

Authority: Corporate Services Committee
 Report No. 9(32), July 8, 9 and 10 1998
 Intended for first presentation to Council: July 8, 1998
 Adopted by Council: July 10, 1998

CITY OF TORONTO

BY-LAW No. 377-1998

To amend further By-law No. 2696 of the former Municipality of Metropolitan Toronto respecting schedules of retention for records of the former Municipality of Metropolitan Toronto.

The Council of the City of Toronto HEREBY ENACTS as follows:

1. Section "A" to By-law No. 2696, of the former Municipality of Metropolitan Toronto being a by-law "To establish schedules of retention periods for records of local boards of The Municipality of Metropolitan Toronto", as amended, is amended further by inserting in Columns 1, 2 and 3 of the said Schedule the following:

(In Column 1) Local Board	(In Column 2) Records	(In Column 3) Due for Destruction
Board of Governors of Exhibition Place	Administration Division	
	- Treasury Department	
	- Accounting Unit	
	Budget files	1984-1990
	Budget reports	1979
	Budget analysis/sales reports	1981-1986
	Budgets - operating	1988-1989
	Centennial Square files	1981-1987
	Daily summary sheets - CNE	1988-1989
	Detail journals (duplicates)	1978-1979
	Encumbrance report	1988
	Foreign exchange forms	1941-1950
	Material control	1975
	Petty cash	1989-1990
	Purchase orders (duplicates)	1987-1990
	Purchase requisitions (duplicates)	1987-1990
	Revenue book	1976
	Receipts disbursement journal	1907-1908
	Restaurant percentage	1938-1940
	Restaurant revenue	1984-1988
	Suborders (duplicates)	1986-1990
	Superintendents manuals	1986-1989
	Ticket receipts	1958-1962
	Transaction journal (print out)	1988
	Trial balances	1946-1955
	Administrative Division	
	- Treasury Department	
	- Controller	
	General correspondence files	1949-1989
	Ambulance calls	1981-1987
	Typewriter rentals	1981-1990

City of Toronto By-law No. 377-1998

(In Column 1) Local Board	(In Column 2) Records	(In Column 3) Due for destruction
Board of Governors of Exhibition Place	Administrative Division	
	- Treasury Department	
	- Cost Accounting Unit	
	Accounts distribution	1970-1984
	Central stores (gas/diesel receipts)	1986-1990
	Central stores issues	1986-1989
	Central stores transfer ledger - electrical	no date
	Central stores MSR forms	1985-1990
	Equipment inventory	1955-1975
	Fixed assets	1986-1989
	General account/ledger cheques	1987-1990
	Administrative Division	
	- Treasury Department	
	- Cost Accounting Unit (contd)	
	Inventory cards - discontinued	1981-1989
	R & S ledgers	1987-1989
	R & S forms	1986-1987
	R & S forms (duplicates)	1986-1990
	Reconciliation reports	1987
	Third party billing	1987-1990
	Work charged out	1976-1981
	Work order ledgers	1987-1990
	Administrative Division	
	- Treasury Department	
	- Accounts Payable Unit	
	Bank reconciliations	1988-1990
	Cheques & cheque stubs	1977-1990
	Cheques - Can/U.S. (copies)	1980-1990
	Cheque distribution sheets	1984-1989
	Cumulative transaction journal (January-November only)	1986-1988
	Energy invoices	1980
	Invoices	1980-1990
	Journal vouchers	1970-1990
	Paid requisitions	1981
	Payroll distribution	1984-1990
	Payroll distribution recaps	1986-1987
	Payroll cheques	1965-1986
	Prize cheques	1979-1980
	Prize accounts	1989-1990
	Purchase orders	1987
	Purchase requisitions	1987
	Rill Foods	1982-1987
	Space invoices	1972-1980
	Vouchers	1986-1990
	Voucher backups	1984-1987
	Voucher register	1970-1988
	U.S. dollar cheques	1989-1990

