

Authority: Administration Committee Report No. 8, Clause No. 4,
as adopted by City of Toronto Council on October 26, 27 and 28, 2004
Enacted by Council: October 28, 2004

CITY OF TORONTO

BY-LAW No. 989-2004

To adopt a new City of Toronto Municipal Code Chapter 217, Records, Corporate (City), to establish retention periods during which the records of the City must be retained and preserved, and to amend Chapter 219, Records, Corporate, to reflect the new chapter.

WHEREAS under section 255 of the *Municipal Act, 2001* a municipality may, subject to the approval of the municipal auditor, establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved; and

WHEREAS the authority for the acquisition non-government records has changed from paragraph 24 of section 207 of the *Municipal Act* to the “culture, parks, recreation and heritage” sphere of jurisdiction in section 11 of the *Municipal Act, 2001* (as interpreted under section 9); and

WHEREAS Municipal Code Chapter 219, Records, Corporate, presently includes articles for the records retention schedules of local boards, the acquisition of non-government records and records retention provisions for transitory and duplicate records that apply to City departments, and will now just contain the schedules of City local boards or similar entities; and

WHEREAS as the result of the establishment of the Auditor General position and Internal Audit division, the City’s external auditor is now the “municipal auditor” for the purposes of subsection 255(3) of the *Municipal Act, 2001*;

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

- 1. The City of Toronto Municipal Code is amended by adding the following chapter:

Chapter 217

RECORDS, CORPORATE (CITY)

ARTICLE I

Acquisition of Non-Government Records

§ 217-1. Definitions.

As used in this article the following terms shall have the meanings indicated:

ACQUISITION POLICY — The Acquisition Policy for the City of Toronto Archives as adopted and amended by Council from time to time.

COLLECTION — An artificial accumulation of documents of any provenance brought together on the basis of some common characteristic, such as way of acquisition, subject, language, medium, type of document or name of collector, which may be managed and described as a unit under a common title.

DOCUMENT — A unit of recorded information regardless of form or media.

NON-GOVERNMENT RECORD — Does not include a record that is created by:

- A. An individual as a result of employment with the City of Toronto, its predecessor municipalities or its agencies, boards, commissions or other special purpose bodies; or
- B. An organization that is required to submit records retention schedules for approval by Council and the City's external auditor under the *Municipal Act, 2001*.

RECORD — A document made or received in the course of the conduct of the affairs of a person or organization, and preserved by that person or organization for the purposes of future reference.

§ 217-2. Requirements for acquisition of non-government records or collections by City.

A non-government record or a collection of documents shall be acquired as a donation to the City subject to the following requirements:

- A. The record or collection of documents meets the terms of the mandate for the archives program in the acquisition policy.
- B. The record or collection of documents is deemed to meet the appraisal criteria set out in the acquisition policy.
- C. The acquisition of the record or collection of documents has been approved by the Director, Corporate Records Systems and City Archivist in accordance with the acquisition policy.
- D. The donor of the record or collection of documents has entered into an agreement satisfactory to the City Clerk and the City Solicitor.

§ 217-3. Signed agreement.

The City Solicitor is authorized to prepare an agreement required under § 217-2D, and the City's authorized signing officers are authorized to sign the agreement and affix the City's corporate seal to it when directed to do so by the City Solicitor.

ARTICLE II
Records Retention Schedule

§ 217-4. Definitions.

- A. As used in Articles II and III and in Schedule A to this article, at the end of this chapter, the following terms shall have the meanings indicated:

ARCHIVES — The City of Toronto Archives.

ARCHIVAL REVIEW PERIOD — The period of time during which a qualified Archivist working under the direction of the Manager, Archival Services, conducts a systematic appraisal of records having potential archival value.

ARCHIVAL VALUE — The evidential and informational value of records, which is determined during appraisal and justifies the records preservation as archives.

COMPUTER SYSTEM — A device or a group of interconnected or related devices, one or more of which:

- (1) Contains computer programs or other data; and
- (2) Pursuant to computer programs, performs logic and control, and may perform any other function.

CONTENT, CONTEXT or STRUCTURE:

- (1) That which conveys information, including text, data, symbols, numerals, images and sound;
- (2) The appearance and arrangement of the content, including relationships between fields, entities, language, style, fonts, page and paragraph breaks, links and other editorial devices; or
- (3) Background information that enhances understanding of technical and business environments to which the data relates, such as metadata, application software, logical business models and the origin, such as address, title, link to function or activity, agency, program or section.

DATA — Representations of information or of concepts, in any form, that are recorded or stored on any medium in or by a computer system or other similar device and that can be read or perceived by a person or a computer system or other similar device, including a display of that data.

DISPOSE — To destroy a record or to transfer a record to the Archives.

FORMER MUNICIPALITIES' RECORDS RETENTION BY-LAWS — The following by-laws:

- (1) Former Borough of East York By-law No. 26-91, being a by-law “To establish schedules of retention periods for Municipal Records,” as amended;
- (2) Former City of Etobicoke Municipal Code Chapter 28, Document Retention;
- (3) Former Municipality of Metropolitan Toronto By-law No. 2561, being a by-law “To establish schedules of retention periods for records of the Municipality of Metropolitan Toronto,” as amended;
- (4) Former Municipality of Metropolitan Toronto By-law No. 2696, being a by-law “To establish schedules of retention for local boards of The Municipality of Metropolitan Toronto, as amended;”
- (5) Former City of North York By-law No. 27502, being a by-law “To establish a schedule of retention periods for records in the possession of the City of North York and the Hydro-Electric Commission of the City of North York;”
- (6) Former City of Scarborough By-law No. 24987, being a by-law “To establish a schedule of retention periods for records in the possession of the City of Scarborough;”
- (7) Former City of Toronto Municipal Code, Chapter 97, Records Retention; and
- (8) Former City of York By-law No. 2371-76, being a by-law “To establish schedules of retention periods for municipal records,” as amended.

ORPHAN DATA:

- (1) Data that is not machine readable by any of the City’s computer systems on December 20, 1999, because the data exists with no identifiable computer application that can retrieve the data; or
- (2) Data that is machine readable but does not have sufficient content, context or structure to render it understandable by an experienced City employee who is knowledgeable about the business function or functions to which the data relates.

RECORD — The same meaning as in subsection 1(1) of the *Municipal Act, 2001*. [This meaning is noted as follows for reference purposes only:

“record” means information however recorded or stored, whether in printed form, on film, by electronic means or otherwise, and includes documents, financial statements, minutes, accounts, correspondence, memoranda, plans, maps, drawings, photographs and films;]

RECORDS SERIES — A group of records that support a particular City program or operation, that are filed together, and need to be retained for the same period of time.

