

Authority: Government Management Committee Item 27.14,
as adopted by City of Toronto Council on January 26 and 27, 2010
Enacted by Council: January 27, 2010

CITY OF TORONTO

BY-LAW No. 129-2010

**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this by-law, are repealed or amended as indicated in Schedule A.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 January, A.D. 2010.

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REPEALED PROVISIONS**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 The following provisions of the former municipalities' by-laws are repealed: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

Official Plan and Amendments	Permanent
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Schedule "D"

PARKS AND RECREATION DEPARTMENT

Development Proposals	Permanent
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Schedule "E"

PLANNING DEPARTMENT

Condominium Applications/Approvals	Permanent
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Condominium Plans	Permanent
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Property Severances	Permanent
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Site Plan Agreement	Permanent
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Schedule "F"

WORKS DEPARTMENT

Building Demolition Permits and Inspection Reports	2 years after demolition, subject to archival review
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Plumbing Permits and Inspection Reports	Permanent
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Swimming Pool Permits and Inspection Reports	Permanent
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- (2) Municipal Code Chapter 28, Document Retention, of the former City of Etobicoke is amended by repealing the entries indicated in the following table:

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

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
	4507	Temporary Buildings or Structures	P
	4517	Index Cards Building Permits	Con
	4531	Registered Plans and Subdivision Data	P
	4533	Building Permits Approved Plans Non Structural	7 years
	4535	Site Plan Agreement	P
	4548	Building Permits, Approved Plans Structural	PM

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

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Council	5023	Official Plan Amendments – Etobicoke	P
	5026	Sanitary Sewer, Local Improvement Records	17 years
Assessment	5184	List of Condominiums	7 years

**RECORDS RETENTION SCHEDULE FOR COMMITTEE OF ADJUSTMENT
SCHEDULE "C"**

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
	5503	Assessment Maps / Variance	S
	5507	Assessment Maps / Consents	S

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

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Treasury	6045	Condominiums	P
	6058	Development Control	P
	6061	Subdivisions	P
	6062	Developments	P

**RECORDS RETENTION SCHEDULE FOR PARKS AND RECREATION
SERVICES DEPARTMENT
SCHEDULE "G"**

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Sports & Facilities	7524	Permits	5 years

**RECORDS RETENTION SCHEDULE FOR PERSONNEL DEPARTMENT
SCHEDULE "H"**

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Administration	8073	Canadian Temporary Economic Control	S

**RECORDS RETENTION SCHEDULE FOR PLANNING DEPARTMENT
SCHEDULE "T"**

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Graphics	8504	Aerial Photographs	P
	8507	Special Studies Maps	P
	8512	Official Plan Amendment Maps/Original	A
	8513	Official Plan Amendment Maps/Duplicates	Con
	8515	Official Plan Amendment Files	P
	8518	Building Permit Application File (copy)	10 years
	8519	Site Plan Files	P
	8522	Site Plan – Rezoning Files	P
	8523	Site Plan – Subdivision	P
	8524	Building Permit (unnumbered file)	5 years
	8525	Condominium Files	P
	8527	Report Maps Original	P
	8529	Condominium and Subdivision Reports	5 years
	8535	Building Permits – Short Route	2 years
	8536	Site Plan Files (Discontinued)	25 years

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
	8538	Metro Economic Development and Planning	1 year

**RECORDS RETENTION SCHEDULE FOR ETOBICOKE COMMUNITY
WORKS DEPARTMENT
SCHEDULE "J"**

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Development	9034	Development Agreements and Correspondence	P
Plumbing	9202	Plumbing & Drain Permits	P
Traffic and Transportation	9006	Building Permits, Rezoning Condominiums, Sub-division Applications	7 years
General Office	9214	Hydrant Permits	Duration of use + 1 year

