

Authority: Corporate Services Committee Report No. 15, Clause 14,
as adopted by Council on October 28, 29 and 30, 1998
Enacted by Council: November 26, 1998

CITY OF TORONTO

BY-LAW No. 867-1998

To establish a schedule of retention periods for records of Toronto Transit Commission.

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 period for such records and documents; and

WHEREAS Toronto Transit Commission ("the Commission") is a local board of the City of Toronto, as defined in the *Municipal Affairs Act*; and

WHEREAS subsection 116(6) of the *Municipal Act* provides that a by-law passed by a municipality may provide that a photographic copy of a record shall be deemed to be the original thereof if the original record has been destroyed in accordance with such by-law; and

WHEREAS the former Municipality of Metropolitan Toronto enacted By-law No. 2696, establishing a schedule of retention periods for records of local boards, and enacted By-law No. 73-89, amending By-law No. 2696, to provide a schedule of retention periods for records of the Commission; and

WHEREAS the Commission, by Minute No. 1747 adopted at its meeting of September 2, 1998, requested initiation of the process to amend By-law No. 2696 to delete that portion of Schedule "A" that relates to the Commission's records, to enact a separate, up-dated by-law governing the retention and destruction of Commission records, and to provide for retention of Commission records in microfilmed form; and

WHEREAS it is expedient that the City of Toronto enact a by-law respecting retention of the Commission's records, incorporating the requested provisions;

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

1. The Commission shall retain the receipts, vouchers, instruments, rolls, or other documents, records and papers classified in Column 1 and described under Column 2 of Schedule "A" to this By-law for the period set out in Column 3 opposite such description, and may thereafter destroy them.

2. The Commission's receipts, vouchers, instruments, rolls and all other documents, records and papers described in Schedule "A" may be destroyed within the scheduled retention period if they are copied and retained in microfilm form. Thereafter, such microfilm shall be

retained for the balance of the scheduled retention period and shall be deemed to be the original record.

3. Schedule “A” to Municipality of Metropolitan Toronto By-law 2696 as amended, is hereby amended by repealing By-law No. 73-89.

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

ENACTED AND PASSED this 26th day of November, A.D. 1998.

CASE OOTES,
Deputy Mayor

NOVINA WONG,
City Clerk

(Corporate Seal)

SCHEDULE “A” TO BY-LAW No. 867-1998

In Column 1 TITLE	In Column 2 DESCRIPTION	In Column 3 RETENTION
Corporate Administration	Agendas, Minutes and Reports	
	- Commission; Board of Directors (Toronto Coach Terminal Inc.; Toronto Transit Consultants Limited; Pension Fund Society; Sick Benefit Association); Executive Committee	Permanent
	- Joint Health and Safety	5 years
	- All Other Meetings	2 years
	Annual Reports - TTC	Permanent
	Archives	
	- Agreements	
	- Donation/Gift	Permanent
	- Loan	2 years after return of material
	- Reproduction/Research	5 years
	- Oral History , Audio Records and Glass Negatives	Permanent
	- Requisitions	2 years
	By-laws	Permanent
	Contracts/letter agreements/precedent letters	10 years
	Correspondence/Logs/Registers	
	- Corporate/Executive	5 years
	- Finance, Human Resources, Planning, Research	3 years
	- All other departments	2 years
	- Social/Recreational (Council/Association)	5 years
	Freedom of Information	
Corporate Administration	- Requests	1 year

