

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. 924-2006

**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this by-law, are repealed or amended as indicated in Schedule A.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 September, 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REPEALED PROVISIONS**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 The following provisions of the former municipalities' by-laws are repealed: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) Bylaw No. 26-91 of the former Borough of East York, being a by-law "To establish schedules of retention periods for Municipal Records," as amended, is amended by repealing the entries indicated in the following table.

Schedule "A"
CLERK'S DEPARTMENT

(In Column 1)	(In Column 2)
Assessment Rolls	Permanent

Schedule "B"
FINANCE AND PERSONNEL

(In Column 1)	(In Column 2)
Bank Reconciliations	7 years
Budget and Estimates – Annual Report – Original	7 years
Budget and Estimates – Preparation Books	7 years
Budget Detail and Accounts Analysis	7 years
Chargebacks – Internal	7 years
Cheque Registers	7 years
Committee Reports – Department Copies	2 years after report approved by Council
Customer Deposit Records – Water	7 years
Journal Entry	7 years subject to archival review
Property Management Records	Permanent
Tax Accounting Records	7 years
Tax Accounts Receivables	7 years

Schedule "B"
FINANCE AND PERSONNEL

(In Column 1)	(In Column 2)
Tax Certificates	7 years
Tax Collectors Rolls	7 years
Tax Payment Batches – Computer Input	2 years
Water Accounts Receivable and Billing Registers	7 years
Water Meter Reports	Until Superseded
Water Shut Off Notifications	2 years

Schedule "F"
FIRE DEPARTMENT

(In Column 1)	(In Column 2)
Committee Reports – Department Copies	2 years after report approve by Council

Schedule "D"
PARKS AND RECREATION DEPARTMENT

(In Column 1)	(In Column 2)
Committee Reports – Department Copies	2 years after approval by Council
East York Curling Club – General Records	5 years subject to archival review
News Clippings	2 years subject to archival review
News Releases	2 years subject to archival review
Newsletter – Department	2 years subject to archival review
Public Relations – Commercial/Industrial	6 years
Public Relations – Residents	6 years

Schedule "D"
PARKS AND RECREATION DEPARTMENT

(In Column 1)	(In Column 2)
Recreation Program Instructors Training Records	7 years subject to archival review

Schedule "E"
PLANNING DEPARTMENT

(In Column 1)	(In Column 2)
Committee Reports – Department Copies	2 years after report approved by Council
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
Low Rise Rehabilitation Program Records	16 years subject to archival review
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
Residential Rehabilitation Assistance Program Records	16 years subject to archival review
Service Operations – General Records	5 years

Schedule "F"
WORKS DEPARTMENT

(In Column 1)	(In Column 2)
Street Maintenance and Development Files	Permanent
Watermain Break Reports	Permanent

EAST YORK

(In Column 1)	(In Column 2)
Records Series Not Scheduled in Former East York Records Retention Schedule By-law	
Cheque Registers – F03	
Final Cheque Register	
Customer Correspondence – Tax Certificates – Tax Correspondence	

- (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	4514	Zoning By-laws	C
	4515	Gasoline By-law (Zoning By-law)	C
	4523	Street Numbering Maps	C
	4537	Fuel Oil Correspondence	7 years
	4539	Fuel Oil Applications	7 years

City of Toronto By-law No. 924-2006

<u>Department Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
	4540	Fuel Oil Applications	7 years
	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
	5025	Roads & Bridges Construction Records	17 years
	5027	Watermain Construction Records	17 years
	5033	Street Name Changes	P
	5034	Road Closing Records	P
	5178	Procedure By-law Committee	10 years
	5153	Budget Files	7 years
Assessment	5094	Lottery Licences	4 years
	5095	Assessment Rolls (Borough/Township/ City)	P
	5096	Assessment Rolls (New Toronto Long Branch & Mimico)	P
	5174	Change of Ownership	7 years

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<u>Department Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
	5180	Street Name Changes Index	P
	5181	Lakeshore Business Improvement Area/Kingsway Business Improvement Area	15 years
Elections	5066	News Clippings	7 years

Record Retention Schedule For Finance Department
Schedule "D"

