

Authority: Government Management Committee Item 12.16,  
as adopted by City of Toronto Council on April 10 and 11, 2012  
Enacted by Council: April 11, 2012

**CITY OF TORONTO**

**BY-LAW No. 531-2012**

**To amend City of Toronto Municipal Code Chapter 217, Records, Corporate (City),  
respecting amendments to the records retention schedules.**

WHEREAS under section 201 of the *City of Toronto Act, 2006* the City may, subject to the approval of the City auditor, establish retention periods during which the records of the City and local boards of the City must be retained and preserved; and

WHEREAS the City's external auditor is currently the "City auditor" for the purposes of subsection 201(3) of the *City of Toronto Act, 2006*; and

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

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

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

A. Deleting the entries for the following discontinued record series:

<b>Record series code</b>	<b>Record title</b>
G0410	Death Registrations
L0365	Business Licenses - Mobile
L0430	Marriage Licences

B. Adding in column 2 beneath the scope note the following "Original Engineering Drawings related to this classification must be filed under W0110 - Engineering Drawings" for each of the following record series:

<b>Record series code</b>	<b>Record title</b>
W0044	Engineering Development & Planning
W0054	Sewers Design & Construction
W0058	Water Main Construction Projects
W0075	Pumping Stations
W0101	Landfill Construction
W0105	Sidewalk Construction

C. Deleting in "AR" column 7 and substitute with "D" for the following record series:

<b>Record series code</b>	<b>Record title</b>
H1250	Grievances and Arbitrations
W0001	Composting

D. The record series for code "A0176" with the record title "Employee Uniforms" is amended by deleting "City Clerk's Office" in column 3 and substituting with "Facilities Management".

E. The record series for code "A0270" with record title "Computer System Implementation & Management" is amended by deleting "City Clerk's Office" in column 3 and substituting with "Information & Technology".

F. The record series for code "A0525" with the record title "Video Surveillance Records" is amended as follows:

- (1) By deleting "Records" from the title in column 2 and should read as follows: "Video Surveillance".
- (2) By deleting "Facilities and Real Estate" in column 3 and substituting with "Facilities Management".
- (3) By deleting "3DY" in column 4 and column 6 and substituting with 45 DY in column 4 and column 6.

G. The record series for code "G0004" with record title "Task Force & Special Committee Records" is amended as follows:

- (1) By deleting "Committee Records" from the title in column 2 and substituting with "Committees" and should read as follows: "Task Force & Special Committees".
- (2) By deleting "Common" in column 3 and substituting with "City Clerk's Office".

H. The record series for code "G0400" with record title "Birth Registrations" is amended as follows:

- (1) By deleting "Birth Registrations" in column 2 and substituting with "Vital Statistics Registers".
- (2) By deleting the scope note under the title in column 2 and substituting with the following:

"Records relating to vital statistics registration of vital events pertaining to births, marriages and deaths that occur in the City of Toronto in Registry Services Tracking System. Birth, Marriage and Death registrations are permanent, legal records of birth, marriage and death, which constitute key electronic data as

registers. Events registers are printed in hard copy for permanent storage as required by Vital Statistics Act.

Note: Paper data collection forms used (governed by G0420) are produced, and eventually forwarded to the Office of the Registrar General of Ontario. The ORG, not the City, maintains the master records after processing is completed."

- I. The record series for code "G5001" with record title "Corporate Governance" deleted by By-law No. 519-2011 is re-activated into the Records Retention Schedule A.
- J. The record series for code "H1211" with record title "Police Reference Check Program Records" is amended as follows:
  - (1) By deleting "Check Program Records" from the title in column 2 and substituting with "Checks" and should read as follows "Police Reference Checks".
  - (2) By deleting "All" in column 3 and substituting with "Common".
- K. The record series for code "I0315" with the record title "Multilingual Services Records" is amended by deleting "Records" from the title in column 2 and should read as follows: "Multilingual Services"
- L. The record series code for "I0550" with the record title "Protocol Events Records" is amended by deleting "Records" from the title in column 2 and should read as follows: "Protocol Events".
- M. The record series for code "L0361" with record title "Business Licences – Stationary" is amended as follows:
  - (1) By deleting "– Stationary" and substituting with "Business Licences" in column 2.
  - (2) By deleting the scope note in column 2 under Records Title and substituting with the following:

"Records relating to the issuance of stationary and mobile licenses and the monitoring of vehicles, stationary businesses and trades to ensure they follow all applicable municipal by-laws. Some of the stationary licenses issued may include adult entertainment parlours and dancers, restaurants and building trade renovators and in the mobile area driving instructors, diving school operators, school bus driver, hawker / peddlers and livery driver / owner. Documents may include completed applications, taxicab lease / contract and franchise agreements made between the licensee and franchise, insurance certificates, zoning authorization, limited liability returns, articles of incorporation, name and address change forms, tow truck run sheets / rate sheets / invoices, driving school list of instructors, tribunal reports and minutes of meetings, copies of Ontario Driver's Licenses, copies of proof of work status, access to information waiver, police clearance reports, client photos, expired or replaced licenses and any other related correspondence as required by the Toronto Municipal Code Chapter 545."