RETENTION PERIOD — The period of time during which a specific records series must be kept by the City before records in that records series may be disposed of.

RETENTION SCHEDULE — The schedule prescribing how long a specific records series must be retained before they may be disposed of.

TRANSITORY RECORD — A record that is:

- (1) Retained solely for convenience of reference;
- (2) Required solely for the completion of a routine action, or the preparation of another record;
- (3) Of insignificant or no value in documenting City business transactions;
- (4) Not an integral part of a City record;
- (5) Not filed regularly with records or filing systems ;
- (6) Not required to meet statutory obligations or to sustain administrative or operational functions;
- (7) About social events that are not special City events;
- (8) Not related to City business; or
- (9) A voice mail message.

- B. As used in the retention schedule in Schedule A to this article, at the end of this chapter, the following abbreviations and terms shall have the meanings indicated:

ACTIVE — The period of time in years, unless otherwise stated, that the records must be kept in the active records office area.

C or CURRENT YEAR — The calendar year in which the records were created.

CODE — The reference number for each records series, based on the corporate records classification system (CRCS).

CORPORATE HOLDER — The City division responsible for maintaining the records series.

DISPOSITION — The destruction of a record or transfer of a record to the Archives, as indicated in a retention schedule by one of the following designations which have the meanings indicated:

- (1) **ARCHIVES** — Retain the records permanently in the Archives.
- (2) **ARCHIVAL REVIEW** — Destroy the records after review by an archivist, except for selected records that are transferred for permanent retention in the Archives, based on appraisal criteria.
- (3) **DESTROY** — The records are destroyed once the total retention period has expired.

INACTIVE — The period of time in years, unless otherwise stated, that the records must be kept in the City Records Centre, following the active period.

MEDIA:

- (1) The physical format of the records series, for example, paper, electronic, microfilm.
- (2) If the retention schedule indicates “all media”, records in any format are included.

P or PERMANENT — A record that is never destroyed.

RECORDS SERIES TITLE — The title and detailed description of the types of records included in each records series.

S or SUPERSEDED: — A record that is replaced by an updated record.

T or TERMINATED: — A retention period that is calculated from a specific type of event, as explained under each records series.

TOTAL — The total retention period, including active and inactive retention periods.

§ 217-5. Retention schedule.

- A. The records of the City shall be retained and may only be destroyed as set out in:
 - (1) The retention schedule in Schedule A to this article, at the end of this chapter; or
 - (2) If still applicable, one of the former municipalities’ records retention by-laws.
- B. The Director of Corporate Records Systems and City Archivist shall develop and administer the retention schedule.

- C. In determining the retention period for a records series, the Director of Corporate Records Systems and City Archivist shall consult with the City Solicitor and the Director of Internal Audit, and, as appropriate, with the other staff of City departments, local boards and the City's external auditor.
- D. A Corporate Records Retention Committee, with representatives appointed by the Director of Corporate Records Systems and City Archivist, the City Solicitor and the Director of Internal Audit, shall meet regularly to:
- (1) Review and recommend amendments and additions to the retention schedule, for submission to the Administration Committee and approval by City Council; and
 - (2) Ensure that the retention schedule complies with all relevant legislative, financial and historical requirements for records retention.
- E. A retention period for a records series shall be based on the following:
- (1) The administrative value of the records based on the period of time during which the City uses a record to perform its functions;
 - (2) The legal value of the records, based on the period of time necessary to meet statutory or other regulatory requirements, requirements imposed by an agreement, permit or similar document, or to ensure that records are available in case of litigation or investigation;
 - (3) The audit value of the records, based on the period of time required for audit or tax purposes; and
 - (4) The archival value of the records, based on the long-term value of the records to document past events or the origins and history of the City.

§ 217-6. Responsibility of City staff.

All City staff who work with, create or manage records shall:

- A. Manage and maintain records in their custody or control as corporate assets that belong to the City, and not to individual staff, City business units or departments that have custody of those records;
- B. Comply with the retention periods in the retention schedule;
- C. Apply retention periods and dispose of records only in accordance with the retention schedule;
- D. Ensure preservation and security of records as directed under this chapter;
- E. Ensure that records in their custody or control are protected from inadvertent destruction or damage, in accordance with the measures established under § 217-7;

- F. Retain and preserve records in an accessible manner so that the records can be retrieved within a reasonable time and are in a format that allows the content of the records to be readily ascertained by a person inspecting the records; and
- G. Ensure that transitory and duplicate records in their custody or control are destroyed when they are no longer needed for short-term reference.

§ 217-7. Responsibility of Director of Corporate Records and City Archivist.

The Director of Corporate Records Systems and City Archivist shall:

- A. Provide a records centre service to all City departments and may provide this service to City agencies, boards and commissions by special arrangement;
- B. Ensure the preservation, security and disposition of records in the custody of the records centre, in accordance with the retention schedule;
- C. Ensure that records, other than transitory records or duplicate records, are destroyed only with the authorization by designated management staff in the department that has custody or control of the records; and
- D. Ensure that reasonable measures to protect the City's records from inadvertent destruction or damage are defined, documented and put in place, taking into account the nature of the records to be protected.

§ 217-8. Principles of records destruction

The following principles govern the destruction of records:

- A. When there are no further legal or business reasons for retaining records, the records shall be destroyed as a class rather than selectively.
- B. Records pertaining to pending or actual litigation or investigation shall not be destroyed with the class of records to which they relate.
- C. Records shall be destroyed in a way that preserves the confidentiality of any information they contain.

ARTICLE III

Destruction of Certain Computer Data; Transitory and Duplicate Records

§ 217-9. Destruction of orphan data.

Despite the former municipalities' records retention by-laws and Article II, but subject to § 217-10, orphan data in the custody or control of the City may be destroyed on or after December 20, 1999.

§ 217-10. Documentation prior to destruction of orphan data.

Prior to the destruction of any orphan data, the following documents are required:

- A. A written description of the data containing, to the extent that such information is obtainable, the following:
 - (1) The title of the system.
 - (2) The identification of the business unit that is responsible for the creation or use of the data.
 - (3) A brief description of the system's purpose.
 - (4) A brief description of any subsystems, their purpose and relationship to the main system or other subsystems.
 - (5) The name of the technical contact person who is responsible for documenting the system.
- B. The written approval of the department head or designate who is responsible for the business function to which the data relates.
- C. Where applicable to satisfy the provisions of the *Income Tax Act* (Canada), the *Excise Tax Act* (Canada), the *Employment Insurance Act* (Canada) or the *Canada Pension Plan*, an exemption from the requirement to keep records in an electronically readable format from the Minister of National Revenue, on such terms and conditions as are acceptable to the Minister.