In Column 1 TITLE	In Column 2 DESCRIPTION	In Column 3 RETENTION
	- Delegation of Authority	2 years
	- Privacy Compliance Reviews	2 years
	Internal Audit	
	- Manual	Until superseded
	- Reports - External	Permanent
	- Reports - Internal	10 years
	- Working Papers	7 years
	Policies/Procedures	
	- Corporate	Permanent
	- Office Administration; Operating; Safety	5 years after superseded
	Registrations - Memberships	1 year
	Regular Negatives; Prints; Video Tapes	5 years
Engineering and Construction	Accident/Occurrence Reports	Permanent
	Account Validation Requests	10 years after completion of project
	Addenda - originals	25 years after completion of project
	Aperture Cards	25 years after project completion
	Contracts/Projects	
	- Complaint files	7 years after completion of project
	- Litigation	25 years after file closure
	- Supporting Documentation	10 years after completion of project
Engineering and Construction	Design Records - Architectural, Mechanical, Electrical, Structural, Design Support, Paving and Restoration, Storage Tanks (Aboveground and Underground)	7 years after decommissioning of structure/equipment

In Column 1 TITLE	In Column 2 DESCRIPTION	In Column 3 RETENTION
	Drawings/Prints/Tracings	7 years after decommissioning of structure/equipment
	Estimating Records	10 years after completion of project
	Internal Work Authorizations	2 years after completion of project
	Manuals	
	- General	Until Superseded
	- Technical	7 years after decommissioning of structure/equipment
	Master Project Schedule	2 years after completion of project
	Materials List	10 years after completion of project
	Photographs - Construction Progress	7 years after decommissioning of structure/equipment
	Reports	
	- Construction/Inspection	10 years after completion of project
	- General	Until superseded
	- Studies/Tests/Technical	7 years after decommissioning of structure/equipment
	Roadwork - City	10 years after completion of project
	Soils	Permanent

In Column 1 TITLE	In Column 2 DESCRIPTION	In Column 3 RETENTION
Engineering and Construction	Specifications - Master Specifications, Contract History, Drawings, Addenda, Support Papers, Backup	10 years after completion of project
	Survey Notes	25 years after completion of survey
Financial	Accounts Payable/Receivable	
	- Cheque Requisitions; Invoices; Statements; Authorizations - Expenditures	7 years
	Banking Records	
	- Deposits; Reconciliations; Statements; Summaries	7 years
	Budgets	
	- Corporate - Capital; Operating; Summaries	5 years
	- Workforce - Annual Reports	Permanent
	- Workforce - General	7 years
	- Workforce - Monthly Reports	2 years
	- Working Papers	2 years
	Cash - Books; Statements	7 years
	Cheques - Benefits; Capital; General; Payroll	7 years
	Contracts - For Financial Services	7 years after completion of contract
	Depreciation Schedules	Permanent
	Design Assistant Program Memos	Until termination
	Disbursements	7 years
	Expenditure Summary	1 month
	Expense Records	

In Column 1 TITLE	In Column 2 DESCRIPTION	In Column 3 RETENTION
Financial	- Regular reports and documents	10 years
	- Year End Reports	Permanent
	Fares and Fare Media	
	- Media - GTA Pass; Student Photo ID: TTC Passes (Metropass)	Until superseded
	- Sales Records	7 years
	- Sales Reports	1 year
	Financial Extracts	Until project completion
	Financial Planning - Long Range	15 years
	Insurance	
	- Policies / Property Valuations	5 years after expiry
	- Supporting Documents	10 years after expiry
	- Inventories - Financial - Annual	7 years
	Journals - Cash; Expense; General; Payroll	7 years
	Ledgers	
	- Accounts Payable/Receivable; General; Operating Administrative	7 years
	- Bad Debt	10 years
	- Capital Stock; Property; Securities; Payroll	Permanent
	Payroll Records	
	- Attendance Records	3 years
	- Canada Savings Bonds	7 years
Financial	- Deductions	7 years
	- Direct Deposit Information Cards	Until termination, resignation, retirement
	- Employment and Wage Records	5 years
	- Garnishees	7 years
	- OARS - Online Attendance Reporting System	7 years
	Payroll Records - continued	

