

**Changes made to Schedule A – Records Retention and Disposition Amending By-law 2018-XXX
To accompany Report to Council for RRD Amending By-law 2018-XXX**

Part 1: Standard Changes

A Asset Management

| Classification Code | Records Classification Name | Years Active | Inactive Retention Trigger | Years Inactive | Final Disposition | Explanation of Changes |
|----------------------------|------------------------------------|---------------------|-----------------------------------|-----------------------|--------------------------|---|
| A02-00 | General | 3 | n/a | 3 | Destroy | Retention period changed from "Active=2 Years / Inactive=1 Years" to "Active=3 Years / Inactive=3 Years" to align with business requirements. |
| A03-00 | General | 3 | n/a | 3 | Destroy | Retention period changed from "Active=2 Years / Inactive=1 Years" to "Active=3 Years / Inactive=3 Years" to align with business requirements. |

C Communications and Marketing

| Classification Code | Records Classification Name | Years Active | Inactive Retention Trigger | Years Inactive | Final Disposition | Explanation of Changes |
|----------------------------|------------------------------------|---------------------|-----------------------------------|-----------------------|--------------------------|---|
| C16 | Municipal Friendship Agreements | n/a | n/a | n/a | n/a | Secondary classification closed. Records relating to 'Municipal Friendship Agreements' are more accurately placed in the 'Governance and Corporate Management' primary subject area rather than 'Communications and Marketing'. [Note: Affected records now declared under new G21 (Municipal Friendship Agreements and Initiatives) Secondary]. |

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|--------|-------------------------------|---|---------------------|---|----------------------------------|---|
| C16-00 | General | 3 | n/a | 3 | Destroy | Tertiary classification closed. Records relating to 'Municipal Friendship Agreements' are more accurately placed in the 'Governance and Corporate Management' primary subject area rather than 'Communications and Marketing'. [Note: Affected records now declared under new G21-00 (General) Tertiary]. |
| C16-01 | Special Friendship Agreements | T | Agreement completed | 6 | Permanent: Sent to City Archives | Tertiary classification closed. Records relating to 'Municipal Friendship Agreements' are more accurately placed in the 'Governance and Corporate Management' primary subject area rather than 'Communications and Marketing'. [Note: Affected records now declared under new G21-01 (Specific Municipal Friendship Initiatives) Tertiary]. |

D Development and Planning

| Classification Code | Records Classification Name | Years Active | Inactive Retention Trigger | Years Inactive | Final Disposition | Explanation of Changes |
|---------------------|--|--------------|----------------------------|----------------|----------------------------------|--|
| D00-02 | Development and Planning – Registered Mail Lists | T | Superseded | 10 | Destroy | New classification created to hold development and planning registered mail lists. |
| D00-03 | Building Code Guidance and Interpretation | T | Superseded | 10 | Archival Value: To Be Determined | New classification created to hold records relating to guidance and interpretation of the Building Code Act. |

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| D02-07 | Feed In Tariff (FIT) Applications | 3 | n/a | 4 | Destroy | New classification created to hold records relating to Feed In Tariff (FIT) applications for zoning issues surrounding solar farms, wind farms, and other large-scale environmental projects. |
| D06-03 | Historic Land Use Inventory (HLUI) Applications | 3 | n/a | 4 | Archival Value: To Be Determined | New classification created to hold records relating to Historic Land Use Inventory (HLUI) Applications |
| D09-03 | Heritage Confirmation Letters | 3 | n/a | 4 | Archival Value: To Be Determined | New classification created to hold City responses to requests for the heritage status of city properties received from members of the public. |

F Finance

| Classification Code | Records Classification Name | Years Active | Inactive Retention Trigger | Years Inactive | Final Disposition | Explanation of Changes |
|---------------------|--------------------------------------|--------------|--|----------------|----------------------------------|---|
| F03-11 | Cash Handling Indemnity | T | Termination of employee, change of position / function | 7 | Destroy | New classification created to hold records relating to cash handling indemnity. |
| F04-39 | Taxation Inquiries and Consultations | 1 | n/a | 6 | Archival Value: To Be Determined | New classification created to hold records relating to taxation inquiries and consultations. |
| F14-08 | Standing Offer Call-ups | T | File closed | 7 | Destroy | New classification created to hold records relating to Standing Offer Call-ups - a new category of records created by Purchasing staff. |

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| F14-09 | Requisitions and Supporting Documentation | 3 | n/a | 4 | Archival Value: To Be Determined | New classification created to hold records and supporting documentation relating to Requisitions with a value over \$15k. |
| F18-06 | Social and Affordable Housing | T | Grant completed or Agreement expiry | 10 | Archival Value: To Be Determined | Inactive retention period changed from "7 Years" to "10 Years" to align with business requirements. |