- (3) By adding in column 8 "Toronto" before "Municipal Code ", should read "Toronto Municipal Code".
- N. The record series for code "L0410" with record title "Road Use Permits" is amended as follows:
- (1) By deleting "All" in column 3 and substituting with "Transportation Services".
  - (2) By deleting "AR" in column 7 and substituting with "D".
- O. The record series for code "L0495" with record title "Line Fence Records" is amended by deleting "Fence Records" from the title in column 2 and substituting with "Fences" and should read as follows: "Line Fences".
- P. The record series for code "P3711" with record title "Infection Control Inspections" is amended as follows:
- (1) By deleting "AR" in column 7 and substituting with "D".
- Q. The record series for code "P3721" with record title "Premises Inspection - Food Safety" is amended as follows:
- (1) By deleting "AR" in column 7 and substituting with "D".
- R. The record series for code "P3741" with record title "Health Hazard Investigations" is amended as follows:
- (1) By deleting the scope note under the title in column 2 and substituting with the following:  
  
"Records relating to complaints investigations concerning health hazards and inspections of facilities as required by the Ontario Public Health Standards such as recreational and institutional premises and other public facilities. Complaints may include issues related to sewage back-ups, mould, air quality, chemical spills, contaminated sites, etc. Documents may include inspection reports of facilities (such as ice arenas, schools, recreation camps, lodging and boarding houses, group homes and other facilities deemed necessary by the Ministry of Health and Long Term Care), investigation reports, complaint/ requests for service reports, correspondence, lawyer's letters, legal documents (including orders, charges and court decisions), sample test results, plans, establishment create/ update/ delete and other related program administration forms, etc. Files related to contaminated properties and environmental issues pertaining to land use (i.e. PCB storage sites, wireless phone towers, wind towers) are not included (see P3742)."
  - (2) By deleting "AR" in column 7 and substituting with "D".

- S. The record series for code "P3830" with record title "Control of Infectious Diseases/Infection Control (CID/IC) Program Administration" is amended as follows:
- (1) By deleting "AR" in column 7 and substituting with "D"
- T. The record series for code "P3841" with record title "Body Shipment / Disinterment and Clothing Shipment Documentation" is amended as follows:
- (1) By deleting "AR" in column 7 and substituting with "D".
- U. The record series for code "P3880" with record title "Anonymous Service Records" is amended as follows:
- (1) By deleting "Service Records" from the title in column 2 and by inserting "Public Health" before "Anonymous" and by substituting "Service" with "Services" and should read as follows: "Public Health Anonymous Services".
- V. The record series for code "R0193" with the record title "City Events Planning and Programming" is amended by deleting the scope note under the title in column 2 and substituting with the following:
- "Records relating to the planning and programming of cultural, community, historical, and special events that are directly produced by the City. This may include one-time and/or ongoing activities, including exhibits, parades, and festivals. May include information on event logistics and co-ordination, background research concerning respective events, and proposals and suggestions for new events. Documents may include photographs, contact lists, copies of event brochures and other publications, volunteer sign-in sheets, event itineraries and schedules, lists of contact persons, event proposals and purpose statements, background research documentation such as copies of newspaper clippings and Internet printouts, copies of invoices and print requisitions, and all supporting correspondence."
- W. The record series for code "W0024" with record title "Road Construction" is amended as follows:
- (1) By adding in column 2 below the scope note the following: "Original Engineering Drawings related to this classification must be filed under W0110 - Engineering Drawings".
  - (2) By deleting "3" in column 5 and substituting with "15".
  - (3) By deleting "T+3" in column 6 and substituting with "T+15".
  - (4) By adding in column 8 the following legislation: "Limitations Act, S.O. 2002, c. 24, Sched. B., s. 15 (2) (last amendment 2010, c. 16, Sched. 4, s. 27) – No proceeding shall be commenced in respect of any claim after the 15<sup>th</sup> anniversary of the day on which the act or omission on which the claim is based took place."

