

Authority: Government Management Committee Item 32.22,
as adopted by City of Toronto Council on July 6, 7 and 8, 2010
Enacted by Council: July 8, 2010

CITY OF TORONTO

BY-LAW No. 853-2010

**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this by-law, are repealed or amended as indicated in Schedule A.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 8th day of July, 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FORMER MUNICIPALITIES' RECORDS RETENTION BY-LAWS REPEALED PROVISIONS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 The following provisions of the former municipalities' by-laws are repealed: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

| | |
|---|---|
| Births, Deaths and Stillbirths Records | Permanent |
| Contracts | 7 years after termination |
| Council Standing Committee Minutes – Original | Permanent |
| Council Standing Committee Minutes, Orig. Suppor.Doc | 25 years subject to archival review |
| East Yorker | Permanent |
| Election Records | As required by Municipal Elections Act |
| Mayor's General Files | 3 years subject to archival review |
| Printing Job Dockets | 2 years after revised or obsoleted |
| Property Ownership Change Records – Borough Copy | 3 years |
| Property Standards Committee Minutes – Original | Permanent |
| Property Standards Committee Minutes – Sup. Docs. | 6 years subject to archival review |
| Restriction Letters | 6 years subject to archival review |
| Special Events Files | 5 years subject to archival review |

Schedule "B"

FINANCE AND PERSONNEL

| | |
|---|-------------------------------------|
| Account Summary Reports | 7 years |
| Accounting System Monthly Summary Reports | 7 years |
| Cash Receipt Batches – Computer Input | 2 years after verification |
| Cheque Copies | 7 years |
| Computer Input Batches – Accounting | 7 years |
| Computer Input Batches – Revenue | 2 years after verification |
| Course Registration Receipts | 7 years |
| Daily Cash Receipt Reports | 7 years |
| Dog Licensing Records | 2 years |
| Employment Application Inventory | 90 days after submission or renewal |
| Labour Union Contracts/Negotiations | Permanent |
| Lawyer's Letters – Water Accounts | 7 years |
| Letters of Credit | 7 years after expiry |
| Parking Tag Payment Receipts/Reports | 7 years |
| Publications (EY) Master Copies | Permanent |
| Signing Authority Records | Permanent |
| Solicitor's General Files | 7 years subject to archival review |
| T-4 Summaries | Permanent |
| Time Sheets | 7 years |
| Working Papers | 2 years |

Schedule "C"

FIRE DEPARTMENT

| | |
|-------------------------------------|--|
| Complaints / Investigations General | 5 years after term. subject to archival review |
| Training Reports – Fire Department | 3 years subject to archival review |

Schedule "D"

PARKS AND RECREATION DEPARTMENT

| | |
|--|---|
| Capital Project Records | 7 after termination sub. to archival review |
| Community Groups Records | 5 years subject to archival review |
| Course Registration Records | 7 years |
| East York Curling Club Minutes | Permanent |
| Grant Applications – (Parks and Recreation) | 7 years subject to archival review |
| Leaside Memorial Community Gardens Board Minutes | Permanent |
| Leaside Memorial Community Gardens General Records | 5 years subject to archival review |
| Publications (EY) Master Copies | Permanent |
| Special Events Files | 5 years subject to archival review |
| Stan Wadlow Park Recreation Compl. Bd. Minutes – Orig. | Permanent |
| Stan Wadlow Park Recreation Complex Gen. Records | 5 years subject to archival review |

Schedule "E"

PLANNING DEPARTMENT

| | |
|---|------------------------------------|
| Committee of Adjustment General Records | 5 years subject to archival review |
| Landscape Plans | Permanent |
| Ontario Municipal Board Appeals | Permanent |
| Site Specific Official Plan Amend. Applications | Permanent |

Schedule "F"