In Column 1 TITLE	In Column 2 DESCRIPTION	In Column 3 RETENTION
	- Overtime Reports - Operations	3 years
	- Pay Off Orders	3 years
	- Sign-In Sheets	1 year
	- Time Cards/Sheets	2 years after work is performed
	- Unclaimed Wages	7 years
	- Unemployment Insurance	7 years
	- Vacation Pay	7 years
	- Workforce Statistics	7 years
	Receipts	
	- Fare Media Delivery	2 years
	- Other Financial	7 years
	- Payroll	1 year
	Registers	
	- Cheque; Payroll	Permanent
	- Financial	2 years
Financial	Remittance Documents	
	- Advice	6 months
	- Slips	7 years
	Sales Records	
	- Collections; Customer Centre; Expenses	7 years
	- General	1 year
	Securities Documents	Permanent
	Statements	5 years
	Statistical Data Lists	10 years
	Stock Documents	Permanent
	Subsidiary Company Records	
	- Accounts Payable/Receivable Invoices	7 years

In Column 1 TITLE	In Column 2 DESCRIPTION	In Column 3 RETENTION
	- Ledgers	Permanent
	- Registers - Administration	2 years
	- Reports - Annual	Permanent
	Taxes	
	- Federal - Excise; Income	7 years
	- Fuel Consumption	5 years
	- Municipal	7 years
	- Provincial - Income; Retail Sales	7 years
	Trial Balance	7 years
	Vouchers	
	- Cash; Cost/Expense; Payroll	7 years
	- Journal	15 years
Human Resources	Administration Documents	5 years
	Applications - Internal, Refused	6 months
	Absence Records	5 years
	Benefit Plans - Enrolment	5 years
	Contracts	
	- Employees	10 years after completion of contract
	- Labour Unions	Permanent
	Departmental File	Destroy on transfer of documents to master file
	Employment Equity	5 years
	Health	

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In Column 1 TITLE	In Column 2 DESCRIPTION	In Column 3 RETENTION
	- Health File	50 years after resignation, retirement or termination
	- Pre-Employment Health Record (Not hired)	5 years
	Job Bidding Documents	3 months
	Job Descriptions, Job Evaluations (including working papers)	5 years after update
	Master File - Discipline Documents, Employee Suggestions, Grievances (Including Steps 2,3,4)	10 years after termination
	Organization Charts	Permanent
	Performance Appraisals/Reviews	10 years after termination
	Planning	10 years after termination
	Pre-employment Documentation - Refused	1 year
	Reports	
	- Labour/Industrial - External	10 years
	- Overtime - Ontario Labour Standards Act	2 years
	Sick Benefit Association	
	- Administration; Annuities; Financial Statement; Claims	5 years
	Training and Development	
	- Administration/Co-ordination Documentation; Strategies; Reports	5 years
	- Handbook	5 years after superseded
	- Program Documentation Operations/Maintenance	5 years after superseded
	- Rule Book	10 years after superseded
	Wage and Salary Administration Information	5 years

In Column 1 TITLE	In Column 2 DESCRIPTION	In Column 3 RETENTION
	Workplace Safety and Insurance Board (Workers' Compensation)	
	- Agreement; Authorization; Claims; Documentation; Reports	5 years after employee deceased
Legal	Agreements - Annuity	Permanent
	Claim Files	25 years after file closure
	Constructive/Wrongful Dismissal	10 years after dismissal
	Inquests	
	- General	20 years after conclusion
	- Coroner's	Permanent
	Ledgers/Registers - Legal Files	Permanent
	Litigation	25 years after file closure
	Noise and Vibration - Claims and Complaints	20 years after file closure
	Ontario Municipal Board Applications	25 years after file closure
	Trademarks/Copyright	Permanent
Management Information Systems	Data Control Documents	1 year
	Licences - Software	5 years after expiry
	Mainframe Computer System Back-up	Until superseded
	System Documentation	5 years after superseded
	Telephone - Emergency Contact List/Employee Directory	Until superseded
Marketing	Advertising; Promotion	10 years
	Audio Tapes	