- X. The record series "W0093" with record title "Water Treatment Plants and Operations" is amended as follows:
- (1) By adding in column 2 beneath the scope note the following "Original Engineering Drawings related to this classification must be filed under W0110 - Engineering Drawings".
  - (2) By deleting "Transportation Services" in column 3 and substituting with "Toronto Water".
- Y. The record series "W0096" with record title "Engineering Standards, Policies, and Quality Assurance" is amended as follows:
- (1) By adding in column 2 beneath the scope note the following "Original Engineering Drawings related to this classification must be filed under W0110 - Engineering Drawings".
  - (2) By deleting "All" in column 3 and substituting with "Transportation Services"
- Z. The record series for code W0097" with record title "Water Filtration Plants Operations" is amended as follows:
- (1) By adding in column 2 below the scope note the following: "Original Engineering Drawings related to this classification must be filed under W0110 - Engineering Drawings".
  - (2) By deleting "2" in column 5 and substituting with "15".
  - (3) By deleting "T+2" in column 6 and substituting with "T+15".
  - (4) By adding in column 8 the following legislation "Limitations Act, S.O. 2002, c. 24, Sched. B., s. 15 (2) (last amendment 2010, c. 16, Sched. 4, s. 27) – No proceeding shall be commenced in respect of any claim after the 15<sup>th</sup> anniversary of the day on which the act or omission on which the claim is based took place."
2. Chapter 217, Records, Corporate (City), of The City of Toronto Municipal Code is amended by adding the new records series as set out in Schedule A at the end of this by-law in alphanumerical order by code number, under the functional category as set out in Schedule A for reference purposes. (Schedule A also includes the revised record series as amended above and as set out in section 1 for reference purposes.)

ENACTED AND PASSED this 11th day of April, A.D. 2012.

FRANCES NUNZIATA,  
Speaker

ULLI S. WATKISS,  
City Clerk

(Corporate Seal)

**SCHEDULE A TO BY-LAW No. 531-2012**

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
<b>A</b>	<b>Functional Category: Assets and Property Management</b>						
	Description: Records relating to the construction, operation, and maintenance of the City's physical assets and property, which it owns or leases. This may include buildings, facilities, lands, vehicles, office and computer equipment, trees, uniforms, artifacts and heritage sites, and office supplies						

A0176	Employee Uniforms	Facilities Management	C+1	1	C+2	D
	Records relating to the management and inventory control of special, safety, protective, and required clothing and footwear for City employees. This includes information on designated uniforms for law enforcement, paramedic, housekeeping, works, fleet, and fire-fighting staff. Documents may include clothing specification sheets, order tracking reports, complaints, copies of purchase orders, copies of invoices, and correspondence.					

A0270	Computer System Implementation & Management	Information & Technology	S	7	S+7	D
	Records relating to the development, implementation, and support of computer system applications used by the City. This may include information on computer resources, technical design, systems development, user requirements, project definitions, and database management. Documents may include project management reports, copies of purchase orders and requests for proposals, system testing statements, and correspondence.					

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

## City of Toronto By-law No. 531-2012

Code	Records Title	Originating Office	Retention				Disposition	Comments/Legislation
			A	I	Total			
A0525	Video Surveillance  Video surveillance records relating to the physical security of City of Toronto-owned buildings, properties, parks, and facilities. Video recordings are used to guard against damage, unauthorized intrusion, and to ensure personal safety. This class of records includes only the video recordings (regardless of medium) themselves.	Facilities Management	45 DY	0	45 DY		D	Comments: Retention applies to Electronic Records. Active retention period is interrupted when there is an investigation by Corporate Security, or more likely, Toronto Police. Once the videotape(s) have been obtained by Toronto Police in particular, they become part of a different record (police evidence file) independent of Corporate Security's tapes. The securement of the tapes are recorded in A0526 - Video Surveillance Logs with a retention of 3 years. Legislation/Regulations City of Toronto Security Video Surveillance Policy, City Council July 25, 26, 27, 2006. IPC Privacy and Video Surveillance in Mass Transit Systems: A Special Investigation Report, Privacy Investigation Report MC07-68 Executive Summary, page 2 - Three-day retention period, which is set out in the Guidelines, has been successfully employed in numerous jurisdictions across Ontario,

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	

A0525 Video Surveillance (Cont'd)

including by the Toronto Police for its video surveillance program in Toronto's entertainment district