§ 217-11. Retention of documentation.

The documents described in § 217-10A and B shall be submitted to, and kept by, the Director, Corporate Records Systems and City Archivist, as required under Article II or, if applicable, a former municipalities' records retention by-law

§ 217-12. Transitory and duplicate records.

- A. Despite Article II and the former municipalities' records retention by-laws, but subject to the *Municipal Freedom of Information and Protection of Privacy Act* and the *Personal Health Information Protection Act, 2004*, this section applies to the retention of all records created or received by City employees.
- B. A transitory record may be deleted or otherwise destroyed on the same day that the record was created or received.
- C. A copy of a record may be destroyed at any time if the original is subject to a retention period established by this by-law or by one of the former municipalities' records retention by-laws.

- D. A micrographic copy of a record shall be deemed to be the original for the purposes of this chapter and the former municipalities' records retention by-laws, and the records that have been microfilmed may be destroyed at any time, subject to § 217-13.

§ 217-13. Archival review period.

- A. At the end of the archival review period, a record that has been microfilmed, other than a copy of the record or a transitory record:
- (1) Shall be transferred to the custody and control of the Archives program operated by the City Clerk's Division if the original record possesses archival value; or
 - (2) Shall be destroyed if it does not possess archival value, and if there is no further business or legal requirement to retain the record.
- B. The archival review period shall be deemed to end on the date that the Director, Corporate Records Systems and City Archivist certifies that the archival review is complete and the record has no archival value.

ARTICLE IV
Transition

§ 217-14. Conflicting provisions.

In the case of a conflict between this chapter and the records retention provisions of any by-law not listed in the definition of "former municipalities' records retention by-laws," this chapter prevails.

2. The City of Toronto Municipal Code is amended as follows:
- A. By adding "Schedule A to Article II of Chapter 217", as set out in Schedule A at the end of this by-law.
- B. By amending Chapter 219, Records, Corporate, as follows:
- (1) By amending the title to the chapter by inserting "(Local Boards)" after "Corporate".
 - (2) By deleting Articles III, and IV (which are now incorporated in Chapter 217).

3. This by-law comes into force upon approval by the City's external auditor.

ENACTED AND PASSED this 28th day of October, A.D. 2004.

DAVID R. MILLER,
Mayor

ULLI S. WATKISS
City Clerk

(Corporate Seal)

SCHEDULE A

SCHEDULE A TO CH. 217, ART. II RECORDS RETENTION SCHEDULE

Functional Category:	Description:							
A	Assets and Property Management	Records relating to the construction, operation, and maintenance of the City's physical assets and property, which it owns or leases. This may include buildings, facilities, lands, vehicles, office and computer equipment, trees, uniforms, artifacts and heritage sites, and office supplies.						
A0033	Artifacts	EDCT – Culture	All Media	P	0	P	Archives	
		File to remain active until artifact no longer in existence						
	Records relating to the collection and preservation of artifacts with historical, heritage, or symbolic value, which may include flags, plaques, photographs, and tools. These artifacts are preserved as evidence of the City's historical culture. Includes information on the acquisition, accessioning, and inventory of City-owned artifacts. Documents may include artifact historical statements, accession lists, historical artifact appraisals, monetary artifact appraisals, and donation statements and memoranda.							
A0035	City Properties Renaming	EDCT – Culture	All Media	C+2	7	C+9	Archives	
	Records relating to the renaming of City streets, parks, areas, and community centres and arenas. Renaming is usually associated with the commemoration of individuals, events, and areas of historical significance. Includes commemorative certificates, reports, civilian correspondence, proposals, and copies of plans and drawings.							
A0046	Archaeological Assets	EDCT – Culture	All Media	P	0	P	Archives	
		File to remain active until archaeological asset no longer in existence						
	Records relating to the examination, appropriation, and display of City-owned archaeological findings. Archaeological assets provide physical evidence for the understanding and appreciation of humanity's past and may include coins, tools, and ancient artifacts. Documents may include historical appraisals of findings and supporting correspondence.							

Retention Legend: Act = Active; Ina = Inactive; A = Archives; C = Current Year; M = Month(s); P = Permanent; S = Superseded; T= Termination – based on specific criteria

A0047	Archaeological Sites	EDCT – Culture	All Media	P	0	P	Archives
							File to remain active until archaeological site no longer in existence
	Records relating to archaeological sites within the City’s boundaries, which mark locations of archaeological significance, such as the remains of ancient, pre-industrial, and industrial settlements. Archaeological excavations are often conducted on such sites in order to locate and retrieve archaeological assets. May include information on land expropriation and locations of artifact findings. Documents may include excavation planning materials, site maps and drawings, applications for archaeological licences, copies of archaeological licences, copies of archaeological budgetary statements and reports, archaeological assessment reports, letters of clearance, newspaper clippings, and correspondence.						
A0167	Books and Subscriptions	CS	All Media	C+1	1	C+2	Destroy
	Records relating to office subscriptions, books, and digital publications purchased by City staff and City departments. This includes subscriptions for professional newsletters, printed and electronic journals, business and news periodicals, and book orders. Subscriptions may be used for reference, research, or display purposes. Documents may include completed subscription order forms, copies of financial invoices, and correspondence.						
A0172	Office Supplies	CS	All Media	C+1	1	C+2	Destroy
	Records relating to the tracking and provision of office supplies and consumables, including stationery and letterhead. Documents may include tracking worksheets, completed materials store warehouse supply forms, copies of purchase orders, copies of supplies catalogues, and correspondence.						
A0173	Operational Equipment and Furnishings	CS - Facilities & Real Estate	All Media	C+2	T	T	Destroy
						T = Life of Asset	
	Records relating to the management and tracking of operational equipment and furnishings routinely used in City-owned and leased buildings and properties. This may include information on file cabinets, shelving units, cash registers, vote tabulating machines, desks, chairs, and lawn mowers. Documents may include copies of purchase orders, user guidelines, operations manuals, maintenance and repair history files, asset inventories, copies of contracts and service agreements, and copies of warranties.						

