

Authority: Administration Committee Report 6, Clause 19,
as adopted by City of Toronto Council on September 25, 26 and 27, 2006
Enacted by Council: September 27, 2006

CITY OF TORONTO

BY-LAW No. 923-2006

To amend City of Toronto Municipal Code Chapter 217, Records, Corporate (City), to amend records series, to adopt new record retention schedules, to permit the destruction of unusable records and to update the Director's title.

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 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*; and

WHEREAS the City's external auditor has approved the amended and new retention periods as set out in this by-law; and

WHEREAS the title of the Director, Corporate Records, Archives, Printing and Distribution is now Director, Records and Information Management;

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

1. Chapter 217, Records, Corporate (City), of The City of Toronto Municipal Code is amended by adding the following:
 - A. Sections 217-2C, 217-4.1A(5), 217-5B, C and D, 217-7, and 217-13B, and the title to § 217-7 are amended in each case by deleting "Corporate Records, Archives, Printing and Distribution" and substituting "Records and Information Management".
 - B. Section 217-4A is amended by adding the following definition in alphabetical order:

UNUSABLE RECORD – A record that is not legible or, if only part of the record is legible, the legible part 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 record relates.
 - C. Article III is amended as follows:
 - (1) By amending the title of Article III by inserting "or Unusable Records" after "Data".

- (2) By adding the following section:

§ 217-9.1. Destruction of unusable records.

Despite the former municipalities' records retention by-laws and Article II, but subject to § 217-10, an unusable record in the custody or control of the City may be destroyed.

- (3) By amending § 217-10 as follows:

- (a) By amending the title of the section and the first line of the section, in both cases, by inserting "or unusable record" after "data".
- (b) By deleting the first two lines of Subsection A and substituting the following:
- A. A written description of the data or unusable record containing, to the extent that such information is applicable or obtainable, the following:
- (c) By amending Subsections A(1) and (5), in both cases, by inserting "or records series" after "system".
- (d) By amending Subsection A(2) by inserting "or unusable record" after "data".
- (e) By amending Subsection B by deleting "relates" and substituting "or unusable record relates, if the division head can be identified".

- D. Section 217-11 is amended as follows:

- (1) By inserting ", and any external consents to the destruction of an unusable record," after "B"; and
- (2) By deleting "Corporate Records, Archives, Printing and Distribution" and substituting "Records and Information Management".

2. Schedule A to Article II of Chapter 217, Records, Corporate (City), of The City of Toronto Municipal Code is amended as follows:

- A. The following functional categories are added to Schedule A in alphabetical order by the designation letter for the functional category:

C Functional Category: Community and Social Services

Description: Records relating to the management and delivery of social and community programs and services designed to assist the City's residents in need, including children, youth, families, senior citizens, and homeless persons. Includes records relating to day care, homes for the aged, shelter and affordable housing projects, social assistance, and public counselling.

P Functional Category: Public Health

Description: Records relating to public and community health programs and services that are available to City residents. Includes records on immunization programs, disease prevention awareness, and healthy lifestyles.

- B. The records series for code "I0005" with record title "Office Administration" is amended by deleting "D" and substituting "AR" (to change the disposition from destroy to archival review).
- C. By adding the new records series as set out in Schedule A at the end of this by-law in alphanumerical order by code number, under the functional category as set out in Schedule A for reference purposes.

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

DAVID R. MILLER,
Mayor

ULLI S. WATKISS
City Clerk

(Corporate Seal)

SCHEDULE A

RECORDS SERIES BEING ADDED TO SCHEDULE A TO CH. 217, ART. II UNDER THE FUNCTIONAL CATEGORIES AS NOTED

A **Functional Category: Assets and Property Management**

Description: 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

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
A0497	Real Estate Appraisals Records relating to determinations of the financial value of properties, including buildings, vacant lands, and roadways. Property value may be assessed according to such factors as property location, building availability, property depreciation, and the local market's purchasing power. Appraisals are typically conducted by a licensed real estate appraiser, usually after an inspection of the property. Documents may include feasibility studies, investigation reports, valuations, market reviews, cost estimates, appraisal reports, and background correspondence.	Facilities & Real Estate	T	21	T+21	AR	Comments: File closed upon completion of appraisal Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B., s. 15 (2) – No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place. Municipal Act, S.O. 2001, c. 25, s. 268 (3), (5) - declare surplus land, obtain appraisal of market, public notice proposed sale; establish and maintain a public register listing and describing the land owned or leased.

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Code	Records Title	Originating Office	Retention		Disposition	Comments/Legislation	
			A	I			
C2200	<p>Children's Programs and Services</p> <p>Records relating to children's services in general. Children's services is designed for children at risk of, or already in, provincial custody, with the objective being to enable these children to reach full potential as productive and healthy persons. May include general information on special needs children, daycare subsidies, family support services, adoption, and foster care. Documents may include copies of federal and provincial guidelines, copies of mission statements, and supporting correspondence.</p>	Children's Services	T	7	T+7	D	<p>Comments: File closed when services terminate</p> <p>Legislation/Regulation: Child and Family Services Act Regulation (General), R.R.O. 1990, Reg. 70, amended by O. Reg. 104/06, ss 6(5) book of account shall be retained for seven years from the date of the last entry in the book for a particular year.</p>

