

Authority: Administration Committee Report 2, Clause 11,  
as adopted by City of Toronto Council on April 25, 26 and 27, 2006  
Enacted by Council: April 27, 2006

**CITY OF TORONTO**

**BY-LAW No. 263-2006**

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

Whereas the City's external auditor has approved new records series to be added to  
Municipal Code Chapter 217, Records, Corporate (City);

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

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this by-law, are repealed or amended as indicated in Schedule A.

ENACTED AND PASSED this 27th day of April, A.D. 2006.

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REPEALED PROVISIONS**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 The following provisions of the former municipalities' by-laws are repealed: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 "B"  
Finance and Personnel

(In Column 1)	(In Column 2)
Chargebacks – Internal	7 years

Schedule "D"  
Parks and Recreation Department

(In Column 1)	(In Column 2)
Public Relations – Commercial/Industrial	6 years
Public Relations – Residents	6 years

Schedule "E"  
Planning Department

(In Column 1)	(In Column 2)
Public Relations – Commercial/Industrial	6 years
Public Relations – Residents	6 years

Schedule "F"  
Works Department

(In Column 1)	(In Column 2)
Boulevard Parking Agreements	7 years after termination
Complaints/Investigations General	5 years after termination subject to archival review

(In Column 1)	(In Column 2)
Plumbing Permits and Inspection Reports	Permanent
Public Relations – Commercial/Industrial	6 years subject to archival review
Public Relations – Residents	6 years subject to archival review
Service Operations – General Records	5 years
Street Maintenance and Development Files	Permanent
Watermain Break Reports	Permanent

(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	4523	Street Numbering Maps	Con.
	4544	Street Numbering Correspondence	7

Record Retention Schedule for Clerk’s Department  
Schedule “B”

<u>Department Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Council	5024	Sidewalk Construction Records	17 years

## City of Toronto By-law No. 263-2006

<u>Department Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Council	5025	Roads & Bridges Construction Records	17 years
	5033	Street Name Change	P
	5034	Road Closing Records	P
Assessment	5180	Street Name Changes Index	P
	5181	Lakeshore Business Improvement Area/Kingsway Business Improvement Area	15 years

Record Retention for Parks and Recreation  
Services Department  
Schedule "G"

<u>Department Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Executive Director	7529	General Correspondence	5 years

Record Retention for Works Department  
Schedule "J"

<u>Department Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Utilities- Engineering	9016	Trade Manuals	S
	9164	Water System Files	Con.

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<u>Department Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Plumbing	9170	Building Sheet	Con.
	9175	Building Cards	Con
	9177	Service Records	7 years
	9180	Water Meter Applications	Con
	9189	Permit to Occupy	P
	9192	Dead Street Files	P
	9193	Plumbing & Drain Permit Inspection Applications	Con.
	9202	Plumbing & Drain Permits	P
	9204	Service Connections	7 years
	9205	Street Name Change	Con.
	9208	Plumbing – Routing Sheets	Con.
	9275	Street Files	P
	Drafting	9043	Street Index Cards
9079		Street Index	Con.
Traffic & Transportation	9001	Traffic Count Register Index	Con.

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<u>Department Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Traffic & Transportation	9003	Street Name Files	Con.
	9007	Transportation Files	Con.
	9009	Traffic Count Register	P
Systems	9100	Watermain Failure Work Instructions	7 years
	9112	Watermain Breakage Information	C
	9123	Sanitation Studies	Con.
	9256	Works Needs Study Report	Con.
	9260	MTC Needs Study – Road Appraisal Sheets	Con.
Utilities- Operations	9111	Etobicoke Works Department Road Permit	3 years
	9131	Sluggish Manhole Record	7 years
	9136	Manhole Checking	7 years
	9137	Sewage Lift Stations/Daily Time Reports	7 years

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<u>Department Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Utilities- Operations	9138	Sewage Lift Stations/Daily Inspection Report	7 years
	9249	Water Usage	1 year
	9266	Metro Storm Sewer Pumps	1 year
	9267	Water Supply Flow	P
General Office	9065	Easement & Deeds	P
	9087	Executive Director – Operations – Correspondence	5 years
	9089	Committee Reports/ Executive Director – Engineering	Con.
	9157	Entry Book of Deeds of Land & Grants of Easement	P
Roads- Engineering	9066	Road Contract Quantity	2 years
	9068	Road Plan Approvals	2 years
	9069	Road Product Information	S
	9070	Roads Design Information	Con.