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A0176	Employee Uniforms	CS	All Media	C+1	1	C+2	Archival Review
	Records relating to the management and inventory control of special, safety, protective, and required clothing and footwear for City employees. This includes information on designated uniforms for law enforcement, paramedic, housekeeping, works, fleet, and fire-fighting staff. Documents may include clothing specification sheets, order tracking reports, complaints, copies of purchase orders, copies of invoices, and correspondence.						
A0270	Computer System Implementation & Management	CS	All Media	S	7	S+7	Archives
	Records relating to the development, implementation, and support of computer system applications used by the City. This may include information on computer resources, technical design, systems development, user requirements, project definitions, and database management. Documents may include project management reports, copies of purchase orders and requests for proposals, system testing statements, and correspondence.						
A0271	Telecommunications and Electronic Communication Systems	CS - Information & Technology	All Media	S	7	S+7	Destroy
	Records relating to the installation, maintenance, operation, and use of telecommunications equipment and systems. Includes information on telephone, cable, fibre optics, electronic mail, voice mail, fax, pager, cell phone, and emergency systems and processes. Documents include requests for installation or maintenance, change requests, copies of service contracts and maintenance agreements, copies of purchase orders, and service call requests to service providers.						
A0272	Computer Hardware	CS	All Media	S	7	S+7	Destroy
	Records relating to installing and maintaining computer hardware, which is the physical equipment used in computer systems. Hardware includes laptop and notebook computers, personal computers, network hardware, and peripheral hardware. May include information on hardware replacements, specifications, and capacity planning. Documents include copies of purchase orders, copies of license agreements, hardware manuals, requests for installation and maintenance, and hardware inventories.						

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A0273	Computer Software	CS	All Media	S	7	S+7	Destroy
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Records relating to computer software, which are computing programs that can be used in conjunction with various computer and operating systems. May include information on tracking of software upgrades, sign-in authorization codes, and software development. Documents may include upgrade notifications, requests for additional site/user licenses on network applications, recommendations or reports regarding specific software products, user lists, copies of purchase orders, copies of license agreements, software user manuals, requests for software installation, and software inventories.

A0290	Computer System Networks	CS	All Media	S	7	S+7	Destroy
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Records relating to the City's interconnected computing systems and components, which are cables and other devices that connect workstation computers with one another for the purposes of data transmission and sharing. Includes the establishment and ongoing management of local area networks (LAN), wide area networks (WAN), and the metropolitan area network (MAN). Documents may include network functional review statements and reports, user complaints, network needs specifications, and correspondence.

A0500	Property Design Planning	CS - Facilities & Real Estate	All Media	C+2	7	C+9	Archives
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Records relating to internal initiatives intended to ensure effective construction and renovation of City-owned property, including buildings and other structures, through analysis of, and compliance with, all issues that may affect the actual work. This is performed prior to the construction or renovation work actually being undertaken. May include information on floor load capacity, space planning, need for ventilation, and other design requirements. Documents may include project proposals, structural investigation reports, feasibility studies, preventative maintenance studies, noise and signage studies, consultant selection criteria, staffing layout plans, detailed needs analysis reports, and copies of capital budget statements.

A0501	Construction and Renovation	CS	All Media	T	20	T+20 T = File closed upon completion of construction and/or renovation project.	Archival Review
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Records relating to construction and renovation of City-owned or leased buildings and parks. Also includes information relating to the construction and renovation of buildings and properties which the City does not own or lease but may help operate. Documents may include renderings for specification guidelines, reports, commentary, guidelines, architectural and engineering drawings, consultant reports, land appraisals, photographs, material and environment testing reports, and building phase reports. May also include copies of contracts, building permits, and insurance damage claims.

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A0502	Property Maintenance	CS	All Media	T	20	T+20	Destroy
	<p>T = File closed upon expiration of contract.</p> <p>Records relating to the ongoing and scheduled maintenance of City-owned buildings and property, and the scheduled and ongoing landscaping and maintenance of City parks. May include information on lawn-mowing, building and elevator inspections, and janitorial services. Documents may include inspection reports, preventive maintenance reports, maintenance logs, copies of work orders, copies of contracts and supporting agreements, and correspondence.</p>						
A0504	Parks Title Histories	EDCT - Policy & Development	All Media	P	0	P	Archives
	<p>File to remain active until park no longer in existence</p> <p>Records relating to the history of the City's parks, parkettes, and greenspaces. Documents may include original drawings, plans, and proposals for park creations; dedications for existing and obsolete parks; opening ceremony reports and memoranda; and documentation describing the land use before park creation. Also may include deeds, leases, and license arrangements specifically pertaining to existing or obsolete parks.</p>						
A0505	Parks Management	EDCT - Parks & Recreation	All Media	C+2	4	C+6	Archives
	<p>Records relating to the management and routine operation of municipal parkland, playgrounds, and open spaces. May include information on park staffing requirements, park conditions, facility statistics, and suggested park improvements, such as path paving and lighting. Documents may include civic proposals for suggested park use, public complaints, requests for improvements, public commendations, copies of park inspection reports, park facility inventories, and supporting correspondence.</p>						
A0508	Facility and Room Bookings	CS - Facilities & Real Estate	All Media	C+1	1	C+2	Destroy
	<p>Records relating to selecting and reserving City office facilities or individual rooms for meetings, instructional seminars, and other professional purposes. Documents may include facility and room availability schedules, facility and room booking schedules, and correspondence.</p>						

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A0510	Workplace Space Planning and Moves	CS - Facilities & Real Estate	All Media	S	5	S+5	Destroy
<p>Records relating to determining workplace space requirements, planning and implementing moves of office equipment and employees to different locations, and designing and implementing workplace consolidation initiatives. May include information relating to space allocation, tenancy expiry, and corporate organizational moves. Documents may include reports and statistics concerned with current and future space accommodation requirements, expansion plans, space inventories, move schedules, floor plans for all move stages, detailed needs analyses of client groups impacted by moves, copies of committee minutes and agendas, and all supporting correspondence.</p>							
A0512	Park Dedication	EDCT - Policy & Development	All Media	C+2	7	C+9	Archives
<p>Records relating to parkland and open space dedications, which officially ensure that designated land is reserved for parkland or open space. May include information on parkland dedication requirements, planning, and scheduled activities. Documents may include proposals, parkland requirements reports and statistics, and correspondence.</p>							
A0513	Urban Forestry Planning and Management	EDCT - Parks & Recreation	All Media	T+2	18	T+20	Archives
<p>Records relating to the management and preservation of trees and forests located in City of Toronto parks and streets. This includes information relating to the planting, maintenance, protection, and removal of trees. May also include information on mineral deposits, tree diseases, soil analysis, pesticide spraying, pruning, and planting regimens. Documents may include tree canopy reports, tree health reports, trees species inventories, and newsclippings.</p>							
A0518	Security and First Aid	CS - Facilities & Real Estate	All Media	C+2	4	C+6	Destroy
<p>Records relating to the physical security of City of Toronto-owned buildings, properties, parks, and facilities. Security measures are intended to guard against damage and unauthorized intrusion and to ensure personal safety. May include information on identification tags, security and alarm systems, authorized use of keys and access cards, first aid treatment as administered by City security personnel and employee evacuations. Documents may include security clearance files, security logs & security user guide books.</p>							