In Column 1 TITLE	In Column 2 DESCRIPTION	In Column 3 RETENTION
	- TTC Customer Service (INFO)	24 hours unless incident/until resolution of incident
	- Wheel Trans Customer Service, Despatch, Reservations	2 months unless incident/until resolution of incident
	Contracts - Musicians	2 years after expiry
	News Releases	10 years
	Publications	
	- Customer Information: Brochures	Until superseded
	- Coupler Magazine	Permanent
Materials and Procurement	Contracts - Procurement	Permanent
	Expediting Documents	5 years
	Inventory - Materials	7 years
	Ledgers - Materials/Stock	7 years
	Materials Documents	5 years
	Material Requisitions	
	- Internal - Charged Back	3 years
	- Internal - No Charge Back	1 year
	- External	7 years
	Operating Documents (Forms, Graphics History File)	4 years after obsolete
	Purchase Authorizations	2 years after final payment
	Purchase Orders	
	- Annual	Until final payment is made
	- Back-up	1 year after final payment
	- Clothing, Glasses, Materials	3 years
	- General (Commission P.O.'s)	7 years
	- Memos / Record of Invoice Received	1 year

In Column 1 TITLE	In Column 2 DESCRIPTION	In Column 3 RETENTION
	Quotes	7 years
	Receipts	
	- Materials	3 years
	- Stores	7 years
	Stock Documents	5 years
	Tenders and Related Documents	7 years
Operations - Equipment	Contracts - for Services - Oil, fuel, power wash, calibrating	10 years after completion of project
(includes Wheel Trans)	Drawings	
	- Final	10 years after completion
	- Working Copies	5 years
	Keys/Locks	Until superseded or life of equipment or facility
	Manuals - Maintenance	30 years or life of equipment or vehicle
	Projects	
	- Vehicle Rebuild	30 years or life of equipment or vehicle
	- All Other Projects	5 years
	Requisitions - Service - Internal	3 years
	Reports	
	- Active Vehicle Allocation; Daily Bus Availability; Fleet Size; Operational General	1 Year
	- Daily ALRV/CLRV Summary; Daily Defect Sign in Sheets; Daily Vehicle Run in Sheets; Mileage, Miles Per Defect; Vehicle Change	3 years

In Column 1 TITLE	In Column 2 DESCRIPTION	In Column 3 RETENTION
	- Equipment Inspection; Maintenance Engineering Problem; Miles Per Chargeable Change-off; Preparation of Trains for Service Checkers List Form 1417; Safety Inspection Form 588; Sign-In, Found-In and Yard Defects Form 218; Standard Inspection Report Forms; Subway Trouble Report 4526	2 years
	- Garage Fuel Consumption	Until facility decommissioned
	- Technical	10 years
	Specifications	
	- Design/Support Papers	10 years
	- Engineering	30 years or life of equipment or vehicle
	- External	5 years
	Work Orders	
	- Keys/Locks/Service	3 years
Operations - Engineering	Aperture Cards	7 years after decommissioning of structure/equipment
(includes Wheel Trans)	Drawings/Prints/Tracings	7 years after decommissioning of structure/equipment
	Manuals	
	- Maintenance	Life of equipment
	- Technical	7 years after decommissioning of structure/equipment
	Reports	
	- Construction; Inspection	10 years after project completion

In Column 1 TITLE	In Column 2 DESCRIPTION	In Column 3 RETENTION
	- Studies; Tests; Technical	7 years after decommissioning of structure/equipment
	Specifications	
	- Design Records; Support Papers	7 years after decommissioning of structure/equipment
Operations - Service	Applications - Commercial Vehicle Operator Registration Certificate	Until superseded
(includes Wheel Trans)	Applications - Wheel Trans Service	
	- Approved	2 years after termination of service
	- Refused	1 year from date of refusal
	Data Control Documents	1 year
	Headway Recordings	1 month
	Logs - (includes CIS)	3 years
	Maps - Routes	Permanent
	Notices/Circulars/Operating Documents	1 year
	Planning - Non-Financial	5 years
	Pocket Timetables	1 year after update
	Projects - Service Planning	5 years after completion
	Reports	
	- Accident/Occurrence, Inspectors' Service, Surface Supervisory - 185L, Witness	7 years
	- Operational	1 year
	- Technical (includes Noise/Vibration)	10 years
	Run Sheets - Operators'	2 years
	Schedules and Crew Guides	1 year after update

