

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. 990-2004**

**To repeal provisions in the former municipalities' records retention by-laws to reflect the enactment of the new records retention schedule in City of Toronto Municipal Code Chapter 217, Records, Corporate (City).**

1. The provisions of the former municipalities' by-laws listed in Schedule A, at the end of this by-law, are repealed or amended as indicated in Schedule A.
2. 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****FORMER MUNICIPALITIES' RECORDS RETENTION BY-LAWS  
REPEALED PROVISIONS****1. The following provisions of the former municipalities' by-laws are repealed:**

- (1) By-law No. 26-91 of the former Borough of East York, being a by-law "To establish schedules of retention periods for Municipal Records," as amended, is amended by repealing the entries indicated in the following table:**

Schedule "A"

CLERK'S DEPARTMENT

(In Column 1)	(In Column 2)
Printing Requisitions	2 years
Council Minutes Original Supporting Documents	25 years subject to archival review
Council Minutes - Original	Permanent
By-laws - Borough Originals	Permanent
Citizen's Committee Minutes - Original	Permanent
Citizen's Committee Minutes - Supporting Documents	6 years
Freedom of Information Requests	Permanent
Policy / Reference Material - General	U/S or obsolete
EY Environment Advisory Committee Minutes - Original	Permanent
EY Environment Advisory Committee Minutes - Supporting Documents	6 years subject to archival review
Front Yard Parking Committee Minutes - Original	Permanent
Front Yard Parking Committee Minutes - Supporting Documents	6 years
Administration General - Records	2 years

## Schedule "B"

## FINANCE AND PERSONNEL DEPARTMENT

(In Column 1)	(In Column 2)
Accounts Receivable Files	7 years
Accounts Receivable Register	7 years
Revenue Statements	7 years
Year End Report/Financial Statements	Permanent
Financial Management Reports	Permanent
Financial Statements - Annual Reports	Permanent
Final Cheque Registers	7 years
Pay Possibilities Register	Until superseded
Account Reconciliation Reports	7 years
Void Cheques	7 years
General Ledger	Permanent
Tax Accounting Ledgers	Permanent
Journal Entry Computer Input Batches	2 years after verification
Operating Budget	7 years subject to archival review
Capital Budget	7 years subject to archival review
Capital Project Payments	7 years
Grant Applications - Federal and Provincial	7 years subject to archival review
Accounts Payable Files	7 years
Meetings - Industrial Area Groups	6 years

(In Column 1)	(In Column 2)
Meetings - Area Business Groups	5 years subject to archival review
Intergovernmental Relations - Provincial	7 years subject to archival review
Intergovernmental Relations Records - Federal	6 years subject to archival review
Intergovernmental Relations Records - Provincial	7 years subject to archival review
Intergovernmental Relations - Municipal	6 years subject to archival review
Intergovernmental Relations Records - Municipal	6 years subject to archival review
Policy / Reference Material - General	U/S or obsolete
Boards and Commissions - General Records - Copies	2 years
Boards and Commissions - Meeting Minute Copies	2 years
Vendor's List	Until superseded
Consultants	2 years
Special Events Files	5 years subject to archival review
Administrative General - Records	2 years

Schedule "C"  
FIRE DEPARTMENT

(In Column 1)	(In Column 2)
Policy/Reference Material - General	U/S or obsolete
Administrative General - Records	2 years

## Schedule "D"

## PARKS AND RECREATION

(In Column 1)	(In Column 2)
Developmental Proposals	Permanent
Maintenance Records - Parks	Permanent
Recreation Facility Permit Applications	6 years
Todmorden Mills Historic Site Board Minutes - Org.	Permanent
Todmorden Mills Historic Site General Records	5 years subject to archival review
Recreation Program Administration Files	1 year
Recreation Program Instructors Training Records	7 years subject to archival review
Program Registration Applications	1 year after program completed
East York (Events) - Master Copies	Permanent
East York (Events) Production Files	2 years
Maintenance Records - Buildings	Permanent
Grant Applications - Federal and Provincial	7 years subject to archival review
Grants Review / Approval Committee Records	7 years subject to archival review
Grants Disbursement Records	7 years
Intergovernmental Relations Records - Federal	6 years subject to archival review
Intergovernmental Relations Records - Provincial	6 years subject to archival review

(In Column 1)	(In Column 2)
Intergovernmental Relations Records - Municipal	6 years subject to archival review
Facilities Management Policy	U/S or obsolete
Recreation Program Policy	U/S or obsolete
Policy/Reference Material - General	U/S or obsolete
Boards and Commissions - General Records - Copies	2 years
Boards and Commissions - Meeting Minute Copies	2 years
Mailing Lists and Logs	1 year after revised or superseded
Administrative General - Records	2 years

Schedule "E"  
PLANNING DEPARTMENT

(In Column 1)	(In Column 2)
Properties / Buildings Drawings	Permanent
Construction Drawings	Permanent
Grant Applications - Federal and Provincial	7 years subject to archival review
Committee of Adjustment Minutes	Permanent
Intergovernmental Relations - Provincial	7 years subject to archival review
Intergovernmental Relations Records - Federal	6 years subject to archival review
Intergovernmental Relations Records - Provincial	6 years subject to archival review
Intergovernmental Relations Records - Municipal	6 years subject to archival review
Policy/Reference Material - General	U/S or obsolete

(In Column 1)	(In Column 2)
Boards and Commissions - General Records - Copies	2 years
Boards and Commissions - Meeting Minute Copies	2 years
Council Standing Committee Minutes - Original	Permanent
Council Standing Committee Minutes - Supporting Documents	25 years subject to archival review
Property Standards Committee Minutes - Original	Permanent
Property Standards Committee Minutes - Supporting Documents	Permanent
Consultants	2 years
Administrative General - Records	2 years
Schedule "F" WORKS DEPARTMENT	
Property Plans	Permanent
Work/Service Orders	7 years
Intergovernmental Relations Records - Federal	6 years subject to archival review
Intergovernmental Relations Records - Provincial	7 years subject to archival review
Intergovernmental Relations Records - Municipal	6 years subject to archival review
Policy/Reference Material - General	U/S or obsolete
Boards and Commissions - General Records - Copies	2 years
Boards and Commissions - Meeting Minute Copies	2 years
Consultants	2 years

(In Column 1)	(In Column 2)
Special Events Files	5 years subject to archival review
Administrative General - Records	2 years

- (2) **Municipal Code Chapter 28, Document Retention, of the former City of Etobicoke is amended by repealing the entries indicated in the following table:**

RECORD RETENTION SCHEDULE FOR BUILDING DEPARTMENT  
SCHEDULE "A"

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Building Department	4509	Monthly/Yearly Building Reports	P
	4526	Preservative By-law Book (Zoning By-law)	P
	4514	Zoning By-law	P
	4518	By-law Books	Con.
	4538	General Correspondence & By-laws/Mimico	P
	4542	General Correspondence & By-laws prior to 1967/New Toronto	P
	4543	General Correspondence & By-laws prior to 1967/Long Branch	P



<u>DEPARTMENT</u> <u>Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
	4510	Canadian Standard Association Masonry Committee	P

RECORD RETENTION SCHEDULE FOR CLERK'S DEPARTMENT  
SCHEDULE "B"

<u>DEPARTMENT</u> <u>Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Council	5038	Capital Expenditures	15 years
	5010	Council Correspondence	7 years
	5004	Council Minutes	P
	5006	Council Minutes & By-laws & Treasurer's Accounts	17 years
	5092	Council Resolution Index	Con.
	5022	By-law Index	P
	5018	By-laws (City of Etobicoke)	P
	5017	By-laws (Mimico)	P
	5020	By-laws (Long Branch)	P
	5021	By-laws (Township of Etobicoke)	P
	5019	By-laws Files Background	P