**C Functional Category: Community and Social Services**

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

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
C2701	Housing Services - Rental and Tenant Support  Records relating to the provision and management of programs and services designed to assist City of Toronto tenants to keep their housing. Includes information on grants to community agencies that assist tenants in organizing tenant associations, operating a tenant hotline and/ or developing sample notices to landlords and tenants regarding property tax reductions. Documents may include copies of signed service agreements, funding applications, records of payments to community agencies, reports and supporting correspondence.	Shelter, Support & Housing Administration	T	7	T + 7	AR	<p>Comments: T = Termination of service contract or program.</p> <p>Legislation/Regulation: Housing Services Act, 2011 Regulations (General) O.Reg. 367/11, s. 102 (2)1,(3)(4) (2)1 - 1. The housing provider must keep each of the following records for at least seven years after the end of the fiscal year to which the record relates: 1. The housing providers' financial records. 3) The housing provider must keep the records relating to a household that occupies a unit in a Part VII housing project for at least five years after the household last resides in a unit in the project. 4) If the housing provider refuses to offer a unit to a household, the housing provider shall keep a record of the decision to refuse to offer the unit to the household, including a copy of the notice given to the household under that section and the information used by the housing provider to make its decision, for at least seven years after the notice was given to the household.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
C2911	<p>Housing and Homelessness- Analysis and Research</p> <p>Records relating to analytical and research materials on people who are homeless or precariously housed. These materials may be used to develop and guide initiatives and programs aimed at this group. Documents may include divisional policy and discussion documents, consultation papers, demographic studies, surveys and questionnaires, provincial, federal and international publications and studies, internal reports, deliverables from purchased service contracts and supporting correspondence.</p>	Shelter, Support & Housing Administration	S	7	S + 7	AR	<p>Comments:</p> <p>S = File superseded by updated analysis and research materials.</p>
C2912	<p>Housing and Homelessness - Programs and Services</p> <p>Records relating to the management and provision of programs and services designed to assist homeless people and people who are precariously housed. Includes information on grants to community agencies providing street outreach services, drop-in services, housing help services, special projects, supports to daily living, homelessness programs and small capital. Documents may include funding applications, letters of understanding, service agreements, records of payments, program reports, complaints and inquiries and supporting correspondence.</p> <p>Note: These files contain Letters of Understanding and Contracts for grants from the City to community agencies.</p>	Shelter, Support & Housing Administration	T	7	T + 7	AR	<p>Comments:</p> <p>T = File closed at termination of service contract or program.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
C2913	Housing and Homelessness - Client Case Files  Records relating to the individual clients participating in case management services directly operated by Housing and Homelessness, Supports and Initiatives. These services provide individualized supports to shelter clients, Streets to Homes clients and clients participating in other special projects or programs. Documents may include skills assessments, psychological assessments, copies of applications, client assessments, progress notes and reports, consent for release of information and all supporting correspondence. Files may contain personal medical information.  Note: Records should not contain any program information.	Shelter, Support & Housing Administration	T	10	T + 10	D	Comments: T = File to remain active until closure of case or if client is a minor, upon age of majority (eighteen years).  Legislation/Regulation: Medicine Act Regulations (General) O. Reg. 114/94, s. 19(1); Last amendment: O. Reg. 346/11 -Retain records for at least ten years after the date of the last entry in the record, or until ten years after the day on which the patient reached or would have reached the age of eighteen years.

**E Functional Category: Emergency Services**

Description: Records relating to the creation and provision of City services and programs designed to provide law enforcement and immediate action in response to unforeseen circumstances, such as fires or medical emergencies. These programs are designed to ensure compliance with laws and legal regulations and to help City residents and businesses before, during, and in the aftermath, of emergencies. Includes records relating to disaster prevention; police and law enforcement; fire, paramedic, and ambulance services; and emergency contingency planning.