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A1401	City Heritage Properties	EDCT – Culture	All Media	C+2	7	C+9	Archives
	Records relating to City properties of historical significance which are protected from demolition and whose architectural styles are preserved for future generations. May include legal descriptions of the designated properties, information on listed properties, information on visitors, and property history files (including property name and address). Documents include copies of applications for inclusion on the City’s inventory of heritage properties, requests for grants, building plans, copies of designation by-laws, copies of council reports and agendas, heritage property reports, correspondence from architects, and letters received from property owners and lawyers.						
A1544	Work Orders and Internal Requisitions	CS	All Media	C+2	4	C+6	Destroy
	Records relating to the creation and processing of work orders and internal requisitions. Work orders are issued to City employees or contractors and indicate required tasks to be performed on City property, whereas internal requisitions are used to obtain goods or services from a City department. Includes cyclical, emergency, preventive, non-emergency, and maintenance completed work order forms and internal requisition forms. Arrange case files numerically by work order or internal requisition number.						
	Functional Category:	Description:					
D	Development and Planning	Records relating to the management of economic and business development initiatives, conducted both directly by the City and by independent parties; and the planning and development of City buildings, facilities, parks and properties, prior to actual construction. Includes records relating to rezoning, business improvement initiatives, and building and land development plans.					
D0026	Parks and Open Spaces Development	EDCT - Parks & Recreation	All Media	T	P	P	Permanent
	Records relating to the planning and development of parklands and open spaces for recreational purposes. This includes information about determining the necessity and feasibility of proposed land conversion or installation of recreational structures, including recommendations for additional facilities. Documents may include external and internal studies, public comments and surveys, and correspondence.						

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	Functional Category:	Description:					
F	Financial Management	Records relating to the City's finances and accounting processes, including the receipt, control, and expenditure of funds. Includes records relating to liability, risk management, payroll, taxation, treasury, insurance and purchasing.					
F0045	Fees Administration	All	All Media	C+2	4	C+6	Archives
	Records relating to the determination and administration of fees charged for services and activities provided and/or managed by the City, or for the use of City property. This may include information on fees charged by other municipalities for similar services; and discounts for senior citizens, students, and residents living on fixed incomes. These fees serve as a source of revenue for the City. Documents may include fee schedules for permits and licenses, user fees determination studies and reports, lists of approved fees, and correspondence.						
F0169	Fundraising and Donations	All	All Media	C+2	4	C+6	Archives
	Records relating to the development and organization of fund-raising activities and donation solicitations. Includes information on charitable campaigns and financial donations, including donated funds, received by the City from various organizations and individuals. Documents include copies of committee minutes and agendas, activity planning schedules and itineraries, donation receipts, and correspondence.						
F0400	Capital Assets	All	All Media	T	7	T+7	Archives
	T = Life of Asset						
	Records relating to the City's capital and fixed assets, which are long-term assets that are not purchased or sold in the normal course of business. May include information on capital assets such as machinery, land and land improvements, equipment, works of art and historical treasures, infrastructure, and vehicles. Documents include capital assets inventories, capital depreciation statements, and capital asset reports.						
F1500	Accounting and Finance Administration	FIN	All Media	C+2	4	C+6	Archives
	Records relating to the overall management of the City'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.						

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F1560	Petty Cash	FIN	All Media	C+2	5	C+7	Destroy
	Records relating to the management of petty cash accounts, which consist of tangible cash stored in departments and offices. Petty cash funds are used for the purchase of inexpensive, out-of-pocket goods and/or services, for which immediate reimbursement can be claimed. Documents include petty cash account reconciliations, requests for reimbursement, receipts, and initial requests for access to petty cash funds.						
F1562	Personal Expense Claims	FIN	All Media	C+2	5	C+7	Destroy
	Records relating to City employees' claims for reimbursement for financial expenses. Personal expenses may be incurred in the course of normal business operations, including air travel, attending conferences, and vehicle use. Documents may include receipts, invoices, expense claims statements, and correspondence.						
F1570	Accounts Receivable	FIN – Accounting Services	All Media	C+2	4	C+6	Destroy
	Records relating to revenues received by the City through the sale of goods or services rendered. This includes revenues generated from charging parking, permit, landfill dumping, and other user fees. May include information on the administration and receipt of refunds and credits. Documents may include hand-written and machine-readable receipts, payment balancing stubs, invoices documenting the receipt of payment from City customers, accounts receivable and revenue reconciliation statements, copies of cheques, payment batch reports, and all supporting correspondence.						
F1575	Write-Offs	FIN – Accounting Services	All Media	T	7	T+7	Destroy
	T = File closed when occurrence of making debt uncollectible or date decision made to write off						
	Records relating to the dismissal of unpaid debts owed to the City. These debts are considered to be not collectible owing to such factors as customer bankruptcy or business closure. Documents may include invoices and correspondence						

