

Authority: Emergency and Protective Services
Committee Report No. 6(3), 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. 378-1998

To establish a schedule of retention periods for records of the Toronto Police Services Board.

WHEREAS subsection 116(1) of the *Municipal Act* provides that a local board, as defined in the *Municipal Affairs Act*, shall not destroy any of its records or documents except with the approval of the Ministry of Municipal Affairs or in accordance with a by-law passed by the municipality and approved by the auditor of the municipality establishing retention periods for such records and documents; and

WHEREAS the Toronto Police Services Board (the "Board") is a local board as defined in the *Municipal Affairs Act*; and

WHEREAS the former Municipality of Metropolitan Toronto enacted By-law No. 58-92 establishing a schedule of retention periods for records of the Board and by By-law No. 113-97 amended such by-law; and

WHEREAS the Board, by Minute No. 414/97, adopted at its meeting of September 22, 1997, requested the initiation of the process to amend By-law No. 58-92 to accommodate the ongoing retention of bicycle registration information; and

WHEREAS it is expedient that the City of Toronto enact its own by-law incorporating the requested amendment and otherwise reflecting the terms of By-law No. 58-92 of the former Municipality of Metropolitan Toronto, as amended;

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

1. In this By-law

- (a) the abbreviations in Column A have the same meaning as the expression set out opposite under Column B below:

Column A	Column B
ANI/ALI	Automatic Number Identification/Automatic Location Identification
A.T.S.	Applicant Tracking System
C.A.D.	Computer Assisted Dispatching

C.A.S.C.	Computer Assisted Scheduling of Courts
C.C.	Criminal Code
C.I.C.B.	Criminal Injuries Compensation Board
C.I.S.O.	Criminal Intelligence Services Ontario
C.N.E.	Canadian National Exhibition
C.P.I.C.	Canadian Police Information Centre
C.P.O.	Crime Prevention Office
F.A.C.	Firearms Acquisition Certificate
F.R.U.	Firearms Registration Unit
I.S.S.	Investigative Support Squad
Lt. Gov.	Lieutenant Governor
MANIX	Master Name Index
MDT	Mobile Digital Terminal
O.I.C.	Officer in Charge
O.M.E.R.S.	Ontario Municipal Employees Retirement System
P.B.F.	Police Benefit Fund
R.I.S.	Records and Information Security
T.P.	Toronto Police
W.C.B.	Workers' Compensation Board
Y.O.A.	Young Offenders Act

- (b) "plus current year" where used in Column 4 of Schedule "A" means the additional period between the anniversary of the commencement of the retention period in the calendar year which is the stated number of years the record is to be retained and the end of such calendar year;

- (c) where a retention period is subdivided into two periods followed by an "A" and a "D" respectively, the number immediately preceding "A" represents the number of years the record is deemed to be "active" and the number immediately preceding "D" represents the number of years the record is deemed to be inactive or dormant;
- (d) where "(M)" follows a retention period specified under Column 4, the record shall be microfilmed before it is destroyed; and
- (e) where a number follows TP the number refers to the number of the form used by the Toronto Police and its replacement from time to time.

2. The Toronto Police Services Board shall retain the receipts, vouchers, instruments, rolls or other documents, records and papers described under Columns 2 and 3 of Schedule "A" (General) and Schedule "B" (Financial) to this By-law within the classifications set out under Column 1 for the period set out opposite such descriptions in Column 4 and may thereafter destroy them.

3. Notwithstanding section 2 of this By-law, records identified under the classification entitled "INTELLIGENCE FILES" in Column 1 of Schedule "A" to this By-law may only be destroyed with the authorization of the Unit Commander of Intelligence Services for the Toronto Police Service or any other official of said Service approved by the Toronto Police Services Board from time to time.