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
C2207	<p>Children's Services – Agency Services</p> <p>Records relating to the services and programs provided to child care programs by external agencies. Services and programs offered may include educational workshops, entertainment, summer day camp programs, and support for children requiring special assistance. Documents may include budget reports, licensing letters, copies of wage subsidies and other funding documents, copies of service contracts, and correspondence.</p>	Children's Services	T	7	T+7	AR	<p>Comments: File closed upon end of service contract with agency</p> <p>Legislation/Regulation: Child and Family Services Act Regulation (General), R.R.O. 1990, Reg. 70, ss 6(1), s (5) shall keep separate books of account for each children's residence, book of account shall be retained for seven years from the date of the last entry in the book for a particular year.</p>
C2215	<p>Attendance – Group Child Care</p> <p>Records relating to the attendance of children in group child care programs. Documents may include attendance lists, statements, memoranda, invoices, payment summaries and correspondence. Case files are arranged alphabetically by centre name.</p>	Children's Services	C+2	4	C+6	D	<p>Legislation/Regulation: Day Nurseries Act Regulation (General), R.R.O. 1990, Reg. 262, ss 48(5) - records required to be maintained under this section with respect to a child are retained for at least two years after the discharge of the child</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
C2216	Attendance – Licensed Home Child Care Records relating to the attendance of children at licensed home child care programs. These programs are managed by trained caregivers within their residential homes. Documents may include attendance lists, statements, memoranda, invoices, payment summaries and correspondence. Case files are arranged alphabetically by agency name.	Children’s Services	C+2	4	C+6	D	Legislation/Regulation: Day Nurseries Act Regulation (General), R.R.O. 1990, Reg. 262, ss 48(5) - records required to be maintained under this section with respect to a child are retained for at least two years after the discharge of the child.
C2220	Child Care Centres Municipally Operated Services Records relating to municipally operated child care centres that are not found elsewhere in this functional category. These child care centres are directly operated by the City, not by private companies or individuals. Documents may include copies of operating guidelines, lists of municipally operated centres, profiles of individual centres, copies of committee and meeting minutes, home visitor reports, copies of internal newsletters, and supporting correspondence.	Children’s Services	C+2	4	C+6	AR	Legislation/Regulation: Day Nurseries Act Regulation (General), R.R.O. 1990, Reg. 262, ss 48(5) - records required to be maintained under this section with respect to a child are retained for at least two years after the discharge of the child.

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
C2221	<p>Child Care Centres – Clients</p> <p>Records relating to all individual children enrolled in municipal child care centres. Documents may include consent forms, authorization forms, copies of fee statements, child accident reports, and correspondence. Case files are arranged alphabetically by the child's surname.</p>	Children's Services	T+2	5	T+7	D	Comments: File closed upon discharge of child
C2225	<p>Child Care Centres – Municipal Child Care Centres</p> <p>Records relating to the daily operations and management of child care centres owned and municipally operated. May include information on supervision of children, entertainment, nutrition, art, drama, music, physical education, and learning initiatives. Documents may include developmental profiles, parent and staff interview reports, and supporting correspondence.</p>	Children's Services	C+2	4	C+6	AR	Legislation/Regulation: Day Nurseries Act Regulation (General), R.R.O. 1990, Reg. 262, ss 48(5) - records required to be maintained under this section with respect to a child are retained for at least two years after the discharge of the child.

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
C2235	<p>Municipal Home Child Care</p> <p>Records relating to the daily operations and management of child care programs directly operated by the City, but provided within caregivers' residential homes. Documents may include information on child supervision, insurance coverage, legislated standards, home safety, and nutrition.</p>	Children's Services	T	7	T+7	D	<p>Comments: File is closed when service is terminated</p> <p>Legislation/Regulation: Day Nurseries Act Regulation (General), R.R.O. 1990, Reg. 262, ss 48(5) - records required to be maintained under this section with respect to a child are retained for at least two years after the discharge of the child.</p>
C2245	<p>Child Care Centres – Special Needs Program</p> <p>Records relating to the administration and management of programs designed to assist and integrate children with special needs, including developmental and physical impairment, into licensed child care programs such as child care centres and nursery schools. May include information on behaviour management and subsidized enrolment spaces. Documents may include training materials, curriculum materials, copies of financial supporting documentation, disabilities reference materials, and correspondence.</p>	Children's Services	C+2	4	C+6	AR	<p>Legislation/Regulation: Day Nurseries Act Regulation (General), R.R.O. 1990, Reg. 262, ss 48(5) records required to be maintained under this section with respect to a child are retained for at least two years after the discharge of the child</p>

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
C2246	<p>Child Care Centres – Special Needs Clients</p> <p>Records relating to the assessments of, and program planning for, individual children with special needs who are enrolled in child care special needs programs. Special needs may include developmental and physical impairments. Documents may include informal development assessments, individualized planning sheets, psychological and educational assessments, and correspondence.</p>	Children's Services	T+2	5	T+7	D	Comments: File closed upon discharge of child

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
C2252	<p>Children's Programs – District Operations</p> <p>Records relating to the development and management of licensed group child care, home child care, special needs resourcing, family resource centres and summer day programs. These programs are not operated by the City. Information includes program planning, behaviour guidance, first aid, and child safety. Documents may include copies of vital case information, registries, criteria, scoring sheets, site visits, staffing sheets, operating licenses, serious occurrence reports, and correspondence.</p>	Children's Services	C+2	4	C+6	AR	<p>Legislation/Regulation: Day Nurseries Act Regulation (General), R.R.O. 262, amended by 287/05 clause 25(1) - inspection report is kept on the premises for at least two years from the date of its making; clause 48(5) - enrolment records required to be maintained under this section with respect to a child are retained for at least two years after the discharge of the child; clause 65(1) financial records for at least six years; clause 75(6) a licence or renewal thereof expires with the anniversary date on which the licence or renewal was issued.</p>

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
C2972	Residential Rehabilitation Assistance Program (RRAP) Case Files Records relating to the development and management of funding requests that provide financial loan assistance to low and moderate-income persons and organizations so that they may improve, preserve, and/or increase their existing affordable housing. This Federal Program may apply to private homeowners, landlords and non-profit associations. The funds are determined by confirming affordable home values or rents and by income testing of homeowners and tenant households. The City conducts inspections to determine the scope of work and to ensure that the work was successfully completed and that the funds awarded were properly spent. Documents may include copies of application for assistance, household income documents, medical information, contractor quotations, inspection reports, copies of land title reports, promissory notes, and associated correspondence.	Shelter, Support & Housing Admin.	T+2	5	T+7	D	Comments: File closed upon loan being closed out, application withdrawal or application completion. Legislation/Regulation: National Housing Act (Canada), R.S. 1985, c. N-11, clause 32(3)(a) - maintain separate books and records satisfactory to the Corporation and open to its inspection at any time. Housing Development Act Regulation (General), R.R.O. 1990, Reg. 641, ss 4(d) information, records, accounts

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
D	Functional Category: Development and Planning						
	Description: 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.						
D0060	Building Technical Standards & Safety	Building	S+2	5	S+7	AR	Legislation/Comments: Technical Standards and Safety Act, S.O. 2000, c. 16, ss 30(1), ss 30(2); s 31, para. 2. - establish the information, records, documents, plans, log books, drawings, instructions, specifications or any other thing to be kept or provided with respect to any matter; provide for reports, including what information is to be reported, by whom and to whom, and the time, manner and frequency of reporting
	Records relating to the development and implementation of building technical standards and safety, and other information regarding the procedures, processes, and requirements specifically concerning all types of existing building and future development in the City. Building technical standards provide guidelines for engineering, structural façade & designs, building materials & products, construction industry's best practices, as well as a variety of public safety education and consumer information programs. Additionally, technical standards and safety protocols promote compliance of building regulation and legislation within the private sector, and facilitate governments to meet their planning and public safety commitments in a cost-effective and efficient manner, and deliver innovative technology and services. Documents may include policy planning, reviews, government guidelines, industry standards, building design & illustrations, and supporting correspondence.						