<u>Department Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Water Accounting	6001	Journal Vouchers	5 years
	6116	Cash Listings (W020)	7 years
	6117	Water Cash Batches	6 years
	6169	Water Works System Work Orders	7 years
	6170	Water Meter Reading Pages	7 years
Computer Services	6016	Budget Files	7 years
Purchasing	6097	Budget Files	7 years
Treasury	6077	Budget Working Copy	5 years
	6066	Tax Registrations	P
	6067	Property Sales	40 years after sale
	6110	Budget – Final Copy	P

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<u>Department Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Accounting	6121	General Correspondence & Subject Files	7 years
	6123	Banking Records	7 years
	6125	Journal Vouchers	7 years
	6164	Billing Registers	7 years
Pay Office	6138	Payroll Cheque Listings	7 years
Purchasing / Bering	6188	Cheque Requisitions	3 years
Tax	6022	Daily Cash Summary	7 years
	6028	Water Receipts	2 years
	6033	Cash Register Tapes	7 years
	6036	Tax Arrears / Stubs	5 years
	6037	Tax Stubs	5 years
	6039	Daily Cash Books	7 years
	6078	Cashier Listing & Prepayments	7 years
	6081	Tax Account (Data) Journal Voucher	7 years
	6082	Tax Transfers & Adjustments	3 years
	6083	Prepayment Certificates	7 years

<u>Department Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
	6085	Tax Certificates	7 years
	6087	Parking Receipts	7 years
	6088	Service Receipts	7 years
	6089	Building Receipts	7 years
	6090	General Receipts	7 years
	6092	Daily Cash Sheets/Cashiers Summary	7 years

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

<u>Department Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Information Services	7532	Research Material	5 years
Administration	7544	Budget Information	5 years
Sports & Facilities	7547	Program Files	4 years

Record Retention for Personnel Department
Schedule "H"

<u>Department Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
	8031	Pension Financial Records Printout	2 years
	8035	Long Term Disability/ Mutual life Printout	3 years

Record Retention for Planning Department
Schedule "I"

<u>Department Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Graphics	8533	Budget File	7 years

Record Retention for Works Department
Schedule "J"

<u>Department Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Utilities – Engineering	9013	Contract Drawings	1 year after completion
Systems	9258	Budget & Account Information	3 years
Utilities- Operations	9132	Inspection Sheet	7 years
	9151	Insurance Claim Form	1 year
Roads – Operations	9241	Roads Contracts	Duration of contract + 3 years

Record Retention for Etobicoke Community Health Department
Schedule "K"

<u>Department Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
	4003	Printing Requisitions – Duplicates	1 year
	4004	Purchase Orders – Duplicates	2 years
Administration	4015	Budget-Provincial / City	PA

Record Retention for Etobicoke Olympium (Board)
Schedule "L"

<u>Department Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Gym Athletics	9556	Tennis Club Newsletter	5 years
Records Series Not Scheduled in Former City of Etobicoke Records Retention Schedule By-law	6185	Journal Vouchers (Printout)	----
	6186	Daily Cash Receipts	---
	6187	Daily Cash Totals	---

- (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)
Housing (3033)	Cash Receipts Journal	2
	Daily Cash Records - originals	P
	Daily Cash Records – copies	2
	Duplicate Bank Deposit Slips	6
Works (3068)	Daily Log Sheets and Plant Records – Water Pollution Control System	6
	Daily Log Sheets and Plant Records – Water Works System	6
Property (2-72)	Property Files	Permanently

(In Column 1)	(In Column 2)	(In Column 2)
Legal (144-80)	Leasing Files	5 years after lease expired
Roads and Traffic (15-85)	Subsidies and Grants	4
Roads & Traffic (91-85)		
Planning and Design Branch	Utilities Plans	Permanent
Management Services Department (91-85)		
Management Consulting Division	Systems Planning	Duration of planning project plus 10 years
Ambulance Services- Administrative Division (103-87)	Executive Correspondence and Administrative Files	Archives
Accounting Division	General Correspondence and Administrative Files	4
Community Services Department (103-87)		
Administrative Services Division, Financial and Administrative Services	Children's Service Day Care - Monthly Fees & Reconciliations	6 years
	Fraud Documentation	4 years