4. Municipality of Metropolitan Toronto By-law No. 58-92, as amended, is repealed.

5. This By-law shall come into force on the date of its enactment.

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

CASE OOTES,
Deputy Mayor

NOVINA WONG,
City Clerk

(Corporate Seal)

SCHEDULE "A" TO BY-LAW No. 378-1998**RECORD RETENTION SCHEDULE****GENERAL**

(Column 1) Grouping	(Column 2) Subject	(Column 3) Description	(Column 4) Retention Period
ACCIDENTS	Marine	Unit	1 year
		Service	1 year plus current year (M)
		Reportable and Non-Reportable	1 year plus current year (M)
		Microfilm of all accidents except fatalities	6 years
	Motor Vehicle	Fatalities	Permanent
		Incident Reports (TP 200)	7 years, 2A-5D (M)
	Register		1 year plus current year
AFFIDAVITS	Commissioners' Oaths	Log Book	3 years
AGREEMENTS	Bilateral	Other forces and agencies	Until obsolete or superseded
ANNUAL REPORTS	Police Services Board		Permanent
APPEAL LETTERS	See CRIMINAL RECORDS		
ARCHIVES	Museum records	Of historical value	Permanent
ARREST	See CRIMINAL RECORDS, See also OCCURRENCES		

(Column 1) Grouping	(Column 2) Subject	(Column 3) Description	(Column 4) Retention Period)
AUDITS (non-financial)	Level 1	Unit	2 years plus current year
	Level 2	District	2 years plus current year
	Level 3	Comprehensive	10 years
	Special Projects	By Internal Audit Unit	10 years
AWARDS	See HONOURS		
BAIL RECEIPT BOOK	CC 615		7 years from last receipt
BICYCLE	Registration See also OCCURRENCES		10 years
BLOCK PARENTS	Applicant list	Unit C.P.O. records	1 year
BREATHALYZER	Maintenance Log	Traffic Support Services Record	3 years
BUDGET	See FINANCIAL		
BULLETINS	Circulars, wanted posters	Major Crimes, Rewards, etc. Unit	6 months
		Service	2 years then (M)
		Messages-Metro Alerts, Provincial & Canada Alerts (See C.P.I.C.)	
BY-LAWS	Police Services Board		Until superseded or repealed

(Column 1) Grouping	(Column 2) Subject	(Column 3) Description	(Column 4) Retention Period)
BY-LAWS (Cont.)	Others		Until superseded or repealed plus 1 year
CAMPAIGNS, (CANVASSING)	Blood Donors, Charitable Drives	Red Cross, United Way, etc.	Current campaign plus the previous one
CASE BOOKS	See MEMORAN- DUM BOOKS		
CIRCULARS	See BULLETINS		
CLOTHING	See STORES		
CODING	Check Sheets	Record of inquiries made to match recovered property with items reported as lost/stolen	6 months
	Stolen and Lost (identifiable Property)	Regular Property	5 years
		Guns, and Police property	Permanent
COLLECTIVE BARGAINING	Contracts, Arbitrations (held a t L a b o u r Relations)		Permanent
C.O. BICK COLLEGE	Certificates	To Operate Service motor vehicles, radar, etc.	Duration of Service
(Driving)	Driver (automobile or motorcycle) personal assessment	Performance on driver training courses	Duration of Service

(Column 1) Grouping	(Column 2) Subject	(Column 3) Description	(Column 4) Retention Period)
C.O. BICK COLLEGE (Cont.)	Driver Training Record (COL 3)	Ongoing record of driver training and history	Duration of Service
(Firearms)	Annual Revolver Qualification	Member's score during annual qualifying shoot	2 years
	Firearms Training Record Card (COL 5)	Member's record of firearms training	Duration of Service
	Probationary Firearms Issue	Signed receipt for revolver issued to recruit	Duration of Service
	Shooting Score Sheet	Results for any class shooting at College	7 years
	Unit Emergency W e a p o n s Inventory	Annual inspection of unit emergency weapons	2 years
	Unit Firearms Officers	Training received and conducted by	Duration of Service
	Unit Firearms Training Score Sheet	Individual unit firearms training as directed by Firearms Section	2 years
(Examinations)	Promotional and Qualifying	Exam questions	3 years
		Individual's test and mark	3 years
(Physical Training)	Individual Fitness Record	Continuing record of body fat and Vol. O ₂	Duration of Service
	TP Fitness Test Record Sheet	Any class <u>other</u> than pre-Alymer	5 years

