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**Rider to TSHC's
Records Management Policy
Records Management Procedure
Record Retention Schedule Classification Scheme
(Collectively "Records Management Documents")**

To amend Records Management Documents, respecting the destruction of certain records and to establish retention periods for transitory records.

This rider ("Rider") to TSHC's Records Management Documents, copies of which are attached as Schedule B, amends and supplements the Records Management Documents and supersedes any provisions to the contrary in the Records Management Documents. This Rider was developed with reference to and in support of the record keeping requirements of the *Municipal Freedom of Information and Protection of Privacy Act*. This Rider is effective as of the date of its approval. ("Effective Date").

TSHC amends the Records Management Documents as follows:

1. "Transitory Records" are added to the Records Management Documents.

Transitory Records are defined as follows:

Transitory Records are records of temporary or insignificant value, useful for a limited time to complete routine actions or to prepare the final version of vital or archival records, or they are convenience copies kept only as information sources for current tasks. Transitory Records are not needed to meet operational, legal, regulatory, fiscal, or other requirements and should be destroyed on a regular basis, when their usefulness has ended or as otherwise may be prescribed in the Records Retention Schedule for the category of Record. All confidential (including restricted & highly restricted)

Transitory Records should be securely destroyed. It is a record's content and context that determines whether a record is a Transitory Record, rather than its form.

A Transitory Record includes a record that is:

- i. retained solely for convenience of reference;
- ii. required solely for the completion of a routine action, or the preparation of another record;
- iii. of insignificant or no value in documenting TSHC business transactions;
- iv. not an integral part of a TSHC record;
- v. not required to meet statutory obligations or to sustain administrative or operational functions;
- vi. not related to TSHC business;
- vii. working documents – drafts, rough notes, preliminary versions, and other intermediate documents – and supporting materials used to create final documents (reports, contracts, policies and procedures, etc.) which are not needed once the final documents are completed;
- viii. committee agendas and minutes kept by committee members other than the committee chair and secretary, or received by business units for information;
- ix. copies of records retained when the original is sent to another unit or saved in a shared or personal drive (e.g., a copy of an invoice that was sent to Finance for payment, emails saved on a shared or personal drive);
- x. records in an alternate format from the version retained as the official record: for example, printouts or extracts from enterprise systems such as Outlook, EasyTrac or HoMES;
- xi. announcements,

broadcast emails, "cc" or FYI emails, or other staff emails and documents (electronic or hard copy) kept only for convenience or information;

- xii. insignificant information items concerning routine administrative or operational matters: for example, routine email exchanges to schedule or confirm meetings or events.

The above list is not exhaustive. The Legal Services Division should be contacted to assist with the determination of whether a record is a Transitory Record.

E-mail, voicemail and text messages are not Transitory Records by default. It is intended that e-mail, voicemail and text messaging are to be used to create Transitory Records only. Where they are used to create a record of lasting value or that contains Personal Information and/ or otherwise triggers a retention period, the record must be duplicated and stored in an alternate format and retained for the applicable retention period.

- 2. "Retention Rules for Transitory Records"-the following rules apply to the retention of all Transitory Records created or received by TSHC employees:
 - i. a Transitory Record may be deleted or otherwise destroyed on the same day that the record was created or received;
 - ii. where a Transitory Record is a copy of a permanent record it may be destroyed at any time if the original is subject to a retention period established by TSHC's Records Retention Schedule;
 - iii. a copy of a record shall be deemed to be the original for the purposes of this amendment and TSHC's Record Retention Schedule, and the records that the copy is generated from may be destroyed at any time; and
 - iv. if a record is not a Transitory Record, the record shall be retained or caused to be retained by the TSHC employee for the applicable retention period for that type of record, as prescribed by TSHC's Record Retention Schedule.

SCHEDULE B

Records Management Documents