(In Column 1)	(In Column 2)	(In Column 2)
Administrative Services Division – Staff Development and Communications	Public Affairs Programs	Archives
Administrative Services Division - Operational Analysis and Review Unit	Budget Submissions	Archives
	Systems Development/Planning	At the Discretion of the Department Head
	Systems Development Projects	Archives
Management Services Department - Corporate Planning	Central Accounting System	Archives
	Budget and Estimates	2 years
	Systems Reviews	Archives
Planning Department (103-87)		
Central Services Division	Systems Planning	Archives
	Systems Reviews	Archives
	Public Transportation	Archives
	Transportation Projects	Archives
	Transportation Systems Planning	Archives

(In Column 1)	(In Column 2)	(In Column 2)
Roads and Traffic Department (103-87)	Capital Sub-System Computer Reports	P
	Utilities	10 years
	Yard Requisition for Gas and Oil	Until audited + 1 yr.
Treasury Department (103-87)	Cancelled Cheques	10 years
Payroll	Pension Plan Enrolments – Confirmation and Waiting Period Election	Until Retired
	Receipts (General)	7 years
Pensions	Cancelled Cheques	7 years
	CUMBA – Accounting Information – Metro Pension Fund	4 years
	CUMBA – General – Metro Pension Fund	4 years
	Interest Lists – Metro Pension Fund	7 years
	Interest Lists – Police Benefit Fund	7 years
	Investment Purchases – Metro Pension Fund	At the discretion of the Department Head
	Investment Purchases – Police Benefit Fund	At the discretion of the Department Head
	No Further Benefits – Metro	Permanent
	Pension – General Correspondence	Archives
	Pension Files – Active Employees – Metro & Area Municipalities	At the discretion of the Department Head

(In Column 1)	(In Column 2)	(In Column 2)
Pensions	Pension Files – Active Employees – Police	At the discretion of the Department Head
	Pension Files – No Further Benefits - Metro	Permanent
	Pension Files – No Further Benefits – Police	Permanent
	Pension Files – Retired/Deceased Employees – Metro Pension Fund	At the discretion of the Department Head
	Pension Files – Retired/Deceased Employees – Police	At the discretion of the Department Head
	Pension Fund – Address / Personal Information Changes	1 year
	Pension Membership Applications – Other than Metro	Permanent
	Pension Membership Applications – Metro	Permanent
	Pension Membership Lists	3 years
	Pensioners Files – Transferred Groups	Permanent
	Police Withdrawal Benefits	Permanent
	Prudential Medical Plan – General – Metro Pension fund	4 years
	Retirement Allowances	Permanent
Information Collection Management – Administrative (Parking Tags) (114-97)	Certificate Requesting Conviction – completed CPI's	Termination date of decision of the last case entered into PTMS + 2 years

(In Column 1)	(In Column 2)	(In Column 2)
Information Collection Management – Administrative (Parking Tags) (114-97)	Conviction: Suspended Sentence or no payment	Termination date of decision of the last case entered into PTMS + 2 years
	Convictions: fine to be paid	Decision date + 2 years
	Acquittals	Decision date of last case + 6 months
Records Series Not Scheduled in Former Municipality of Metropolitan Toronto Records Retention Schedule By-laws		
Finance Accounting	Departmental Cash Remittances	---
	Cash Receipts	---
	Bound Volume Cash Receipts	---
2201	Bank Deposits	---
2209	Bank Control Reports	---
2301	Bank Reconciliations	---
2307	Sinking Fund Banking	---
2401	Input Documents	---
2403	Accounts Payable Control Reports	---
2407	Transfer Documents	---
2621	Abstracts	---

(In Column 1)	(In Column 2)	(In Column 2)
2633	Bank Stop Payments	---
	Blotters/Cash Blotters	---
Dept 14/1/3	Weighscale receipts	---

- (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)
Clerk’s Administration	Lottery Licenses Applications	4
	Easements – Under Seal	P
Election & Revision & Assessment Section	Assessment Rolls	P
	Assessment Rolls – Supplementary	P
	Local Improvement Special Assessment Rolls	21
Public Information	Correspondence – Public Information Subjects	6
	Newspaper Clippings Books	P
	Press Releases & Declarations	2
Public Works	Easement & Agreement Files	P
Real Estate	Property Appraisals	21