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
	5093	By-laws Pending Files	P
	5032	Gasoline By-law	6 years
	5013	Airport Enquiry Commission	P
	5012	Etobicoke Olympium Correspondence	P
	5160	Minutes of Record Resource Sub-Committee Meetings	P
	5159	Minutes of Record Retention Sub-Committee Meetings	P
	5158	Minutes of Records Management & Micrographics Committee Meetings	P
	5001	Board of Control Minutes	P* *To Ontario Archives after 40 years
	5002	Board of Control Reports	P
	5003	Board of Control Sessions	16 years
	5090	Board of Control Cards	Con.
	5008	General Committee	17 years

<u>DEPARTMENT</u> <u>Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
	5157	Misc. & Special Committees	P
	5007	Development Committee File	17 years
	5051	Events File	A
	5031	Photographs of Borough Events	A
Elections	5075	Purchase Invoices	4 years
	5084	Metro Advertising	4 years
	5085	Local Advertising	4 years
Animal Control	5142	Old Architectural Drawing re: Current Building	A
	5155	Cheque Requisitions	2 years
	5152	General Correspondence	7 years
Printing	5052	Printing Requisitions	3 years
	5155	Cheque Requisitions	2 years
Assessment	5175	General Correspondence	7 years

RECORD RETENTION SCHEDULE FOR FINANCE DEPARTMENT  
SCHEDULE "D"

<u>DEPARTMENTS</u> <u>Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Computer Services	6017	Program Authorizations	3 years

DEPARTMENTS			
<u>Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
	6100	Correspondence - Memos (Office)	2 years
	6101	Correspondence - Received (Office)	2 years
Purchasing	6093	Printing Requisition Cards	Continual
	6003	Cheque Requisitions	2 years
	6004	Invoice Requisitions	2 years
	6167	Regular & Supplementary Computer Billing Reports	10 years
	6014	Board of Control Reports and Council Minutes	2 years
	6095	Catalogue Files	Con
Computer Services	6104	Printing Requisitions/Price Sheets	1 year
	6041	Cheque Requisitions & Issued Requisitions	2 years
	6042	Sperry Univac Invoices	2 years
Treasury	6076	Legal Fees	To Clerk's 5011 – Legal Service Accounts 7 years

DEPARTMENTS			
<u>Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
	6049	Bankruptcies	Duration of court case + 7 years
	6071	Financial Papers	R
	6163	Financial Reports of the City of Etobicoke	P
	6059	Bid Cheques	7 years
	6047	Grants Payable	7 years
	6055	Meals Payable	7 years
	6072	Miscellaneous Correspondence	Review
	6044	General Correspondence	7 years
Accounting	6119	Accounts Receivable	7 years
	6123	Banking Records	7 years
	6113	Capital Records	P
	6124	Budget & Financial Statements	7 years
	6111	Accounts Payable	7 years
	6125	Journal Vouchers	7 years
Purchasing/Bering	6176	Inventory List	7 years
	6178	Inventory Status Report	2 years

## City of Toronto By-law No. 990-2004

<u>DEPARTMENTS Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Pay Office	6159	Bank Reconciliations	7 years
	6137	Cancelled Pay Cheques	7 years
	6138	Payroll Cheque Listing	2 years
Tax	6032	Bank Listings/Bank Statements	2 years
	6023	Tax Ledger Cards/Long Branch	P
	6024	Tax Ledger Cards/Township of Etobicoke	P
	6025	Tax Ledger Cards/New Toronto	P
	6029	Tax Ledger Cards/Mimico	P
	6085	General Ledger Journals	4 years
	6081	Tax Account (Data) Journal Vouchers	7 years
	6026	Invoices/Long Branch	7 years

RECORD RETENTION SCHEDULE FOR FIRE DEPARTMENT  
SCHEDULE "E"

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Administration	6501	Alarm Report	7 years

RECORD RETENTION SCHEDULE FOR MUNICIPAL PROPERTIES  
SCHEDULE "F"

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
	7009	Building Construction	Life of Building
Carpenter Shop	7026	Work Orders	4 years
Vehicle Garage	7018	Vehicle and Equipment Listings	C
	7024	Accounts Payable Invoices	2 years

RECORD RETENTION SCHEDULE FOR PARKS & RECREATION  
SERVICES DEPARTMENT  
SCHEDULE "G"

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Administration	7508	Program Registration Receipts	7 years
	7520	Cheque Requisitions	5 years
	7545	Invoice Requisitions	5 years
	7519	General Correspondence	7 years
Garden Allotment	7501	Garden Allotment Files	2 years
Parks & Recreation	7528	Park Files	P
Planning	7533	Park Planning Files	P

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Development & Improvement	7534	Park Projects Design Data	P
	7535	Park Planning	P
	7550	Meeting Reports	P
Information Services	7532	Research Material	5 years
	7531	General Correspondence	5 years
Planning	7536	Parks Projects Data	P
Parks Planning & Development	7537	Design Notes	3 years
Sports & Facilities	7524	Permits	5 years
	7542	Program Files	4 years
	7548	Sports Grants	5 years
Senior Citizens	7511	Senior Citizens Clubs - General Information	7 years
	7512	Policy & Organizational Records	7 years
	7510	General Correspondence	7 years
Adapted Services & Day Camps	7516	Program Files	5 years
	7517	Day Camp Files	5 years
	7528	Participant Index	Con.



<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Superintendent of Recreation	7523	Facility Correspondence	5 years
	7525	General Correspondence	5 years
Forestry	7503	Work Orders - Completed and Outstanding	7 years
	7505	General Correspondence	7 years
Commissioner	7502	General Correspondence	7 years
Aquatics	7525	General Correspondence	5 years
Executive Director	7529	General Correspondence	5 years

RECORD RETENTION SCHEDULE FOR PERSONNEL  
DEPARTMENT  
SCHEDULE "H"

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
	8060	Acts & Regulations	S
	8059	Policy & Procedures	S
	8045	General Correspondence/ Benefits	7 years
		General Correspondence/ Safety	7 years

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
	8054	General Correspondence/ Recruitment	7 years
Administration	8067	Policy & Procedure Manual	S
	8064	Board of Control Reports/Personnel	4 years
	8065	Board of Control Reports	1 year
	8063	General Correspondence	7 years

RECORD RETENTION SCHEDULE FOR PLANNING  
DEPARTMENT  
SCHEDULE "I"

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
General Office	8501	By-law Books	15 years
Graphics	8511	Office Plan Consolidation	S
	8541	Council Resolutions	7 years
	8506	Schedule 'A' By-law Maps	P
	8532	Intergovernmental Committee on Urban Regional and Regional Research Publication Index	C
	8516	Board of Control Reports	2 years

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
	8530	Administrative Files	7 years

RECORD RETENTION SCHEDULE FOR WORKS DEPARTMENT  
SCHEDULE "J"

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Utilities - Engineering	9252	Catalogues, Reference Books	S
	9074	Plans & Standards	2 years after completion
	9014	Design Studies	S
	9252	Catalogue, Reference Books	S
Plumbing	9272	Stationary & Office Supplies, Catalogues	S
	9172	Correspondence C-24-Plumbing Deficiencies	7 years
	9173	Correspondence C 59-Storm Sewers	7 years
Development	9033	Engineering Schedules "B" and "D"	7 years after close out
Drafting	9044	Engineering Survey Field Book	P
	9045	Engineering 100' Sheets	S
	9047	Engineering Drawings	P

## City of Toronto By-law No. 990-2004

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<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Traffic & Transportation	9010	Construction Contracts (Same as 9011)	6 years
	9011	Construction Contracts	6 years
	9008	Work Orders	2 years
	9218	Board of Control Reports and Committee Reports	1 year
	9004	General Correspondence	7 years
Systems	9122	Maintenance Management	5 years
	9102	General Correspondence	7 years
Utilities - Operations	9247	Yard Security	P
	9105	Work Instruction Sheet	P
Roads - Operation	9225	Work Orders	2 years
General Office	9215	Utilities - Accounts Receivable	7 years
	9061	By-law Ledgers	Con
	9080	Board of Control	2 years
	9253	Mail Books - Commissioners Office	6 years
	Survey	9026	Subsidy Correspondence