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
D0450	<p>Biotechnology Development</p> <p>Records relating to biotechnology technology development studies and strategic partnerships, which promote the possible location(s) and feasibility of proposed medical and/or biotech development facilities, such as universities, research and development centres, production and distribution companies. May include information on spatial and environmental issues, and future industry and employment growth. Documents may include original and copies of project proposals, business plan, council reports, consultant and City produced reports and studies, comments, notes and all other supporting correspondence.</p>	Economic Dev. Culture & Tourism	T+2	8	T+10	AR	Comments: File to remain active until project completed
D0452	<p>Medical and Pharmaceutical Development</p> <p>Records relating to the development and growth of sector and strategic partnerships in medical and pharmaceutical development. May include information on City's role, environmental issues, and future industry and employment growth. Documents may include original and copies of meeting minutes, business plan, project proposals, council reports, consultant and City produced reports and studies, comments and notes, and all other supporting correspondence.</p>	Economic Dev. Culture & Tourism	T+2	8	T+10	AR	Comments: File to remain active until project completed.

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
Functional Category: 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.							
F3204	Municipal Tax and Water – Tax Roll Data	Revenue Services	C+2	27	C+29	D	Comments:
	Records relating to the collection, maintenance, and use of tax roll data, which record payment of municipal taxes to the City by residential, commercial, and other taxpayers. This includes property, water, and all other municipal taxes. May include information relating to all details of taxation billings, adjustments, and payments. Documents may include customer inquiries logs, tax adjustment statements, base taxation amount summaries, assessment history statements, taxation installment statements, and payment history statements.		C+2	P	P	P	P = Electronic records retention Legislation/Regulation: Municipal Code Chapter 767, Taxation. Municipal Code Chapter 849, Water and Sewage Services, Article III, Collections and Billing

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
F3210	<p>Municipal Tax and Water Account Updates</p> <p>Records relating to the account administration of municipal taxpayers, both residential and commercial, with regard to the collection of municipal taxes including the option provided to City taxpayers allowing them to make property taxes payments to their respective mortgage companies. This may include information relating to change of property ownership and change of billing mailing address, and information relating to mortgage companies changes. Documents may include copies of proof of death certificates, completed change request forms, change of property ownership notices, copies of land deeds and transfer statements, copies of legislative bills, mortgage changes and deletions, and all supporting correspondence.</p>	Revenue Services	C+2	4	C+6	D	Legislation/Regulation: Municipal Code Chapter 767, Taxation. Municipal Code Chapter 849, Water and Sewage Services, Article III, Collections and Billing

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
F3212	<p>Municipal Tax and Water – Pre-Authorized Payment Maintenance</p> <p>Records relating to the receipt and processing of applications completed by City taxpayers which grant the City permission to automatically debit individual taxpayers' bank accounts for municipal taxes owed. This may include property, water, and all other municipal taxes. May include information relating to acceptance criteria, verification of data provided, taxpayer banking accounts, bank account changes, re-submitted applications, and cancellations of pre-authorized payment enrolments. Documents may include completed applications, void cheques, enrolment statements, copies of completed forms authorizing bank account debiting, completed change request forms, and all supporting correspondence.</p>	Revenue Services	T+3	4	T+7	D	<p>Comments: File to remain active until request for cancellation and change of ownership is received</p>

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
F3215	<p>Municipal Tax and Water – Payment</p> <p>Records relating to revenues received by the City through the billing of municipal taxes to residential, commercial, and other customers. This includes property, water, and all other City taxes. May include information relating to the receipt, processing, and monitoring of tax payments. These tax payments may be made in cash, by cheques, or through automatic bank account debiting. Documents may include payment stubs, payment batch status reports, billing invoices, payment status statements and balancing sheets, tax cash tape printouts, revenue reconciliation statements, copies of cheques, proof of payment statements, payment balancing sheets, payment history statements, and all supporting correspondence.</p>	Revenue Services	C+2	4	C+6	D	<p>Legislation/Regulation: Excise Tax Act (Canada), R.S.C. 1985, c. E-15, s 262 s 286 - Application for rebate; determine liabilities and obligations, amount of any rebate or refund, keep records until the expiration of six years after the end of the year to which they relate. Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), s 230 - Records and books of account to determine tax payable accounts and vouchers to verify information to be kept six years from end of last tax year to which they relate.</p>

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
F3216	Municipal Tax & Water Payment Reconciliation Statements & Finance Records relating to the reconciliation of tax, and water transactions between the sub-systems (TMACS, and WMACS) and the General Ledger System. Reports include SAP downloads, and those generated from TMACS, and WMACS. Reports are used to monitor, adjust and reconcile elements of the tax and water systems and create reconciliation and financial statements for submission to the Accounting Division. Reports also relate to the Tax, and Water Revenue Accounts, and budget variance analysis and reporting. Suspense accounts report regarding the over-remittance of tax or water invoices. Suspense accounts provide a repository for these monies until contact is made by the account owner for refund.	Revenue Services	C+2	5	C+7	D	Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), s 230 - Records and books of account to determine tax payable, accounts and vouchers to verify information to be kept six years from end of last year to which they relate.

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
F3237	Property Tax Rebates and Tax/Water Deferrals Records relating to the administration of property tax rebates and the deferral and cancellation of property tax and water tax payments. May include information relating to processing of applications, property assessment data, rebate amount calculations, vacancy rebate criteria, and requests from taxpayers to defer or cancel their tax payments and/or water payments. Documents may include completed applications for vacant unit rebates, copies of leases and indentures, completed deferral and cancellation applications, copies of federal government notices of assessment, statements of old age security, Canada Pension Plan benefits statements, copies of disability benefit statements, and all supporting correspondence.	Revenue Services	T+2	18	T+20	D	Comments: File to remain active until approval application and settlement of rebate request Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B., s. 15 (2) - No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place. Excise Tax Act (Canada), R.S.C. 1985, c. E-15, s 262, s 286 - Application for rebate, record to determine liabilities and obligations amount of rebate or refund, to be kept six years after the year to which they relate.