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F2157	Financial Statements and Reports	FIN – Accounting Services	All Media	C+2	P	P	Permanent
	Records relating to the production and use of financial statements and reports, which are sources of financial information for a wide variety of public users (auditors, creditors, provincial and federal government agencies, etc.). These documents provide summaries, details, and analyses of the City's financial position. Documents may include balance sheets, income statements, funding statements, liability statements, net assets sheets, and expense statements.						
F2207	Cheque Register Reports	FIN – Accounting Services	All Media	C+2	5	C+7	Destroy
	Records relating to the administration and use of the City's cheque register reports. These reports document the pertinent details concerning expenditures and expense vouchers. They also provide coding for each cheque issued and may be used to track cheques administered by the City. Includes information on cheque dates, purpose of payment, amounts paid, and running balance. Documents include void cheques, cheque run reconciliation reports, daily cheque summary reports, lists of cheques issued, and daily cheque registers.						
F2301	Bank Statements and Reconciliations	FIN – Accounting Services	All Media	C+2	5	C+7	Destroy
	Records relating to the receipt and use of bank statements and reconciliations. Bank statements provide information on withdrawals from, and deposits into, bank accounts over a given period of time, and they also indicate a bank account's current financial status. Reconciliations compare the balance of a bank account in the City's records with the balance appearing in the banks' records and explain any discrepancies. Documents also include notices of cancelled cheques, copies of financial policies and procedures, and correspondence.						
F2303	Cheques	FIN – Accounting Services	All Media	C+2	5	C+7	Destroy
	Records relating to the management and processing of City and other cheques. Includes information on the issuance of cheques by the City to other organizations. Also includes information relating to City-issued cheques and external cheques that are returned to the City after they have been cashed by banking and financial institutions, or if they have been dishonoured. Documents include cancelled, processed, and dishonoured cheques; cheque reports, and supporting correspondence.						

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F2313	General Ledger Accounts	FIN – Accounting Services	All Media	C+2	P	P	Permanent
	Records relating to the administration and accounting control of general ledger accounts. A general ledger account serves as a repository of transactions from all sources, including the General Journal, and is used to produce financial statements. Includes copies of accounting entries and back-up working papers.						
F2350	Journal Entries	FIN – Accounting Services	All Media	C+2	5	C+7	Destroy
	Records relating to the production and use of journal entries. These documents record the purchase or sale of goods and services (from the City to outside agencies and also between City departments), transfer revenue and charges, and correct posted transaction errors. Documents may include completed journal entry forms, transaction journals, copies of invoices and receipts, and correspondence.						
F2401	Accounts Payable	FIN – Accounting Services	All Media	C+1	5	C+6	Destroy
	Records relating to the processing of payments made by the City to the external suppliers of goods and services. May include information on advance payments of expenses. Source documents initiating payments include vendor invoices, payment certificates, cheque requisitions, and miscellaneous transaction data. May also include accounts payable control reports and payment vouchers. Case files are arranged numerically by accounting system-generated document numbers.						
F3305	Capital Budget	FIN – Financial Planning	All Media	T	7	T+7	Archives
	T = File closed from end of the last year in which the capital budget is expended						
	Records relating to the management and administration of the capital budget account. The capital budget controls the allocation and appropriation of funds planned to be expended for capital items in a given fiscal year. Capital budgeting is necessary to construct or acquire fixed assets for the City (e.g., a new subway line). Documents may include budget submissions, contractor and hard costs data, and internal chargeback costs directives.						
F3307	Operating Budget	FIN – Financial Planning	All Media	C+2	5	C+7	Destroy
	Records relating to the management and administration of the operating budget accounts. The operating budget concerns the allocation and appropriation of funds necessary to finance all operating expenses for a fiscal year, for all City departments and offices. Operating expenditures are used during a particular period directly in support of daily operations, such as wages, office supplies, and maintenance costs. Includes copies of budget process procedures, directives, variance reports, expenditure forecasts and reports, and budget submissions.						

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F5857	Grants and Subsidies	All	All Media	C+2	5	C+7	Archives
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Records relating to subsidies and grants received and administered by the City of Toronto. Includes information on obtaining and distributing federal, provincial, and municipal subsidies and grants. Documents include follow-up spending evaluation reports, grant applications, review and decision statements, correspondence, and supporting documentation relating to the City's entitlement to subsidies and grants.

Functional Category: Description:

G Governance

Records relating to the ways in which the City is governed and regulated to ensure efficiency, effectiveness, and compliance with statutory requirements. Includes records of the City's legislative process, such as the agendas and minutes of Council, its standing committees and community councils; City bylaws and the Municipal Code; formal policies and procedures; and annual reports of departments and special purpose bodies. Also includes all legislation and other municipal by-laws that might affect the City; records relating to non-municipal government bodies; election records; and records relating to provincially-mandated services that the City provides, such as birth and death registrations.

G0001	City Council	CS – City Clerk's	All Media	C+3	0	C+3	Archives
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Records relating to the meetings, duties, and functions of the City Council. The City Council is the legislative body responsible for enacting ordinances and resolutions, adopting the City budget, representing the City, and carrying out a variety of municipal responsibilities. Includes Council certificates of amendments (resolutions), agendas, minutes of meetings, bills index, correspondence, memoranda, notices of motions, and committee reports.

G0002	City Municipal Code and By-laws	CS – City Clerk's	All Media	T	0	T	Archives
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T = File closed upon Council approval

Records relating to chapters of the Municipal Code and by-laws as passed by City Council. The Municipal Code consists of all regulatory and administrative ordinances and is adopted by City Council, and by-laws constitute the City's rules or laws. Includes by-laws from the former municipalities that were amalgamated to form the current City.

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G0003	City Committees of Council	CS – City Clerk’s	All Media	C+3	0	C+3	Archives
	Records relating to the meetings, duties, and functions of boards, standing committees and other committees of City Council. Documents include minutes of meetings, agendas, reports, and correspondence.						
G0004	City Sub-Committees, Task Forces and Special Committees of Council	CS – City Clerk’s	All Media	C+3	0	C+3	Archives
	Records relating to the meetings, duties, and functions of the sub-committees, task forces, and special committees of City Council. Documents include minutes of meetings, agendas, reports, and correspondence.						
G0005	City Community Councils	CS – City Clerk’s	All Media	C+3	0	C+3	Archives
	Records relating to the meetings, duties, and functions of the City’s community councils. These are committees of the City Council that provide a forum for local input into the Council’s decision-making process. They may make recommendations on local planning, development, and neighbourhood matters. Documents include agendas, minutes of meetings, correspondence, and committee reports.						
G0006	City Local Boards	CS – City Clerk’s	All Media	C+2	4	C+6	Archives
	Records relating to the meetings, duties, and functions of City local boards. This may include agencies, boards, commissions, special bodies, or local authorities (e.g., planning and zoning boards). These local boards administer various services to City residents. Documents may include minutes of meetings, agendas, correspondence, and reports.						
G0009	Intergovernmental Organizations	All	All Media	C+2	4	C+6	Archival Review
	Records relating to the meetings and functions of agencies, boards, and commissions that are independent of the City but nevertheless have an impact on the City’s administration and operations. Intergovernmental organizations are not funded by, or directly answerable to, the City. Documents may include minutes of meetings, agendas, correspondence, and reports.						