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Department	Records	Retention Periods (Years)
Real Estate	Property Lease Files	6
Traffic	Departmental Budget Working Papers	10
	Telephone Line Location Cards	PS
Treasury		
Accounting Section	Accounting Receivable	7
	Budget Estimates	P
	Budget Files	12
	Debenture Entries	10
	Investment Files	6
	Royal Bank Transfers	---
	Sinking Fund Banking	---
Tax Section	Bankruptcy Write-offs	6
	Cash Register Tapes & Balances	6
	Change of Ownership Correspondence	2
	Collectors Rolls – Business & Realty	P
	Collectors Rolls – Conversion Books	P
	Tax Analysis & Collection Sheets	3
	Tax Appointments – (Form 523)	6
	Tax Arrears Certificates – Approved by D.M.A.	P

Department	Records	Retention Periods (Years)
Tax Section	Tax Arrears Certificates – Registered	P
	Tax Arrears Certificates – Returned	P
	Tax Arrears Correspondence	6
	Tax Arrears Statements – (Form 3-29)	6
	Tax Arrears Warrants	P
	Tax Bill Stubs	4
	Tax Certificates – Form 311	6
	Tax Certificates Collectors Files	6
	Tax Histories (Microforms)	21
	Tax Payment Listings	2
	Tax Penalty Correspondence	2
	Tax Reconciliation Files	4
	Tax Registration Records	21
	Tax Registrations – Cancelled	P
	Tax Sale Deeds	P
Tax Sales & Redemption Files	P	
Water Revenue Section	Complaints Form	2
	Cashier's Water Stubs – Water Bills	2
	Meter Reading Counts	2
	Meter Test Sheets	2

Department	Records	Retention Periods (Years)
	Water Service & Meter Record Sheets	P
Records Series Not Scheduled in Former City of North York Records Retention Schedule By-law	Accounts Receivable Listing	---
	Bank Deposit Summary	---
FA43	Bank Statements & Reconciliations	---
	Building Receipts	---
	Cash Receipts – Daily Sign-In Sheets	---
FA54	Cheque Lists & Registers	---
	Cheque Registers – North York	---
	Daily Cash Reports	
	Donation Receipts	---
	Fees & Revenue – Building	---
	Financial Work Papers – Parks Revenue	---
	Gas Tax Rebate & Accounts Receivables	---
	General Journal Vouchers	---
	Journal Vouchers	---
	Payment Voucher Cheque Register – North York	---
	Royal Bank Transfer AT27	---

<u>Department</u>	<u>Records</u>	<u>Retention Periods (Years)</u>
FA54	Tax Certificates & Affidavits	---
	Teller Total Backups	---

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

Clerk’s

Clerks Administration (0201)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>File Subject Title</u>	<u>Retention Period</u>
02	01	07	205	300	Assessment Rolls – Final Totals	PA
02	01	07	205	400	Assessment – Microfiche	PA
02	01	07	205	500	Assessment Rolls	PA
02	01	10	117	000	Lottery Licenses and Correspondence	02

Health

Health Administrative Services (0401)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>File Subject Title</u>	<u>Retention Period</u>
04	01	01	851	000	Meetings – Board of Health	07

Planning & Buildings Department

Building & Site Development (0906)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>File Subject Title</u>	<u>Retention Period</u>
09	06	06	510	000	Plumbing/Drain Permits – Ledger & Index	PP

Recreation, Parks & Culture

Recreation, Parks & Culture

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>File Subject Title</u>	<u>Retention Period</u>
11	01	11	392	000	Daily Log – Field Units	07

Finance and Corporate Services

Executive (1403)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>File Subject Title</u>	<u>Retention Period</u>
14	03	01	100	000	General Correspondence	02
14	03	02	900	000	Finance & Management Correspondence	07

Management Services (1408)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>File Subject Title</u>	<u>Retention Period</u>
14	08	02	600	000	Budgets	PA

Public Relations & Information Services

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>File Subject Title</u>	<u>Retention Period</u>
26	11	01	126	000	Press Releases/Public Service Announcement	02

Real Estate (2621)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>File Subject Title</u>	<u>Retention Period</u>
26	21	14	313	000	Property Appraisals / Evaluations	07

Treasury Services

General Accounting (1410)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>File Subject Title</u>	<u>Retention Period</u>
14	10	02	170	210	Outstanding Cheque List – General Account	04
14	10	02	172	000	Outstanding Cheque List – Payroll Cheques	07
14	10	02	191	100	Trial Balance (Period 26/Run#3)	07
14	12	02	213	200	Local Improvement Assessment	PP