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
F3240	<p>Municipal Tax and Water – Credits and Transfers</p> <p>Records relating to transferring tax credits for residential, commercial, and other taxpayers between properties, payment years, and other variables. This includes transfers related to property, water, and all other municipal taxes. Tax credit transfers are typically performed in the event the City has received overpayments. Documents may include copies of refund history statements, copies of tax history statements, tax receivable statements, copies of property tax bills, photocopies of cheques, payment summary statements, and all supporting correspondence.</p>	Revenue Services	C+2	4	C+6	D	<p>Legislation/Regulation: Excise Tax Act (Canada), R.S.C. 1985, c. E-15, s. 262, 286 - Application for rebate, record to determine liabilities and obligations amount of rebate or refund, to be kept six years after the year to which they relate. Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp)., 230 - Records and books of account to determine tax payable, accounts and vouchers to verify information to be kept six years from end of last tax year to which they relate. Municipal Code Chapter 849, Water and Sewage Services, Article III, Collection and Billing</p>

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
F3241	Property Tax Evaluation and Appeal Records relating to evaluation, assessment, appeal, modification and cancellation of municipal property taxes. Includes the assessment evaluation of individual commercial and residential properties by the City, the assessment appeal process under the Assessment Act, and the tax appeal process under the Municipal Act for cancellation, refund or reduction of tax. Documents include summaries of assessments, aerial photographs, inspection reports, rental income statements, appraisals, recalculation of property taxes, minutes of settlement	Revenue Services	C+2	5	C+7	AR	Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B., s 4 - a proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered.

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
F3245	Municipal Tax and Water – Certificates Records relating to the creation and use of municipal taxation certificates. These certificates are legally-binding documents showing the financial status of property, water, and all other municipal tax payment accounts.	Revenue Services	C+1	5	C+6	D	Comment: C+6 for electronic records only. No paper records maintained. Legislation/Regulation; Municipal Act, S.O. 2001, c. 25, ss 319(8) - tax certificate issued in respect of a property for which taxes have been deferred shall show the amount of the deferred taxes and any accrued interest on the certificate. Exise Tax Act (Canada), R.S.C. 1985, c. E-15, s 262, s 286 - Application for rebate record to determine liabilities and obligations, amount of rebate or refund, to be kept for six years after the year to which the relate.

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
F3250	Municipal Tax and Water – Outstanding Revenue Collection Records relating to the City's collection of outstanding municipal tax receivables. Concerns residential, commercial, and all other City taxpayers who are delinquent in paying their respective property, water, and all other City taxes. May include information relating to bailiff warrants and fees, water disconnections, and delinquent taxpayers' payment history. Documents may include outstanding receivables and payment history statements, copies of cheques, weekly return statements concerning taxes collected, and all supporting correspondence.	Revenue Services	T	8	T+8	D	Comments: File to remain open until settlement of account Legislation/Retention: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th supp.), s 230 - Records and books of account to determine tax payable, account and vouchers to verify information to be kept six years from end of last year to which they relate. Municipal Code Chapter 767, Taxation. Municipal Code Chapter 849, Water and Sewage Services, Article III, Collections and Billing

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
F3253	Municipal Tax and Water – Property Sales Records relating to the City’s sale, or claiming ownership, of properties for which outstanding municipal tax receivables have not been paid. May relate to unpaid property, water, and all other City taxes. May include information about registering liens on properties, sales of houses, and vesting ownership of properties to the City. Documents may include payment history statements, copies of land registration statements, copies of cheques, notices of registration of tax arrears certificates, and all supporting correspondence.	Revenue Services	T	P	P	P/AR	Comments: File to remain active until case is settled Legislation/Regulation: City of Toronto, By-law No. 578-2004, § 441-16 - Scale of costs for tax sale proceedings under the Part XI of the Municipal Act, 2001, Sale of Lands for Tax Arrears. Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th supp.), s 230 - Records and books of account to determine tax payable, account and vouchers to verify information to be kept six years from end of last year to which they relate.

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
F3255	<p>Municipal Tax and Water Administration</p> <p>Records relating to the administration and revenue control of municipal taxes and water collection. Includes records relating to property tax current value assessment, other specific areas requiring research and analysis, and policy decisions. May include general information relating to municipal tax management, processes, and functions. Documents may include system-generated reports, manually created research and analysis reports, copies of council reports, and supporting correspondence.</p>	Revenue Services	C+2	5	C+7	AR	Legislation/Regulation: Municipal Code Chapter 767, Taxation. Municipal Code Chapter 849, Water and Sewage Services, Article III, Collections and Billing

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
F4000	<p>Pension Plan Investment and Administration</p> <p>Records relating to the administration of the City's pension plans (other than OMERS). There are five pension plans: Metro Toronto, Metro Police, Toronto Civic, Toronto Firefighters, and York. Includes accounting, actuarial, banking, payroll records, annual information returns, financial statements, board of trustee minutes, correspondence and contributions from employers, tax reconciliation, and pension plan registration documents. Registration documents include information on conditions for membership, benefits and rights, requirements for entitlement, methods of calculating contributions, benefits, interest and administration costs, and treatment of surplus.</p>	Pension, Payroll & Employee Benefits	T+2	5	T+7	D	<p>Comments: File closed upon termination of the last surviving beneficiary of the pension policy</p> <p>Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), clause 230(4)(b) - Records and books of account to determine tax payable accounts and vouchers to verify information to be kept six years from end of last tax year to which they relate. Limitations Act, S.O. 2002, c. 24, Sched. B., s 4, ss 5(1) - a proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered. Municipal Act Regulation (Eligible Investments), O. Reg. 438/97, amended by O. Reg. 655/05 s 8 - treasurer to provide council an annual investment report.</p>

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
F4200	Property Assessment Records relating to the creation or receipt, use, and maintenance of property assessment records within the City. Property assessment information details specifications, such as location and size of lots and buildings, assessed property market values, and legal descriptions. Includes property assessments for City residential, commercial, industrial, and all other City properties. This information is used to help determine appropriate property tax billing rates amongst individual taxpayers, to determine property ownership, and to compare property values to see if they are assessed at comparable rates. Documents may include assessment rolls, supplementary assessment rolls, property assessment listings, and supporting correspondence.	City Clerks' Office	C+2	P	P	P/AR	Legislation/Regulation: Assessment Act, R.S.O. 1990, c. A.31, s 14, 53 - Assessment Roll Content; Disclosure of information.