WORKS DEPARTMENT

| | |
|--|--|
| Building Code Enforcements – Court Actions | 7 years subject to archival review |
| Building Code Enforcements – Simple, General | 2 years subject to archival review |
| Building Demolition Permits and Inspection Reports | 2 years after demolition, subject to archival review |
| By-law Enforcements – Court Actions | 15 years after settlement, subj. to archival review |
| By-law Enforcements – Zoning (no court action) | 7 years after compliance, subj. to archival review |
| By-law Violations – Front Yard Parking | 2 years after compliance |
| Capital Project Records | 7 years after termination sub. To archival review |
| Development Proposals | Permanent |
| Mark Up Plans | Permanent |
| Newsletter – Department | 2 years subject to archival review |
| Pavement Cross Section Reports | Permanent |
| Sign Permits and Inspection Records | Permanent subject to archival review |
| Termite Inspection and Control Records | 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 CLERK'S DEPARTMENT
SCHEDULE "B"**

| <u>DEPARTMENT Section</u> | <u>RRS</u> | <u>Title</u> | <u>Total Retention</u> |
|-------------------------------|------------|---|----------------------------|
| Council | | | |
| | 5005 | Zoning Files | 10 years |
| Elections | 5056 | Certificate and Receipt for Ballots for DRO | 4 years |
| | 5060 | Application to Vote by Proxy E-25 | 1 year |
| | 5061 | Application to Vote where Stationed E-24 | 1 year |
| | 5062 | Election Returns | 90 Days |
| | 5064 | Voter Notification Lead Cards | 1 year |
| | 5067 | Ballot Box Contents | 4 years |
| | 5069 | Suggestions for Next Election | 4 years |
| | 5170 | Overtime Sheet | 4 years |
| | 5074 | Information to Candidates E-60 | 4 years |
| | 5076 | Polling Stations, Schools, Advance Polls and Ballot Box Distribution | 4 years |
| | 5079 | Ballot Count Sheets | |
| | 5080 | Ballot Proofs | 4 years |

| <u>DEPARTMENT Section</u> | <u>RRS</u> | <u>Title</u> | <u>Total Retention</u> |
|-------------------------------|------------|--|----------------------------|
| | 5081 | Ballot Preparation Draft | 4 years |
| | 5082 | Polling Subdivision Wards | 4 years |
| | 5086 | Election Budget | 6 years |
| | 5083 | Polling Location Lists | 4 years |
| | 5089 | Polling Location Lists and Correspondence | 4 years |
| | 5097 | Election Records | A |
| | 5098 | Election – Recount | A |
| | 5099 | Nomination Papers | P |
| | 5100 | Preliminary List of Electors/Voters List | P |
| | 5102 | Ballots | 90 Days |
| | 5103 | Ballot Box Contents | 3 years plus 90 Days |
| Assessment | 5106 | Cause of Death Certificate | P |
| | 5107 | Incomplete Birth Registration | 2 years |
| | 5110 | Notification of Death | 2 years |
| Animal Control | 5151 | Overtime | 2 years |

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

| <u>DEPARTMENT Section</u> | <u>RRS</u> | <u>Title</u> | <u>Total Retention</u> |
|-------------------------------|------------|----------------------------|----------------------------|
| Purchasing | 6096 | Vacation Schedule Cards | 1 year |

| <u>DEPARTMENT Section</u> | <u>RRS</u> | <u>Title</u> | <u>Total Retention</u> |
|-------------------------------|------------|-------------------------------------|----------------------------|
| | 6162 | Time Sheets | 3 years |
| <u>DEPARTMENT Section</u> | <u>RRS</u> | <u>Title</u> | <u>Total Retention</u> |
| Computer Services | 6102 | Holiday Schedule | 1 year |
| Tax | 6091 | Payroll Time Sheets / Extra Help | 2 years |
| Pay Office | 6143 | Overtime Book | 7 years |
| | 6153 | Sick Bank Ledger | P |
| | 6154 | Sick Time Record Printout | 7 years |
| | 6171 | Time Transaction Listing | 7 years |

**RECORD RETENTION SCHEDULE FOR FIRE DEPARTMENT
SCHEDULE "E"**

| <u>DEPARTMENT Section</u> | <u>RRS</u> | <u>Title</u> | <u>Total Retention</u> |
|-------------------------------|------------|---------------------------------|----------------------------|
| Administration | 6058 | Alarm Operators Shift Report | C |

**RECORD RETENTION SCHEDULE FOR MUNICIPAL PROPERTIES
SCHEDULE "F"**

| <u>DEPARTMENT Section</u> | <u>RRS</u> | <u>Title</u> | <u>Total Retention</u> |
|-------------------------------|------------|--------------|----------------------------|
| Carpenter Shop | 7010 | Time Sheets | 2 years |
| Vehicle Garage | 7011 | Time Sheets | 2 years |
| Municipal Properties | 7012 | Time Sheets | 2 years |