Revenue (1412)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>File Subject Title</u>	<u>Retention Period</u>
14	12	02	110	100	Tax Billing Journal Sheets	10
14	12	02	110	500	Tax Prepayment Journal	10
14	12	02	135	000	Sales Agreements – Tax Lands	PP
14	12	02	160	000	Unbalanced Transaction by Batch	06
14	12	02	160	100	Tax Receipts – Yellow Duplicate	02
14	12	02	160	300	Taxes Receivable Transaction Cards	01
14	12	02	162	500	Tax Payment By Batch – Microfilm	10
14	12	02	191	000	Tax Balancing Documentation	05

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<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>File Subject Title</u>	<u>Retention Period</u>
14	12	02	199	100	Investments – NHA Mortgages	P
14	12	02	199	200	Investment Correspondence	07
14	12	02	210	000	Tax Correspondence	07
14	12	02	210	100	Collector's Rolls	PP
14	12	02	210	110	Full Year Billing Register	15
14	12	02	210	120	Interim Billing Register	15
14	12	02	210	130	Clerk's Collector's Certificates – Microfilm	P
14	12	02	210	400	Taxes Receivable Transaction Listing	05
14	12	02	210	500	Taxes Receivable – Year to Date Listing	06
14	12	02	210	510	Regular Billing Instalments- Agencies	02
14	12	02	210	700	Tax Credit Assistance	40
14	12	02	210	800	Detailed Listing/Outstanding Taxes	10
14	12	02	210	900	Miscellaneous Tax Sub-ledger Book	08
14	12	02	212	200	Roll Number Conversion	10
14	12	02	212	300	Realty Tax Correspondence	04
14	12	02	213	210	Local Improvement Ledger Cards	08
14	12	02	213	300	Commutation of Local Improvements	08

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<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>File Subject Title</u>	<u>Retention Period</u>
14	12	02	213	400	Local Improvement Correspondence	05
14	12	02	215	000	Tax Notice Arrears Register	02
14	12	02	215	100	Warrant Register	15
14	12	02	217	000	Tax Records – General	02
14	12	02	227	000	Billing Register	08
14	12	02	272	100	Tax Certificates – Duplicates	06
14	12	02	272	200	Tax Certificates – Lawyer’s Requests	06
14	12	02	922	200	Tax & Billing Vouchers Affecting G/L	07
14	12	02	922	400	Local Improvement Vouchers	07
14	12	02	922	500	Apportionment Vouchers	07
14	12	03	401	100	Vacant Property Ledgers	P
14	12	03	401	300	Tax Registrations – Histories	PP
14	12	07	201	000	Changes of Ownership	03
14	12	14	311	100	Property Sales – Industrial/Geco	PP
14	12	14	311	300	Property Sales – Tax Lands	PP
14	12	14	314	000	Property Sales Agreements – Miscellaneous Lands	PP

Central Services

Insurance & Risk Management (2632)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>File Subject Title</u>	<u>Retention Period</u>
26	32	02	100	000	General Correspondence	02

Works & Environment Department

Works & Environment (1601)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>File Subject Title</u>	<u>Retention Period</u>
16	01	01	800	000	Meetings – General	04
16	01	13	133	000	Utilities – General	07
16	01	13	155	000	Fuel Oil Pipelines (Microfilm)	PA
16	01	18	513	000	Encroachments/ Rights of Way	PP
16	01	18	230	000	Sanitary Landfill Sites - General	PA
16	01	18	971	000	Utilities Applications	05

Public Building Services (1610)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>File Subject Title</u>	<u>Retention Period</u>
16	10	02	604	000	Budget Files (M&C)	03

Office of the City ManagerAnimal Centre

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>File Subject Title</u>	<u>Retention Period</u>
26	01	02	130	250	Billing Memos (Accounts Receivable)	07

- (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
Buildings & Inspections			
Liquor Licence Files	001789	1	6
Property Information Enquiries: Index	001780	PC	25
Property Information Enquiries	000005	PC	7
City Clerk's			
Assessment Rolls	000675	3	P
Assessment Rolls: Forest Hill	001299	3	P
Assessment Rolls: Swansea	001300	3	P
Assessment Rolls: Township of York	001396		
Combined Assessment & Collector's Rolls – Forest Hill	001311	3	P
Combined Assessment & Collector's Rolls – Swansea	001312	3	P