RECORD RETENTION FOR ETOBICOKE COMMUNITY HEALTH  
DEPARTMENT  
SCHEDULE "K"

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
	4005	Printing Requisitions - Duplicate	1 year
	4002	Policy & Procedures City/Department	P
	4001	General Correspondence	7 years
Administration	4009	Applications and Approvals for General Public Health Grants	10 years
	4016	Agenda & Minutes of Provincial Regional, Local Meetings	3 years
	4010	Board of Education-Board of Health Joint Committee	P
	4012	Board of Health Annual Report/Minutes	P
	4013	General Correspondence	7 years
Nutrition	4080	General Correspondence	7 years

RECORD RETENTION FOR ETOBICOKE OLYMPIUM (Board)  
SCHEDULE "L"

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Administration	9519	Weekly Equipment Security Log	1 year
	9501	Analysis of Account Receivable	5 years
	9502	Olympium Accounts Receivable Summary	5 years
	9509	Invoice Requisitions	5 years
	9508	Invoice	7 years
Aquatics	9520	Aquatic Credit Form	5 years
	9521	Aquatic Supervisors Log Report	5 years
	9522	Attendance Sheet	5 years
	9523	Class List	5 years
	9524	Fidget-Pollywog Progressions	5 years
	9526	Preschool Record Sheet	5 years
	9527	Private Lessons Record Sheet	5 years
	9529	Public Swim Passes	5 years
	9530	Swimming Level Recommendation	5 years

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
	9531	Swim Pass Expiry Notice	5 years
Fitness Club	9539	Expired Memberships	5 years
	9535	Fitness Appraisal Form	5 years
	9536	Fitness Club Attendance Sheet	5 years
	9537	Fitness Club Membership Count	5 years
	9544	Membership Identify Form	5 years
	9545	Membership Privileges & Policies	5 years
	9546	Membership Renewal Letter	5 years
	9534	Consent for Graded Exercise Test	5 years
	9541	Instruction for Stress Electrocardiogram	5 years
	9542	Instructions Prior to Assessment	5 years
	9543	Letter to New Members	5 years
	9547	Personal Data Application Form	5 years
	9548	Physician's Approval Form	5 years

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<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
	9549	Re-assessment Form	5 years
	9538	Exercise Programme Record	5 years
	9540	Guest Voucher	5 years
Gym Athletics	9550	Class Attendance Record	5 years
	9552	Wrestling Letter to High Schools	5 years
	9553	Program Schedule	5 years
	9554	Summer Camp Survey Questionnaire	5 years
	9555	Tennis Clinic Form	5 years
	9556	Tennis Club Newsletter	5 years
	9557	Yearly Projection of Programs	5 years
	9558	Exercise & Training Area	5 years
Maintenance	9562	Maintenance Department Weekly Schedule	5 years
	9564	Work Order	6 years



- (3) **By-law No. 2561 of the former Municipality of Metropolitan Toronto, being a by-law “To establish schedules of retention periods for records of the Municipality of Metropolitan Toronto,” as amended, is amended by repealing the entries indicated in the following table:**

(In Column 1)	(In Column 2)	(In Column 2)
Ambulance Services		6 years
Accounting Division	Accounting Administrative Files	
Clerks	Documents supporting minutes	25 years
	Documents supporting minutes of Council/Executive Committee, and Standing and Special Committees of Council	25 years
	General Correspondence	6 years
Community Services	Control Ledger for Manual Cheques	6 years
	Control Ledger for Pick- up Cheques	6 years
Policy & Planning Division	Grants	7 years
Community Services Department		
Administration Services Division - Financial and Administrative Services	Work Orders	2 years
	Children’s Services Day Care - Monthly Fees Report & Reconciliations	6 years
	Petty Cash Receipts	7 years
	Travel Expense Reports	6 years

(In Column 1)	(In Column 2)	(In Column 2)
	Pharmacy Receivables	7 years
	Financial Statements HFA (Monthly)	2 years
	Financial Statements HFA (Yearly)	Archives
	Consolidated Monthly Cheque Registers - Official	P
	Daily Cheque Register & Daily F5 - Official	5 years
	Cancelled Cheques	7 years
	NSF Cheques	7 years
	Subsidies and Claims	7 years
	Administrative Correspondence	3 years
Administration Services Division - Office Support Services	Equipment, Supplies and Purchasing	5 years
	Administrative Correspondence	3 years
Administrative Services Division - Staff Development and Communications	Audio-Visual Services	Archives
	Program Development	Archives
	Administrative Correspondence	4 years
Administrative Services Division - Operational Analysis and Review Unit	Systems Development Projects	Archives
	Administrative Correspondence	4 years

(In Column 1)	(In Column 2)	(In Column 2)
	Systems Development/Planning	At discretion of Department Head
Ambulance Services - Accounting Division	General Correspondence and Administrative Files	4 years
Housing	Departmental internal work requisitions	2
	Handicraft sales summaries and vouchers	6
	Trust account cancelled cheques	Permanent
	General Ledger	Permanent
	Homes for the Aged Resident's trust Ledgers	Permanent
	Barbering and Hairdressing Vouchers	6
	General Journal vouchers - Head Office copy	Permanent
	General Journal vouchers - other copies	2
	Voucher Register	Permanent
	General Correspondence	6 years
Management Services Department - Administration	Accounting Reports - Year End	2 years
	Petty Cash Receipts	7 years
	Accounts Receivable Invoices	7 years
	Cancelled Cheques	7 years
	Courier Service Backup	2 year

(In Column 1)	(In Column 2)	(In Column 2)
Management Services Department - Corporate Planning	Office Automation and Equipment	12 years
	Economic and Policy Research	Archives
Management Consulting Division	Minutes and meetings of Administrative Correspondence	7 years
	Departmental Administrative Correspondence	4 years
Legal	Damage to Metropolitan Property Files	5 years after damages collected or amount written off
Planning Department	By-laws, Area Municipalities	22 years after approval
Central Services Division	Policy Development	Archives
	Minutes and Meetings Administration Information	Archives
	Metropolitan Planning Board Financial/Administration Records	Permanent
	Planning Board Agendas and Minutes	Permanent
	Administrative Correspondence	5 years
Development Control Division	Part Lot Control By-laws	Permanent
	Administrative Correspondence	Archives

(In Column 1)	(In Column 2)	(In Column 2)
Property	Property Files	Permanent
	Departmental Copy of Purchase Orders & Work Orders	Permanent
	General Correspondence Files	6 years
	Inventory Records	Permanent
Roads and Traffic	Bicycle Paths	Archives
	Inventory cards for each item of furniture, equipment, tools and instruments, etc., in current inventory	Permanent
	Drawings, Survey Reports, Field Notes, Calculations, etc. relating to property	Permanent
	Property Files	Permanent
	Engineering Plans	Permanent
	Departmental Copy of Purchase Orders & Work Orders	Permanent
	Accounts Receivable Invoices	4 years
	Accounts Receivable Receipts	1 year
	Invoices, Bills Receivable and pertinent correspondence	2 years after payment of account
	General Ledger Cards	Permanent
Accounts Receivable Ledger	Permanent	

(In Column 1)	(In Column 2)	(In Column 2)
	Accounts Receivable Ledger - Accounts	4 years
	Accounts Receivable Ledger - Sundry	4 years
	Capital Sub-System Computer Reports	Permanent
	Contract Expenditure Capital Contracts	Duration of Contract Plus 7 years
	Subsidies and Grants	4 years
	Invoices and Bills Receivable	2 years after payment of account
	Insurance and Claims - Policies	5 years
	Department Administrative Correspondence	4 years
	General Correspondence Files	6 years
Traffic Control Centre II	Equipment, Supplies and Purchasing Administrative	6 years
	Department Administrative Correspondence	4 years
Yard 1	Equipment, Supplies and Purchasing Administrative Correspondence	7 years
Treasury Department	Travel Expense Warrants	Archives
	Rentals Receivable Cheque Register Summaries	Permanent P