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

| <u>DEPARTMENT Section</u> | <u>RRS</u> | <u>Title</u> | <u>Total Retention</u> |
|-------------------------------|------------|---------------------|----------------------------|
| Administration | 7551 | Payroll Time Sheets | 3 years |

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

| <u>DEPARTMENT Section</u> | <u>RRS</u> | <u>Title</u> | <u>Total Retention</u> |
|-------------------------------|------------|------------------------------|----------------------------|
| | 8025 | Interim & Merit Reviews | 7 years |
| | 8030 | Sick Time Record Printout | 2 years |
| | 8051 | Time Sheets/Personnel | 3 years |
| | 8052 | Time Sheets/Cafeteria | 3 years |

RECORD RETENTION SCHEDULE FOR WORKS DEPARTMENT SCHEDULE "J"

| <u>DEPARTMENT Section</u> | <u>RRS</u> | <u>Title</u> | <u>Total Retention</u> |
|-------------------------------|------------|-----------------------------------|----------------------------|
| Utilities-Operations | 9012 | Payroll Time Sheets | C |
| | 9052 | Daily Time Sheets | C |
| | 9121 | Overtime List | 1 year |
| | 9126 | Change of Vacation - Lieu Time | 2 years |
| | 9127 | Vacation Record | Duration of employment |
| | 9128 | Sick - Attendance Record | 2 years |

| <u>DEPARTMENT Section</u> | <u>RRS</u> | <u>Title</u> | <u>Total Retention</u> |
|-------------------------------|------------|--|----------------------------|
| | 9137 | Sewage Lift Stations / Daily Time Report | 7 years |
| | 9146 | Vacation – Deferred | 3 years |
| | 9148 | Time Sheet | C |
| | 9152 | Performance Evaluation Salaried | Duration of Employment |
| | 9244 | Sick Report Book | 1 year |
| | 9262 | Schedule Hourly Employees Rotating Shift | 1 year |
| | 9264 | Salaried Employees Overtime | 1 year |
| Survey | 9020 | Time Sheets/Daily Reports | 3 years |
| Systems | 9115 | Time Sheets/Operations | 3 years |
| | 9116 | Time Sheets/Engineering | 3 years |
| | 9119 | Crew Cards | 4 years |
| Plumbing | 9171 | Demolition Memo | 7 years |

**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 | 4031 | Birth Registration / Province | 6 years |
| | 4032 | Nursing Records | 10 years |

| <u>DEPARTMENT Section</u> | <u>RRS</u> | <u>Title</u> | <u>Total Retention</u> |
|-------------------------------|------------|--|----------------------------|
| | 4033 | Family Planning Clinic Patient Records | 10 years |
| | 4034 | Family Planning Permanent Tickler | P |

**RECORDS RETENTION SCHEDULE FOR ETOBICOKE OLYMPIUM
SCHEDULE "L"**

| <u>DEPARTMENT Section</u> | <u>RRS</u> | <u>Title</u> | <u>Total Retention</u> |
|-------------------------------|------------|--------------------------------------|----------------------------|
| Administration | 9516 | Payroll Time Sheet | 3 years |
| Aquatics | 9522 | Attendance Sheet | 5 years |
| | 9529 | Shift Change Request | 5 years |
| Maintenance | 9562 | Maintenance Dept. Weekly Schedule | 5 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) |
|---|---|---------------|
| Parks (2561) | Earning Record Cards | Permanently |
| | Time Sheets | 6 |
| Metropolitan Licensing Commission (2834) | Duplicate Pay Sheet | 2 |
| Housing (3033) | Duplicate Pay Sheets Head Office | 2 |
| | Homes for the Aged together with pertinent time sheets | 6 |