City of Toronto By-law No. 924-2006

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
General Correspondence: Executive Committee	002036	4	----
Liquor Licence Clearance Files	001845	2	----
Local Improvement Special Assessment Rolls	000678	----	30
Materials Inventory System: Monthly Movement Report	000943	—	7
Press Releases	001434	2	---
City Property			
Real Estate Valuation & Negotiation	000653	PC	10
City of Toronto Non-Profit Housing Corporation			
Encumbered Purchase Order Vouchers	001313 001314 001315	2	8
Finance			
Accounting System	002536	PC	---
Accounts Payable System	002537	PC	---
Assessment Information Reporting System	002500	PC	---
Banking Reconciliations	000249	2	5

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
Bankruptcy – Estates Closed (Tax Payment Claims	000284	2	5
Boulevard Marketing Statements	001477	PC	---
Budget, Estimates and Mill Rate Calculation Working Papers	001353	3	17
Cashiers Daily Returns	000413	2	6
Cashier's Water Stubs	000293	1	1
Civic Pensioners Active Records	000382	PC	P
Civic Pensioners (Deceased) P.C.A.	001460	2	---
Civic Pensioners Inactive Records	000383	2	48
Dishonoured Cheques	001503	3	---
Disbursement Vouchers – Series 64 (Auto Parts)	003198	1	19
Distribution Journal	000236	1	P
Encumbered Purchase Orders Vouchers	000176	2	3
Equipment Charges and Cost Distribution	000237	1	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
Fire Pensioners Active Records	000386	PC	P
Fire Pensioners (Deceased) P.C.A. Files	001461	2	---
Fire Pensioners Inactive Records	000387	2	48
General Banking Ledger	000406	5	P
General Journal Vouchers	000179 001013	3	17
Hydro Cheques Swansea	001169	---	20
Journal Entries Adjusting	000235 001008	1	P
Local Improvement Special Assessment Rolls	000680	5	---
Miscellaneous Encumbrance Vouchers	000181 000182	2 2	3 3
Miscellaneous Encumbrance Adjustment Vouchers	000182	2	3
Pension Histories	001247 001248 001395	PC PC PC	2 2 2
Pensioners Records	002191	PC	25
Requisitions	001417	2	---
Revenue Accounts Analysis	0002326	2	3

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
Revenue Other than Taxation Ledger	000324	10	10
SARS Vouchers: No. 31 (Street Allowance Rental System)	002205	2	7
Stop Payment Notice	000214	1	19
Supplementary Assessment Rolls	001297	4	P
Tax Address Cross Reference	000255	3	27
Tax Adjustment Calculations	001380	1	---
Tax Apportionment Vouchers	000262	4	6
Tax Certificate Applications	000321	1	6
Tax Certificate Copies	000322	1	20
	001097	1	20
	001151	1	20
Tax Collector's Rolls (Business and Realty)	000264	4	P
	000268		
	001294		
	001295		
	001296		
Tax Collectors Final Statement	000256	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
Tax History: Business & Realty	000270	3	27
Tax Payment Stubs	000258	2	3
Tax Sale Deeds	000287	10	P
	001166	10	P
	001733	10	P
Tax Sale Records	000286	4	17
Tax Warrants – Business and Realty	000439	5	2
Transmissions Lists – Transaction Processors	001539	1	20
Water Revenue Charges Register	000298	2	---
Water Revenue Monthly Charges Summary	001241	2	---
Water Revenue System	002541	PC	---
Water Revenue Weekly Payment Summaries	000208	2	---
Work Order Encumbrance Vouchers	001216	2	3
Work Order Encumbrance Reversal Vouchers	001217	2	3
		Housing	
Rent Books – Managed Properties	001286	2	6

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
Management Services			
Budget Review Adjustments	000884	3	10
Health and Safety Files	001568	5	45
Parks and Recreation			
General Correspondence Files	000024	5	20
Planning and Development			
Research Studies	001704	4	6
Public Works and the Environment			
Noise Complaints	001443	5	---
P.U.C.C. Application Files	000661	1	6
Salary Analysis Ledger	000530	---	P
Water Main Plans	001280	PC	7
Purchasing and Supply			
Purchase Orders	000627 000629 001194 001199	2	5
Regular Quotations (Quotations not included in Special Quotations)	000630	2	5

