no longer required. All records previously declared under W02-99 were reclassified.

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

### F Finance

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
F12-03	Light Rail Transit (LRT) System	T	Project completed	30	Permanent: Sent to City Archives	Final Disposition changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of an archival value appraisal by City Archives staff.
F16-16	Public Sector Salary Disclosure	3		4	Destroy	Final Disposition changed from "Archival Value: To Be Determined" to "Destroy" following completion of an archival value appraisal by City Archives staff.
F18-06	Social and Affordable Housing	T	Grant completed or Agreement expiry	10	Permanent: Sent to City Archives	Final Disposition changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of an archival value appraisal by City Archives staff.

## G Governance and Corporate Management

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
G20-02	Protocol Gift Bank	3		15	Permanent: Sent to City Archives	Final Disposition changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of an archival value appraisal by City Archives staff.

## H Human Resources

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
H01-04	Job Evaluation Planning	T	Superseded	10	Permanent: Sent to City Archives	Final Disposition changed from "Destroy" to "Permanent: Sent to City Archives" in agreement with staff of the City Archives. The change was made to align these records with records declared under H14-04 (Pay Equity) as Pay Equity plans and Job Evaluation plans are complementary files that always go together operationally therefore should be retained for the same period of time.

## L Legal

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
L03-14	Social Housing Internal Review Panel	T	Decision + 4 Years	8	Permanent: Sent to City Archives	Final Disposition changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of an archival value appraisal by City Archives staff.

## R Recreation, Culture and Libraries

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
R12-01	Community Exhibitions	T	Exhibition Ended	15	Permanent: Sent to City Archives	Final Disposition changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of an archival value appraisal by City Archives staff.
R12-05	Corridor 45/75 Gallery	T	Exhibition Ended	15	Permanent: Sent to City Archives	Final Disposition changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of an archival value appraisal by City Archives staff.

## S Social and Health Programs

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
S00-02	Emergency Preparedness and Response Surveys	T	Survey completed	10	Permanent: Sent to City Archives	Final Disposition changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of an archival value appraisal by City Archives staff.
S00-03	OPH Emergency Responses	2		15	Permanent: Sent to City Archives	Final Disposition changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of an archival value appraisal by City Archives staff.
S06-05	Tuberculosis Case Files	4		15	Destroy	Final Disposition changed from "Archival Value: To Be Determined" to "Destroy" following completion of an archival value appraisal by City Archives staff.
S12-06	Child Care Centre Cleaning and Disinfection Logs	1		2	Destroy	Final Disposition changed from "Archival Value: To Be Determined" to "Destroy" following completion of an archival value appraisal by City Archives staff.

## W Water, Wastewater and Solid Waste

Classification Code	Records Classification Name	Years Active	Inactive Retention Trigger	Years Inactive	Final Disposition	Explanation of Changes
W08-07	Storm Sewer Construction Projects – by contract number	T	Construction completed	10	Permanent: Sent to City Archives	Final Disposition changed from “Archival Value: To Be Determined” to “Permanent: Sent to City Archives” following completion of an archival value appraisal by City Archives staff.
W08-08	Sanitary Sewer Construction Projects – by contract number	T	Construction completed	10	Permanent: Sent to City Archives	Final Disposition changed from “Archival Value: To Be Determined” to “Permanent: Sent to City Archives” following completion of an archival value appraisal by City Archives staff.
W08-10	Combined Sewer Separation Projects – by contract number	T	Project completed	10	Permanent: Sent to City Archives	Final Disposition changed from “Archival Value: To Be Determined” to “Permanent: Sent to City Archives” following completion of an archival value appraisal by City Archives staff.
W14-01	Construction projects – by contract number	T	Project completed	10	Permanent: Sent to City Archives	Final Disposition changed from “Archival Value: To Be Determined” to “Permanent: Sent to City Archives” following completion of an archival value appraisal by City Archives staff.
W16-02	Biosolids Utilization	10		11	Permanent: Sent to City Archives	Final Disposition changed from “Archival Value: To Be Determined” to “Permanent: Sent to City Archives” following completion of an archival value appraisal by City Archives staff.

W20-06	Curbside Collection Contracts and Agreements	8		2	Permanent: Sent to City Archives	Final Disposition changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of an archival value appraisal by City Archives staff.
W20-07	High Density Collection Contracts and Agreements	8		2	Permanent: Sent to City Archives	Final Disposition changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of an archival value appraisal by City Archives staff.
W20-08	In-house Collection Contracts and Agreements	8		2	Permanent: Sent to City Archives	Final Disposition changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of an archival value appraisal by City Archives staff.
W20-09	Public Space Collection Contracts and Agreements	8		2	Permanent: Sent to City Archives	Final Disposition changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of an archival value appraisal by City Archives staff.