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G0020	Provincial Ministries and Agencies	All	All Media	C+2	4	C+6	Archival Review
	Records relating to Ontario provincial government ministries and agencies whose functions may impact on, or be involved with, the City's administration and operations. Subjects may include the exchange of information, routine notifications and inquiries, and offers of service. Documents may include provincial government strategy and planning reports, provincial government funding statements, and correspondence.						
G0030	Federal Government Departments and Agencies	All	All Media	C+2	4	C+6	Archival Review
	Records relating to federal government departments and agencies whose functions may impact on, or be involved with, the City's administration and operations. Subjects may include the exchange of information, routine notifications and inquiries, and offers of service. Documents may include federal government strategy and planning reports, federal government funding statements, and correspondence.						
G0035	Foreign Government Departments and Agencies	All	All Media	C+2	4	C+6	Archival Review
	Records relating to all foreign government departments and agencies whose functions may affect, or be involved with, the City's administration and operations. Subjects may include the exchange of information, routine notification and inquiries, and offers of service. Documents may include government strategy and planning reports, foreign government funding statements, and correspondence.						
G0040	Other Municipal Government Departments and Agencies	All	All Media	C+2	4	C+6	Archival Review
	Records relating to the departments and agencies of other municipal governments whose functions may impact on, or be involved with, the City of Toronto's administration and operations. Subjects may include exchange of information, routine notifications and inquiries, and offers of service. Documents may include municipal government strategy and planning reports, municipal government funding statements, and correspondence.						

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G0080	City Amalgamation	All	All Media	T	0	T	Archives T = File closed upon the City's completion of the amalgamation processes
	Records relating to the processes and initiatives concerned with amalgamating the former borough of East York; the former cities of York, Etobicoke, North York, Scarborough, and Toronto; and the former Regional Municipality of Metropolitan Toronto; into the current City. Includes information about proposed new City services and functions, department and services amalgamation, realignment and cost reductions. Documents may include amalgamation planning reports and studies, complaints, copies of Council minutes, and correspondence.						
G0130	City Departments	CS	All Media	C+2	4	C+6	Destroy
	Records relating to the overall mandates, administration, and initiatives of City departments and offices. Includes routine and ongoing communication and liaison between various departments. Documents may include correspondence, memoranda, department annual reports, and supporting reference materials.						
G0150	Legislation and Other Municipal By-laws	CS	All Media	S	7	S+7	Destroy
	Records relating to acts, legislation, and regulations from provincial, territorial, aboriginal, and federal governments. These acts and legislation may impact on the City's administration and operations. Also includes copies of by-laws pertaining to municipalities other than the City of Toronto.						
G0244	Policies, Procedures, Standards and Guidelines	All	All Media	S	7	S+7	Archives
	Records relating to the production and formal approval of official corporate and departmental policy statements, procedures, standards, guidelines, and manuals. May also include information on corporate and departmental program reviews, benchmarking and corporate performance management, and other issues related to corporate governance.						
G0260	Access to Information and Personal Information Protection – Compliance	CS – City Clerk's	All Media	T	2	T+2	Archival Review T = File closed upon completion of case
	Records relating to strategies and initiatives undertaken to ensure the City's compliance with the public's right of access to City records and the protection of personal information resources. Documents may include impact assessments, copies of policies and guidelines, data-sharing checklists, and supporting correspondence.						

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G0261	Access to Information and Personal Information Protection – Access Requests	CS – City Clerk’s	All Media	T	2	T+2 T = File closed upon completion of case	Destroy
	Records relating to the receipt and processing of access requests for City records and privacy complaints. Documents may include formal and informal requests for information, consultation documentation, correspondence, access decisions, fee estimates, third party notices, written appeal submissions to the Information and Privacy Commissioner of Ontario (IPC), IPC orders and decisions, and IPC compliance findings and recommendations.						
G5001	Corporate Governance	All	All Media	C+2	4	C+6	Archives
	Records relating to the planning and management of corporate governance goals and initiatives. Corporate governance provides the framework for the principles and issues by which the City is directed and controlled. Corporate governance seeks to ensure the City’s financial viability, consideration of the interests of all relevant parties affected by the City’s activities, and the rights and responsibilities of the City’s different stakeholders. Documents may include questionnaires, copies of public opinion surveys, corporate governance reports, consultation documentation, and supporting correspondence.						
	Functional Category:	Description:					
I	Information, Communications, and Administration	Records relating to the management of all City formal communications, including press releases, media releases, promotional advertising, and speeches. Also includes records to the production and/or management of information-related resources and initiatives, both by the City and by external parties, including libraries, films and movies, online web site data, corporate records management, and archival collections. Finally, includes records relating to a wide variety of general administrative matters, such as committees not related to City governance activities, office administration, audits, travel arrangements, trade shows, and operational and strategic planning.					
I0001	Souvenirs and Presentations Items	All	All Media	C+1	5	C+6	Archival Review
	Records relating to souvenirs and presentation items used at City and community events, receptions, awards ceremonies, presentations, parades, and festivals. Documents may include design proposals, inventory supply records, and catalogue samples.						

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I0005	Office Administration	All	All Media	C+1	1	C+2	Destroy
	Records relating to general office administration functions and subjects not covered elsewhere. This may include daily correspondence and chronological files, monthly and annual planning calendars, information on word-processing, and day timers.						
I0060	Travel Arrangements	All	All Media	C+1	1	C+2	Destroy
	Records relating to the arrangement and conduct of visits and travel by City employees and formal visitors. May include visits to, or visitors from, local, provincial, national, and international locations. Documents include travel itineraries, transportation and accommodation booking arrangements, correspondence with travel agents, hotel and airfare price lists, and documentation on individuals visits and tours.						
I0075	Vendors and Consultants	All	All Media	C+1	1	C+2	Destroy
	Records relating to reference information discussing the various products and services offered by external consultants, contractors, vendors, and supply companies. Documents may include company brochures, supply catalogues, vendor announcements, external press releases, vendor price lists, and supporting correspondence.						
I0161	Meetings and Committees	All	All Media	C+2	4	C+6	Archival Review
	Records relating to meetings and committees of City staff that are not related to City governance issues. May include regular or interim meetings held with external and internal client groups or individuals. Documents may include meeting agendas, minutes of meetings, and committee reports.						
I0173	Postal and Courier Services	CS	All Media	C	2	C+2	Destroy
	Records relating to the City's use of hard-copy mail and courier services. Includes postal and mail functions with Canada Post, courier services, freight services, and customs information. Documents may include mailing lists, logbooks, shipment permits, mailing lists, copies of post office regulations, and reports on lost or damaged mail/courier packages.						