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(In Column 1)	(In Column 2)	(In Column 2)
	Cheque Register Vouchers	P
	Cheque Registers	P
	Invoice Voucher Register	P
	Bank Statements and Reconciliations	7 years
	Bank Transfers	7 years
	Bank Deposit Slips	7 years
	Bank Deposit Vouchers	7 years
	Cumulative General Ledger	Permanent
	General Banking Ledger	Permanent
	General Ledger	Permanent
	Expenditures Control Ledger	Permanent
	Expenditures Ledger	Permanent
	Transaction Journal	Permanent
	Cash Receipts Journal Capital Expenditures	Permanent Permanent
	Highway Subsidy Claims	Archives
	Accounts Payable Control Report	7 years
	Distribution Journal Vouchers (DJ's)	Permanent
	Federal Sales Tax Vouchers	7 years

(In Column 1)	(In Column 2)	(In Column 2)
	General Journal Vouchers (G.J.'s)	Permanent
	Insurance Reserve Fund Vouchers	7 years
	Provincial Sales Tax Vouchers	7 years
	Vouchers (Departmental)	Archives
	Voucher Register	Permanent
	By-laws - Legal Opinion	Permanent
Funded Debt	Capital Works Programme - OMB Orders	Permanent
	Funded Authorization Journal Vouchers	Permanent
Payroll Section	Payroll Cancelled Cheques	7 years
	Premium Vouchers	2 years
Pensions	Bank Reconciliations	7 years
	Cheques Issued Ledger - Metro Pension Fund	7 years
	Cheques Issued Ledger - Police Pension Fund	7 years
	General Ledger - Metro Pension Fund	Permanent
	General Ledger - Police Benefit Fund	Permanent
	Investment Ledger - Metro Pension Fund	Permanent
	Investment Ledger - Police Benefit	Permanent



(In Column 1)	(In Column 2)	(In Column 2)
	Vouchers - Metro Pension Fund	20 years
	Vouchers - Police Benefit Fund	20 years
Property	Accounting Ledgers	Permanently
	Acquisition Ledgers	Permanently
Welfare	General Welfare Assistance Cheque Register	P
	Paid General welfare assistance cheques	7 years
	General Correspondence	6 years
Works	Inventory Cards for each item of furniture, equipment, tools and instruments, etc., in current inventory.	Permanent
	Drawings, survey reports, field notes, calculations, etc. relating to property	Permanent
	Property Files	Permanent
	Petty Cash Ledger	Permanent
	Invoices and Bill Receivable	2 years after payment of account
	Liability Ledger	Permanent
	Petty Cash Ledger	Permanent
	Revenue Ledger	Permanent
	Vendor's Ledger	Permanent

(In Column 1)	(In Column 2)	(In Column 2)
	Accounts Receivable Ledger	Permanent
	Appropriation Detail Ledger	Permanent
	Appropriation Ledgers	Permanent
	General Correspondence Files	6 years

- (4) **By-law No. 27502 of the former City of North York, 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”, is amended by repealing the entries indicated in the following table:**

Schedule “A” to By-law No. 27502  
Schedule of Retention Periods

Department	Records	Retention Periods (Years)
Building Administration Section	Property Standards Committee Minutes	P
	Correspondence - Building subjects	6
	Correspondence - General	2
By-law Enforcement & Licensing	Correspondence - By-law Dept. Subjects	6
	Correspondence - General	2
Clerk’s Administration		
	Metro Toronto Council Minutes	P

## City of Toronto By-law No. 990-2004

Department	Records	Retention Periods (Years)
	Council Communications	15
	Council Minutes - City of North York	P
	Council Minutes - Metropolitan Toronto	P
	Council Policy & Procedures Manuals	P
	Council Resolutions	P
	By-laws - Index Books	P
	By-laws - Original	P
	Amalgamation Reports	P
	Special Legislation - Acts	P
	Special Committee Reports	P
	Board of Control Reports	P
	Executive Committee Reports	P
	Standing Committee Reports	P
	Correspondence - Clerk's Dept. Subjects	6
	Correspondence - General	2

Department	Records	Retention Periods (Years)
Election & Revision & Assessment Section	Correspondence - (Election Subjects)	4
Vital Statistics Section	Correspondence (Vital Statistics Subjects)	3
Public Information Section	Photographs - Historical	P
	Ceremonies & Special Events Files	P
	Correspondence - General	2
	Correspondence - Public Information Subjects	6
Mayor's Office	Correspondence - General	2
	Correspondence - Subject	6
Central Records Section	Historical Records	P
	Correspondence - General	2
	Correspondence - Records Management Subjects	6
	General Subject Index	P
Fire	Correspondence - Fire Dept. Subjects	6
	Correspondence - General	2

Department	Records	Retention Periods (Years)
Health Administration	Board of Health Minutes	P
	Correspondence - General	2
	Correspondence - Health Dept. Subject	6
Dental Section	Correspondence - Dental Subjects	6
	Correspondence - General	2
Food Control Section	Architectural Plans - Public Buildings	6
	Correspondence - Food Control Subjects	6
	Correspondence - General	2
Nursing Section	Correspondence - General	2
	Correspondence - Nursing Subjects	6
Nutrition Services Section	Correspondence - General	2
	Correspondence - Nutritional Subjects	6
Legal	Capital & Local Expenditure Files	7
	Part Lot Control By-laws	12

Department	Records	Retention Periods (Years)
	Amalgamation - Goldenburg - Robarts, etc.	P
	Legislation - Private Acts, etc	P
	Board of Education Files	12
	Correspondence - General	2
	Correspondence - Legal Subjects	10
Municipal Building Services	Janitorial Reports	2
	Invoices Paid	3
	Correspondence - Building Subjects	6
	Correspondence - General	2
Parks and Recreation	Correspondence - General	2
	Correspondence - Parks and Recreation Subjects	6
Personnel	Royal Commission - Rand, Smith, etc.	P
	Administration - Departments	3
	Policy & Procedure Manuals	PS

Department	Records	Retention Periods (Years)
	Community Functions - Red Cross	3
	Community Functions - United Appeal	3
	Correspondence - General	2
Planning & Development	Architectural Approval Applications	21
	Development - Studies	P
	Committee of Adjustment Minutes	P
	Development - Policy Files	PS
	Policy Books	P
	Planning Board Minutes	P
	Development - Promotion & Advertising	5
	Correspondence - General	2
	Correspondence - Planning Subjects	6
	Correspondence - Transitory	2
Public Works	Engineering Design Drawing	P
	Engineering Development Files	P.S.