(Column 1) Grouping	(Column 2) Subject	(Column 3) Description	(Column 4) Retention Period)
C.O. BICK COLLEGE (Cont.)	Pre-Alymer Test Record Sheet	Recruit Fitness testing prior to first attendance at Alymer	2 years
	Probationary Constables Physical Training Results	Recruit Training Progress	Duration of Service
COMMUNI- CATIONS	ANI/ALI Report	Phone number and location identifier	3 months
	CAD5 Reports	Provides statistics, data, on calls, etc. (C.I.S.)	40 days on-line
	C o m p u t e r Dispatch Records (C.I.S.)	Vehicle status, data re: types of calls etc.	5 years
	Pursuit ticket		3 years
	Radio-Telephone	Record of complaint etc., (handwritten cards)	1 year
	Unit Availabilities		3 months
	Voice Tapes		3 months, (extended on request)
(C.P.I.C.)	C.P.I.C. Traffic	Log Tapes including P.A.R.I.S. log tapes	1 year
		Message Log Sheet Unit	3 months
		Service	2 years
		MDT Log Tapes (RIS)	1 year

(Column 1) Grouping	(Column 2) Subject	(Column 3) Description	(Column 4) Retention Period)
(C.P.I.C) (Cont.)		Metro Alerts	2 weeks
		Narrative Messages Unit	1 month plus current month
		Service	6 months plus current month
		Prime Messages H e a d q u a r t e r s terminal	6 months plus current month
		Provincial & Canada Alerts Unit	2 weeks
		Service	6 months plus current month
COMMUNITY PROGRAMS	Educational and promotional materials		Until superseded or obsolete
COMPLAINTS (Public Complaints Investigation)	Members charged under Public Complaints Act	Investigations by Citizen Complaints Investigation Bureau, when completed	Major - 5 years, 2A-3D (M) Minor - 2 years
	General	Letter of complaint	2 years
CONFERENCES	Chief of Police		2 years
CONFIDENTIAL INSTRUCTIONS FOR CROWN COUNSEL		Federal Statutes	7 years, 2A-5D
		Municipal By-laws	1 year
		Provincial Statutes	1 year

(Column 1) Grouping	(Column 2) Subject	(Column 3) Description	(Column 4) Retention Period)
CORONER'S INQUEST FILES	At Corporate Planning	Jury findings & Service Responses	Permanent
CORRES- PONDENCE (Letter Files)	Request Register	Insurance Requests	1 year plus current year
	Payments & C o m p l a i n t s Register	Concerning Finance & Administration, Warrants of Committal, and Summons Bureau	1 year plus current year
	Separate Folders	Chronic correspondents	At discretion of Director, R.I.S.
	Chief's Mail	Index Cards Register Letters Tracers	2 years plus current year
(Other Units)			1 year plus current year
COURT ATTENDANCE	Police Personnel	Record of Officers' Appearances	1 year plus current year
COURT CALENDARS	Provincial Court Dockets (held at Criminal Records)	Court Officer's Copy (Disposition of cases) Unit	1 year
		Service	1 year (M)
COURT EXHIBITS	Disposition of physical exhibits	See relevant Property Procedure or Report	
COURT NOTIFICATION	C.A.S.C. notification	History tape	3 years
COURT NOTIFICATION (Cont.)	Criminal Court	Court Notification and Statement Request (TP 438)	1 year plus current year

(Column 1) Grouping	(Column 2) Subject	(Column 3) Description	(Column 4) Retention Period)
CRIMINAL RECORDS	Minor Traffic -posted copy	CIS 5	1 year plus current year
	-work copy	CIS 6	1 year plus current year
	-prov. offence summons date	CIS 1	Until superseded
	Accident	CIS 8	1 year plus current year
	Civil/Criminal & quasi-judicial proceedings (W.C.B., C.I.C.B., etc.)	Subpoena	1 year plus current year
	Criminal Dossiers (at R.I.S.)	Description sheet	5 years plus current then (M)
		Record of Arrest #3 copy	5 years plus current then (M)
		Criminal Record (CRIM 9)	5 years plus current then (M)
	Non-Indictable Records	Dispositions on Manix	5 years
	Probation Orders and Peace Bonds		Until expiry
CRIMINAL RECORDS (Cont'd)	Appeal Letters: re sentence/convic- tion	Letter from District Court: results of appeal	2 years plus current year
	Record Destruction Request	Fingerprints and Photographs	1 year after destruction
	Young Offenders Records (May be retained beyond these	Acquittal other than by insanity finding	2 months after appeal period or 3 months after appeal proceedings

