

Authority: Government Management Committee Item 13.28,
as adopted by City of Toronto Council on April 28 and 29, 2008
Enacted by Council: April 29, 2008

CITY OF TORONTO

BY-LAW No. 352-2008

**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this by-law, are repealed or amended as indicated in Schedule A.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 29th day of April, A.D. 2008.

SANDRA BUSSIN,
Speaker

ULLI S. WATKISS
City Clerk

(Corporate Seal)

SCHEDULE A

**FORMER MUNICIPALITIES' RECORDS RETENTION BY-LAWS
REPEALED PROVISIONS**

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 The following provisions of the former municipalities' by-laws are repealed: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

Schedule "A"

CLERK'S DEPARTMENT

Licensing Application – General

6 years subject to
archival review

Schedule "F"

WORKS DEPARTMENT

By-law Enforcements – Simple, General

2 years after
compliance

Complaints/Investigations General

5 years after
termination, subject
to archival review

Plumbing Code Enforcements – Court Actions

7 years subject to
archival review

Plumbing Code Enforcements – Simple, General

2 years

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

**RECORD RETENTION SCHEDULE FOR BUILDING DEPARTMENT
SCHEDULE "A"**

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Building Department	4504	Fence Viewing Information	7 Years

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

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Council			
Assessment	5054	Vital Statistics Act Indexes	P
	5108	Correspondence (Vital Statistics)	3 years
Animal Control	5129	Kennel Licences	Continual
	5132	Daily Receipts	7 years
	5135	Cash Receipts (Dog Licences)	4 years

**RECORDS RETENTION SCHEDULE FOR FINANCE DEPARTMENT
SCHEDULE "D"**

Treasury	6073	Licences	R
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**RECORDS RETENTION SCHEDULE FOR WORKS DEPARTMENT
SCHEDULE "J"**

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
General Office	9058	Job Record Cards	Con

RECORDS RETENTION SCHEDULE FOR ETOBICOKE COMMUNITY
HEALTH DEPARTMENT
SCHEDULE "K"

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Inspections	4048	Applications and Permits to Disinter body from the grave	7 Years
	4052	Complaint Files	7 Years
	4059	Inspections – Barbers & Hairdressers	7 Years
	4062	Inspections – Funeral Homes	7 Years
	4063	Inspection Reports	7 Years
	4066	Nursery Schools	7 Years

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

(In Column 1)	(In Column 2)	(In Column 2)
Parks (2561)	Duplicate Pay Sheets	2
Roads and Traffic/Plan & Design (91-85)	Intersection Signal Drawings	P
	Grade Separations Plans	P
Community Services Department (103-87)		
Administrative Services Division, Financial and Administrative Services	Cash Receipts	6 years
	Taxi Chits / Authorization	7 years
Management Services (103-87)		
Corporate Planning	Budget Authorization Journal	Permanent
Treasury Department (103-87)	Accounts Payable Control Reports	7 years
Licensing Commission (104-87)	Attendance Register	7 years
Information Collection Management – Administrative (Parking Tags) (114-97)		
Budget Preparation (Parking Tags)	Operating Budget Working Papers	C + 6 years

- (4) By-law No. 27502 of the former City of North York, being a by-law “To establish a schedule of retention periods for records in the possession of the City of North York and the Hydro-Electric Commission of the City of North York”, is amended by repealing the entries indicated in the following table.

Schedule “A” to By-law No. 27502		
Schedule of Retention Periods		
Department	Records	Retention Periods (Years)
_____	_____	_____
By-law Enforcement and Licensing	Complaint Files – By-law Enforcement	6
	Dry Cleaning Licence Applications	4
	Kennel Licences	2
Municipal Building Services	Car Mileage Reports	1
Clerk’s Administration	Fenceviewers Awards	7
Vital Statistics Section	Correspondence (Vital Statistics Subjects)	6
Food Section Control	Licensed Establishment Files	6
Public Works	Contractors Cash Deposits	21
Treasury		
Payroll	Car Allowance Reports	6
Water Revenue	Meter Reading Counts	2
	Complaint Forms	2

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

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
CLERK’S ADMINISTRATION						
02	01	03	561	000	Arbitrations – Fence Awards	PP
02	01	07	400	000	Vital Stats – Births / Deaths / Marriages	PA
02	01	10	120	100	License Applications – Metro Toronto	03
HEALTH						
<u>Communicable Diseases/Clinical Services (0403)</u>						
04	03	09	253	000	Hepatitis B – Reports/Vaccine	06
04	03	09	720	000	Inspections – License Reports	06
PLANNING & BUILDINGS						
<u>Property Standards & Enforcement (0907)</u>						
09	07	06	400	100	Property Standard Files	06
FINANCE AND CORPORATE SERVICES						
<u>Public Relations and Information Services (2611)</u>						
26	11	07	420	110	Marriage Registers – Chapel	PA
TREASURY SERVICES						
<u>General Accounting</u>						
14	10	02	602	000	Accounting Files – Miscellaneous	05