## City of Toronto By-law No. 990-2004

Department	Records	Retention Periods (Years)
	Maintenance Work Orders	21
	Work Progress Reports	4
	Invoices Paid	6
	Correspondence - General	2
	Correspondence - Works Subjects	6
	Miscellaneous Correspondence	1
	Committee Parking Lot Files	21
Real Estate	Correspondence - General	2
	Correspondence - Real Estate Subjects	6
Traffic	Telephone Line Location Files	4
	Work Orders - Internal - External	4
	Subsidy Reports	4
	Invoices - External	4
	Street Lighting Invoices	4
	Traffic By-law	P
	Correspondence - General	2



Department	Records	Retention Periods (Years)
	Correspondence - Traffic Subjects	6
Treasury	Financial Statements - Working Papers	10
	Financial Statements - Water Revenue A/R	6
	Financial Statements - Correspondence	7
	Bank Statements	6
	Daily Bank Journals	6
	Cheque Copies - Typed	6
	Cheque Listings - General	6
	Cheque Listings - Typed	6
	Cheque Listings - Payroll	6
	Dishonoured Cheques - Recreation & Parks	6
	Dishonoured Cheques - Correspondence	6
	General Cheque Copies - (other than payroll)	6
	General Payment Cheques (other than payroll)	6

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Department	Records	Retention Periods (Years)
<hr/>	<hr/>	<hr/>
	Payroll Cheques - Cashed	6
	General Ledger	6
	General Ledger - Actual vs. Budget	P
	General Ledger - Car Allowance	P
	Subsidy Approvals - Transportation & Communications	8
	Subsidy Reports - Transportation & Communications	8
	Accounts Payable Vouchers	7
	Accounts Payable Cards	7
	Accounts Paid Lists	6
	Paid Invoices	7
	Journal Vouchers	7
	Local Improvement Commutation Vouchers	6
	Correspondence - Finance Subjects	6
	Correspondence - General	6
Payroll Section	Correspondence - General	2

## City of Toronto By-law No. 990-2004

Department	Records	Retention Periods (Years)
Purchasing & Supply Section	General Ledger - Inventory Summary	PC
	Inventory of F.F. & E. Records	P
	Inventory Summaries	4
	Inventory Lists	4
	Requisitions - Travelling	4
	Correspondence - General	4
	Correspondence - Purchasing Subjects	6
Tax Section	Financial Statements - Working Papers	6
	Tax Arrears Ledgers	P
	Correspondence - General	2
Capital Works Section	Correspondence - Subject	6
	Capital Works Projects	8
	Correspondence - Capital Works Subject	6
Water Revenue Section	Correspondence - General	2
	Adjustment Sheets to Accounts Receivable	6
	Metro Toronto Invoices	2

<u>Department</u>	<u>Records</u>	<u>Retention Periods (Years)</u>
	General Correspondence	2

- (5) **By-law No. 24987, being a by-law of the former City of Scarborough “To establish a schedule of retention periods for records in the possession of the City of Scarborough”, is amended by repealing the entries indicated in the following table:**

## CLERK’S

Clerks Administration (0201)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
02	01	01	810	000	Meetings - Council	06
02	01	03	112	100	Resolutions - Council	PA
02	01	01	338	000	Minutes - Council as Committee of Whole	PA
02	01	01	310	000	Minutes - Council (1939 +)	PA
02	01	01	310	100	Minutes - Council (1850 – 1938)	PA
02	01	01	192	110	Index/By-laws	PA
02	01	03	111	000	By-laws (Council)	PA
02	01	03	111	100	By-laws - Amendments to Zoning	PA
02	01	03	111	110	By-laws - Amendments to Community Collector	PA

## City of Toronto By-law No. 990-2004

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<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
02	01	03	111	140	By-laws - Council (Microfilm)	PA
02	01	03	111	300	By-laws - board of Health	PA
02	01	21	227	000	Committees - Centennial Celebrations	PP
02	01	07	902	000	Amalgamation - Metro Toronto/School Areas	PA
02	01	03	111	700	By-laws - Pickering	PA
02	01	01	320	000	Minutes - Board of Control	PA
02	01	01	321	000	Minutes - Administrative Committee	PA
02	01	01	322	000	Minutes - Budget Committee	PA
02	01	01	331	000	Minutes - Works & Transportation Committee	PA
02	01	01	332	000	Minutes - B. F. & L. Committee	PA
02	01	01	333	000	Minutes - Property & Fire (Up to 1969)	PA
02	01	01	336	000	Minutes - Administrative Advisory Committee	PA

## City of Toronto By-law No. 990-2004

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
02	01	01	346	000	Minutes - Finance Committee (Up to 1961)	PA
02	01	01	351	000	Minutes - Board of Health	PA
02	01	01	354	000	Minutes - Rec. & Parks/Social Dev. Committee	PA
02	01	01	355	000	Minutes - Property Standards Appeal Committee	PA
02	01	01	356	000	Minutes - Economic Development Committee	PA
02	01	03	112	200	Resolutions - Board of Health	PA
02	01	03	112	300	Resolutions - Planning Committee	PA
02	01	07	180	000	Presentations & Awards	PA
02	01	07	120	000	Royal Visits & Official Opening	PA
02	01	07	134	000	Ceremonies - Coronation Celebrations	PA
02	01	07	130	000	Ceremonies - General	PA
02	01	07	131	000	Ceremonies - Memorial Services	PA
02	01	07	110	000	Receptions	PA
02	01	07	160	000	Special Events	PA

## City of Toronto By-law No. 990-2004

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<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
02	01	01	100	000	General Correspondence	02
02	01	01	821	000	Meetings - Administrative Committee	6
02	01	01	822	000	Meetings - Budget Committee	6
02	01	01	851	000	Meetings - Board of Health	6
02	01	01	823	000	Meetings - Economic Development Committee	6
02	01	01	831	000	Meetings - Works & Transportation Committee	6
02	01	01	832	000	Meetings - E. F. & L. Committee	6
02	01	01	838	000	Meetings - Planning Committee	6
02	01	01	834	000	Meetings - Rec. & Parks/Soc. Dev. Committee	6
02	01	01	810	100	Meetings - Joint - Council/Bd. Of Ed.	6
02	01	01	858	000	Meetings - Special Committees of Council	6
02	01	01	820	000	Meetings - Board of Control up to 1988	6

## HEALTH

Health Administrative Services (0401)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
04	01	15	521	000	Printing	01
04	01	01	100	000	Requisitions General Correspondence	02

Dental Services (0401)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
04	02	01	100	000	General Correspondence	02

Growth & Development (0405)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
04	05	01	100	000	General Correspondence	02

Lifestyles (0406)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
04	06	01	100	000	General Correspondence	02

## LAW

Law Administration (0601)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
06	01	01	100	000	General Correspondence	02
06	01	03	111	200	By-laws - Site	06



## City of Toronto By-law No. 990-2004

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
06	01	03	111	400	By-laws - Operating	06
06	01	03	111	600	By-laws - Restricted Areas/Official Plan	06
06	01	03	130	000	Legislation - Private Acts	06
06	01	03	141	000	Freedom of Information Requests	05
02	01	01	858	000	Meetings - Special Committees of Council	6
02	01	01	342	000	Minutes - University Steering Committee	PA

## FINANCE AND CORPORATE SERVICES

Executive (1403)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
14	03	01	100	000	General Correspondence	02
14	03	02	900	000	Finance & Management Correspondence	07

Management Services (1408)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
14	08	02	519	300	Debenture Debt Statements	10
14	08	02	612	000	Capital Budget (5 Year Forecast)	PP

## City of Toronto By-law No. 990-2004

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
14	08	02	123	100	Capital Works - Applications & Approvals	PP
14	08	02	197	000	Capital Works Histories	PP
14	08	02	195	100	Financial Information Study Committee	07

Public Relations & Information Services (2611)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
26	11	07	150	100	Historical Films, Tape, Videos	PA
26	11	02	130	220	Work Orders - Photographic Services	01
26	11	02	293	000	Invoices - Lottario	02
26	11	07	182	000	Presentation Items	PA
26	11	07	183	000	Proclamations	PP
26	11	07	701	000	Civic Centre Official Events	PA
26	11	01	100	000	General Correspondence	02

Real Estate (2621)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
26	21	14	321	300	Property Purchases - Parklands	10

TREASURY SERVICESAccounts Payable

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
14	01	02	151	110	A/P Cheque Vouchers/Invoices/ Journals/ Cheque Lists (*C = Current Year)	C + 06
14	01	01	100	000	General Correspondence	2

General Accounting (1410)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
14	10	02	220	000	Accounting Files - Special	06
14	10	02	602	000	Accounting Files - Miscellaneous	05
14	12	02	130	130	A/R Subdivision Ledger Sheets	15
14	12	02	130	221	A/R Analysis of Account Transactions	03
14	12	02	130	222	A/R Works Orders	07
14	12	02	130	252	A/R Rental of Property	15
14	12	02	130	270	A/R Paid Damage Claims	07
14	12	02	130	280	A/R Cable Companies	15
14	12	02	131	000	A/R Sundry Ledgers	06
14	12	02	132	000	A/R CUMBA Information	07