G Governance and Corporate Management

| Classification Code | Records Classification Name | Years Active | Inactive Retention Trigger | Years Inactive | Final Disposition | Explanation of Changes |
|---------------------|-------------------------------------|--------------|----------------------------|----------------|----------------------------------|--|
| G00-15 | Lobbyist Contact and Correspondence | 2 | n/a | 8 | Archival Value: To Be Determined | New classification created to hold records relating to contact details and related correspondence between external Lobbyists and City staff. Inactive retention period also changed from "6 Years" to "8 Years" to align with business requirements. |
| G00-17 | AODA Compliance Documentation | 2 | n/a | 6 | Archival Value: To Be Determined | New classification created to hold compliance documentation confirming City compliance with the Accessibility for Ontarians with Disabilities Act, 2015 |
| G08-01 | Senior Leadership Team | 3 | n/a | 2 | Permanent: Sent to City Archives | Classification name changed to reflect new corporate management structure following Citywide reorganization. |
| G08-02 | Department Leadership Team | 3 | n/a | 2 | Permanent: Sent to City Archives | Classification name changed to reflect new corporate management structure following Citywide reorganization. |

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| G08-03 | Service Management Team | 3 | n/a | 2 | Permanent: Sent to City Archives | Classification name changed to reflect new corporate management structure following Citywide reorganization. |
| G11-01 | Declaration of Interest / Record of Disclosure Registry | T | Conflict of interest eliminated or employee / elected rep terminated | Permanent | Permanent: Sent to City Archives | Classification name changed to enable inclusion of records related to the Record of Disclosure Registry. |
| G21 | Municipal Friendship Agreements and Initiatives | n/a | n/a | n/a | n/a | Secondary classification created to accommodate records relating to municipal friendship agreements and initiatives formally declared under the (now closed) C16 Secondary. |
| G21-00 | General | 3 | n/a | 3 | Archival Value: To Be Determined | Classification created to accommodate records relating to municipal friendship agreements and initiatives formally declared under the (now closed) C16-00. |
| G21-01 | Special Friendship Agreements | T | Agreement completed | 6 | Permanent: Sent to City Archives | Classification created to accommodate records relating to municipal friendship agreements and initiatives formally declared under the (now closed) C16-01. |
| G21-02 | Specific Municipal Friendship Initiatives | T | Project completed | 6 | Archival Value: To Be Determined | Classification created to accommodate records relating to municipal friendship initiatives. |

H Human Resources

| Classification Code | Records Classification Name | Years Active | Inactive Retention Trigger | Years Inactive | Final Disposition | Explanation of Changes |
|---------------------|-----------------------------|--------------|----------------------------|----------------|-------------------|--|
| H02-03 | Employee Driver History | T | Termination of employee | 5 | Destroy | Inactive Retention Period changed from "2 Years" to "5 Years" to align with business requirements. |

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 | n/a | Permanent | Permanent:: Sent to City Archives | Classification name changed from "Signed Records Destruction Reports" to "Records Updates and Disposition Approvals" to more accurately reflect records content. |

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 expiry | 2 | Destroy | Inactive retention period changed from "1 Years" to "2 Years" to align with business requirements. |

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 | Archival Value: To Be Determined | New classification created to hold records relating to emergency preparedness and response surveys. |
| S00-03 | OPH Emergency Responses | 2 | n/a | Permanent | Archival Value: To Be Determined | New classification created to hold records relating to Ontario Public Health (OPH) emergency responses. |
| S00-04 | Food Recall Notifications | 2 | n/a | 5 | Archival Value: To Be Determined | New classification created to hold records relating to City efforts to notify City Shelters, Long-Term Care and Retirement Homes of food recall notifications issued by the Canadian Food Inspection Agency (CFIA). |
| S01-02 | Healthy Babies/Healthy Children | T | Client's last visit + 4 Years | 24 | Destroy | Retention period changed from "Active=T (Client's last visit + 5 Years) / Inactive=23 Years" to "Active=T (Client's last visit + 4 Year) / Inactive=24" to align with business requirements. |
| S03-16 | Healthy Sexuality Clinical Services | T | Client's last visit + 2 Years | Adults:13 Years / Children: Client's 18th birthday + 15 Years | Destroy | Retention Period changed from "Active=T (Case closed or Client's 18th birthday) / Inactive = 15 Years" to "Active=T (Last visit + 2 years) / Inactive=Adults:13 Years / Children: Client's 18th birthday + 15 Years" |