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
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Revenue (1412)

14	12	02	110	300	Tax Refund Journals	10
14	12	02	160	000	Unbalanced Transactions by Batch	06
14	12	02	210	910	496's T/A Vouchers	07

CENTRAL SERVICES

Insurance & Risk Management (2632)

26	32	02	620	000	Insurance Budget Estimates	02
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WORKS & ENVIRONMENT DEPARTMENT

Works & Environment (1601)

16	01	04				
16	01	18	400	000	Construction Project Files	21

OFFICE OF THE CITY MANAGER

Animal Centre (2601)

26	01	10	101	000	License Register	03
26	01	10	110	000	Kennel Licences / Applications	02

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

**SCHEDULE A
RECORDS OF THE CITY**

Column 1	Column 2	Column 3	Column 4
Records	Records Series Identifier	Retention Period In Department Or Local Board (Including Current Year)	Retention Period In Central Records

AUDIT

Payroll Deductions Register from 1969	000514	2	7
Payroll and Attendance Register from 1969	000516	2	7

BUILDINGS & INSPECTIONS

Dry Cleaning Licences	000602	1	6
Housing Inspection Files	000603	1	5
Rooming House Licenses	001236	PC	P
Trailer Inspection Reports: Cherry Nook Gardens	000936	PC	P
Zoning Enforcement Files	000615	1	Life of Building

10
City of Toronto By-law No. 352-2008

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
CITY CLERK'S			
Combined Assessment & Collectors Rolls: Forest Hill	001311	3	P
Combined Assessment & Collectors Rolls: Swansea	001312	3	P
Fence Line Arbitration Awards	000441	1	P
Ontario Municipal Board	000684	2	P
Vital Statistics Returns	000691	2	
CITY PROPERTY			
Real Estate Valuation & Negotiation	000653	PC	10
FINANCE			
Assessment Review Court JV & DV	000197	4	8
Cash Books: Civic Pension Fund	000142	20	P
Cash Books: Fire Pension Fund	000143	20	P
General Banking Ledger	000406	5	P
Inspectors' Reports	000304	2	7

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
Meter Reading Cards	000296 000901	2	7
Rating Cards	000305	4	6
Refund Vouchers	001242	2	
Stop Payment Notice	000214	1	19
Tax Address Cross Reference	000255	3	27
Tax Refund Register	000261	4	6
Travel Reports	001055	1	
Works Department Water Service Reports	000580	2	5
CITY OF TORONTO NON-PROFIT HOUSING CORPORATION			
Inspection Reports	001509	2	5
MANAGEMENT SERVICES			
Promotion Competition Files: Externally Advertised Positions	001143	PC	10

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
PUBLIC HEALTH			
Body Shipments / Disinterments	001992 001993 001993	2 2 2	0 0 0
Communicable Disease Control System	002480	PC	
Day Nurseries Inspection Files	000736	PC	5
Nursing Homes & Children's Home Inspections	002017	PC	
Reportable Disease Information System (RDIS)	002477	PC	
Vaccine Requisitions	002424	2	
Vital Statistics System	002471	2	
Vital Statistics: Birth	000541	2	10
Vital Statistics: Death	000708	2	10
Vital Statistics: Stillbirth	002081	2	10

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

PUBLIC WORKS AND THE ENVIRONMENT

Arbitrations – Fence Awards	001041	3	7
Cash Distribution Journal	000145	2	5
Pavements and Sidewalks Guarantee Files	000571	2	5
Pavement Plans	001279	PC	7
Project Files: Streets & Lane	000566	PC	P
Street Allowance Construction	000983	2	5
Street Allowance Control Court Files	002380	3	
Street Allowance Rental Payment Stubs	001727	2	5
Street Occupation Billing Files	001726	2	
Water & Drain Installations and Investigations	000577	2	2

TORONTO ECONOMIC DEVELOPMENT CORPORATION

Payroll Journal	002517	2	7
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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

TORONTO HISTORICAL BOARD

Payroll Cheque Register	002141	2	5
Payroll Records/Journal	002139	5	P

TORONTO SESQUICENTENNIAL BOARD

Licensee Contract Agreement Files	001831	---	7
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- (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>Health Department</u>	<u>Inspections</u>	Cemetery Applications & Permits to remove or disinter body
		Complaint Cards
		Reports – Inspection, re. Sanitary conditions
<u>Parks and Recreation Department</u>		Budget Control - Analysis Sheets
		Budget Control Book - Purchasing

<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u> Retention Periods (Years)
Works <u>Department</u> Administration Section	Complaints, traffic, garbage, untidy property, etc	10