(Column 1) Grouping	(Column 2) Subject	(Column 3) Description	(Column 4) Retention Period)
	periods but cannot be disclosed except under provisions of Y.O.A.)		
		Dismissal (other than acquittal), withdrawal, or stayed	1 year
		Alternative measures disposition, after consent	2 years
		Summary Conviction	5 years
		Indictable Offence	5 years from disposition; renewable if interim indictable conviction
DISCIPLINE	Police Act Trials - (See also PERSONNEL RECORDS)	Tapes, transcripts, related documents etc.	7 years
	Records at Trial Preparation Unit	Charge sheets, research materials	5 years
DOCUMENT EVIDENCE	Originals or copies of cheques, invoices or other document evidence	Concluded	7 years
		Outstanding	7 years, 2A-5D
DOCUMENT EVIDENCE (Cont.)		Warrant Outstanding	Life of warrant or 5 years if concluded

(Column 1) Grouping	(Column 2) Subject	(Column 3) Description	(Column 4) Retention Period)
DOCUMENTA- TION (TP 545)	See PERSONNEL RECORDS		
EMERGENCY PLANNING	Emergency By- law (formulation and implementation of plans)	Plans, minutes, etc. of Emergency Measures Planning	5 years, with selective archiving
EMPLOYMENT	General-includes A.T.S. tapes in C.I.S. custody	Applications, tests, etc.	2 years plus current year
	Rejected Applicants		1 year plus current year
EQUIPMENT	See STORES		
EQUIPMENT LOG	Daily - TP 555	For equipment issued on a temporary basis only	1 year
EVENTS	District	Personnel deployment etc.	5 years
FAX	Fax Log Sheet and Transaction Confirmations		2 years plus current year
FIELD NOTES	See MEMORAN- DUM BOOKS		
FINANCE	See FINANCIAL SCHEDULE		
FINGERPRINTS	See SCENES OF CRIME		
FIREARMS (F.R.U. records)	Acquisition Applications		6 years, 5A-1D

(Column 1) Grouping	(Column 2) Subject	(Column 3) Description	(Column 4) Retention Period)
	Acquisition Certificates		6 years, 5A-1D
	Carrying Permits		1 year
	Destruction Record		Permanent (M)
	Field Reports	TP 649's re contacts with F.A.C. applicants	Permanent (M)
	Firearms Registration Files	Concerning property in vault (firearms etc.)	Until property disposed of
	Master File	Registrations, Applications etc.	Permanent (M)
	Registration Certificate Serial File	Owner's name; description of restricted weapon	Permanent (M)
(I.S.S. records)	Documents relating to proceedings under C.C.	Prohibitions & Seizure Orders etc.	7 years, 2A-5D
(Records in Corporate Planning custody)	Discharge reports	All incidents involving the discharge of firearms by police	Permanent
FLEET	Consider as included in VEHICLES		
GASOLINE & OIL	See VEHICLES		
GRIEVANCES	See PERSONNEL RECORDS		
HISTORICAL DOCUMENTS	See ARCHIVES		

(Column 1) Grouping	(Column 2) Subject	(Column 3) Description	(Column 4) Retention Period)
HONOURS	Civilian Citations	See Unit Commander's Files	
	Police Personnel	See Personnel Records	Service career then (M)
INFORMANT FILE	TP 207		2 years after case concluded
INTELLIGENCE FILES	Unrestricted Reports		Until inactive plus 3 years
	Restricted Reports		Until inactive plus 5 years
	Third Party Reports		Review after 3 months, downgrade to restricted, unrestricted, or place in dossier file
	Requests for Information		1 year plus current year
	Physical Surveillance Reports		Unit surveillance is finished plus 3 years
	Privacy Act Reports		Until inactive or become the subject of another investigation plus 10 years unless subject(s) form part of a dossier file
INTELLIGENCE FILES (Cont.)	Intelligence Services Dossier File		Until inactive plus 20 years or date of death plus 10 years with relevant information being transferred to active dossier files

