

December 5, 2005

Ms. Josephine Bryant  
Toronto Public Library Board  
789 Yonge Street  
Toronto, ON M4W 2G8

Dear Ms. Bryant:

**Re: Records Retention**

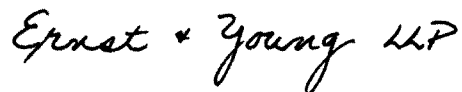
At the request of the Toronto Public Library Board and as required under Section 255(3) of the Municipal Act, 2001, we have reviewed the retention periods under which the Toronto Public Library Board retains and preserves the records of the Library Board - pursuant to Section 254 of the Municipal Act, 2001.

Our review of the Library's report with respect to the Library's Records Retention Schedule and our review of the draft by-law to establish record retention periods for the records in the custody and control of the Toronto Public Library Board schedules, with the City of Toronto, has been completed and we are in agreement with the periods as quoted in the draft as it pertains to any audit requirements.

In addition to our review of the report and any changes to the retention periods as shown in Appendix 2 of the staff report, we have reviewed and approved a series of "Records Retention Authorization Forms" ["RRAF's"]. Through this review we ensured that relevant signoffs were incurred by each level: divisional representative and director. In addition, we ensured that we were in agreement with the retention periods as noted within each primary document for each of the 188 new record series as they pertained to any audit requirements; otherwise, we ensured that each record series was in agreement with the Board's retention policy document.

If you require any further clarification on the above, or assistance in any other area, please do not hesitate to give us a call.

Yours sincerely,



Diana M. Brouwer  
(905) 882-3037