

# DECISION/DIRECTION NOTE

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**Title:** Updated Retention Schedule for ATIPPA Files

**Date Prepared:** August 28, 2019

**Report To:** Committee of the Whole

**Councillor and Role:** Mayor Danny Breen, Governance & Strategic Priorities

**Ward:** N/A

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## Decision/Direction Required:

Council is required to approve the updated and attached retention schedule to include the retention and final disposition of ATIPPA files. The Access to Information and Protection of Privacy Office recommended that ATIPPA files be specifically addressed in the City's retention schedule. As such, the City's Records Analyst in consultation with the ATIPP Coordinator hereby recommend the destruction of records beyond seven years in relation to requests to access information or to correct personal information through ATIPPA."

## Discussion – Background and Current Status:

### Key Considerations/Implications:

1. Budget/Financial Implications: N/A
2. Partners or Other Stakeholders:
  - a. *The Access to Information and Protection of Privacy Office*
  - b. Requesters filing ATIPP applications
  - c. City Staff and Members of Council
3. Alignment with Strategic Directions/Adopted Plans:
  - a. *An Effective City*
4. Legal or Policy Implications:
  - a. *Access to Information and Protection of Privacy Act*
5. Privacy Implications:
  - a. *Access to Information and Protection of Privacy Act*
6. Engagement and Communications Considerations: N/A
7. Human Resource Implications: N/A



8. Procurement Implications: N/A

9. Information Technology Implications:

a. Insofar as the disposal of electronic information related to ATIPP requests.

10. Other Implications: N/A

**Recommendation:**

That Council approve the revised Retention Schedule for Records Management in relation to the retention of ATIPPA Files.

**Prepared by/Date:** Karen Chafe, Supervisor – Office of the City Clerk  
August 28, 2019

**Reviewed by/Date:** Elaine Henley, City Clerk  
August 28, 2019

**Approved by/Date:** Elaine Henley, City Clerk  
August 28, 2019

**Attachments:** Retention Schedule