(Column 1) Grouping	(Column 2) Subject	(Column 3) Description	(Column 4) Retention Period)
MANIX (SEE ALSO CRIMINAL RECORDS)	CISO Dossier File		Until inactive plus 20 years or date of death plus 10 years with relevant information being transferred to active dossier file
	Major Case File		Until inactive plus 5 years unless subject(s) form part of a dossier file
	Resource Information		2 years plus current year
	Arrest Cards		Current year plus 1 year
	Attempt Suicide/Overdose		7 years
	Attempt Suicide - in custody		To age 75
	Conditional Release Forms		Until conclusion of court case
MANIX (Cont.)	Criminal Records		Until age 75 with exceptions: i.e., pardons
	Criminal Records (Youth) (See CRIMINAL RECORDS - Young Offender Records)		
	Criminal Warrants		2 years then review
	Firearm Refused		To age 75

(Column 1) Grouping	(Column 2) Subject	(Column 3) Description	(Column 4) Retention Period)
MANIX (Cont.)	General Information		1 year then review
	Gypsy Criminal Information		3 years
	Loosened Warrant (Lt. Gov.)		1 year then review
	TP 208 - Adult TP 208 - Youth Caution		1 year Until age 18
	Name Search Records Master Tape		1 year
	New Recruits		1 year
	Non-Indictable Records (See CRIMINAL RECORDS)		
	Not-printed Criminal Record		5 years
	Suspected Arsonist		1 year then review
	Suspected Mentally Ill		7 years
	Wandering Patient Registry	Alzheimers' victims information	1 year then reviewed by Alzheimers Society

(Column 1) Grouping	(Column 2) Subject	(Column 3) Description	(Column 4) Retention Period)
MAJOR NEWS REPORT	Daily	Major crimes, arrests, fatalities Unit	1 year plus current year
		Service	1 year (M)
MAPS & GRAPHICS	Master Copies at Corporate Planning		While valid plus two years
MEDICAL RECORDS	Medical & Health Services Records		Duration of service plus 1 year then (M)
MEMORANDUM BOOKS	Officer's Record of Activities (Including Field Notes)	Actively Serving	7 years from last entry
		Services Terminated	7 years from last entry
OCCURRENCES (Includes "Reports")	Duplicate copies of all occurrences held at unit level		1 year plus current year
	Arrest, Record of, #1 copy	As for General	
	Bicycle, tricycle	Concluded	1 year plus current year
OCCURRENCES (Cont.)		Outstanding	3 years, 1A-2D
	Drugs	Concluded	5 years, 2A-3D
	Firearms	Concluded	5 years, 2A-3D
		Outstanding	Permanent (M)
	Fraudulent Cheque and Document	Concluded	5 years, 2A-3D

(Column 1) Grouping	(Column 2) Subject	(Column 3) Description	(Column 4) Retention Period)
		Outstanding	7 years, 2A-5D
	General	Concluded	5 years, 2A-3D
		Outstanding - Major (including frauds)	Permanent (M)
		Outstanding - Minor	5 years, 2A-3D
	Homicide (R.I.S. custody)	Concluded	5 years (M)
		Outstanding	5 years (M)
	Homicide (Homicide custody)	Concluded/ Outstanding	Permanent
	Liquor	Concluded	1 year
	Lost and Found	Concluded	1 year plus current year
		Outstanding	5 years, 2A-3D
	Missing Persons	Concluded	1 year plus current year
		Outstanding	Permanent (M)
	Motor Vehicle	Concluded	3 years
		Outstanding	5 years , 2A-3D then (M)
OCCURRENCES (Cont.)		Impounded Vehicle Unit	1 month plus current month
		Service	3 years, 1A-2D