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
F4600	<p>Pension Case Files – Former Metro Toronto</p> <p>Records relating to the administration of the pension plan for retired employees of the former Municipality of Metropolitan Toronto. May include information relating to calculation of pension amounts, health benefits entitlements, and pension recipients' addresses. Documents may include completed pension enrolment forms, TD1 statements, completed pension adjustment forms, completed benefit fund calculation forms, and all related correspondence.</p>	Pension, Payroll & Employee Benefits	T	15	T+15	D	<p>Comments: File closed upon termination of the pension plan and remainder of funds or plan assets have been disbursed after all claims to funds are settled.</p> <p>Legislation/Retention: Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.), s 230 - Records and books of account to determine tax payable, accounts and vouchers to verify information to be kept six years from end of last tax year to which they relate. Limitations Act, S.O. 2002, c. 24, Sched. B., s 15 (2) – No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place.</p>

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
F4650	<p>Pension Case Files – Former City of Toronto</p> <p>Records relating to the administration of the pension plan for retired employees of the former City of Toronto, which was amalgamated into the present City of Toronto. May include information relating to calculation of pension amounts, health benefits entitlements, and pension recipients' addresses. Documents may include completed pension enrolment forms, TD1 statements, completed pension calculation forms, direct deposit forms, and related correspondence.</p>	Pension, Payroll & Employee Benefits	T	15	T+15	D	<p>Comments: File closed upon termination of the pension plan and remainder of funds or plan assets have been disbursed after all claims to funds are settled.</p> <p>Legislation/Regulation: Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.), s 230 - Records and books of account to determine tax payable, accounts and vouchers to verify information to be kept six years from end of last tax year to which they relate. Limitations Act, S.O. 2002, c. 24, Sched. B., ss 15(2) – No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place.</p>

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
F4700	<p>Pension Case Files – Former Metro Toronto Police</p> <p>Records relating to the administration of the pension plan for retired employees of the former City of Toronto, which was amalgamated into the present City of Toronto. May include information relating to calculation of pension amounts, health benefits entitlements, and pension recipients' addresses. Documents may include completed pension enrolment forms, TD1 statements, completed pension calculation forms, direct deposit forms, and related correspondence.</p>	Pension, Payroll & Employee Benefits	T	15	T+15	D	<p>Comments: File closed upon termination of the pension plan and remainder of funds or plan assets have been disbursed after all claims to funds are settled.</p> <p>Legislation/Regulation: Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 - Records and books of account to determine tax payable, accounts and vouchers to verify information to be kept 6 years from end of last tax year to which they relate. Limitations Act, S.O. 2002, c. 24, Sched. B., s. 15 (2) - No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place.</p>

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
F4750	<p>Pension Case Files – Former City of York</p> <p>Records relating to the administration of the pension plan for retired employees of the former City of York. May include information relating to calculation of pension amounts, health benefits entitlements, and pension recipients' addresses. Documents may include completed pension enrolment forms, TD1 and TD2 statements, completed pension calculation forms, completed health insurance application forms, and related correspondence.</p>	Pension, Payroll & Employee Benefits	T	15	T+15	D	<p>Comments: File closed upon termination of the pension plan and remainder of funds or plan assets have been disbursed after all claims to funds are settled.</p> <p>Legislation/Regulation: Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 - Records and books of account to determine tax payable, accounts and vouchers to verify information to be kept 6 years from end of last tax year to which they relate. Limitations Act, S.O. 2002, c. 24, Sched. B., s. 15 (2) – No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place.</p>

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
F4950	<p>Pension Case Files – Former City of Toronto Firefighters</p> <p>Records relating to the administration of the pension plan for retired employees of the former City of Toronto's fire fighting force. May include information relating to calculation of pension amounts, health benefits entitlements, and pension recipients' addresses. Documents may include completed direct deposit forms, completed payroll change authorization forms, completed provincial health forms, completed payroll adjustment forms, and related correspondence.</p>	Pension, Payroll & Employee Benefits	T	15	T+15	D	<p>Comments: File closed upon termination of the pension plan and remainder of funds or plan assets have been disbursed after all claims to funds are settled.</p> <p>Legislation/Regulation: Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 - Records and books of account to determine tax payable, accounts and vouchers to verify information to be kept 6 years from end of last tax year to which they relate. Limitations Act, S.O. 2002, c. 24, Sched. B., s. 15 (2) – No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place.</p>

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
F5401	<p>Provincial Offences – Payments</p> <p>Records relating to the administration and processing of payments received by the City in respect of the administration of Parts 1 and 3 provincial offences. This includes the processing of mailed-in/phone-in payments and any transactions made in the electronic system relating to payment and error adjustment. May include information relating to error adjustments, error receipts, and journal entries made respecting the suspense account. Documents may include payment notices, cash receipts, adjustment requests, ICON transaction screen prints, NSF cheques, and correspondence.</p>	Court Services	C	6	C+6	D	<p>Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), clause 230(4)(b) - Records and books of account to determine tax payable accounts and vouchers to verify information to be kept six years from end of last tax year to which they relate.</p> <p>Highway Traffic Act, R.S.O. 1990, c. H.8, ss 205(2), amended by S.O. 1993, c. 31, ss 2(8) - records shall be kept in any manner or on any medium that allows information to be recorded, stored, retrieved and reproduced.</p>

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
F5402	<p>Provincial Offences – Refunds</p> <p>Records relating to processing refunds to Court Services clients. This includes refunds related to transcript requests, appeal cases, restitution cases, and overpayment/duplication payment of fines. Documents include copies of cheque requisitions, signed batch cover sheets and supporting documentation.</p>	Court Services	C	6	C+6	D	<p>Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), clause 230(4)(b) - Records and books of account to determine tax payable accounts and vouchers to verify information to be kept six years from end of last tax year to which they relate.</p> <p>Highway Traffic Act, R.S.O. 1990, c. H.8, ss 205(2), amended by S.O. 1993, c. 31, ss 2(8) - records shall be kept in any manner or on any medium that allows information to be recorded, stored, retrieved and reproduced.</p>