In Column 1 TITLE	In Column 2 DESCRIPTION	In Column 3 RETENTION
	Stop Cards	2 years
	Transit Control	
	- Audio Tapes	1 year unless incident/until incident resolution
	- Documents	1 year
	Way Bills	6 months
Operations - Track and Structures	Certificates of Payment	10 years after completion of project
(includes Wheel Trans)	Contracts - General Files and Supporting Documentation	10 years after completion of project
	Design Records	7 years after decommissioning of structure/equipment
	Developments - Files and Drawings	10 years after completion of project
	Drawings/Print/Tracings	7 years after decommissioning of structure/equipment
	General Files	5 years
	Inspections	
	- Structural	10 years
	- Switch;Track Patrol; Workplace; Zone	5 years
	Manuals	
	- General	Until superseded
	- Technical	7 years after decommissioning of structure/equipment
	PUCC Applications	5 years
	Rail Project Sheets	20 years
	Reports	

In Column 1 TITLE	In Column 2 DESCRIPTION	In Column 3 RETENTION
	- General	Until superseded
	- NDT Test; Technical Investigation	10 years
	- Studies; Tests; Technical	7 years after decommissioning of structure/equipment
	Specifications	Until superseded
Pension Fund Society	Accounts Payable Vouchers - General Account	7 years
	Actuarial Reports	Permanent
	Beneficiary Cards and Fiche for Leavers	10 years
	Books of Original Entries	10 years
	Cheque Registers - Pension Payroll	Permanent
	Correspondence - Internal External	4 years
	Employee Records	7 years
	Estate Files	5 years after deceased
	Estimates	5 years
	Final Papers	10 years
	Financial	7 years
	Guarantee and Survivor Elections	5 years after deceased
	Ledger - General	Permanent
	Performance Measurement Reports	Permanent
	Reports - General	5 years
Property Management	Contracts - Leases - Concessions	10 years after expiry
	Commuter Parking Documents	10 years
	Deeds and Mortgages	5 years after sale or expiry
	Development Files	25 years
	Drawings - Buildings/Property	Until sale or disposition
	Property Permit Requests	1 year

In Column 1 TITLE	In Column 2 DESCRIPTION	In Column 3 RETENTION
Safety	Boiler and Pressure Vessel Certificates of Inspection	6 years
	Confined Space Records	2 years
	Employee Safety Training and Development	Permanent
	Environmental	
	- Assessment and Audits	Permanent
	- Compliance	10 years after completion
	- Hazards	Until superseded
	Exposure Records	40 years from first air sample or 20 years from last air sample
	Fire Safety Records	2 years
	Inventories - Safety	3 years
	Investigators' Notebooks	5 years
	Occupational Hazards	Permanent
	Orders - Ministry of Labour	Permanent
	Reports	
	- Accident/Occurrence	7 years
	- Internal Safety/Audit	10 years
	Safe Driver/Zero Injury Records	5 years
	Safety Information	5 years
	System Safety	5 years
	System Safety Plan	10 years after superseded
Security	Human Rights	
	- Cases/Investigations	5 years after file closure
	- General	5 years
	Investigators' Notebooks	5 years
	Parking Violations	2 years

In Column 1 TITLE	In Column 2 DESCRIPTION	In Column 3 RETENTION
	Surveillance Video Tapes	72 hours unless incident/until resolution of incident
	All Other Security Related Information	10 years