## City of Toronto By-law No. 990-2004

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
14	12	02	134	200	A/R Cancelled Subdivisions	15
14	12	02	135	000	A/R Subdivider's Accounts Ledger	15
14	12	02	160	500	A/R Cash Receipts	06
14	12	02	160	600	A/R Daily Transaction Invoices	06
14	10	02	170	500	Cashed Cheques	07
14	10	02	195	200	F.I.R. Working Papers	05
14	10	02	195	000	F.I.R. (Financial Information Returns)	PA
14	10	02	320	000	Financial Statement (Period 26/Run #3)	25
14	10	01	501	000	Financial Statements	PA
14	10	02	111	000	Ledger Cards	PP
14	10	02	111	110	General Ledger - Year to Date Listing	PP
14	10	02	111	000	Ledger Cards	PP
14	10	02	922	100	General Journal Vouchers	07

Revenue

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
14	12	02	195	000	Financial Information Records	10
14	12	02	170	510	Cheques Returned	07

## City of Toronto By-law No. 990-2004

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
14	12	02	803	000	Reserve Fund Cash Book - Ledger	PP
14	12	02	110	400	Tax Arrears Ledger	PP
14	12	02	401	100	Vacant Property Ledgers	PP
14	12	02	135	000	A/P Subdivider's Accounts Ledger	15
14	12	02	130	000	Accounts Receivable Sub-ledger	10
14	12	02	130	130	A/R Subdivision Ledger Sheets	15
14	12	02	131	000	A/R Sundry Ledgers	06
14	12	02	220	000	Grants & Subsidies - General	02
14	12	02	221	100	Grant Billings	08
14	12	02	922	600	A/R Journal Vouchers	07
14	12	02	922	000	Tax Journal Vouchers	07
14	12	02	130	200	Invoices/Billings	07
14	12	02	130	240	Invoices/Billings - Weeds	07
14	12	02	310	000	Statistics Canada Reports	06
14	12	01	100	000	General Correspondence	02

CENTRAL SERVICESCentral Records (2631)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
26	31	21	346	000	Acts/Statutes/ By-laws	PP
26	31	01	100	000	General Correspondence	02

Printing (2634)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
26	34	15	510	100	Work Order Summaries	03
26	34	15	510	200	Work Order Requisitions	03

Purchasing (2633)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
26	33	01	100	000	General Correspondence	02

Stores (2635)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
26	35	01	100	000	General Correspondence	02

## OFFICE OF THE CITY MANAGER

Animal Centre (2601)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
26	01	02	160	111	Admittance Receipts	02

## City of Toronto By-law No. 990-2004

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
26	01	15	521	000	Printing Requisitions	01
20	01	01	347	000	Department Heads Committee Meetings	05

## RECREATION, PARKS, &amp; CULTURE DEPARTMENT

Recreation, Parks, & Culture (1101)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
11	01	01	574	100	Maintenance Management Reports	03
11	01	01	174	300	Drawings - Architectural	PP
11	01	02	160	400	Admission Ticket Stubs	01
11	01	11	304	100	Aquatics Feasibility Studies	10
11	01	02	279	300	Registration Books	01
11	01	01	174	300	Drawings - Architectural	PP
11	01	01	574	100	Maintenance Management Reports	03
11	01	01	100	000	General Correspondence	02

## OFFICE OF THE MAYOR

Mayors Office (1201)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
12	01	07	120	000	Royal Visits & Official Openings	PP
12	01	01	103	000	Mail Registers	04

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
12	01	01	100	000	General Correspondence	02

Economic Development (1001)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
10	01	01	100	000	General Correspondence	02

## PLANNING &amp; BUILDINGS DEPARTMENT

Planning (0901)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
09	01	13	161	200	Secondary Plans & Studies	20
09	01	01	341	000	Minutes - Committee of Adjustment	PP
09	01	01	100	000	General Correspondence	02

Customer & Department Services (0905)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
09	05	01	100	000	General Correspondence	02

## WORKS &amp; ENVIRONMENT DEPARTMENT

Works & Environment (1601)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
16	01	01	146	000	DP & Computer Applications	02
16	01	18	520	000	Design Criteria	PP



## City of Toronto By-law No. 990-2004

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
16	01	14	300	000	Property & Surveys - General	07
16	01	18	512	100	Engineering Drawings	PA
16	01	18	492	000	Construction - Foremen's Diaries	21
16	01	18	480	000	Construction - Other Governments	10
16	01	18	400	000	Construction Project Files	21
16	01	02	100	000	Finance - General	07
16	01	02	612	000	Capital Works Programme/Capital Works	10
16	01	21	200	000	Committees - General	04
16	01	01	880	000	Committees & Associations	04
16	01	18	602	000	Toronto Transit Commission	04
16	01	18	480	000	Construction - other Governments	10
16	01	01	737	000	Policies & Standards - Works Dept.	07
16	01	01	736	100	Policies - Metro Toronto	07
16	01	18	310	000	Drainage Policies - Works	10
16	01	01	100	000	General Correspondence	02

Public Building Services (1610)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
16	10	14	120	000	Building and Maintenance Correspondence	05
16	10	14	100	100	Accounting Files (M & C)	03
16	10	01	100	000	General Correspondence	02

## FIRE

Fire Administration (1801)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
18	01	01	100	000	General Correspondence	02

## OFFICE OF THE CITY MANAGER

Office of the City Manager (2001)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
20	01	07	306	000	Caucus Meetings	05

Animal Centre (2601)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
26	01	01	100	000	General Correspondence	02

- (6) Municipal Code, Chapter 97, Records Retention, of the former City of Toronto is amended by repealing the entries indicated in the following table:

SCHEDULE A  
RECORDS OF THE CITY

Column 1	Column 2	Column 3	Column 4
Records	Records Series Identifier	Retention Period In Department Or Local Board (Including Current Year)	Retention Period In Central Records
AUDIT			
General Correspondence	000001	3	8
BUILDINGS & INSPECTIONS			
Property Information Enquiries: Index	001780	PC	25
Property Information Enquiries	000005	PC	7
Lawyers Letters - Fees and Returns	001290	PC	7
Fire Equipment Building Files	001811	PC	Life of Building
Administration Accounting Files	001794	2	3
Committee Submission	002190	PC	20
Registered Mail Records	001798	3	2

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Clerical Operations Administration Files	001801	PC	---
General Correspondence	001827	2	8
CITY CLERK'S			
Designated Buildings Register	001846	PC	----
Designated Heritage Property Files	002377	6	----
Tours File	001385	5	----
Mailing Charges Distribution Journal	000135	2	5
Audio/Visual Material	001435	PC	10
Accounting Files	001367	2	---
Petty Cash Book	001028	2	---
P&D Ledger	000151	PC	P
Salary Analysis	000528	---	P
Highway Subsidy Files	001251	10	---
Metropolitan Toronto Council Minutes	000084	10	P
Council Letters	002035	4	---
Council Matters Adopted	000107	2	8

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Council Meeting Materials	000106	1	P
Council Minutes: Official Copy	000082	---	P
By-laws: Original Copy	000428	---	P
Committee of Adjustment: Notice of Hearings			
Ontario Hospital Services Commission Reports	000507	1	---
Policy and Procedures Files	001365 001370 001384	PC PC PC	--- --- ---
Albert Franck Artist Exchange Committee Reports	002029	2	---
Special Committee Communications	000118	2	23
Special Committee Letterbooks	000051	2	6
Special Committee Minutes	000093	PC	P
Executive Committee Communications: Plans	001326	3	22
Executive Committee Reports	000103	1	4