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
F5404	<p>Provincial Offences – Collection</p> <p>Records relating to action taken for the collection of defaulted fines. Files are typically defendant case files. Documents include correspondence with the defendant, system screen prints of information respecting the offence(s), copies of cheques or other proofs of payment.</p>	Court Services	T	7	T+7	D	<p>Comments: File to remain active until case closed</p> <p>Legislation/Regulations: Provincial MOU, Schedule 2, Operational Standards, paragraphs 2.8.3, 2.10.2, 2.10.3 - maintenance, retention and release of records and information relevant to court proceedings, including tapes, transcripts, files, documents and exhibits or any other data in paper or electronic form; retention periods for all proceedings commenced under Part II of the Act, the calendar year of the date of judgement plus 2 additional years; any other record retention requirements prescribed by law</p>

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
G	Functional Category: Governance						
	Description: 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.						
G0400	Birth Registrations	City Clerk's Office	C	P	P	P	Legislation/Regulations: Vital Statistics Act, R.S.O. 1990, c. V.4, s 2 - uniform system of registration of births, marriages, deaths, still- births and changes of name.
	Records relating to all persons who were born within the City, regardless of whether their parents are residents of the City or of Canada. Includes information submitted to the City by hospitals and parents. These records document key birth data and act as a registry repository. Documents may include statements of live births, copies of cheques or money orders, and all supporting correspondence.						
G0410	Death Registrations	City Clerk's Office	C	P	P	P	Legislation/Regulations: Vital Statistics Act, R.S.O. 1990, c. V.4, s 2 - uniform system of registration of births, marriages, deaths, still- births and changes of name.
	Records relating to all persons who died within the City, regardless of whether they were residents of the City or of Canada. Includes information submitted to the City by hospitals, funeral homes, and the police. These records document key death data and act as a registry repository. Documents may include statements of stillbirths, medical certificates of stillbirths, statements of deaths, notices of registration of deaths, copies of burial permit forms and burial permits, and all correspondence.						

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
H	Functional Category: Human Resources						
	Description: Records relating to City employees and personnel services. Includes records relating to training, labour relations, health and safety, staff benefits, salary administration, and professional associations.						
H1241	Record of Training Records relating to the registration of employee training, certification and qualifications for equipment operation, hazardous material handling and emergency procedures, technical and machine training. Documents may include: pre-requisite certification; registration application form; copies of certificates; test and result information; registration billing information; employee sign off sheets indicating that employees have received training; instruction sheets; copies of hazardous material data sheets; informational materials, SAP system reports; and all other related documentation and correspondence.	Parks, Forestry & Recreation	T	21	T+21	D	Comments: File closed upon termination of employment Legislation/Regulation: Occupational Health and Safety Act, R.S.O. 1990, c. O.1, s 25. Maintain record of participant (employee) training on technical and hard skills. Occupational Health and Safety Act, R.S.O. 1990, c. O.1, s 54 (materials concerning content, frequency and manner of instruction of any training program). Current (for employment duration of employee) + 1 active + 4 inactive. Transportation of Dangerous Goods Regulations (Canada), SOR/2001, s 6.6 - certificates of training to be kept 2 years after expiration.

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
H1242	<p>Safety and Technical Training Program</p> <p>Records relating to the administration and development of technical training programs and skills development opportunity offered to employees. Includes information on training programs such as: equipment operation, handling of hazardous material, transportation of dangerous goods, training programs on safety and accident prevention on the work site. Documents may include SAP program owner sign off sheet, instruction sheets; authorized instructors competency certificate or declaration; detailed session plan and program change logs, teaching aid package; test questions and answers; required fees; material price list and contact names; employee sign off sheets template, used to indicating that employees have received training; copies of hazardous material data sheets; informational materials, SAP system reports; and all supporting correspondence.</p>	Parks, Forestry & Recreation	T	21	T+21	AR	<p>Comments: File closed upon termination of employment</p> <p>Legislation/Regulation: Occupational Health and Safety Act, R.S.O. 1990, c. O.1, s 54 - materials concerning content, frequency and manner of instruction of any training program. Current (for employment duration of employee) + 1 active + 4 inactive Transportation of Dangerous Goods Regulation (Canada), SOR/85-77, s 4.27 - shipping documents, manifests, other documents for transportation of dangerous goods to be kept 2 years, s 9.6 - certificates of training to be kept 2 years after expiration.</p>

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
I	Functional Category: Information, Communications, and Administration						
	Description: 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.						
I0005	Office Administration	All	C+1	1	C+2	AR	
	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.						
I0040	Communications Management	All	C+2	4	C+6	AR	
	Records relating to the management and control of language usage within City communications. This includes information on the use of language within City correspondence, presentations, and publications. Documents may include directives and style sheets on language format, style, terminology, and quality.						

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
I0201	News Releases and Official Statements Records relating to the development and production of media releases, official statements, and announcements by the City. These statements and announcements are intended to alert the media to newsworthy events associated with the City. Documents may also include supporting correspondence and memoranda.	All	C+2	4	C+6	AR	
I0203	Media Relations Records relating to the promotion of the City through fostering positive and ongoing relationships with local, provincial, national, and international news media. Includes information on print, radio, television, and other types of news reporting. May also include information on media promotion projects. Documents may include media contact lists, lists of standard media interview questions, and correspondence.	Corporate Comm.	C+2	4	C+6	AR	
I0204	Market Research Records relating to the development and administration of market research initiatives. Market research is conducted to obtain information about the needs and wants of City residential and business customers, with the aim being to ensure high-quality City services. Documents may include correspondence, questionnaires, surveys, market research reports, memoranda, and other supporting documentation.	All	T	3	T+3	AR	Comments: File closed upon completion of project

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
I0280	Exhibits Records relating to all aspects of planning and mounting exhibits. Documents may include research notes, information on design, layout, implementation, and promotions of exhibits, lists of didactics and labels, correspondence, copies of exhibit materials, photographs of exhibits, information about supplies, information relating to exhibit openings (catering services, invitation lists, speeches), educational programming materials, brochures and/or posters, press releases, and copies of exhibit reviews.	City Clerk's Office	T	P	P	P	Comments: File closed upon completion or closure of exhibit.
I0300	Internet and Intranet Development Records relating to the development and maintenance of the City's internet and intranet online web sites and services. Internet resources are made available to the public at large and can be hosted both locally and on external servers, whereas Intranet resources are hosted only locally on a City server solely for internal employee access. Includes information on website development, technical design information, and user requirements. Documents may include Internet and Intranet review statements and reports, user complaints, website information content specifications, and correspondence.	Corporate Comm.	S	7	S+7	AR	