| (In Column 1) | (In Column 2) | (In Column 3) |
|---|---|---------------|
| Housing (3033) (cont'd.) | Time Cards | 2 |
| Works (3068) | Duplicate Pay Sheets | 2 |
| | Timesheets | 6 |
| | Water Billing Statements | 6 Years |
| Roads and Traffic (91-71) | Time Sheets and Time Cards | 6 |
| Property (2-72) | Time Sheets and Time Cards | 6 Years |
| Roads and Traffic (15-85) | Employee Time Reports | 2 Year |
| | Personnel Administrative Information - Attendance Register | 1 Year |
| Ambulance Services (103-87) Administration Division | Vacation Schedules | 4 Years |
| Administrative Services Division (103-87) Personnel Services | Employee Time Reports | 3 Year |
| | Personnel Administrative Correspondence | 3 Years |
| Management Services Department (103-87) | | |
| Administration | Personnel Administration | 2 Years |

| (In Column 1) | (In Column 2) | (In Column 3) |
|--|--|--|
| Planning Department (103-87) Central Services Division | Employee Time Reports | 1 Year |
| | Personnel Administrative Information | 1 Year |
| Treasury Department (103-87) Fund Debt | Cash Book – Sinking Fund | Permanent |
| Licensing Commission (104-87) Accounting | Attendance Register | 7 years |
| Human Resources (185-97) | EAP (Employment Assistant Program) Client Files | 10 yrs. - after the last contact if the client is under 18 at the time of last contact, 10 - after their 18th birthday |

- (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 | Inspector's Work Schedule | 1 |
| By-law Enforcement & Licensing | Daily Time Sheets - Animal Shelter | 2 |

| Department | Records | Retention Periods (Years) |
|--|--|---------------------------------|
| Election & "Revision & Assessment Section | Correspondence (Election Subjects) | 4 |
| | Election Papers – Ballots | |
| | Legal Opinions – Elections | PS |
| | Municipal Election Statistics | P |
| Vital Statistics Section | Birth Registers | P |
| | Death Register | P |
| | Notice of Death or Stillbirth | 6 months |
| Nursing Section | Child Health Records | 6 |
| | Family History Files | 10 |
| | Family Planning Lab Reports | 6 |
| | Family Planning Medical Forms | 6 |
| | Family Service Records | 2 |
| Legal | Certification of Title Records | 7 |
| Municipal Building Services | Engineers Time Sheets | 3 |
| Personnel | Departmental Organization – Reports | P |
| Public Works | Weekly Time Sheets – Base Mapping | 4 |
| | Weekly Time Sheets – Inspectors | 4 |

15
City of Toronto By-law No. 853-2010

| <u>Department</u> | <u>Records</u> | <u>Retention Periods (Years)</u> |
|-----------------------------|--|--|
| Public Works (cont'd) | Weekly Time Sheets – Labourers | 4 |
| | Weekly Time Sheets – Engineering | 3 |
| | Weekly Time Sheets – Survey Crews | 3 |
| Treasury Payroll Section | Adjustments & Overtime Weekly Sheets | 6 |
| | Machine Overtime & Adjustment Cards | 6 |
| | Time Cards - (Hourly Rated Staff) | 6 |
| Tax Section | Mortgage Correspondence | 4 |
| | Tax Adjustment Sheets | 6 |
| Capital Works Section | Local Improvement Special Assessment Rolls | 21 |

- (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

Clerk's Administration (0201)

| <u>DE</u> | <u>DI</u> | <u>PR</u> | <u>SEC</u> | <u>TER</u> | <u>FILE SUBJECT NAME</u> | <u>RETENTION PERIOD</u> |
|-----------|-----------|-----------|------------|------------|------------------------------|-------------------------|
| 02 | 01 | 03 | 111 | 100 | Zoning By-law Amendments | PA |
| 02 | 01 | 07 | 303 | 000 | Election Returns | PA |
| 02 | 01 | 07 | 330 | 000 | Elections – Voters Lists | 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> |
|-----------|-----------|-----------|------------|------------|------------------------------|-------------------------|
|-----------|-----------|-----------|------------|------------|------------------------------|-------------------------|

| | | | | | | |
|----|----|----|-----|-----|------------------------------|----|
| 02 | 01 | 07 | 370 | 000 | Elections – Nomination Paper | PA |
|----|----|----|-----|-----|------------------------------|----|

| | | | | | | |
|----|----|----|-----|-----|-----------------------------|----|
| 02 | 01 | 14 | 311 | 000 | Property Sales – City Lands | PA |
|----|----|----|-----|-----|-----------------------------|----|