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| S03-21 | HIV, AIDS, HEP B/C and Syphilis - Adult Case Files | T | Client's last visit + 8 Years | 7 | Archival Value: To Be Determined | Classification name changed to better reflect records content. Retention period also changed from "Active=T (Case closed) / Inactive=60 Years" to "Active=Client's Last Visit + 8 Years / Inactive=7 Years" in compliance with College of Physicians & Surgeons of Ontario (CPSO) guidelines. |
| S03-23 | HIV, AIDS, HEP B/C and Syphilis - Child Case Files | T | Client's 18 th birthday | 15 | Destroy | New classification created to hold records relating to Client (Child) HIV, AIDS, HEP B/C and Syphilis case files |
| S06-08 | Tuberculosis Screenings | 2 | n/a | 28 | Destroy | New classification created to hold records relating to Tuberculosis screenings. |
| S07-05 | Chlamydia, Gonorrhea - Adult Case Files | 1 | n/a | 14 | Destroy | New classification created to hold Client (Adult) Chlamydia / Gonorrhea case files. |
| S07-06 | Chlamydia, Gonorrhea - Child Case Files | T | Client's 18 th birthday | 15 | Destroy | New classification created to hold Client (Child) Chlamydia / Gonorrhea case files. |
| S10-13 | Ontario Renovates Program | T | Agreement expiry | 10 | Destroy | New classification created to hold records relating to applications for funding under the Ontario Renovates Program. |
| S10-14 | Action Ottawa Projects | T | Agreement expiry | 10 | Archival Value: To Be Determined | New classification created to hold records relating to the development and construction of affordable housing rental units under the Action Ottawa Program. |

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| S10-15 | Home Ownership Program | T | Agreement expiry | 10 | Destroy | New classification created to hold records relating to applications for down-payment assistance by low income households for the purchase of homes under the Home Ownership Program. |
| S10-16 | Rent Supplement – Landlord Statements | 2 | n/a | 8 | Archival Value: To Be Determined | New classification created to hold records relating to rent supplement - Landlord statements. |
| S10-17 | Ministerial Approvals and Consents | 2 | n/a | 5 | Archival Value: To Be Determined | New classification created to hold records relating to ministerial approvals and consents. |

T Transportation and Transit

| Classification Code | Records Classification Name | Years Active | Inactive Retention Trigger | Years Inactive | Final Disposition | Explanation of Changes |
|---------------------|--------------------------------------|--------------|----------------------------|----------------|----------------------------------|---|
| T13-21 | Stakeholder Relations | 10 | n/a | Permanent | Permanent: Sent to City Archives | Retention period changed from "Active=T (Project completed) / Inactive=20 Years" to "Active=10 Years / Inactive=Permanent" to align with business requirements. |
| T13-28 | Contract Management - Other Projects | 10 | n/a | Permanent | Archival Value: To Be Determined | New classification created to hold contract management records managed by O-Train Construction (OTC) staff but that are not part of the LRT system proper. |

W Water, Wastewater and Solid Waste

| Classification Code | Records Classification Name | Years Active | Inactive Retention Trigger | Years Inactive | Final Disposition | Explanation of Changes |
|----------------------------|------------------------------------|---------------------|-----------------------------------|-----------------------|--------------------------|---|
| W08-12 | Sewer Service Laterals | T | File closed | 13 | Destroy | Retention period changed from "Active=2 Years / Inactive = 13 Years" to "Active=T (File closed) / Inactive=13 Years" to align with business requirements. |

Part 2: Final Disposition (Archival Value) Changes

D Development and Planning

| Classification Code | Records Classification Name | Years Active | Inactive Retention Trigger | Years Inactive | Final Disposition | Explanation of Changes |
|---------------------|---|--------------|----------------------------|----------------|----------------------------------|--|
| D00-02 | Development and Planning - Registered Mailing Lists | T | Superseded | 10 | Destroy | Final Disposition changed from "Archival Value: To Be Determined: to "Destroy" following completion of archival appraisal. |
| D02-07 | Feed-In Tariff (FIT) Applications | 3 | n/a | 4 | Destroy | Final Disposition changed from "Archival Value: To Be Determined: to "Destroy" following completion of archival appraisal. |
| D03-02 | Specific Community Plans (Minor) | T | File closed | 10 | Permanent: Sent to City Archives | Final Disposition changed from "Archival Value: To Be Determined" to "Permanent: Sent to City Archives" following completion of archival appraisal. |
| D13-01 | Specific Building / Construction Permits | 2 | n/a | Permanent | Permanent: Remains Inactive | Following a reappraisal of this records series, the City Archives determined that records created under this classification would no longer be designated 'Archival'. The records will be retained permanently by the Office of Primary Interest due to ongoing Business / Operational requirements. |
| D13-02 | Master Plan Files (footprints) | 6 | n/a | Permanent | Permanent: Remains Inactive | Following a reappraisal of this records series, the City Archives determined that records created under this classification would no longer be designated 'Archival'. The records will be retained permanently by the Office of Primary Interest due to ongoing Business / Operational requirements. |