## City of Toronto By-law No. 531-2012

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
E0305	Emergency Human Services Response Administration  Records relating to the provision of emergency accommodation, food, clothing, registration and inquiries, personal support services and operation of a Reception Centre for residents evacuated from their homes, as co-ordinated by Emergency Human Services. Documents may include originals and copies of financial records such as vouchers, donations, petty cash and purchasing requests. Other documents may include incident reports, complaints, reception centre logs, accommodation lists, press releases and all supporting correspondence.  Note: Original Emergency Plans should not be contained within these records.	Shelter, Support & Housing Administration	T	7	T + 7	D	Comments: T = Conclusion of the emergency response.  Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230, Last amended on 2011-06-26. Records and books of account to determine tax payable accounts and vouchers to verify information to be kept six years from end of last tax year to which they relate. Municipal Code Chapter 59, Emergency Management, Article VII Additional Authority in an Emergency, City of Toronto By-law No. 606-2009, 59-15, s. B. Authority of Control Group. Expend funds for the purposes of responding to and recovering from the emergency, including obtaining and distributing emergency materials, equipment and supplies, notwithstanding the requirements of any by-law governing the commitment of funds and the payment of accounts.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
E0306	<p>Emergency Human Services Response - Client Case Files</p> <p>Records relating to individuals receiving services provided by Emergency Human Services. Emergency Human Services is an organized response to the urgent needs of people and their pets once they are out of immediate danger of a disaster or emergency situation. Services include providing emergency accommodation, food, clothing, inquiries and personal support services for residents evacuated from their homes. Documents may include resident registration information, request for accommodation, housing referrals, assessments, missing persons reports, pet data, meal vouchers, child care arrangements, follow-up notes and reports, consent for release of information, applications for Ontario Works assistance (pinks) and all supporting correspondence. Files may contain personal medical information.</p>	Shelter, Support & Housing Administration	T	7	T + 7	D	<p>Comments: T = Closure or resolution of case.</p> <p>Legislation/Regulation: Municipal Code Chapter 59, Emergency Management, City of Toronto By-law No. 606-2009.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	

**G Functional Category: Governance**

Description: Records relating to the ways in which the City is governed and regulated to ensure efficiency, effectiveness, and compliance with statutory requirements. Includes records of the City's legislative process, such as the agendas and minutes of Council, its standing committees and community councils; City bylaws and the Municipal Code; formal policies and procedures; and annual reports of departments and special purpose bodies. Also includes all legislation and other municipal by-laws that might affect the City; records relating to non-municipal government bodies; election records; and records relating to provincially-mandated services that the City provides, such as birth and death registrations.

G0004	Task Force & Special Committees	City Clerk's Office	C + 7	3	C + 10	AR	Legislation/Regulation: City of Toronto Act, S.O. 2006 c.11, Sched. A (last amendment: 2009, c.33, Sched. 26, s.1), Part VI, Practices and Procedures.
	Records relating to the meetings, duties, and functions of task forces special committees of the City administration, i.e., not of Council. These are high-level committees with broad, cross-divisional mandates, such as the committees, working groups, and teams directing the City's Program Review Framework. Documents include minutes of meetings, agendas, reports, and correspondence.						
	NOTE: Excluded are high-level committees looking at specific matters falling into the mandate of a single division, e.g. the Legislative Review Committee but whose mandate falls within the City Clerk' Office responsibilities.						

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
G0370	Election Candidates' Financial Filing Data  Records relating to candidates' financial filing information managed and stored in electronic format. The financial information is entered into the system either by the candidates or by City staff from the hard copy submitted by candidates. This information is then pushed to the web for the purpose of an on-line election finance disclosure system allowing members of the public to readily obtain information regarding the financial contributions to, and expenditures of, candidates in that election. Financial filing information includes name of candidate and office, summary of campaign income and expenses, statements of assets and liabilities; surplus or deficit and disposition of surplus; campaign period income and expenses; campaign contributions and candidate declaration. The database also permits users to search contributions to a particular candidate.  Note: Despite candidates' participation in the electronic financial filing system, candidates must still file original financial statements with original signatures with the City Clerk governed by G0350.	City Clerk's Office	C + 10	1	12	D	Comments: Retention applies to electronic records.  Legislation/Regulation: Municipal Elections Act, S.O. 1996, c.32, Sched. s 88(4) amended by 2009, c. 33, Sched. 21, s. 8 (51). (Exception, election campaign finance documents) the clerk shall retain until the members of the council or local board elected at the next regular election have taken office

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
G0400	Vital Statistic Registers  Records relating to vital statistics registration of vital events pertaining to births, marriages and deaths that occur in the City of Toronto in Registry Services Tracking System. Birth, Marriage and Death registrations are permanent, legal records of birth, marriage and death, which constitute key electronic data as registers. Events registers are printed in hard copy for permanent storage as required by Vital Statistics Act  Note: Paper data collection forms used (governed by G0420) are produced, and eventually forwarded to the Office of the Registrar General of Ontario. The ORG, not the City, maintains the master records after processing is completed	City Clerk's Office	C	P	P	P	Legislation/Regulations: Vital Statistics Act, R.S.O. 1990, c. V.4, s 2 - uniform system of registration of births, marriages, deaths, still-births and changes of name.
G0410	Death Registrations - Discontinued						