(Column 1) Grouping	(Column 2) Subject	(Column 3) Description	(Column 4) Retention Period
		Tow Card Unit	1 year
		Service	1 year plus current year
	Sudden Death	Unit	1 year plus current year
		Service	3 years after conclusion of investigation
	Suicides (& attempts)	Unit	1 year plus current year
		Service	5 years, 2A-3D then (M)
PARKING TAGS	Officer's Copy		18 months
	Record of tags held for defective meter check		3 months
PASSES AND PERMITS	Special permits and passes issued to or by the Service	Filming permits, C.N.E. parking, radio licences, etc. Unit	While valid
		Service	1 year plus current year
PAWN SHEETS	On identifiable property		6 months
PAY DUTY	Record of (See also FINANCIAL Schedule)		7 years
PERSONNEL RECORDS	Appointments	Permanent and temporary assignments	Duration of service then (M)

(Column 1) Grouping	(Column 2) Subject	(Column 3) Description	(Column 4) Retention Period)
	Probationary Appraisal	TP 504, 511, 512 Unit	Unit file until reclassified to 1st Class, then to Personnel Records
		Service	2 years in file then (M)
	Documentation	Derogatory TP 545, CRT 3 (no excuse) or TP 760	2 years from date of last one
		TP 545 or CRT 3 -complimentary	Duration of service plus 1 year
	Evaluation, Appraisal	Uniform and Civilian employees, TP 510, 535 Unit	1 year then forward to Personnel Records
		Service	2 years in file then (M)
	Evaluation Counsellor's Report	TP 546 Unit	Copies: current & past 3 calendar years ending 31 Dec.
		Service	3 complete calendar years in file, then (M)
PERSONNEL RECORDS (Cont.)	Fingerprints and Photographs	Of police personnel	Duration of service plus 1 year then (M)
	Grievances and Appeals		2 years after final disposition

(Column 1) Grouping	(Column 2) Subject	(Column 3) Description	(Column 4) Retention Period)
	Individual Records	In member's individual personnel file	Duration of services plus 1 year then (M)
	Personnel Evaluation Report	TP 510 Unit	1 year then forward to Personnel Records
		Service	1 year in file then (M)
	Reclassification	Confirmation to rank or grade	1 year in file then (M)
	Retirement/ Resignation/ Dispensation of Services		1 year in file then (M)
	Transfer		Duration of service plus 1 year then (M)
PERSON INVESTIGATED	TP 208	Adult Investigation	1 year
	TP 208	Youth Caution	Until age 18
PHOTOGRAPHS	See SCENES OF CRIME		
PLANS	Corporate Planning	Long and short term Service planning, procedural analysis and revisions, special projects and responses	Discretion of S/Supt in charge

(Column 1) Grouping	(Column 2) Subject	(Column 3) Description	(Column 4) Retention Period)
POLYGRAPH	Forms used in conjunction with tests conducted by Investigative Support Squad	Homicides	Permanent
		Sexual Assaults	10 years
		Other Cases	5 years
PROCEDURES	See REGULATIONS, ORDERS, PROCEDURES		
PROPERTY RECEIPTS	Tag - TP 405	Unit	To Occurrences after disposal of property
		Service	Refer to original source document
PROPERTY REGISTER			5 years after disposal of property
PROVINCIAL OFFENCES TICKET	See SUMMONS		
PURSUIT	At Corporate Planning		5 years
RADIO	See COMMUNICATIONS		
RECORDS	Destruction of	TP 649 describing records destroyed Unit	1 year plus current year
		Service	2 years after destruction of records

(Column 1) Grouping	(Column 2) Subject	(Column 3) Description	(Column 4) Retention Period
REGISTRATIONS	See BICYCLES; see FIREARMS		
REGULATIONS, ORDERS, PROCEDURES	Regulations, Standing Orders, Procedures, Service Directives	Unit	Until superseded or cancelled
		Service	Until superseded or cancelled plus 1 year
	Routine Orders	Unit	1 year
		Service	Permanent
SCENES OF CRIME	Fingerprints	Major (unsolved)	Permanent
		Major (solved)	5 years, 1A-4D
		Minor	5 years, 2A-3D
		Consent (elimination purposes)	2 years
	Photographs (negatives)	Scenes, victims, etc. Major (unsolved)	Until concluded plus 5 years
		Major (solved)	5 years
		Minor	5 years, 2A-3D
	Videos	Major crime scenes	Until concluded plus 5 years
SCENES OF CRIME (Cont.)		Demonstrations and minor events	5 years
SICKNESS	See PERSONNEL RECORDS		
STATIONERY and PRINTING	Requisitions		1 year plus current year