E Emergency and Protective Services

| Classification Code | Records Classification Name | Years Active | Inactive Retention Trigger | Years Inactive | Final Disposition | Explanation of Changes |
|---------------------|----------------------------------|--------------|----------------------------|----------------|-------------------|--|
| E01-41 | Private Transportation Companies | 2 | n/a | 3 | Destroy | Final Disposition changed from "Archival Value: To Be Determined: to "Destroy" following completion of archival appraisal. |

F Finance

| Classification Code | Records Classification Name | Years Active | Inactive Retention Trigger | Years Inactive | Final Disposition | Explanation of Changes |
|---------------------|--|--------------|--|----------------|-------------------|--|
| F03-11 | Cash Handling Indemnity | T | Termination of employee, change of position / function | 7 | Destroy | Final Disposition changed from "Archival Value: To Be Determined: to "Destroy" following completion of archival appraisal. |
| F04-34 | Payments in Lieu - Invoicing | 3 | n/a | 4 | Destroy | Final Disposition changed from "Archival Value: To Be Determined: to "Destroy" following completion of archival appraisal. |
| F04-35 | Payments in Lieu - Payments | 3 | n/a | 4 | Destroy | Final Disposition changed from "Archival Value: To Be Determined: to "Destroy" following completion of archival appraisal. |
| F04-36 | Payments in Lieu - Recording and Reporting | 3 | n/a | 4 | Destroy | Final Disposition changed from "Archival Value: To Be Determined: to "Destroy" following completion of archival appraisal. |
| F08-29 | Funeral Expense Recoveries | 2 | n/a | 5 | Destroy | Final Disposition changed from "Archival Value: To Be Determined: to "Destroy" following completion of archival appraisal. |

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| F08-30 | Developer Deposits | 2 | n/a | 13 | Destroy | Final Disposition changed from "Archival Value: To Be Determined: to "Destroy" following completion of archival appraisal. |
| F14-08 | Standing Offer Call-ups | T | File closed | 7 | Destroy | Final Disposition changed from "Archival Value: To Be Determined: to "Destroy" following completion of archival appraisal. |

G Government and Corporate Management

| Classification Code | Records Classification Name | Years Active | Inactive Retention Trigger | Years Inactive | Final Disposition | Explanation of Changes |
|----------------------------|------------------------------------|---------------------|-----------------------------------|-----------------------|----------------------------------|---|
| G20-00 | General | 3 | n/a | 3 | Destroy | Final Disposition changed from "Archival Value: To Be Determined: to "Destroy" following completion of archival appraisal. |
| G21-01 | Special Friendship Agreements | T | Agreement completed | 6 | Permanent: Sent to City Archives | Final Disposition changed from "Archival Value: To Be Determined: to "Permanent: Sent to City Archives" following completion of archival appraisal. |

I Information Management and Technology

| Classification Code | Records Classification Name | Years Active | Inactive Retention Trigger | Years Inactive | Final Disposition | Explanation of Changes |
|---------------------|--|--------------|----------------------------|----------------|-----------------------------|---|
| I01-01 | CRCS/Records Retention and Disposition | T | New schedule completed | Permanent | Permanent: Remains Inactive | Final Disposition changed from "Permanent: Sent to City Archives" to "Permanent: Remains Inactive" following a reappraisal by archival staff. These records will be retained permanently by the Office of Primary Interest. |

R Recreation, Culture and Libraries

| Classification Code | Records Classification Name | Years Active | Inactive Retention Trigger | Years Inactive | Final Disposition | Explanation of Changes |
|---------------------|-----------------------------|--------------|-----------------------------|----------------|----------------------------------|---|
| R00-03 | Fee Support | 1 | n/a | 2 | Destroy | Final Disposition changed from "Archival Value: To Be Determined: to "Destroy" following completion of archival appraisal. |
| R07-01 | Horses Owned by the City | T | Death or departure of horse | 1 | Permanent: Sent to City Archives | Final Disposition changed from "Archival Value: To Be Determined: to "Permanent: Sent to City Archives" following completion of archival appraisal. |
| R07-02 | Horses Boarded by the City | T | Death or departure of horse | 1 | Destroy | Final Disposition changed from "Archival Value: To Be Determined: to "Destroy" following completion of archival appraisal. |
| R10-05 | Monuments Registry | 2 | n/a | Permanent | Permanent: Remains Inactive | Final Disposition changed from "Archival Value: To Be Determined: to "Permanent: Remains Inactive" following completion of archival appraisal. |