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Standing Committee Minutes: Building & Development	000089	5	P
Standing Committee Minutes: NHFL	000873	5	P
Standing Committee Minutes: Parks, Recreation & City Property	000091	5	P
Standing Committee Minutes: Property	000088	5	P
Standing Committee Minutes: Public Welfare, Fire & Legislation	000090	5	P
Standing Committee Minutes: Public Works	000087	5	P
Standing Committee Minutes: Traffic & Legislation	000086	5	P
Standing Committee Communications: Buildings & Development	000113	2	23
Standing Committee Communications: Local Board of Health	000112	2	23

Standing Committee Communications: NHFL	000872	2	23
Standing Committee Communications: Parks	000989	2	23
Standing Committee Communications: Parks and Recreation	000990	2	23
Standing Committee Communications: Parks, Rec. & City Property	000111	2	23
Standing Committee Communications: Property	000114	2	23
Standing Committee Communications: Public Welfare	000116	2	23
Standing Committee Communications: Public Welfare, Fire & Legislation	000110	2	23
Standing Committee Communications: Public Welfare, Housing, Fire & Legislation	000991	2	23

## City of Toronto By-law No. 990-2004

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Standing Committee Communications: Public Works	000109	2	23
Standing Committee Communications: Traffic & Legislation	000117	2	23
Standing Committee Communications: URHFL	000115	2	23
Declaration of Office: Civic Official	000505	PC	---
Declaration of Office: Council Members	000504	PC	P
Advertising book, General	000073	5	10
Mailing Recap Sheet	000129	1	---
Registered Mail Book	000133	2	5
Postage Meter Receipts	000131	2	5
Postage Meter Record Sheets	000132	1	---
Correspondence Register	000063	1	20
General	000006	1	---
Correspondence	000009	2	4
	001371	4	---
	001398	PC	5
General Files	001431	2	5



## CITY PROPERTY

Work Orders Completed	0000120	2	2
Weigh House Fees Return	000657	2	---
P&D Ledgers	000152	2	P
Distribution Journal Entries	001346	---	5
General Journal Vouchers	001072	2	5
Correspondence Register	000064	2	1

## FINANCE

Garage Work Orders	000240	1	7
Work Order Distribution	00243	1	7
Work Orders Equipment Insurance/Depreciation Cost Distribution	000121 000238	1 1	7 7
Equipment Inventories	0000075	2	P
Charges Journal (Record of increases to Accounts Receivable)	000157	2	5
Trial Balances	000245	2	---
Trial Balances Accounts Receivable	000247	2	---

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Accounts Report	000289	1	---
Accounts Receivable Control	000155	3	17
Accounts Receivable Bills	000420	2	5
Accounts Receivable	000153	PC	P
Accounts Receivable Ledger	000156	3	17
Accounts Receivable Adjustment Ledger	000159	2	5
Government Annuity Statement of Account	000390	8	---
Cheque Register	000215	1	P
Bank Deposits and Transfers	000410	1	6
Bank Statements	000409	2	5
	001150	2	5
Daily Bank Statements	000407	3	7
	000408	1	---
Bank Debit Memos	000405	1	6
Cheque Form Requisitions	000212	1	---
Cheque Payment Listing	000234	---	7

## City of Toronto By-law No. 990-2004

Death Claim	000227	2	18
Cheques	000228	2	18
Dishonoured Cheque Ledger	000213	7	---
Dishonoured Cheque Lists	000301	2	---
General Payment Cheques	000219 000220 000221 000222 000223 000224 000225 000226 001049 001149 001187 001188 001189 001306 001308 001309	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	20 20 20 20 20 20 20 20 20 20 20 20 20 20 20 20
Paymaster Advance Cheques	000232	1	6
Payment Ledger	000400	PC	P
Pension Cheques	000229 000230	2 2	6 6
Retiring Allowance Cheques	000231	1	6
Salary Cheques	000216	1	6
Wage Cheques	000217 000218	1 1	6 6
General Ledger	000136	20	P
General Ledgers and Journals	000138 000139	PC PC	P P

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Salary Analysis	000336	---	P
Ledger	001104	---	P
Security and Trust Ledger	000365	PC	P
Trust Fund Ledger	000366	PC	P
Unclaimed Wages Ledgers	000334	PC	P
Accounts Receivable Adjustment Ledger	000159	2	5
Adjusting Journal Entries Register	000290	2	---
Adjusting Tax Journal Entries	000253	1	19
Allowance Journal Entries	000300	2	5
Authorization Journal Entries	000140	1	19
Journal Entries: Internal	000244	3	9
Tax Journal Entries	000254	1	19
Capital Works in Progress Ledger	000326	PC	P
Capital Expenditure Authorization Sheets	000328	PC	P

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Capital Expenditure Ontario Municipal Board Orders	000430	PC	---
Capital Vouchers	001195 001196	---	20 20
Grants and Orders	000435	30	P
Highway Subsidy Claim Files	001721	2	3
Voucher Register	000164	2	P
Accounts Payable System	002536	PC	
Analysis of Vouchers Payable	000162	3	17
Civic Pension Payment Vouchers	000195	3	17

## City of Toronto By-law No. 990-2004

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Disbursement	000170	1	19
Vouchers	000171	1	19
	000172	1	19
	000173	1	19
	000174	1	19
	000178	1	19
	000180	1	19
	000183	1	19
	000875	1	19
	000876	1	19
	000877	1	19
	000878	1	19
	000879	1	19
	000888	1	19
	000889	1	19
	000890	1	19
	000891	1	19
	000892	1	19
	000946	1	19
	000947	1	19
	001044	1	19
	001110	1	19
	001113	1	19
	001152	1	19
	001418	2	---
	001532	1	19
Miscellaneous	000181	2	3
Encumbrance	000182	2	3
Vouchers			
Payroll	001767	2	5
Adjustment			
Vouchers			
Refund	001232	2	---
Vouchers			
Stores	001281	1	5
Adjustments:			
No. 56			
Vouchers			
Registered	000429	1	P
By-laws			
(Copy certified			
by Registry			
Office)			

Works Department Water Service Reports	000580	2	5
Registered Mail Book (outgoing registered mail)	000076	10	---
Correspondence Register	000065	3	28
General Subject Correspondence	000017	10	---
General Correspondence	000022 000023	3 3	4 5
FIRE			
Accounting Records	002061	2	---
HOUSING			
Disbursement Vouchers: No. 83	000175	1	19
CITY OF TORONTO NON-PROFIT HOUSING CORPORATION			
Planning Reports and Studies	001257	PC	---
Accounting Administrative Files	001763	3	4
Cheque Register Non-Profit Housing	001260	2	18
Bank Reconciliation & Statements	001743	2	5

## City of Toronto By-law No. 990-2004

Cashed and Cancelled Cheques	001524	1	19
Voucher Jackets: Cheques (80)	001754	2	5
General Journal Entry Vouchers: No.88	001262	3	17
Voucher Register - Non-profit Housing	001270	1	1
Neighbourhood Services Work Group Task Force Working Files	001099	2	3
General Correspondence	001115 001256	2 1	3 1
General Files	001259	1	2
LEGAL			
Historic Site Designations	002430	Case Completion	60
Claims for Damages	002277	Case Completion	15
Unpaid Executions	002286	PC	20
Cheque Register	002387	3	4
Claims for Damages Cheque Register	002048	4	3
Banking Records	002410	1	6



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Interim Control By-law	002447	PC	60
Committee Agendas and Minutes	002396	2	---
Legislation	002293	PC	5
Claims Review Committee Agendas and Minutes	002395	2	3
Executive Committee Agendas and Minutes	000099	2	2

## MANAGEMENT SERVICES

General Correspondence Computer Services	001204	3	2
Accounting and Budgeting Files	002041	2	---
Operating Budget Estimates	000883	3	10
Operating Budget: Statements of Program Change	000885	3	10
Equal Opportunity Committee Minutes	002047	2	5
Employee Suggestion Awards	001851	2	5