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
G5001	Corporate Governance  Records relating to the planning and management of corporate governance goals and initiatives. Corporate governance provides the framework for the principles and issues by which the City is directed and controlled. Corporate governance seeks to ensure the City's financial viability, consideration of the interests of all relevant parties affected by the City's activities, and the rights and responsibilities of the City's different stakeholders. Documents may include questionnaires, copies of public opinion surveys, corporate governance reports, consultation documentation, and supporting correspondence.	City Manager's Office	C+2	4	C+6	AR	

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	

**H****Functional Category: Human Resources**

Description: Records relating to City employees and personnel services. Includes records relating to training, labour relations, health and safety, staff benefits, salary administration, and professional associations.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
H1211	<p>Police Reference Checks</p> <p>Police Reference Checks are used to assist in determining the suitability of successful candidate's positions of employment or volunteer work where the primary duties require direct contact with children and/or vulnerable adults. In these circumstances, an individual's rights to equal treatment with respect to employment are not infringed if employment is refused due to the candidate's record of offences. This policy applies to all new external hires being considered for identified positions and those individuals volunteering for positions in the City. The Police Reference Checks are conducted pursuant to the terms and conditions of the Memorandum of Understanding between the City of Toronto and the Toronto Police Service. Police Reference Check information is subject to the privacy provisions of the Municipal Freedom of Information and Protection of Privacy Act.</p>	Common	C+1	0	C+1	D	<p>Legislation/Regulation: Developmental Services Act - R.R.O. 1990, Reg. 272, 13(1)(k) last amendment O. Reg. 450/05 13.1 In every group home, the board or, where there is no board, the owner shall, (k) before hiring as a member of the staff or taking on as a volunteer a person who will have direct contact with residents, personal reference check and a criminal reference check are completed with respect to the person. Report 8 of the Economic Development Committee (Clause 6) - Report 8, Clause 6: "Police Reference Checks and the Hiring Process". CPIC: Local and/or National Offences and Pardon Records. Toronto Police Service Police Reference Check Program "Consent to Disclosure of Personal Information", Police Reference Check, July 8, 2003. Types of information that may appear on an Individual's "Summary of Details" form prepared by TPS (for Program Manager information only) TPS:</p>

## City of Toronto By-law No. 531-2012

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
H1250	Grievances and Arbitrations  Records relating to complaints received from City unionized employees concerning workplace and personal treatment, benefits, discipline, promotions, and any other issues as defined in the collective agreement. Includes information on addressing and resolving the grievances, such as mediation and formal adjudication hearings involving arbitrators. Documents may include completed grievance forms, copies of meeting minutes, adjudication hearing schedules, arbitration notices, minutes of settlements, and all supporting correspondence.	Human Resources	T	21	T+21	D	Comments: T = File closed upon resolution or settlement of case  Legislation: Occupational Health and Safety Act, R.S.O. 1990, c. O.1 (last amendment: 2009, c. 33, Sched. 20, s. 3), s. 49(2) A complaint must be filed not later than 30 days after the event to which the complaint relates. Limitations Act, S.O. 2002, c. 24, Sched. B, s. 15(2) No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place.

**I Functional Category: Information, Communications, and Administration**

Description: Records relating to the management of all City formal communications, including press releases, media releases, promotional advertising, and speeches. Also includes records to the production and/or management of information-related resources and initiatives, both by the City and by external parties, including libraries, films and movies, online web site data, corporate records management, and archival collections. Finally, includes records relating to a wide variety of general administrative matters, such as committees not related to City governance activities, office administration, audits, travel arrangements, trade shows, and operational and strategic planning.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
I0315	Multilingual Services  Records relating to multilingual services provided to enhance accessibility to City services and information across Toronto's diverse community. Services include translation of English and official/non official languages, interpretation including one-on-one meetings, public consultation meetings, presentations at council, committee meetings and conferences and over-the-telephone interpretation & American Sign Language interpretation, both paper-based and electronic format. Records are organized by client and project names. Documents may include communications in the form of ads, brochures, flyers, posters, info sheets, pamphlets and all other supporting correspondence from City divisions to external organizations and individuals in relation to services provided.	City Clerk's Office	C + 2	5	C + 7	D	
I0550	Protocol Events  Records relating to the management and organization of protocol events and functions, which may include ceremonial events, corporate awards and recognition, donations of official gifts, flag raisings, conferences and seminars and Presentations in Council. Records are organized alphabetically by function and event names, whether in hard copy or electronic format. Documents include letters of requests, agendas and schedules, event logistics, program order, seating order, flag protocol, photos, media releases, copies of invoices and all other supporting documents	City Clerk's Office	C+ 1 C+9	3 0	C+4 C+9	AR AR	Comments: C+9 = 10 year retention applies to electronic records.

