



	REPORT No.: 2019-26
MEETING DATE: MAY 16, 2019	DATE PREPARED: APRIL 26, 2019
SUBJECT: RETENTION SCHEDULE BY-LAW UPDATE	

RECOMMENDATION

THAT with respect to Report No. 2019-26 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board (the Board) approve the updated Records Retention Schedules as presented.

AND THAT any necessary by-law be presented to the Board.

REPORT SUMMARY

To provide the Board with recommended amendments to the Board's record retention schedule.

BACKGROUND

Records schedules are an essential element of a full lifecycle approach to the management of information. They ensure records are organized and captured in a recordkeeping system at the beginning of their lifecycle and managed throughout until their final disposition.

The Records Retention By-law (By-law Number 04-2016 – Records Retention Schedules) identifies ten (10) business functions of TBDSSAB. Within each of these business functions are file series with corresponding retention periods. A records series is defined as the total body of related records, whether in one or more formats, that is separately organized and maintained because the records relate to a particular function or subject or result from the same activity. A records series is assigned a retention period and final disposition. Records series can be divided into sub-series if necessary to specify a different retention and/or disposition for different types of records within a group of related records that support a single business process or activity.

Section 39 of By-law Number 01-2017 – Governance and Procedural provides that the Chief Administrative Officer (CAO) shall ensure that all necessary books and records of the Board required by the By-laws of the Board or any applicable statute or law are regularly and properly kept.

COMMENTS

Administration regularly reviews its retention schedules to ensure they support operational requirements, and are amended to reflect updates as required by legislation. As a result of this review, various updates were required to the current retention schedules.

The revised retention schedules have been reviewed by each Division Director and the CAO. The following highlight the key changes:

- SSB30 - currently Board Committees: Adjust title & description to reflect the language change to Advisory Tables (Committee remains for Audit Committee).
- SSS20 - Added EarlyON centres to the description.
- SSS30-01D - Department and Total retention adjusted to 1 and 7 respectively. Reflects retention for closed files. Description adjusted to indicate file remains active during the 20 year forgivable loan period.
- SSS30-01E - Department and Total retention adjusted to 1 and 7 respectively. Reflects retention for closed files. Description adjusted to indicate file remains active during the 10 year forgivable loan period.
- SSS30-01F - Department and Total retention adjusted to 1 and 7 respectively. Reflects retention for closed files. Description adjusted to indicate file remains active during the 15 year forgivable loan period.
- SSS30-03 NEW series - To reflect distinct retention required for Community Homelessness Prevention Initiative Program (CHPI) particularly Housing Security Fund (HSF) documents. These must be retained until 7 years after the life of CHPI per the Ministry of Municipal Affairs and Housing (MMAH).
- SSL30 - Total of 8 years is no longer relevant for total as final disposition is Permanent and this is not a subject to review series.
- Various other series changes based on operational needs.

These changes are included in Attachment #1, and are highlighted with the specific changes.

FINANCIAL IMPLICATIONS



There are minimal financial implications related to the extension of some long term retention schedules. These costs would be included within the annual operating budgets as required.

CONCLUSION

It is concluded that the records retention schedules should be updated to reflect changes within legislation and operational requirements, and should be approved as presented.

REFERENCE MATERIALS ATTACHED

Attachment #1: [Records Retention Schedule](#)

PREPARED BY:	Anita Sakiyama, Supervisor, Information Management The District of Thunder Bay Social Services Administration Board
APPROVED / SIGNATURE:	
	Georgina Daniels, FCPA, FCA, Director - Corporate Services The District of Thunder Bay Social Services Administration Board
SUBMITTED / SIGNATURE:	
	William (Bill) Bradica, Chief Administrative Officer The District of Thunder Bay Social Services Administration Board