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 PARKING AUTHORITY OF TORONTO

Accounts Receivable Invoices	000814	2	---
Accounts Receivable Statements	000815	2	---
Bank Reconciliations	000817	2	5
Bank Statements - Payroll Accounts	000818	2	5
Cancelled Payroll Cheques	000820	2	5
Capital Ledger	000821	5	P
General Journal Entries	000833	5	P
Standard Entry Journal	000864	5	P
Accounts Payable Vouchers	000813	20	P
City of Toronto Accounts Payable Vouchers	000824	20	P
Month End Accounts	000843	2	---
Minutes of the Parking Authority of Toronto	000842	2	P

## PARKS AND RECREATION

Fitness Centre Membership Files	002038	C	3
Index Reference Cards for Recreation Permits	000548	2	----
Parks Acquisition Files	000651	PC	P
Recreation Permits	000549	2	----
Statement of Operations	001137	2	----
Tree Files	000025	3	10
Aquatic Program Files	002518	2	----
Recreation Schedules	001134	1	1
Work Order Requisitions	000122	2	---
Work Orders	000123	3	---
P&D Ledgers	000158	2	P
Correspondence pertaining to lease, rental, & use of Parkland	000546	PC	P
Correspondence pertaining to Monuments and Plaques	000712	PC	P

Correspondence pertaining to acquisition of property for Recreation Centres	000652	PC	P
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Correspondence pertaining to acquisition, sale and disposition of Parkland	000650	PC	P
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#### PLANNING AND DEVELOPMENT

Development Reviews	001506	3	40
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Research Studies	001704	4	6
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Appropriation Ledger	000955 001071	--- ---	7 7
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Planning Board Records	00180	PC	20
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Planning & Development Mailing List	002492	PC	---
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#### PUBLIC HEALTH

Accounting and Budgeting Records	001922 001923 001924 001925 001926	2 2 2 2 2	---
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Bank Deposit Book	002057	7	---
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Salary Analysis Ledger	000530	---	P
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Correspondence Register	000701	3	20
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Minutes:	002016	5	---
Community Preventive Health Committees			

## PUBLIC WORKS AND THE ENVIRONMENT

Architectural Plans	001397	PC	P
Parks and Playgrounds General	000545	PC	P
Work Orders	000124	PC	5
Accounting Records	002200	2	---
Liability Ledger	001172	---	1
Postage Stamps Record	001077	3	---
Correspondence Register	001078	4	---
General Correspondence	000998	2	2
General Files	000043	10	---
General Subject Files	000041	2	7

## PURCHASING AND SUPPLY

Equipment Accounting/ Operations Report	002079	2	---
Work Sheets	000252	3	---
Equipment Inventory	002109	2	5

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Equipment Detailed Cost Analysis - Year End	002107	2	5
Accounting and Budgeting Files	002383	3	3
Liquidation Ledger	000161	2	5
Salary Analysis Ledger	000531	---	P

TORONTO BUSINESS DEVELOPMENT PROJECT

Cancelled Payroll Cheques	002515	2	5
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TORONTO ECONOMIC DEVELOPMENT CORPORATION

Cancelled Payroll Cheques	002154	2	5
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TORONTO HISTORICAL BOARD

Artifact Inventories and Valuations	002098	PC	---
Artifact Source Records	002106	PC	---
Buildings on Inventory - Correspondence	002123	PC	P
Accounts Receivable - Documentation	002145	3	7
Accounts Payable Cheque Register	002147	3	P
Bank Statement and Deposit Books	002132	2	8

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Cash Receipts Journal	002144	3	P
Accounts Payable Journal	002143	3	P
Committee Minutes	002103	P	---
Board Minutes	002086	P	---
Mailing List	0002448	PC	---

## TORONTO PUBLIC LIBRARY BOARD

Furniture & Equipment Inventory	001660	PC	---
Report on Equipment Operation	000583	1	7
Programmed Building Maintenance	001695	5	---
Accounts Receivable Invoices	001675	3	4
Accounts Receivable Ledger	01677	3	---
Accounts Receivable Parking Ledger	01678	PC	---
Term Deposits: Bank - General Account	001680	3	4
Term Deposits Bank: Trust and Capital	001681	3	4

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Cancelled Cheques	001673	3	17
Cheque Reconciliations	001668	3	4
Accounts Payable	001670	3	17
Cash Vouchers	001669	3	4
Journal Vouchers	001674	3	4
Committee Listing	001591	3	2
Multilingual Task Force Minutes	001596	3	2
Management Finance Subcommittee Minutes	001842	3	P
Automation & New Technology Committee Minutes	001707	3	P

## TORONTO SESQUICENTENNIAL BOARD

Administration: Board and Committee Records	001808	---	1
Community Events: External Organizations	001809	---	1
Community Events: Ward Committee Records	001788	---	1



Special Events: 001814 Administrative Records	---	1
Special Events: 01818 Committee and Event Files	---	1

- (7) **By-law No. 2371-76 of the former City of York, being a by-law “To establish schedules of retention periods for municipal records,” as amended, is amended by repealing the entries indicated in the following table:**

## Schedule “A”

<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u> Retention Periods (Years)
	General Correspondence	3
<u>Building Department</u>	Minor Renovations and Accessory Building	5
	Bank Deposit Books	6
	General Correspondence	3
	General Correspondence	3
<u>By-law Enforcement</u>	Printing requisitions	2
	General Correspondence	3
<u>Clerk’s Department</u>	Printing Requisitions	2
	Government of Canada Correspondence	3
	Litigation cases - correspondence to Legal Dept.	6

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	By-law - Metro copies	1
	Board of Education	6
	General Correspondence	3
	General Correspondence	3
<u>Archives Section</u>	LIP and other Grants	6
	General Correspondence	3
<u>Committee of Adjustment</u>	General Correspondence	3
<u>Fire Department</u>	Personnel Dress Uniform Records	12
	Fire Department Capital Budget Records	5
	Packing Slips and Invoices	7
	Minutes of Council	2
<u>Health Department</u>		
<u>Administration</u>	Statements of Revenue and Expenditures	2
	Grants - Applications, Provincial Department Health	3
	Grants - Claim Sheet, duplicate	3
	General Correspondence	3

<u>Tuberculosis</u>	Correspondence - General (health units, hospital, laboratories)	5	
<u>Legal Department</u>	General	3	
<u>Parks and Recreation Department</u>	Correspondence Permits - duplicates	2	
	Admission Tickets - stadia, skating, swimming pool, etc.		Destroy after Audit
	Registration Books		Destroy after Audit
	Architect's Drawings - MPRU, centres etc.	2	
	Cheque Registers - Payroll, part-time employees	2	
	Agendas - Originals, Recreation and Parks Commission	5	
	Minutes - originals, Parks and Recreation Commission	5	
	Inter-office Memos	3	
	General Correspondence	3	
<u>Personnel and Public Relations Department</u>	Printing Requisitions - Duplicates	1	
	General Correspondence	3	
	Meeting files - Committees, etc.	4	
<u>Planning Department</u>	Printing Requisitions	2	

	Agendas - Planning Board	10
	General Correspondence	3
<u>York Public Library Board</u>	Invoices	6
<u>Treasury Department</u>	Bank Deposit Slips	7
	Bank Statements	7
	Cancelled Cheques	7
	Cheque Vouchers	7
	General Correspondence	3
<u>Works Department</u>		
<u>Administration Section</u>	Work Orders, duplicates, Sign Shop, Summaries, Charges	3
	Cheque Requisitions - duplicates	2
	Budgets - Capital Works, current, annual, 5 and 10 years	10
	Budgets - Capital Works, Metro Toronto	10
	Cheque Requisitions - duplicates	2
	Miscellaneous correspondence	1
	Correspondence - Information	3
	General Correspondence	3

<u>Traffic Division</u>	Overnight Street Permit Parking Service - Invoices	3
	General Correspondence	3
	Correspondence - Information	3