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
I0320	Computer System Access and Security Records relating to the security and confidentiality of the City's online information resources. Includes information about computer security practices and tools. Documents may include access requests, computer monitoring reports, and user authorization lists.	Information & Technology	S	7	S+7	D	
I0340	Internal Computer Systems Documentation Records relating to the use of internally-produced supporting documentation concerning computer systems and software used by the City. This applies to both internally-developed and externally-purchased software and computer systems. May include information on standard macros, sign-on procedures, indexing, and other pertinent subject material. Documents may include manuals, user guides and reports, and correspondence.	City Clerk's Office	S	7	S+7	AR	

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
I5001	Public Notices Records relating to the production and issuance of the City's public notices, which are required by law to be posted (e.g., in newspapers). Public notices are intended for the general population and ensure that persons are informed of local government developments that may affect them, such as proposed local residential and business developments. Documents may include draft and final copies of public notices, completed statutory forms, rates sheets for newspaper and periodical announcements, and supporting correspondence.	Corporate Comm.	C+2	4	C+6	D	Legislation/Regulation: Municipal Code, Chapter 162, Notice, Public
I5010	Call Centre Recordings Records relating to the recorded telephone calls by the public to City of Toronto call centres regarding general information and service requests. All telephone calls are recorded for quality assurance and staff training.	Policy, Planning, Finance and Admin.	C+2	4	C+6	D	

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
L	Functional Category: Legal and Licensing						
	Description: 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.						
L0380	<p>Lottery Licences</p> <p>Records relating to the processing and issuance of lottery licences to charitable or religious organizations. These licences grant permission to operate various lottery events, such as bingos, bazaars, and raffles. May include general reference information relating to individual organizations applying for lottery licences. Documents may include copies of lottery licences, copies of cheques and bank current account statements, copies of invoices, questionnaires for renewal of lottery licences, questionnaires respecting application for lottery licences, copies of certificates of registration for gaming suppliers, bingo reports, and all supporting correspondence.</p>	City Clerks' Office	T	4	T+4	D	<p>Comments: File closed from date set out on certificate</p> <p>Legislation/Regulation: Municipal Code, Chapter 553, Lottery Licensing. Gaming Control Act, 1992 Regulations (Games of Chance Conducted and Managed by the Ontario Lottery and Gaming Corporation), O. Reg. 385/99, s. 11(5) - registration granted or renewed expires four years from the date set out on the certificate of registration. Order-in-Council 2688/93, as amended by OIC 2038/87 and OIC 267/98, s 2 - municipalities to issue licences. Criminal Code (Canada), R.S. 1985, c. C-46, clause 207.1(1)(2) - permitted lotteries; terms and conditions of licence.</p>

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
L0385	<p>Liquor Licence Clearance</p> <p>Records relating to the City's role in approving applications for liquor licences to be issued to commercial establishments. May include information relating to the City's established liquor zones or areas, applications processing, and the City's inspections of the establishments. Documents may include completed applications for liquor licences, completed clearance questionnaires for municipal liquor licences, completed municipal clearance forms, and all supporting correspondence.</p>	City Clerks' Office	C+2	4	C+6	D	<p>Legislation/Regulation: Liquor Licence Act, R.S.O. 1990, c. L. 19, ss 12(1), s 13, 44 - Registrar shall issue a licence to sell liquor, a licence to deliver liquor, a licence to represent a manufacturer or a licence to operate a brew on premise facility to an applicant whose application is approved by the Registrar or by the Board, if the applicant complies with this Act and the Regulation and pays the required fee; continuance of pending renewal; inspections.</p>

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
L0430	<p>Marriage Licences</p> <p>Records relating to the processing and issuance of marriage licences to couples wishing to marry. May include information relating to required fee payments, criteria for issuing marriage licences, and required documentation that must be submitted by applicants. Documents may include completed marriage licence applications, photocopies of identifying documentation, and all supporting correspondence.</p>	City Clerk's Office	C+1	P	P	P	<p>Legislation/Regulations: Vital Statistics Act, R.S.O. 1990, c. V.4, s 2 - uniform system of registration of births, marriages, deaths, still-births and changes of name. Marriage Act, R.S.O. 1990, c. M.3, ss 13, 14 - Every issuer shall keep in his or her office a record of the serial number, date of issue of every licence issued, and the names and addresses of the parties to the intended marriage; issuer immediately upon issuing a licence and every person registered as authorized to solemnize marriage upon publishing banns shall forward to the Registrar General.</p>

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
L2206	Child Care Centres – Fraud Records relating to investigations and/or charges filed against persons who received financial child care assistance, such as daycare subsidies, using fraudulent means or for fraudulent purposes. May include information on a parent's or guardian's financial, employment, and educational circumstances. Documents may include investigation reports and all supporting correspondence.	Children's Services	T	5	T+5	D	Comments: File closed upon resolution of case Legislation/Regulation: Ontario Works Act, 1997 Regulation (General), o. Reg. 134/98, s 65 - financial transactions, records and other matters relevant to investigation. Ontario Disability Support Program Act, 1997 Regulation (General), O. Reg. 222/98, s 54 - financial transactions, records relevant and other matters relevant to investigation.

N Functional Category: Natural Environment & Sustainable Resources

Description: Records relating to environmental services, and the assessment, preservation and conservation of the natural environment, natural life forms and natural resources. Natural environmental protection and conservation strategies combat pollution; promote conservation and sustainable management of land, ecosystems, water, horticulture, forestry, natural fish habitats, wildlife, atmosphere, and energy resources; protect natural landscape; and develop efficient uses of both energy and recyclable waste materials.