S Social and Health Programs

| Classification Code | Records Classification Name | Years Active | Inactive Retention Trigger | Years Inactive | Final Disposition | Explanation of Changes |
|---------------------|---|--------------|------------------------------------|----------------|-------------------|--|
| S02-16 | Opt4Jobs Program | T | Case closed | 7 | Destroy | Final Disposition changed from "Archival Value: To Be Determined: to "Destroy" following completion of archival appraisal. |
| S03-23 | HIV,AIDS, HEP B/C and Syphilis - Child Case Files | T | Client's 18 th birthday | 15 | Destroy | Final Disposition changed from "Archival Value: To Be Determined: to "Destroy" following completion of archival appraisal. |
| S06-07 | Children's Immunization Case Files | T | Client's 18 th birthday | 10 | Destroy | Final Disposition changed from "Archival Value: To Be Determined: to "Destroy" following completion of archival appraisal. |
| S06-08 | Tuberculosis Screenings | 2 | n/a | 28 | Destroy | Final Disposition changed from "Archival Value: To Be Determined: to "Destroy" following completion of archival appraisal. |
| S07-05 | Chlamydia, Gonorrhea - Adult Case Files | 1 | n/a | 14 | Destroy | Final Disposition changed from "Archival Value: To Be Determined: to "Destroy" following completion of archival appraisal. |
| S07-06 | Chlamydia, Gonorrhea - Child Case Files | T | Client's 18 th birthday | 15 | Destroy | Final Disposition changed from "Archival Value: To Be Determined: to "Destroy" following completion of archival appraisal. |
| S10-13 | Ontario Renovates Program | T | Agreement expiry | 10 | Destroy | Final Disposition changed from "Archival Value: To Be Determined: to "Destroy" following completion of archival appraisal. |
| S10-15 | Home Ownership Program | T | Agreement expiry | 10 | Destroy | Final Disposition changed from "Archival Value: To Be Determined: to "Destroy" following completion of archival appraisal. |

T Transportation and Transit

| Classification Code | Records Classification Name | Years Active | Inactive Retention Trigger | Years Inactive | Final Disposition | Explanation of Changes |
|---------------------|-----------------------------|--------------|----------------------------|----------------|----------------------------------|--|
| T05-11 | Infrastructure Inquiries | 1 | n/a | 14 | Destroy | Final Disposition changed from "Archival Value: To Be Determined: to "Destroy" following completion of archival appraisal. |
| T08-04 | Pedestrian Network Projects | T | Project completed | 10 | Permanent: Sent to City Archives | Final Disposition changed from "Destroy" to "Permanent: Sent to City Archives" following of a reappraisal by archival staff. |

W Water, Waste Water and Solid Waste

| Classification Code | Records Classification Name | Years Active | Inactive Retention Trigger | Years Inactive | Final Disposition | Explanation of Changes |
|---------------------|------------------------------|--------------|----------------------------|----------------|----------------------------------|---|
| W00-03 | Operational Data Sheets | T | Superseded | 5 | Destroy | Final Disposition changed from "Archival Value: To Be Determined: to "Destroy" following completion of archival appraisal. |
| W05-11 | Water Production Work Orders | 1 | n/a | 6 | Destroy | Final Disposition changed from "Archival Value: To Be Determined: to "Destroy" following completion of archival appraisal. |
| W21-02 | Leachate Management | 3 | n/a | 10 | Permanent: Sent to City Archives | Final Disposition changed from "Archival Value: To Be Determined: to "Permanent: Sent to City Archives" following completion of archival appraisal. |
| W21-03 | Landfill Gas Management | 3 | n/a | 10 | Permanent: Sent to City Archives | Final Disposition changed from "Archival Value: To Be Determined: to "Permanent: Sent to City Archives" following completion of archival appraisal. |
| W21-20 | Orgaworld | 20 | n/a | 7 | Permanent: Sent to City Archives | Final Disposition changed from "Archival Value: To Be Determined: to "Permanent: Sent to City Archives" following completion of archival appraisal. |