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

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Nursing	4043	Communicable Disease Reports	2 Years
Inspections	4051	Communicable Disease Reports	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 3)
Assessment (2561)	Construction Permits, Progress and Supplementary Assessment Cards	3
Licensing Commission (2834)	Audit and Branch copies of Licenses and Receipts	4 years
	License Pending Receipt Register	5 years
Property (2-72)	Surplus Land Ledger	Permanently
Legal (144-80)	Rental Arrears Files	2 yrs. after monies collected or amount written off
Roads and Traffic (15-85)	Permits	6 years
Road & Traffic (91-85)		
Planning and Design Branch	Aerial Photos	Permanent
Planning Department	Official Plan Amendments (O.P.A.'s)	22 years after approval
	Official Plan – Metropolitan Toronto	Permanent
	Condominiums Files	Permanent

(In Column 1)	(In Column 2)	(In Column 3)
Community Services Administrative (103-87)	Car Ticket Summaries Official Copy	7
	Taxi Chits	7
Planning Department (103-87)		
Central Services Division	Metropolitan Planning Board Financial/Administrative Records	Permanent
	Neighbourhood Improvement Program (NIP)	Archives
	Official Plan Metropolitan Toronto	Permanent
	Transportation Projects	Archives
	Transportation Systems Planning	Archives
Development Control Division	Development Review Applications	Archives
	Fill Permits	Archives
	Part Lot Control By-laws	Permanent
	Surplus Property Files	5 years
Treasury Department (103-87)		
Pensions	General Journal Metro Pension Fund	P
	General Journal Police Pension Fund	P

(In Column 1)	(In Column 2)	(In Column 3)
Licensing Commission (104-87) Accounting	Accounts Receivable Receipts	4 years
Field Operations	Log Books	Archival
Cab Sales and Transfers	Taxicab Inspections and Fitness Repairs	2 years
(4) By-law No. 27502 of the former City of North York, being a by-law "To establish a schedule of retention periods for records in the possession of the City of North York and the Hydro-Electric Commission of the City of North York", is amended by repealing the entries indicated in the following table:		

Schedule "A" to By-law No. 27502**Schedule of Retention Periods**

Department	Records	Retention Periods (Years)
Building Administration Section	Building Permit Applications - Commercial	P
	Building Permit Applications – Residential	6
	Building Permit Index Registers	P
	Drainage Permit Applications & Plans	6
	Drainage Permits	6
	Flammable Liquids Permit Applications	6
	Flammable Liquid Permits	6
	Heating Permit Applications	6
	Heating Permits	6
	Plumbing Permit Applications	6
	Plumbing Permits	6

Department	Records	Retention Periods (Years)
	Sign Permit Applications	6
	Temporary Structure Permit Applications	3 A.R.
Food Control Section	Septic Tank Permits	6 A.R.
Legal	Condominium Applications	P
	Official Plan Amendment Files	27
	Temporary Structure Agreements	7
Municipal Building Services	Application for Permits	2
	Building Entry Permits	2
Planning & Development	Condominium Application Files	10
	Development – Board of Education Lands	7 A.D.
	Development – City Owned Lands	7 A.D.
	Development – Commercial & Retail Lands	7 A.D.
	Development – Federal Government Lands	7 A.D.
Planning & Development (cont'd.)	Development – Institutional & Private Lands	7 A.D.
	Development – Metro Toronto Lands	7 A.D.
	Development – Proposals	5
	Development – Provincial Lands	7 A.D.
	Development – Residential Lands	7 A.D.

Department <hr/>	Records <hr/>	Retention Periods (Years) <hr/>
	Development – Shopping Centres	7 A.D.
	Development – Studies	P
	Official Plan Amendments	P
Public Works	Base Maps – Aerial Photographs	P
Traffic	Aerial Photographs	P.S.
	Assessment Maps	P.S.
Treasury Accounting Section	Local Improvement Assessment Ledgers	28
	Local Improvement Commutation Vouchers	6
	Local Improvement Charges Files	6
Capital Works Section	Court of Revision - Local Improvement Works	8
	Local Improvement Special Assessment Rolls	21
	Local Improvements - Abandoned or Cancelled	6
	Local Improvement Ledgers	28
	Local Improvement Project Files	8
	Local Improvement Petitions	8
	Local Improvement Objections to Construction	8