PLANNING AND BUILDINGS

Planning (0901)

| <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 | 03 | 111 | 120 | Zoning By-law Amendments | 07 |
|----|----|----|-----|-----|--------------------------|----|

FINANCE AND CORPORATE SERVICES

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 | 311 | 000 | Property Sales | 07 |
|----|----|----|-----|-----|----------------|----|

| | | | | | | |
|----|----|----|-----|-----|------------------------------------|----|
| 26 | 21 | 14 | 311 | 100 | Property Sales – Industrial / Geco | PP |
|----|----|----|-----|-----|------------------------------------|----|

| | | | | | | |
|----|----|----|-----|-----|-----------------------------------|----|
| 26 | 21 | 14 | 313 | 000 | Property Appraisals / Evaluations | 07 |
|----|----|----|-----|-----|-----------------------------------|----|

TREASURY SERVICES

Payroll (1407)

| <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 | 07 | 12 | 101 | 000 | Payroll History Cards | PP |
|----|----|----|-----|-----|-----------------------|----|

| | | | | | | |
|----|----|----|-----|-----|---------------------------------|----|
| 14 | 07 | 12 | 111 | 000 | Payroll - Employee Time Reports | 04 |
|----|----|----|-----|-----|---------------------------------|----|

| | | | | | | |
|----|----|----|-----|-----|-------------------------------|----|
| 14 | 07 | 12 | 121 | 000 | Sick Time and Absentee Record | 04 |
|----|----|----|-----|-----|-------------------------------|----|

CENTRAL SERVICES

Central Services (2631)

| <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 | 31 | 01 | 755 | 100 | Archives - History of Elections | PA |

WORKS & ENVIROMENT

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 | 150 | 000 | Utilities – General | 07 |
| 16 | 01 | 14 | 311 | 000 | Sale or Lease of City Owned Lands | 21 |
| 16 | 01 | 18 | 102 | 200 | Works Crew Cards | 02 |

OFFICE OF THE CITY MANAGER

Human Resource Administration (2602)

| <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 | 02 | 01 | 710 | 000 | Surveys – Administrative, Organization | 05 |
| 26 | 02 | 04 | 432 | 000 | Staff Training & Development | 05 |

- (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 |
|---------------------|---|---|--|
|---------------------|---|---|--|

AUDIT

| | | | |
|--|--------|-----|---|
| Attendance Reporting | 002418 | 1 | 5 |
| Payroll and Attendance Register from 1969 | 000516 | 2 | 5 |
| Payroll and Attendance Register: 1963 to 1968 | 000515 | --- | P |

BUILDINGS & INSPECTIONS

| | | | |
|--|--------|---|---|
| Attendance Exception Reports | 000459 | 2 | 5 |
| Bi-weekly Attendance Reports | 001784 | 2 | 5 |
| Building Inspectors' Daily Time Cards | 000605 | 2 | 1 |
| Housing Inspector Time Cards | 001303 | 2 | 1 |

| 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 |
|---|---|---|--|
| CITY CLERK'S | | | |
| Advertising Orders | 000072 | 2 | --- |
| Attendance Exception Reports | 000470 001835 | 2 2 | 5 5 |
| Bi-weekly Attendance Report | 001834 | 2 | 5 |
| Birth and Death Registrations | 000692 | PC | P |
| Candidates Registration | 002590 | 3 | --- |
| Chauffeur's Daily Time Record | 000454 | 2 months | --- |
| Demolition Applications | 002034 | 2 | 23 |
| Election Contribution Disclosure Files | 002043 | 3 | --- |
| Elected Officials' Financial Disclosures | 002332 | PC | 10 |
| Letterbooks: General | 000050 | 2 | 6 |
| Letter Register | 000874 | 3 | P |
| Nomination Papers: Municipal Elections | 002026 | --- | 4 |

