

Authority: Executive Committee Item EX6.22, as adopted
by City of Toronto Council on June 18 and 19, 2019

CITY OF TORONTO

Bill 931

BY-LAW -2019

To amend Municipal Code Chapter 219, Records, Corporate (Local Boards).

Whereas pursuant to the City of Toronto Act, 2006, the City may establish retention periods during which the records of the City and local boards of the City must be retained and preserved; and

Whereas the Board of Directors of TO Live at its meeting of May 9, 2019 unanimously recommended for approval by the City of Toronto Council the Board's records retention schedules.

The Council of the City of Toronto enacts:

1. Municipal Code Chapter 219, Records, Corporate (Local Boards) is amended as follows:

A. By adding the following:

**ARTICLE VI
TO Live**

§ 219-16. Retention Schedule.

TO Live shall retain records classified in Column 1 and described under column 2 of Schedule H to this article for the period set out in Column 3 opposite such description, and may thereafter destroy them.

B. By adding Schedule H, as set out in Schedule A to this By-law.

Enacted and passed on June , 2019.

Frances Nunziata,
Speaker

Ulli S. Watkiss,
City Clerk

(Seal of the City)

SCHEDULE A
Schedule H to Chapter 219

<u>Title</u>	<u>Effective Date</u>	<u>Policy Number</u>
Records Retention	TDB	310

Department	Description	Retention Period	Trigger	Notes/*City reference
Management				
	Board minutes	20 years		G0006
	Contracts	15 years	File closed upon termination and/or superseded by new terms of condition of the particular contracts, agreements and/or warranties.	L6601, non-show related contracts
	Executive Records	11 years	File closed at Executive's discretion	I1000, non-Board records
Payroll				
	All payroll history	7 years	File closed upon termination of employment, or termination of retirement benefits, whichever is longer	F1301
	EI history	3 years		
	Attendance records	3 years		F1303
	Payroll process files	8 years		F1325
Accounting Department				
	Operating Budget	7 years		F3307
	Capital Budget	7 years		F3305

Department	Description	Retention Period	Trigger	Notes/*City reference
	Accounting and Finance Administration records	7 years		F1500: Records relating to the overall management of TO Live's financial and accounting functions and processes. May include information on accounting systems, workflow reports and diagrams, financial signing authority, copies of federal and provincial guidelines and compliance requirements, and correspondence.
	Financial Statements	Permanent		F2157
	General Ledger Register	Permanent		F2313
	Show Files	Permanent		R0193: All documents related to performances, including show contracts
	Leases	21 years	Files closed at termination of lease	L2200, real estate files only
	GL journal entry and transition register	7 years		F2350
	Year-end working papers	7 years		
	Bank deposits and statements/reconciliations	7 years		F2301
	Ticket Statistics	10 years		
	Taxation file (GST/PST etc.)	7 years		F2430
	Federal Non-Resident Tax files	7 years		
Accounts Payable				
	Accounts payable invoices	7 years		F2401
	Purchasing of Goods and Services (POs)	7 years		F1541

Department	Description	Retention Period	Trigger	Notes/*City reference
	Cheque registers and reconciliation	7 years		F2207
	Cheques	7 years		F2303
	Petty cash transaction files	7 years		F1560
	Personal expense claims	7 years		F1562
Accounts Receivable				
	Accounts Receivable customer database	7 years		F1570
	Accounts Receivable invoice files	7 years		F1570
	Cash receipts files	7 years		F1570
Concessions, Bars and Merchandising				
	Sales reports	7 years		F1570
	Cashier reports	7 years		F1570
	Inventories - Bar & Restaurant	3 years		F1570
Development				
	Fundraising & Donation files	7 years		F0169
	Tax Receipts	7 years		
	Sponsorship records	21 years		I0199
	Grants and Subsidy records	7 years		F5857
Human Resources				
	Benefit records	7 years	File closed upon Termination of employment or cessation of benefits	F2801
	Terminated employee records files	7 years	File closed on termination date of employee, or upon resolution of outstanding issues	H1201

Department	Description	Retention Period	Trigger	Notes/*City reference
	Staff Competition & Recruitment	7 years	File closed at closing of competition	H1210
	Pension plan administration	7 years	File closed with termination of the last surviving beneficiary of the pension policy	F4000
	Labour Negotiation files	21 years	File closed at resolution or settlement of case	H1246
Other				
	Construction and Renovation	25 years	File closed at completion of construction and/or renovation project	A0501
	Property Maintenance records	25 years	File closed at expiration of contract	A0502
	Risk Management files	7 years		F3100
	Insurance claims	16 years	File closed upon resolution of case	F4307
	News Releases and Official Statements	7 years		I0201
	Media Releases	7 years		I0203

The above books, records and files of TO Live are to be retained as indicated in this table. Retention period starts when the file/year is closed, unless otherwise indicated.

*City reference is taken from Toronto Municipal Code Chapter 217, Records, Corporate (City) Schedule A. If more detailed explanation of retention policy as it relates to TO Live is required, it is included here.