<u>Department Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Roads- Engineering	9071	Sidewalk Files & Records	3 years
	9072	Road Contract Files	3 years
	9073	Roads Design Files	Con.
	9168	Job Working Files	Duration of Job
	9271	Product Information (Structures)	2

- (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)
Works (3068)	Files re Contracts and Construction projects	10 years after completion of project
	Daily Log Sheets and Plant Records – Water Pollution Control System	6 years
	Daily Log Sheets and Plant Records – Water Works System	6 years
Roads and Traffic (91-71)	Files re Contracts and Construction projects	10 years after completion of project
Property (2-72)	Files re Contracts and Construction projects	10 years after completion of project
Legal (144-80)	Acquisition of Easement Files	20 years



(In Column 1)	(In Column 2)	(In Column 2)
Roads and Traffic (15-85)	Maintenance Reports	7 years
	Permits	6 years
	Projects	Duration of Project + 5 years
	Roads	9 years
	Signals Administrative Information	4 years
	Traffic Control Signals Legal Approvals	Until Superseded
	Traffic Operations Correspondence	9 years
Roads & Traffic (91-85)		
Traffic Control Centre II	Signals Administrative Information	6 years
	Signal Disorders	6 years
Planning and Design Branch	Assumption Plans	Permanent
	Intersection Plans	Permanent
	Roads and Lane Closing	Permanent
	Street Names	Permanent
	Structure Plans	Permanent
	Study Plans	Permanent

(In Column 1)	(In Column 2)	(In Column 2)
Senior Engineer's Office	Projects	Duration of Project + 6 years
Ambulance Services-Administrative Division (103-87)	Executive Correspondence and Administrative Files	Archives
Community Services Department (103-87)		
Administrative Services Division – Staff Development and Communications	Public Affairs Programs	Archives
Planning Department (103-87)		
Central Services Division	Public Transportation	Archives
	Transportation Projects	Archives
	Transportation Systems Planning	Archives
Roads and Traffic Department (103-87)	General Maintenance Records	7 years
	Operations Correspondence	Archives
	Pavement Markings	7 years
	Signals Maintenance	7 years
	Traffic Signals Administration Information	Archives

- (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	Plumbing Permit Applications	6
	Plumbing Permits	6
Clerk’s Administration	Road Closing Files	6
Legal	Easements – Temporary & Permanent Files	12
	Road Closing Files	12
	Road Widening Files	12
Municipal Building Services	Municipal Building Engineering Plans	P
Planning & Development	Street Naming Files	4
	Street Naming Applications	4
Public Works	Grade Separation Files – Railway	P
	Sewer Blockage Files	P
	Sewer Cleaning Files	6

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Department	Records	Retention Periods (Years)
<u>                    </u>	<u>                    </u>	<u>                    </u>
Public Works	Sewer & Water Main Approvals	21
	Sewer & Water Maintenance Tenders	21
	Sewer & Water Serve Tenders (Invitational)	21
	Watermain Break Reports	P
Real Estate	Easements – Index	P
	Easements – Permanent	P
Traffic	All Way Stop Studies	10
	Electrical Control Files	10
	Origin/Destination Studies	10
	Signal Studies (C.P.O.)	10
	Street Lighting Area Maps	PS
	Street Lighting Construction Cost Files	
	Street Lighting Invoices	4
	Traffic Control Signals Files	15
Traffic Volume Counts	15	
Treasury Accounting Section	Local Improvement Charge Files	6

<u>Department</u>	<u>Records</u>	<u>Retention Periods (Years)</u>
Capital Works Section	Court of Revision – Local Improvement Works	8
	Local Improvement Objections to Construction	8
	Local Improvement Petitions	8
	Local Improvements: Abandoned or Cancelled	6

- (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.

#### 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	14	311	400	Road Closing/Widening	40
06	01	14	321	100	Easements	40

#### Planning and Buildings Department

##### Building & Site Development (0906)

<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	06	06	112	100	Drain Permits	PP
09	06	06	510	000	Plumbing/Drain Permits – Ledger & Index	PP

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	01	573	000	Reports – B.A.R.C.	30
14	03	01	710	100	Surveys – Administrative (Finance)	05
14	03	02	900	000	Finance & Management Correspondence	07

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	110	Property Purchases – Easements	40

Revenue (1412)

<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	213	300	Commutation of Local Improvements	08
14	12	02	922	400	Local Improvement Vouchers	07
14	12	02	213	210	Local Improvement Ledger Cards	08
14	12	02	213	400	Local Improvement Correspondence	05

Works and 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	13	133	000	Railways – General	10
16	01	13	170	000	Development Engineering General Files	07
16	01	13	133	000	Railways – General	10
16	01	18	110	000	Roads Inventory Management	07
16	01	18	130	000	Sewer Maintenance – General	07
16	01	18	136	000	Sewers on Private Property	04
16	01	18	196	000	Watercourse Maintenance – General	07
16	01	18	200	000	Sanitation General	07
16	01	18	230	000	Sanitary Landfill Sites – General	PA
16	01	18	320	000	Stormwater Management & Quality Control	PP
16	01	18	330	000	Pollution Control/Hazardous Waste	07
16	01	18	600	000	Traffic – General	07
16	01	18	601	000	Transportation Subjects	07
16	01	18	610	000	Streets – Naming & Numbering	04