| 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 |
|---------------------------------------|---|---|--|
| Overtime Authorizations | 000508 | 2 | --- |
| Voter's List Additions at the Polls | 002591 | 1 month | --- |
| Voter's List Oaths of Receipt | 000689 | 3 | --- |
| Voter's List Revision File | 002588 | 3 months | --- |
| CITY PROPERTY | | | |
| Attendance Reports | 000471 | 2 | 5 |
| Illness Daily Summary | 001230 | 2 | --- |
| Overtime Authorizations | 000509 | 2 | 1 |
| Rent Registers | 000314 | PC | P |
| Sale of Land Cards | 000655 | 5 | 5 |
| FINANCE | | | |
| Appropriation Ledgers | 000374 | 10 | P |
| Attendance Exception Reports | 000462 | 2 | 5 |
| | 000472 | 2 | 5 |
| | 001202 | 2 | 5 |
| | 001208 | 2 | 5 |
| Attendance Exception Reports: Housing | 001185 | 0 | 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 |
|--|--|---|--|
| Attendance Exception Summary | 000463 | 2 | --- |
| Daily Attendance Reporting System | 002498 | PC | --- |
| Election Cheques | 000233 | 1 | 6 |
| Entry Register: Government Annuities | 001219 | ---- | 50 |
| Fire Pension Payment Vouchers | 000196 | 3 | 17 |
| Inspectors' Time Sheets | 000457 | 2 | --- |
| Payroll and Attendance Register: Payroll Copy | 001414 | 2 | --- |
| Rent Register | 000317 | 10 | 10 |
| Summary Absent Employees | 000482 | 2 | --- |
| Tax Distribution Journal and Working Papers | 001074 | PC | P |
| Training and Development Files | 002486 | PC | --- |
| | | FIRE | |
| Attendance Exception Reports | 000473 | 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 |
|-----------------------------|--|---|--|
| Bi-weekly Attendance Report | 001540 | 2 | 5 |
| Paysheets | 000524 | --- | P |

CITY OF TORONTO NON-PROFIT HOUSING CORPORATION

| | | | |
|------------------------|--------|-----|---|
| Daily Time Sheet Books | 001304 | --- | 3 |
|------------------------|--------|-----|---|

LABOUR RELATIONS

| | | | |
|------------------------------|--------|---|---|
| Attendance Exception Reports | 001556 | 2 | 5 |
| Attendance Reporting Summary | 001557 | 2 | 5 |
| Bi-weekly Attendance Reports | 001553 | 2 | 5 |

MANAGEMENT SERVICES DEPARTMENT

| | | | |
|---------------------------------------|--------|----|-----|
| General Correspondence Rehabilitation | 001566 | 3 | --- |
| Job Evaluation Quarterly Reports | 001563 | PC | --- |
| Job Evaluation Statistical System | 001561 | PC | --- |
| Rehabilitation Case Files | 001570 | PC | --- |
| Payroll and Attendance Files | 002386 | 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 |
|---------------------|---|---|--|
|---------------------|---|---|--|

PARKING AUTHORITY OF TORONTO

| | | | |
|---------------------|--------|---|---|
| Cash Books | 000141 | 1 | P |
| Employee Time Cards | 000829 | 2 | 5 |

PARKS AND RECREATION

| | | | |
|--|--------|----|-----|
| Attendance Exception Reports | 000474 | 2 | 5 |
| Bi-weekly Time Reports | 000476 | 2 | 5 |
| Daily Memorandum of Attendance | 000466 | 3 | --- |
| Forestry Crews' Daily Time Sheets: Contracts | 001437 | 2 | 6 |
| Illness Telephone Reports | 000483 | 3 | --- |
| Letter Register | 001291 | 10 | 15 |
| Personnel Overtime Records | 002519 | 3 | --- |
| Time Sheets | 000458 | 2 | 6 |
| Winter Works Time Cards | 000342 | 3 | P |

| 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 |

PLANNING AND DEVELOPMENT

| | | | |
|-----------------------------------|--------|-----|----|
| Development Department Records | 000938 | --- | 20 |
|-----------------------------------|--------|-----|----|