(Column 1) Grouping	(Column 2) Subject	(Column 3) Description	(Column 4) Retention Period)
STATISTICS	Crime, accidents etc.	T.T.C. statistics etc.	1 year plus current year
	Infocentre history tapes (C.I.S. custody)		8 years
STORES	Clothing, equipment, & supplies	Requisitions	1 year
	Receipts for stores		1 year
	Handcuffs, firearm	Master Serial Record	Duration of service plus 1 year
	Transfer of stores		1 year
SUMMONS (Provincial Offences Ticket)	Application for, and personal service	Record of service	1 year plus current year
		Officer's Copy for court	1 year plus current year
	Withdrawn		1 year plus current year
	Inquiries		1 year plus current year
	Journal	Record of P.O.T. books issued to officers	6 months after last entry
SUSPENSIONS	Ledger	Record of 12 hour suspensions served	1 year plus current year

(Column 1) Grouping	(Column 2) Subject	(Column 3) Description	(Column 4) Retention Period)
TAPES	Access, Control & Command System log tapes (A.C.C.S.); (See also COMMUNICATIONS, MANIX, STATISTICS)	Mainframe users access status log	1 year
	Statements - tape recorded (See also VIDEO)	Victim, witness, accused	As per source document
	Trials - See DISCIPLINE		
TEMPORARY ABSENCE PERMITS	Granted to prisoners; -held at Reporting Centre		1 year plus current year
TEMPORARY RELEASES (notice)	Names of Young Offenders - from Community Programs	Y.O.'s on temporary release in City of Toronto	1 year plus current year
UNIT COMMANDERS FILE	Per Appendix "C" Service Regulations, with added unit - specific files	Administrative and housekeeping files	1 year plus current year
UNIT DUTY BOOK	Not computerized	Record of Personnel Duties Unit	1 year plus current year
		Service	7 years, 2A-5D then (M)

(Column 1) Grouping	(Column 2) Subject	(Column 3) Description	(Column 4) Retention Period)
UNIT DUTY BOOK (cont.)	Computerized	Record of Personnel Duties Unit	2 years on-line
		Service	2 years on-line then (M)
VEHICLES	General	Maintenance, repairs, procurement, etc. Unit	1 year plus current year
		Service	5 years, 2A-3D
	Individual	Vehicle record log book, disposal, etc.	1 year after vehicle disposal
	Ledgers	Parts, materials, record of goods used, received	7 years, 2A-5D
	Gasoline and Oil	Used by Service vehicles Unit	3 months plus current month
		Service	1 year plus current year
VIDEOS	Held by Central Lock-Ups	Prisoner audio- visual tapes and logs	2 years (extended if required for evidence)
	Held by Video Production and Photo Services	Training, emergencies, press releases, public education, events etc.	Until obsolete or superseded
	Held by Forensic Identification Services	(See Scenes of Crime)	

(Column 1) Grouping	(Column 2) Subject	(Column 3) Description	(Column 4) Retention Period)
VIDEOS (Cont.)	Held by 4 District Forensic Identification	Videotaped statements and transcripts: Unsolved homicides	Permanent
		All other cases	7 years
WAIVER	Waiver and Release (TP 769)	To accompany police on duty	1 year
	Required by the Service before action allowed/taken	Involving physical risk, i.e. physical participation, etc.	7 years
	Information gathering and criminal record release waivers	Criminal Record checks for approved agencies; reference authorizations by applicants for Service employment etc.	1 year plus current year
WARRANTS	Arrest	Concluded	3 years, 1A-2D
		Outstanding	Permanent unless withdrawn
	Banks and Banking	Receipts, Deposit slips, etc. invoices	6 years, 1A-5D
	Cheque Requisitions	Payable to Provincial Courts	5 years plus current year
		Payable to City of Toronto	5 years plus current year
	Committal or Distress	Outstanding	4 years then returned to court
		Executed	By payment, warrant to court