- (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 ADMINISTRATION

<u>DE</u>	DI	PR	SEC	TER	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
02	01	07	470	610	Agreements – Special (Condominiums)	PP

HEALTH

Communicable Diseases/Clinical Services (0403)

<u>DE</u>	DI	PR	SEC	TER	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
04	03	01	194	000	Legal Files	06
04	03	09	130	100	Communicable Disease Reports	06
04	03	09	251	000	Tuberculosis/Leprosy Files	40
04	03	09	622	000	Clinic Patient Records/ Correspondence	10

LAW DEPARTMENT

<u>DE</u>	DI	PR	SEC	TER	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
06	01	03	134	110	O.M.B. - Local Improvements	06
06	01	03	171	000	Subdivisions – Proposed	01
06	01	03	172	000	Subdivisions – Registered	50
06	01	03	200	000	Law Correspondence	06

<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	13	173	000	Condominiums Registered	P
06	01	13	175	000	Parkland Contributions By Developer	50
06	01	13	180	000	Site Plans and Consents not Completed	01
06	01	14	325	100	Environmental Issues	40

PLANNING AND BUILDINGS

Planning

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
09	01	01	172	200	Aerial Photographs	10
09	01	01	174	200	Subdivision Maps	PP
09	01	13	100	000	Planning Correspondence	07
09	01	13	161	100	Official Plan Amendments	07
09	01	13	161	200	Secondary Plans & Studies	20
09	01	13	171	100	Subdivisions – Proposed	07
09	01	13	181	100	Site Plan Agreements	20
09	01	13	181	200	Site Plan Miscellaneous Paper	07

<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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09	01	13	181	210	Site Plans (Microfilm)	50
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09	01	13	301	300	Condominiums – Approved Draft Plans	07
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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>
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09	06	06	110	100	Building Permits - Residential & Signs	07
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09	06	06	110	200	Building Permits - Commercial - Additions & Erections	PP
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09	06	06	110	220	Building Permits - Commercial Occupancy, Install, Alterations	07
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09	06	06	110	300	Building Permits – Cancelled	02
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09	06	06	112	100	Drain Permits	PP
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09	06	06	112	200	Drain Permits (Microfilm)	PP
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09	06	06	115	200	Mechanical Permits – Commercial	PP
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09	06	06	510	000	Plumbing/Drain Permits – Ledger & Index	PP
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FINANCE AND CORPORATE SERVICES

TREASURY

Revenue (1412)

<u>DE</u>	DI	PR	SEC	TER	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
14	12	02	130	252	Accounts Receivable Rental of Property	15
14	12	02	213	000	Local Improvement Register	15
14	12	02	213	100	Prepaid Local Improvements	15
14	12	02	213	200	Local Improvement Assessments	PP
14	12	02	213	210	Local Improvement Ledger Cards	08
14	12	02	213	300	Commutation of Local Improvement	08
14	12	02	213	400	Local Improvement Correspondence	05
14	12	02	922	400	Local Improvement Vouchers	07
14	12	13	173	000	Completed York Condominiums	10

CENTRAL SERVICES

Central Records

<u>DE</u>	DI	PR	SEC	TER	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
26	31	01	175	100	Plans – Registered Subdivisions	PA
26	31	01	175	110	Plans – Registered Subdivisions (Microfilm)	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>
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26	31	01	175	111	Plans – Registered Subdivisions (Diaz)	PA
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26	31	01	175	200	Plans – Registered Condominiums	PA
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Insurance & Risk Management

<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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26	32	02	535	200	Insurance Certificates – Contractors	07
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WORKS & ENVIROMENT

<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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16	01	13	100	000	Planning and Development – General	10
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16	01	13	181	000	Site Plan Applications	07
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16	01	13	170	000	Development Engineering General Files	07
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16	01	18	512	000	Aerial Maps – Pencil Manuscripts	PA
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16	01	18	520	000	Design Criteria (Works)	PP
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16	01	21	533	000	Metro Toronto Conservation Authority	07
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16	01	18	801	100	Environmental Assessment Studies	PP
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OFFICE OF THE CITY MANAGER