(In Column 1) Local Board	(In Column 2) Records	(In Column 3) Due for destruction	
Board of Governors of Exhibition Place	Administrative Division		
	- Treasury Department		
	- Accounts Receivable Unit		
	Cash reports	1936-1990	Immediately
	Cashier/Sellers returns	1985-1986	Immediately
	Credit notes	1980	Immediately
	Invoices	1980-1987	Immediately
	Ledger cards	1970-1989	Immediately
	Posting journal/ledger	1984-1989	Immediately
	User fees	1988	Immediately
	Agriculture contracts	1982-1988	Immediately
	Space contracts	1983	Immediately
	Building rentals contracts	1984	Immediately
	Cleaning contracts	1984	Immediately
	Miscellaneous contracts	1984	Immediately
	Concessions licences	1983	Immediately
	Administration Division		
	- Treasury Department		
	- Payroll Unit		
	Clock cards	1986-1990	Immediately
	forms	1981-1990	Immediately
	General files	1983	Immediately
	Job tickets	1987-1990	Immediately
	Job ticket listing	1988	Immediately
	Record of Employment	1979-1990	Immediately
	Recap reports	1982-1990	Immediately
	Time cards	1986-1987	Immediately
	T4s	1974-1975	Immediately
	TD1s	1983-1990	Immediately
	Administrative Division		
	- Purchasing Department		
	Purchase orders	1981-1990	Immediately
	Purchase sub-orders	1986-1990	Immediately
	Purchase requisitions	1986-1990	Immediately
	General files	1952-1990	Immediately
	Invoices	1981	Immediately
	Quotations	1987-1990	Immediately
	Record books	1989-1990	Immediately
	Administration Division		
	-Corporate Secretary		
Metropolitan Toronto - Council Minutes	1975-1989	Immediately	
Correspondence (duplicates)	1950-1985	Immediately	
Reports (duplicates)	1950-1985	Immediately	

City of Toronto By-law No. 377-1998

(In Column 1) Local Board	(In Column 2) Records		(In Column 3) Due for destruction
Board of Governors of Exhibition Place	Administration Division -Archives Department -Assistant Archivist General files	1991	Immediately
	Administration Division -Contracts Department Expired insurance policies ACH Building insurance files	1953-1970 1971	Immediately Immediately
	Administration Division -Pass Department General files Request files Record of passes - CNEA	1971-1988 1981-1984 1960-1975	Immediately Immediately Immediately
	Administration Division -Human Resources Department Applications - summer staffing	1995	Immediately
	Operations Division -Capital Works Department -Manager, Capital Works Department Purchase orders, requisitions and vouchers (duplicates)	1982-1987	Immediately
	Operations Division -Cleaning Department General files Show/event files Purchase requisitions R & S forms Work orders Time sheets Clock cards Job tickets Photo identification badges	1982-1988 1982-1989 1984-1988 1984-1987 1987-1988 1981-1987 1984-1987 1987-1988 1988-1993	Immediately Immediately Immediately Immediately Immediately Immediately Immediately Immediately Immediately
	Operations Division -Cleaning Department -Supervisor General files	1982-1990	Immediately
	Operations Division -Maintenance Department -Manager General files (duplicate work orders, purchase requisitions) Change forms	1950-1986 1981-1982	Immediately Immediately

City of Toronto By-law No. 377-1998

(In Column 1) Local Board	(In Column 2) Records	(In Column 3) Due for destruction
Board of Governors of Exhibition Place	Operations Division	
	-Maintenance Department	
	-Physical Plant Unit	
	General files (duplicate work orders, purchase requisitions)	1979-1981 Immediately
	Operations Division	
	-Maintenance Department	
	-Labour Unit	
	Budget reports	1976-1978 Immediately
	Budgets (computer print-outs)	1973-1977 Immediately
	Account distribution (monthly)	1978-1979 Immediately
	Detail journals (duplicates)	1978-1979 Immediately
	Labour distribution	1972-1978 Immediately
	Purchase requisitions (duplicates)	1978 Immediately
	Work orders (duplicates)	1977-1981 Immediately
	Union files	1958-1970 Immediately
	Correspondence (duplicates)	1950-1985 Immediately
	Reports (duplicates)	1950-1985 Immediately
	Operations Division	
	-Maintenance Department	
	-Security Unit	
	Service reports	1981-1984 Immediately
	Lost and found forms	1982 Immediately
	Operations Division	
	-Exhibition Stadium (formerly Exhibition Stadium Corporation 1975-1983)	
	-Accounting Unit	
	Accounts receivable	1977-1981 Immediately
	Bank reconciliation	1982-1983 Immediately
	Budget files	1979-1981 Immediately
	Budget ledger	1976-1982 Immediately
	Cheques and cheque stubs	1979-1983 Immediately
	Correspondence (duplicate)	1975-1987 Immediately
	Disbursements	1982-1983 Immediately
	Event billing	1979-1989 Immediately
	General files	1977-1983 Immediately
	Invoices	1977-1982 Immediately
	Paid receipts	1976-1980 Immediately
	Purchase orders	1977-1980 Immediately
	Revenue	1977-1982 Immediately
	Work order binders	1984-1987 Immediately