## City of Toronto By-law No. 531-2012

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	

**L Functional Category: Legal and Licensing**

Description: Records relating to legal matters involving the City. Includes City permits, leases, deeds agreement, contracts, and licenses. Also includes records relating to lawsuits and legal issues, such as copyright protection.

L0361	Business Licences	Municipal Licensing & Standards	T	2	T + 2	D	Comments: File closed upon expiration of licence
	Records relating to the issuance of stationary and mobile licenses and the monitoring of vehicles, stationary businesses and trades to ensure they follow all applicable municipal by-laws. Some of the stationary licenses issued may include adult entertainment parlours and dancers, restaurants and building trade renovators and in the mobile area driving instructors, diving school operators, school bus driver, hawker / pedlar and livery driver / owner. Documents may include completed applications, taxicab lease / contract and franchise agreements made between the licensee and franchise, insurance certificates, zoning authorization, limited liability returns, articles of incorporation, name and address change forms, tow truck run sheets / rate sheets / invoices, driving school list of instructors, tribunal reports and minutes of meetings, copies of Ontario Driver's Licenses, copies of proof of work status, access to information waiver, police clearance reports, client photos, expired or replaced licenses and any other related correspondence as required by the Toronto Municipal Code, Chapter 545.		T	21	T + 21		T+21= Electronic records retention  Legislation: Toronto Municipal Code Ch. 545, Licensing (By-law 514-2002)

L0365 Business Licenses – Mobile - Discontinued

## City of Toronto By-law No. 531-2012

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
L0410	Road Use Permits  Records relating to the issuance of road use permits, which authorize the use of City roads for hauling dangerous goods and both oversize and overweight vehicles and equipment. Persons or organizations wishing to transport such items must apply for a City permit. Documents include copies of provincial government ministry guidelines on such matters, applications, correspondence, and road use permits.	Transportation Services	T	3	T+3	D	Comments: File closed upon expiration of permit
L0430	Marriage Licences - Discontinued						
L0495	Line Fences  Records relating to disputes over line fences, division fence marking the boundary between adjoining lands. Information may include dispute settlement between property owners or by a fence-viewer, which may be appealed within 15 days of award issuance, details of construction, repair or replacement of a division fence or to bear a reasonable and just proportion of the cost of any work required. Documents may include line fences agreement and appeal forms, request for fence-viewers, copies of fence-viewers information package, fence by-laws, letters between parties, certificate of award, default collection (tax roll), copies of cheques and all other supporting documents.	City Clerk's Office	T + 3	10	T + 13	D	Comments: File to remain active until decision or settlement is awarded.  Legislation/Regulation: City of Toronto Municipal Code, Chapter 447 By-law No. 472-2000 amended By-law No. 402-2004; By-law 557-2004 – Fences. Line Fence Act, R.S.O. 1990, c. L.17 s16 - Enforcement of Agreements - Any agreement in writing in the prescribed form between owners respecting a line fence may be registered and enforced as if it were an award of fence-viewers.

## City of Toronto By-law No. 531-2012

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	

**P Functional Category: Public Health**

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

P3711	Infection Control Inspections	Public Health	C + 3	6	C + 10	D	Legislation/Regulation: Day Nurseries Act Regulations (General), R.R.O. 262, 22 a4, 13 – Record of inspections of premises; reports of medical officer of health
	Records relating to inspections of premises ensuring infection prevention practices are in place. The Control of Infectious Diseases / Infection Control program of Public Health requires regular inspections for Licensed Day Nurseries, Funeral Homes, and personal services setting. This program also provides consultations on infection control issues to hospitals, long term care homes and retirement homes. Inspections are also conducted for processing license requests and to respond to complaints logged against a premise. Documents include responses to complaints, copies of training provided by Public Health staff to premises staff and to the population at risk, copies of agenda and minutes of Infection Control meetings, correspondence, etc.						

## City of Toronto By-law No. 531-2012

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
P3721	<p>Premises Inspection – Food Safety</p> <p>Records relating to food premises inspection including manufacturing, processing, preparation, storage, handling, display, transportation, sale and distribution of food. Documents may include food premises risk assessment form, food safety inspection form, supplement inspection reports, food premises profile, complaint/request for service reports, tobacco inspection reports, establishment create / update / delete form, report of offences, order to close premises, court decision, tickets, test results, correspondence, lawyer's letters etc.</p>	Public Health	C + 2	4	C + 6	D	<p>Legislation/Regulation: Municipal Code Ch. 545, Licensing (By-law 514-2002)</p>