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT</u> <u>NAME</u>	<u>RETENTION PERIOD</u>
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Economic Development (1001)

10	01	14	300	000	Economic Development Correspondence	07
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- (6) Municipal Code Chapter 97, Records Retention, of the former City of Toronto is amended by repealing the entries indicated in the following table:

**SCHEDULE A
RECORDS OF THE CITY**

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

Personnel Files	002417	PC	75
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BUILDINGS & INSPECTIONS

Building Permit Application Plans (Hardcopy)	000595	---	5
Building Permit Classification Books (Hardcopy)	001375	1	---
Building Permit Classification Books (Microfilm)	002716	---	P
Building Permit Index Books (Hardcopy)	001837	1	---
Building Permit Index Books (Microfilm)	002715	---	P

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City of Toronto By-law No. 129-2010

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
Building Permit Record Books (Hardcopy)	001376	1	---
Building Permit Record Books (Microfilm)	002717	---	P
Building Permit Specifications	000596	1	---
Construction and Permit Application (Hardcopy)	000607	PC	5 Years After Demolition Microfilming
Construction and Permit Application (Microfilm)	002711	---	Life of Demolition Building
Inspection Files (Hardcopy)	002308	---	5
Inspection Files (Microfilm)	002719	---	5
Rezoning Application Files	000664	---	P
Sign Permit Application Files	000590	3	2
Sign Permit Books	000589	PC	---
Zoning Review Files	001804	---	1
CITY CLERK'S			
Local Improvement Advertising Charges Journal	000074	7	X
Local Improvement Petition Checklists	000673	3	17
Local Improvement Petitions Index	000674	Until Superseded	P

Column 1 Records	Column 2 Records Series Identifier	Column 3 Retention Period In Department Or Local Board (Including Current Year)	Column 4 Retention Period In Central Records
Local Improvement Poll Verifications	002592	10	---
Local Improvement Special Assessment Rolls	000678	---	30
Official Plan	000659	---	P
Official Plan Amendments	000660	---	P
Ontario Municipal Board Zoning Appeal Decisions	000667	1	P
CITY PROPERTY			
Assets: Construction File	000658	PC	75
Casa Loma Trust Account	000166	---	P
Court of Revision	000942	2	23
General Journal	000134	20	P
St. Lawrence Market Rental Revenue	000318	2	5
Subject Correspondence: Temporary	000012	3	7
	000014	2	X
Weigh Scale Ticket Books	000657	PC	7
FINANCE			
Billing and Payment Records	000291	2	5
	000292	2	5
	000880	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
Bond Registration Applications	000353	1	P
Civic Pension Fund Investment Ledger	000363	PC	P
Civic Pension Fund Receipts	000201	2	6
Letter Books	000056	3	28
	000057	3	28
	000058	3	28
	000061	2	---
Local Improvement Commutation Register	000276	21	---
Local Improvement Special Assessment Rolls	000680	5	---
Local Improvement Working Papers and Statement	000278	PC	---
Matured Debenture Interest Coupon Outstanding Diary Sheets	000361	PC	P
Sinking Fund Investment Ledger	000351	---	P
Tax Certificate Applications	000321	1	6
Urban Renewal Schemes	001739	PC	10
FIRE			
Fire Report: Miscellaneous Alarms	001289	2	

Column 1 Records	Column 2 Records Series Identifier	Column 3 Retention Period In Department Or Local Board (Including Current Year)	Column 4 Retention Period In Central Records
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CITY OF TORONTO NON-PROFIT HOUSING CORPORATION

Housing Registry Files	002487	2	---
Housing Registry System	002428	PC	---
Masterfile Rental Record: Non-profit Housing	001273	2	6
Planning Reports and Studies	001257	PC	---