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	18	620	000	Street Lighting – General	07
16	01	18	621	000	Street Lighting Installation	04
16	01	18	670	000	Traffic Control	07
16	01	18	691	000	Works – Traffic Studies	PP
16	01	18	720	100	Sewer Inspector’s Daily Reports	10
16	01	18	801	100	Environmental Assessment Studies	PP
16	01	18	870	677	Railway Crossings	PA

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	100	200	Energy Analysis Reports	10



- (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 Records	Column 2 Records Series Identifier	Column 3 Retention Period In Department Or Local Board (Including Current Year)	Column 4 Retention Period In Central Records
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Buildings and Inspections

Plumbing & Drain Permit Applications: Files	000604	---	5
Plumbing & Drain Permit Applications: Plans	001328	---	5
Plumbing & Drain Permit Applications: Plans	001328	---	5

City Clerk's

Accession Register	001369 001381	PC PC	--- ---
Collection Development Files	001382	PC	---
Local Improvement Advertising Charges Journal	000074	7	---

Column 1 Records	Column 2 Records Series Identifier	Column 3 Retention Period In Department Or Local Board (Including Current Year)	Column 4 Retention Period In Central Records
Local Improvement Petition Checklists	000673	3	17
Local Improvement Petitions Index	000674	Until Superseded	P
Record of Conservation	001368	PC	---
Finance			
Daily Charges Listing	000294	2	---
Local Improvements Working Papers and Statements	000278	PC	---
Legal			
Easements	002291	Case Completion	60
Parking Authority of Toronto			
Parking and Transportation Studies and Surveys	000849	PC	P
Planning and Development			
Street and Lane Openings and Closing	001572	3	20

Column 1 Records	Column 2 Records Series Identifier	Column 3 Retention Period In Department Or Local Board (Including Current Year)	Column 4 Retention Period In Central Records
Traffic, Transportation, Public Services Files	001571	3	20
	Public Works and the Environment		
Bridge and Underpass Photographs	001276	PC	2
Bridge Plans: Active	000079	PC	P
Bridge Plans: Inactive	000080	PC	P
Business Improvement Areas	001160	PC	10
Contracts: Pavement and Sidewalk Repairs	000967	3	4
General Engineering Photographs	001277	PC	---
Local Improvements Completed	000560	1	21
Local Improvements: Inactive	000561	3	---

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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
Non-approved Boulevard Applications	001531	PC	3
Permit Parking Application	002228	1	1
Permit Parking Application: Reissue	002229	1	---
Permit Parking Master Files	001250	PC	5
Permit Parking Renewal	002227	1	---
Permit Parking Wait List	002225	1	4
Permit Parking: General Files	002224	2	---
Sanitation General Correspondence	001080	2	---
Sewer Camera Survey Records	000533	2	2
Sewer Contract: Guarantee Files	000573	2	7
Sewage Gauge Overflow Records	001038	2	10

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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
Sewers Plans	000081	PC	20
Sidewalk Snow Removal Enforcement Records	002156	5	---
Sidewalk Snow Removal Files	001177	1	6
Sidewalk Snow Removal Record	002154	2	---
Street Occupation Permit	000554	5	---
Street Occupation Permit Index	000555	2	3
Street Permit Parking Holders Master List	002221	1	4
Streets Inventory	000559	5	5
Street Surveys	002222	PC	---
Traffic Engineering General Correspondence	000045	3	---

## City of Toronto By-law No. 263-2006

Column 1 Records	Column 2 Records Series Identifier	Column 3 Retention Period In Department Or Local Board (Including Current Year)	Column 4 Retention Period In Central Records
Water and Drain Installation and Investigations	000577	2	2
Water and Drain Installation & Repair Application	000578	7	---
Water Complaint Forms	001083	5	---
Water Main Log Books	001283	PC	---
Water Service Location Book	001085	PC	---
Water Service Valve Locations	002129	PC	---
Public Relations Records	Toronto Sesquicentennial Board 001825	---	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)
<u>Building Department</u>	Plumbing Project Files	Life of Building
<u>Clerk's Department</u>	Local Improvements	Life of Improvement

## Works

DepartmentAdministration  
Section

Accident Reports, 10  
Street Lighting,  
Equipment Damage

Daily Counts – 1  
Sanitation

Permits- 2  
Application/Permits  
for Road Occupation

Sanitation – 1  
Correspondence

Water Meter Special 6 months  
Tests