(Column 1) Grouping	(Column 2) Subject	(Column 3) Description	(Column 4) Retention Period)
WARRANTS (Cont.)			By imprisonment, warrant to jail
	Correspondence	General	2 years plus current year
	Fail to Appear - held by Community Programs, Youth Services	Re: Support and Custody Order Enforcement Act	Until enforced or rescinded
	Inactive Working Cards	Showing warrants paid, returned, or executed by imprisonment of subject	4 years
	Letters	Request for service or returned unable to serve	1 year
	Receipts	For payment of	7 years, 2A-5D
	Registers	Record of Warrants received from all sources for execution	10 years
	Release Slips	Receipts for warrants executed by incarceration	4 years, 1A-3D
	Search		7 years, 2A-5D
	Statement of Execution	To cover service charges	5 years plus current year

SCHEDULE "B" TO BY-LAW No. 378-1998

RECORD RETENTION SCHEDULE

FINANCIAL

(Column 1) Grouping	(Column 2) Subject	(Column 3) Description	(Column 4) Retention Period
ACCOUNTS & ACCOUNTING	General	Appropriations & Disbursements, invoices, vouchers etc.	7 years, 2A-5D
AUDITS		Financial	7 years
BANKING		Receipts, deposit slips, etc.	7 years, 2A-5D
BONDING	Employees		Duration of service plus 1 year
BUDGET		Unit	2 years
		Service	5 years
CLAIMS		By or against the Service	7 years, 2A-5D
CONTRACTS		With individuals or firms for purchases, rentals & services etc.	7 years, 2A-5D
CREDIT UNION	Employee Authorization	Deductions from salary	Until superseded
GRANTS	Educational & other		7 years, 2A-5D
IMPREST ACCOUNTS		Petty cash, Emergency travel, etc.	7 years, 2A-5D
INCOME TAX	T-1 Form		Until superseded plus 1 year

31
City of Toronto By-law No. 378-1998

(Column 1) Grouping	(Column 2) Subject	(Column 3) Description	(Column 4) Retention Period
INCOME TAX (Cont.)	T-4 Form		7 years, 2A-5D
INSURANCE	Personnel	Employees: hospital, life, medical, death benefits & other insurance	While valid
	Automobile		7 years, 2A-5D
	General	Fire, etc.	7 years, 2A-5D
PAY DUTY (See also GENERAL schedule)			7 years
PENSIONS	O . M . E . R . S . , P.B.F., Toronto City Employees Benefit Fund, Metro Civic Employees Pension Plan	Contributions, arrears, additions, refunds, etc.	Duration of service plus 2 years
RECEIPTS	General	For goods & services received	7 years, 2A-5D
REFUNDS			7 years, 2A-5D
REQUISITIONS	By Units	For goods & services received	3 years, 1A-2D
REVENUE		From all sources Unit	1 year plus current year
		Service	7 years, 2A-5D

(Column 1) Grouping	(Column 2) Subject	(Column 3) Description	(Column 4) Retention Period
SALARIES		Including deductions, increases, revisions, acting pay, overtime, stoppages, etc.	2 years then (M)
SICKNESS	Sickness/Injury	Record of time lost through sickness or injury (W.C.B. Records)	Duration of service plus one year, then (M)
STATEMENTS	Financial	Reports, summaries account statements, expenditures, etc.	7 years, 2A-5D
TRAVEL	Personnel	Advances, claims for expenses, etc.	7 years, 2A-5D
UNIT DUTY BOOK (See also GENERAL SCHEDULE)	Manual entry	Duties and hours of work	7 years, 2A-5D then (M)
	Computerized entry		2 years on-line then (M)
WORKERS' COMPENSATION	Reports on Personnel	Status reports elections to claim, etc. Unit	1 year plus current year
		Service	Duration of service plus 2 years, then (M)