LEGAL

Building Permit Litigation	002441	Case Completion	15
Business Tax Arrears	003384	PC	5
By-law Enforcement Records	002432	Case Completion	30
Condominium Applications	002280	PC	60
Credit Vouchers and Receipts	002389	1	---
Development Review Applications	002282	PC	60
Receipts	002391	2	2
Official Plan Amendments and Rezoning	002283	PC	60

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 DEPARTMENT			
Administrative Files	002045	2	---
PARKING AUTHORITY			
Parking and Transportation Studies and Surveys	000849	PC	P
PARKS AND RECREATION			
Cash Book	000144	2	P
PLANNING AND DEVELOPMENT			
Area Plans and Studies	001537	PC	5
Control of Premises Files	001538	3	20
Development Agreement Plans	002030	3	P
Development Department Records	000938	---	20
Development Reviews	001506	3	40
Neighbourhood Improvement Program	001750	---	7
Planning and Development Administration Files	001705	3	4
Research Studies	001704	4	6
Traffic, Transportation, Public Services Files	001571	3	23

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
PUBLIC HEALTH			
Case Files	000735	2	4
	001951	2	4
	001952	2	4
	001953	2	4
Client File	002525	2	10
Client Intake Case Files	002557	1	---
Communicable Disease Cases	001354	2	4
	002004	2	4
	002005	2	4
	002006	2	4
Communicable Disease Records: Class A	000697	PC	50
Communicable Disease Records: Class B	000036	3	4
Communicable Disease Records: Class C	000148	2	5
Communicable Diseases – Typhoid and Paratyphoid Carriers and Leprosy	001977	50	---
	001978	50	---
	001979	50	---
	001980	50	---
Environmental Health and Inspection Section Inspections System - Data Sheet	000805	2	---
	002013	2	---
	002014	2	---
	002015	2	---

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
Hearing Conservation Centre: Case Files	000740	10	---
Hearing Conservation Centre: Clinic Reports & Statistics	000741	2	---
Notification of Deaths Reportable Communicable Disease	002525	2	---
Surveillance Reports: Communicable Diseases	000724	2	5

PUBLIC WORKS AND THE ENVIRONMENT

Development Agreement Files	002151	PC	---
Local Improvements Completed	000560	1	20
Local Improvements: Inactive	000561	3	---
Maps	001400	PC	P
Property Data Maps	000619	PC	P
Vehicle Ramps Installation Permits	001546	3	4

TORONTO HISTORICAL BOARD

Employment Applications	002072	1	---
Personnel Competition Files	002465	1	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
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TORONTO PUBLIC LIBRARY BOARD

Multilingual Task Force Minutes	001596	3	2
Subject Correspondence: Multilingual Office	001603	3	2

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

Schedule A

<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u> Retention Periods (Years)
<u>Building Department</u>	Cash and Receipts	3
<u>Clerk's Department</u>	Local Improvements	Life of Local Improvement
	Petitions - Local Improvements	6
<u>Health Department</u>		
<u>Inspection</u>	Communicable disease reports	3
<u>Tuberculosis</u>	Clinical reports and family folders, inactive	10

<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u> Retention Periods (Years)
<u>Hydro</u>	Cash Cards	2
	Cash Register Tapes	3
	Daily Cash Summaries	2
	Deposit Receipt – Duplicates	7
<u>Parks and Recreation Department</u>	Period Cash and Revenue reports	3
<u>Planning Department</u>	Air Photos	10
<u>Treasury Department</u>	Ribbon Books – Cash Receipts	7
	Teller's Blotters	4
	Water Interim Control Sheets	7
<u>Works Department</u>	Cash Receipts – duplicates	3
<u>Appendix I</u> Building Project Files	Permit Application by Applicant and typed copies by department	
	Orders to Company and Inspection Reports	

<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u> Retention Periods <u>(Years)</u>
Appendix II Drainage Project Files	Applications for Plumbing Permits	
	Applications for Drainage Permits	
	Drainage Plans	
	Permit Books	
	File Cards	
	Orders to Comply and Inspection Reports	