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I0186	Speeches, Presentations, Receptions and Awards Ceremonies	All	All Media	C+1	5	C+6	Archives
	Records relating to the preparation, delivery, and performance protocol for speeches, presentations, receptions, and awards ceremonies hosted by the City. These events may include employee recognitions, inaugurations, and centennial events. Includes speech notes, formal addresses, and arrangement correspondence and memoranda						
I0188	Proclamations and Official Greetings	All	All Media	C+1	5	C+6	Archival Review
	Records relating to proclamations and official greetings given or received by the City. These formal announcements may involve ceremonies, dedications, and visitor relations. Documents may also include copies of payment receipts and invoices, copies of pledge card legal agreements, and correspondence.						
I0199	Sponsorship	All	All Media	C+2	4	C+6	Archives
	Records relating to the City's development of sponsorship relationships. This involves sponsorship efforts and funding for activities produced or promoted by the City, such as parades, festivals, awards ceremonies, and special events. Documents may include research information, presentation kits (including power point), correspondence, and copies of promotional information designed for the procurement of sponsorship.						
I0200	Promotion and Marketing	All	All Media	C+2	4	C+6	Archives
	Records relating to advertising and promotional work used to foster education and awareness of City programs and services. Methods of promotion and marketing include souvenirs, brochures, manuals, user guides, directories, periodicals articles, radio, Internet web pages, advertisements, and television. Documents may include action plans, marketing statistics, and correspondence.						

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Functional Category: Description:

L Legal and Licensing Records relating to legal matters involving the City. Includes City permits, leases, deeds agreement, contracts, and licenses. Also includes records relating to lawsuits and legal issues, such as copyright protection.

L0360 Parks and Recreational Facility Permits EDCT - Parks & Recreation All Media T 4 T+ 4 Destroy
 T = File closed upon expiration of permit
 Records relating to the issuance of permits for the use of City-owned parks and recreational facilities, including sports fields, ice rinks, and swimming pools. Any group or person wishing to reserve space for a formal event, such as a wedding or a birthday party, is required to obtain a permit. Includes permit applications, booking lists, and correspondence.

Functional Category: Description:

R Recreation and Culture Records relating to the recreational and cultural programs and services offered to City residents and visitors. Includes record relating to special events such as parades and festivals, tourism, and fitness activities. Also includes information on the control of City wildlife.

R0008 Admission Tickets EDCT - Parks & Recreation All Media C 2 C+2 Destroy
 Records relating to creating and selling tickets for admission entrance to City recreational facilities and program events. Documents may include sales figures and statistics, program announcements, sales reports, and correspondence.

R0013 Cycling Paths and Trails EDCT - Parks & Recreation All Media S 5 S+5 Archives
 Records relating to the recreational use of City-owned and operated cycling paths and trails. May include paths and trails along City roads and through City parks. These paths and trails may be used for cycling, walking, rollerblading, and jogging. Documents include usage statistics, copies of maps indicating path or trail locations, copies of path design construction reports, and correspondence.

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R0016	Fitness Club Membership	EDCT - Parks & Recreation	All Media	C+2	2	C+4	Destroy
	Records relating to fitness club programs and memberships offered within City-owned fitness clubs and facilities. Includes information on aerobics, weightlifting, and cardiovascular fitness programs. Also may include information on members' access to facility locker rooms. Documents may include fitness appraisal forms, membership attendance statistics, completed enrolment applications, fitness program descriptions, and correspondence.						
R0030	Recreational Programs	EDCT - Parks & Recreation	All Media	C+2	4	C+6	Archives
	Records relating to the administration and development of community recreational programs and services offered throughout the City for both children and adults. This may include organized and individual sports offerings and lessons, school field trips, and arts and crafts lessons. May also include information on trips or visits to community centres, museums, parks, and City recreational facilities; recreational course locations; and recreational course start and end dates. Documents may include copies of recreational program policies and procedures, program instructors' training materials, recreational research studies, usage and program and course-related statistics, quality assurance reports, program descriptions and brochures, statistical data summaries, high-level recommendation reports, and all supporting correspondence.						
R0031	Recreational Program Registration	EDCT - Parks & Recreation	All Media	C+2	4	C+6	Destroy
	Records relating to individuals, including both children and adults, registering for various community recreational programs and services. This may include organized and individual sports offerings and lessons, school field trips, and arts and crafts lessons. Documents include completed enrolment applications, copies of program descriptions, enrolment usage statistics, call centre statistics, and correspondence.						
R0033	Wildlife Control and Management	EDCT - Parks & Recreation	All Media	C+2	P	P	Permanent
	Records relating to the control and management of City wildlife. This involves proactively and humanely ensuring that wildlife can exist within the City but not interfere with human activities and health. May include information on public education, prevention awareness, insect spraying, and hands-on removal of identified pests. Documents may include complaints, insect spraying statistics, animal removal statistics, and correspondence.						

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R0034	Tourism Planning	EDCT – Tourism	All Media	C+2	4	C+6	Archives
	Records relating to planning and development of tourism activities and initiatives within the City. May include information on sporting, cultural, and artistic activities. Documents may include tourism planning reports, action plans, tourism statistics, and correspondence.						
R0193	City Events Planning and Programming	EDCT – Special Events	All Media	C+2	18	C+20	Archives
	Records relating to the planning and programming of cultural, community, and special events that are directly produced by the City. This may include community-sponsored activities, parades, and festivals. May include information on event logistics. Documents may include program briefs and memoranda, contact lists, event schedules, information kits, lists of volunteer requirements, safety and crowd control reports, and correspondence.						
R0197	External Events Support	EDCT – Special Events	All Media	C+2	18	C+20	Destroy
	Records relating to the support provided by the City for externally-produced cultural, community, and special events. May include marathons, parades, and festivals. The City may assist external organizations to hold events in Toronto. Support provided by the City may include providing information and consultation on such issues as policing, venue locations, and required permits. Documents may include information packages, event lists and schedules, contact lists, and supporting correspondence						
R0205	Media Arts	EDCT – Special Events	All Media	C+2	4	C+6	Archives
	Records relating to the media arts, which includes visual, theatre, and electronic arts. Also includes records relating to City-sponsored or City partnerships in music, literacy, dance, and other cultural events. Documents may include copies of financial statements, copies of sponsorship agreements, reports, and newsclippings.						

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