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
N0048	Natural Heritage	City Planning	T	50	T+50	AR	<p>Comments: File to remain active until study or project is completed</p> <p>Legislation/Regulation: Environmental Protection Act 1990 Regulations (Records of Site Condition – PART XV.1 of the Act), O.Reg.153/04, amended by: O. Reg. 366/05, ss 18(1),(2) - the retention of a report by a qualified person is seven years after the date the record of site condition listing the report is filed in the Registry, reasonable steps to ensure that a copy of the report is stored for the period referred</p>
	<p>Records relating to the inventory and analysis of natural environment attributes or characters including environmentally sensitive areas. Much of the City's Natural Heritage attributes are found within the City's Parks and Open Space Areas as defined in the City's Official Plan but also includes the attributes on an eco-system basis. The Natural Heritage 'System' includes conservation of natural diversity in the environment by identifying ecologically important areas and its biodiversity, and setting priorities for the protection of environmentally sensitive areas. The natural heritage inventory is a comprehensive and dynamic database that tracks the location and status of rare species and natural communities, which includes plants, wildlife, landscape, and water resources. Environmentally sensitive areas provide crucial habitat for native vegetation and wildlife, including rare or endangered species, and may also enhance human health and activities. May include information on conservation priorities, preservation of natural resources and heritage, development densities, and related environmental issues. Documents include background studies and reports, planners' notes and comments, copies of Official Plan, copies of amendments, and supporting correspondence.</p>						

Retention Legend: A = Active; I = Inactive; AR = Archival Review; C = Current Year; DY = Days; D = Destroy; M = Month(s); P = Permanent; P/AR = Permanent/Archival Review; S = Superseded; T = Termination – based on specific criteria

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
N0052	Noise Pollution	City Planning	T	30	T+30	AR	<p>Comments: File to remain upon until completion of study or initiative</p> <p>Legislation/Regulation: Municipal Code Chapter 591, Noise</p>
P	Functional Category: Public Health						
	Description: Records relating to public and community health programs and services that are available to City residents. Includes records on immunization programs, disease prevention awareness, and healthy lifestyles.						
R	Functional Category: Recreation and Culture						
	Description: 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.						

City of Toronto By-law No. 923-2006

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
R0040	<p>Tourism Events Determination</p> <p>Records relating to collecting and analyzing data on a wide array of tourism events in order to determine viable opportunities for the City to host. This may include sporting, cultural, and other tourism-related events that would generate positive economic and promotional opportunities for the City. May include information on tourism event mandates, economic impacts, potential attendance figures, and recommendations on feasible opportunities to pursue. Documents may include copies of event brochures and other promotional materials, findings reports, copies of newspaper and Internet articles and announcements, and all supporting correspondence.</p>	Economic Dev. Culture & Tourism	T	3	T+3	AR	Comments: Event is determined feasible or not

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R0045	Tourism Events Procurement	Economic Dev. Culture & Tourism	T+1	6	T+7	AR	Comments: Targeted tourism event has been lost or won (and event has concluded)
	<p>Records relating to actively soliciting and securing designated tourism events to take place in the City. This may include sporting, cultural, and other tourism-related events that would generate positive economic and promotional opportunities for the City. May include information on tourism event mandates, bidding processes and proponents, meetings with stakeholders, City Council acceptance or rejection, and facilitating approvals and agreements. Documents may include copies of event brochures, copies of meeting notes, status and recommendations reports, hosting agreements, and all supporting correspondence.</p>						

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
W	Functional Category: Works						
	Records relating to the construction, maintenance, and operations of the City's infrastructure, including sewer, water, garbage, waste, solid waste, and transportation programs and systems. Includes records relating to roads and bridges, snow removal, water and air quality, and utilities. Also includes records relating to environmental assessment and protection, such as conservation, pollution, and recycling programs.						
W0016	Log Sheets Records relating to the use of log sheets for recording data about services performed by City departments and staff. Log sheets record information about time spent, location, employee name(s), and type(s) of services performed. This includes log sheets on garbage collection, pothole fixing, meter reading, and all other services routinely provided by the City.	Transport. Services	T	2	T+2	D	Comments: File closed upon last entry Legislation/Regulations: Ontario Water Resources Act, Regulations (Licensing of Sewage Works Operators), O. Reg. 129/04, ss 19(6) - the owner shall ensure that logs and other record-keeping mechanisms are accessible in the facility for at least two years after each entry in it was made.
W0038	Utility Applications Records relating to applications for the installation of utilities on land properties and sites. This includes the routing of fibre-optics, phone lines, cable, power, and gas lines. Documents include construction reference drawings, applications, completed approval forms, utility permits, and copies of notices of hearings.	Transport. Services	T	P	P	P	Comments: File closed upon completion of project or notice of decision

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
W0058	Water Main Construction Projects Records relating to the planning, design, and construction of water mains, which are pipelines that transport water. Includes construction plans and drawings, pipe-laying plans and schedules, consultant reports, and correspondence. Coding of individual water mains is performed at the secondary classification level and will depend on the system and naming convention used by each section.	Technical Services	T	P	P	P/AR	Comments: File closed upon completion of construction project

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
W0092	Water Tanks Records relating to the use and maintenance of water tanks, which are human-constructed water storage facilities located above ground. May include information on inspections, disinfection, general maintenance and repairs, and cleaning. Documents include reports, volume statistics, and correspondence. Individual water tanks will be classified at the secondary level.	Toronto Water	T	P	P	P	<p>Comments: File closed upon completion of maintenance or maintenance inspection reports</p> <p>Legislation/Comments: Building Code Act, 1992 - O. Reg. 403/97 (1 of 5), s 2.4.5., subclause 2.4.5.1. (h)(ii) - inspection and testing of water service pipes. Ontario Water Resources, R.S.O. 1990, c. O.40, clause 10(1)(d), - disseminate information and advice with respect to the collection, production, transmission, treatment, storage, supply and distribution of water or sewage; control and regulate the collection, production, treatment, storage, transmission, distribution and use of water for public purposes and to make orders with respect thereto.</p>

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
W0101	Landfill Sites Construction Records relating to the construction of City landfill sites, which are used for the disposal of routine and hazardous waste materials. Includes plan approvals, copies of contracts and agreements, consultant reports, land surveys, engineering reports and drawings, and correspondence.	Solid Waste Management	T	P	P	P/AR	Comments: File closed upon completion of construction project Legislation/Regulations: Environmental Protection Act Regulations (Landfilling Sites), O. Reg. 232/98, amended by O. Reg. 483/98, s.16, s 20, s 21 - A person shall not establish a new landfilling site or increase the total waste disposal volume of an existing landfilling site unless a written report has been prepared containing plans, specifications and descriptions of the operation, maintenance, monitoring, closure and post-closure care of the site, including matters related to record keeping, reporting and financial assurance; records are retained for at least two years after they are made.

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
W0108	<p>Bridge Maintenance</p> <p>Records relating to the routine and ongoing maintenance and repairs of City bridges. This includes bridges over roadways (overpasses) and bridges over waterways. May include complaints, engineering plans and drawings, copies of contracts and agreements, and correspondence.</p>	Technical Services	C+2	P	P	P	Legislation/Regulation: Municipal Code Chapter 937, Temporary Closing of Highways