PUBLIC HEALTH

| | | | |
|--|--------|---|-----|
| Attendance Exception Reports | 000925 | 3 | 4 |
| Family Histories | 000779 | 5 | --- |
| | 001864 | 5 | --- |
| | 001865 | 5 | --- |
| | 001866 | 5 | --- |
| Family Histories – Non Permanent | 002065 | 2 | --- |
| | 002161 | 2 | --- |
| | 002162 | 2 | --- |
| | 002163 | 2 | --- |
| Family Planning Statistics | 002019 | 2 | --- |
| Needle Exchange Log System | 002583 | 2 | --- |
| Notification of Deaths Reportable Communicable Disease | 002524 | 2 | --- |
| Parents Helping Parents Individual Client Record | 002509 | 3 | 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 |
|---|---|---|--|
| Payroll and Attendance Records | 002495 | 2 | 5 |
| Staff Absence/Overtime Claim Request | 002450 | 2 | --- |
| | 002451 | 2 | --- |
| | 002452 | 2 | --- |
| | 002453 | 2 | --- |
| | 002454 | 2 | --- |
| PUBLIC WORKS | | | |
| Attendance Exception Reports | 000479 | 2 | 5 |
| | 001052 | 2 | 5 |
| | 001053 | 2 | 5 |
| | 001056 | 2 | 5 |
| Attendance Exception Summary | 000993 | 2 | --- |
| Attendance Reporting Summary | 001018 | 2 | 5 |
| | 002184 | 4 | --- |
| Illness and Accident File Cards | 001081 | PC | --- |
| Overtime Statements | 002233 | 1 | 1 |
| Sick Pay Claims | 000535 | 2 | --- |
| | 001020 | 2 | --- |
| PURCHASING AND SUPPLY | | | |
| Attendance Exception Reports | 000481 | 2 | 5 |
| | 001050 | 2 | 5 |
| | 001051 | 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 |
|--------------------------|---|---|--|
| Daily Attendance Records | 002110 | 1 | --- |

TORONTO HISTORICAL BOARD

| | | | |
|----------------------------------|--------|---|---|
| Employee Time Sheets: Payroll | 002136 | 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>Building Department</u> | Subject Correspondence -Zoning Enquiries, Reports, Refund Letters | 7 |
| | Building Project File (see Appendix I) | Life of Building |
| | Building Service Installations | 2 |
| | Monthly Reports (Council) | 2 |
| | Requisitions | 2 |

| <u>Column 1</u> | <u>Column 2</u> | <u>Column 3</u> Retention Periods (Years) |
|-------------------------------|---|---|
| <u>By-law Enforcement</u> | Workload Reports, Short Term Control Books (Staff/Dept) | 2 |
| | Hydro Lists | 1 |
| | Receiving Reports | 2 |
| | Agendas – copies | 1 |
| <u>Clerk's Department</u> | Minutes – copies | 1 |
| | Applications to Metro for approval of Capital Expenditures | 6 |
| | Arbitrations – Fence Awards | 6 |
| | Assessment Rolls – Certified Extract | 2 |
| | Bills – Metro, copies | 1 |
| | Death Notices | 2 |
| | Elections – Officials | 2 |
| | Elections – Polling Places | 2 |
| | General Correspondence | 3 |
| | Metro Approvals to Capital Expenditures | 6 |
| | Metro Toronto Licence Applications | 3 |
| | Notice of Hearings – O.M.B. | 1 |

| <u>Column 1</u> | <u>Column 2</u> | <u>Column 3</u> Retention Periods (Years) |
|--|--|---|
| | Ontario Government Correspondence | 3 |
| | Personnel – Appointments, Separations, Travel, Courses, Parking, Car Allowance, etc. | 2 |
| | Receiving Reports | 2 |
| | Winter Works, Incentive programme (Schedules, etc.) | 3 |
| <u>Fire Department</u> | Staff Attendance Reports | 2 |
| <u>Health Department</u> | | |
| <u>Administration</u> | Absentee Records, Salary Register, Annual Vacations, Overtime | 5 |
| | Birth Notices | 2 |
| <u>Nursing</u> | Child Health Records | 4 |
| | Family Folder | 5 |
| | Individual Health Records | 5 |
| | Maternal Health Records | 5 |
| <u>Personnel and Public Relations Department</u> | Merit Rating Interviews | 2 |
| <u>Treasury Department</u> | Time Sheets | 7 |
| <u>Works Department</u> | | |
| <u>Administration</u> | Sick Time | 1 |

| <u>Column 1</u> | <u>Column 2</u> | <u>Column 3</u> Retention Periods <u>(Years)</u> |
|--------------------------|--------------------------------------|--|
| Administration (cont'd.) | Time Reports – Salaried Employees | 1 |
| | Vacation Schedule | 1 |