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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
Tender Files	000623	2	13
	Toronto Public Library		
Board Minutes	001712	3	P
Furniture & Equipment Inventory	001660	PC	---
Management Committee Minutes, Documents	001579	3	P
Purchase Orders	001685	1	7
Supplier Master File Listing	001663	PC	
Records Not Scheduled in Former City of Toronto Municipal Code C. 97 – Records			
Paid Invoices	001500	2	5

- (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>Clerk’s Department</u>	Lottery Licences	6
<u>Fire Department</u>	Budget Records – Fire Department	5
	Payroll Records	2

<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u> Retention Periods (Years)
<u>Health Department</u>		
Administration	Budget & Estimates	10
Inspections		
<u>Parks and Recreation Department</u>	Printing Requisitions – Duplicates	2
<u>Treasury Department</u>	Bank Deposit Ledger	---
	Bank Statements General Account	---
	Tax Certificates	7
	Water Interim Control Sheets	7
	Water Interim Receipts Books	7
	Water Meter Books	7
	Water Meter Installation Sheets	7
	Water Receipts Stubs	7
Records Series Not Scheduled in Former City of York Records Retention Schedule By-law		
Y029	Bank Deposit Ledger	
Y030	Bank Statements General Account	---
Y039	Cheque Register	---

<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u> Retention Periods <u>(Years)</u>
Y040	Incoming Cheque Register – Weston	---
	Journal Entry	---
Y050	Journal Entry Ledger	---
Y065	Journal Voucher	---
Y066	Journal Registers – Weston	---
Y079	Administration – Cheque Listing	---
Y088	Returned Cheque Forms	---
	Taxation Correspondence	---

2. 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
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
	5025	Roads & Bridges Construction Records	17 years
	5033	Street Name Change	P
	5034	Road Closing Records	P
Assessment	5180	Street Name Changes Index	P

<u>Department Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
	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.
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

<u>Department Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
	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	Con.
	9079	Street Index	Con.
Traffic & Transportation	9001	Traffic Count Register Index	Con.
	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

<u>Department Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
	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
	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

<u>Department Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
	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.
	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 3)
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
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

(In Column 1)	(In Column 2)	(In Column 3)
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
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)		

(In Column 1)	(In Column 2)	(In Column 3)
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

Department	Records	Retention Periods (Years)
<u> </u>	<u> </u>	<u> </u>
	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
	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

<u>Department</u>	<u>Records</u>	<u>Retention Periods (Years)</u>
	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
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

<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	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

<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	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
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	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

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

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
Collection Development Files	001382	PC	---

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
Local Improvement Advertising Charges Journal	000074	7	---
Local Improvement Petition Checklists	000673	3	17
Local Improvement Petitions Index	000674	Until Superseded	P
Record of Conservation	001368	PC	---

Finance

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
Daily Charges Listing	000294	2	---
Local Improvements Working Papers and Statements	000278	PC	---

Legal

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
Easements	002291	Case Completion	60

Parking Authority of Toronto

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
	000849	PC	P

Planning and Development

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
	001572	3	20
Traffic, Transportation, Public Services Files	001571	3	20

Public Works and the Environment

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
	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	---
Non-approved Boulevard Applications	001531	PC	3
Permit Parking Application	002228	1	1

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
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
Sewers Plans	000081	PC	20
Sidewalk Snow Removal Enforcement Records	002156	5	---
Sidewalk Snow Removal Files	001177	1	6

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
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	---
Water and Drain Installation and Investigations	000577	2	2
Water and Drain Installation & Repair Application	000578	7	---
Water Complaint Forms	001083	5	---

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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
Water Main Log Books	001283	PC	---
Water Service Location Book	001085	PC	---
Water Service Valve Locations	002129	PC	---

Toronto Sesquicentennial Board

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
	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>	Column 3 Retention Periods <u>(Years)</u>
<u>Building Department</u>	Plumbing Project Files	Life of Building
<u>Clerk’s Department</u>	Local Improvements	Life of Improvement

<u>Column 1</u>	<u>Column 2</u>	Column 3 Retention Periods <u>(Years)</u>
Works <u>Department</u>		
<u>Administration</u> <u>Section</u>	Accident Reports, Street Lighting, Equipment Damage	10
	Daily Counts – Sanitation	1
	Permits- Application/Permits for Road Occupation	2
	Sanitation – Correspondence	1
	Water Meter Special Tests	6 months