City of Toronto By-law No. 377-1998

(In Column 1) Local Board	(In Column 2) Records	(In Column 3) Due for destruction
Board of Governors of Exhibition Place	Operations Division -Exhibition Stadium (formerly Exhibition Stadium Corporation 1975-1983) -Payroll Unit	
	Change forms	1987
	Job applications	1987
	Job tickets	1980-1983
	Time cards	1980-1986
	T4s/T4As	1982
		Immediately
		Immediately
		Immediately
		Immediately
		Immediately
	Operations Division -Exhibition Stadium (formerly Exhibition Stadium Corporation 1975-1983) -General Manager	
	Job applications	1977
	CNEA minutes	1980-1988
	Board of Governors of Exhibition Place minutes	1980-1986
	RV show ticket stubs	1983
	Correspondence (duplicate)	1975-1987
	Reports (duplicate)	1975-1987
		Immediately
		Immediately
	Operations Division -Exhibition Stadium (formerly Exhibition Stadium Corporation 1975-1983) -Operations Manager	
	General files	1977-1985
	Invoices	1978-1988
	Purchase orders (duplicates)	1978-1988
	Correspondence (duplicate)	1975-1987
	Reports (duplicate)	1975-1987
	Stock car tickets	1990
		Immediately
		Immediately
		Immediately
		Immediately
		Immediately
	Operations Division -Exhibition Stadium (formerly Exhibition Stadium Corporation 1975-1983) -Cleaning Unit	
	General files	1981-1982
		Immediately
	Operations Division -Exhibition Stadium (formerly Exhibition Stadium Corporation 1975-1983) -Event Coordinators	
	General files	1984
		Immediately

City of Toronto By-law No. 377-1998

(In Column 1) Local Board	(In Column 2) Records		(In Column 3) Due for destruction
Board of Governors of Exhibition Place	Operations Division		
	-Exhibition Stadium (formerly Exhibition Stadium Corporation 1975-1983)		
	-Event Coordinators (cont)		
	Work orders (duplicates)	1984	Immediately
	R & S forms (duplicates)	1984	Immediately
	Operations Division		
	-Exhibition Stadium (formerly Exhibition Stadium Corporation 1975-1983)		
	-Security Unit		
	Base station reports	1983	Immediately
	Shift reports	1977-1986	Immediately
	CNE Division		
	-Program Department		
	-Agriculture Unit		
	Horse show entry forms	1982	Immediately
	Livestock entry forms	1982	Immediately
	Prize cheques (duplicates)	1972	Immediately
	CNE Division		
	-Program Department		
	-Feature Country		
	Contest ballots (valid/spoiled)	1993-1996	Immediately
	CNE Division		
	-Concessions Department		
	-CNE Hospital		
	Hospital files	1930-1985	Immediately
	Accident forms	1980-1986	Immediately
	List of patients	1965-1981	Immediately
	CNE Division		
	-Program Department		
	-Sports Coordinators		
	Correspondence (duplicate)	1962-1980	Immediately
	Reports (duplicates)	1962-1980	Immediately
	Work orders (duplicates)	1962-1980	Immediately
	Purchase requisitions (duplicates)	1962-1980	Immediately
	CNE Division		
	-Women's Department		
	Correspondence (duplicates)	1948-1980	Immediately
	Reports (duplicates)	1948-1980	Immediately
	Work orders (duplicates)	1960-1980	Immediately
	Purchase requisitions (duplicates)	1960-1980	Immediately

2. This By-law shall come into force upon receiving the approval of the City Auditor.

ENACTED AND PASSED this 10th day of July, A.D.1998.

CASE OOTES,
Deputy Mayor

NOVINA WONG,
City Clerk

(Corporate Seal)