## City of Toronto By-law No. 531-2012

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
P3741	Health Hazard Investigations  Records relating to complaints investigations concerning health hazards and inspections of facilities as required by the Ontario Public Health Standards such as recreational and institutional premises and other public facilities. Complaints may include issues related to sewage back-ups, mould, air quality, chemical spills, contaminated sites, etc. Documents may include inspection reports of facilities (such as ice arenas, schools, recreation camps, lodging and boarding houses, group homes and other facilities deemed necessary by the Ministry of Health and Long Term Care), investigation reports, complaint/ requests for service reports, correspondence, lawyer's letters, legal documents (including orders, charges and court decisions), sample test results, plans, establishment create/ update/ delete and other related program administration forms, etc. Files related to contaminated properties and environmental issues pertaining to land use (i.e. PCB storage sites, wireless phone towers, wind towers) are not included (see P3742).	Public Health	C+2	4	C+6	D	Legislation/Regulation: Health Protection and Promotion Act, R.S.O. 1990, c. H.7, s. 1(2) - report the results of the investigation to the complainant. Environmental Protection Act, R.S.O. 1990, c. E.19, s 18, 92 - record of discharge contaminates, report of control measures, effects on environment; spill reports; record of quality and quantity of water, report of control measures.
P3830	Control of Infectious Diseases/Infection Control (CID/IC) Program Administration  Records relating to the administration of the Control of Infectious Diseases/Infection Control (CID/IC) Program. Documents include policies and procedures, guidelines, manuals, reference materials, CID/IC statistics, surveys, correspondence, etc	Public Health	C + 2	4	C + 6	D	Legislation/Regulation: Health Protection and Promotion Act Regulations (Reports), R.R.O. 1990, Reg. 569, amended by O. Reg. 426/07

## City of Toronto By-law No. 531-2012

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
P3841	Body Shipment / Disinterment and Clothing Shipment Documentation  Records relating to requests for approval of body shipments outside Canada and requests for permit of body disinterment. In preparing disinterment / shipment of the deceased, funeral homes and cemeteries must obtain Public Health documentation to ensure compliance with the required legislation. May include the letter of application, death certificate, coroner's report for the deceased, requests from companies who ship clothing to other parts of the world, correspondence, etc.	Public Health	C + 1	3	C + 4	D	
P3880	Public Health Anonymous Services  Records relating to anonymous inquiries and services provided by Toronto Public Health, including but not limited to AIDS/HIV testing, Sexual Health Infoline or anonymous health counseling. These records are anonymous in nature and have no information that might specifically identify individuals by name, address, or contact number. Documents may include counseling forms, anonymous HIV tests, etc.	Public Health	C Y	10	C + 10	D	

## City of Toronto By-law No. 531-2012

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	

**R Functional Category: Recreation and Culture**

Description: Records relating to the recreational and cultural programs and services offered to City residents and visitors. Includes record relating to special events such as parades and festivals, tourism, and fitness activities. Also includes information on the control of City wildlife.

R0193	<p>City Events Planning and Programming</p> <p>Records relating to the planning and programming of cultural, community, historical, and special events that are directly produced by the City. This may include one-time and/or ongoing activities, including exhibits, parades, and festivals. May include information on event logistics and co-ordination, background research concerning respective events, and proposals and suggestions for new events. Documents may include photographs, contact lists, copies of event brochures and other publications, volunteer sign-in sheets, event itineraries and schedules, lists of contact persons, event proposals and purpose statements, background research documentation such as copies of newspaper clippings and Internet printouts, copies of invoices and print requisitions, and all supporting correspondence.</p>	Economic Dev. & Culture	C+2	18	C+20	AR	<p>Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B., s. 15 (2) - No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place.</p>
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## City of Toronto By-law No. 531-2012

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	

**W Functional Category: Works**

Description: Records relating to the construction, maintenance, and operations of the City's infrastructure, including sewer, water, garbage, waste, solid waste, and transportation programs and systems. Includes records relating to roads and bridges, snow removal, water and air quality, and utilities. Also includes records relating to environmental assessment and protection, such as conservation, pollution, and recycling programs.

W0001	Composting  Records relating to the composting of leaves and other organic wastes. Composting refers to the decomposition of plant remains, and other once-living materials, to form organic plant nutrients. Includes information on residential backyard composting and use of composter equipment. Documents include applications for composter acquisitions, composter usage reports and statistics, composter instructions, inquiries, and correspondence.	Solid Waste Management	T	10	T+10	D	Comments: T = File closed upon completion of statistical reporting  Legislation/Regulation: Environmental Protection Act Regulations (Recycling and Composting of Municipal Waste), O. Reg. 101/94, s 33 - Compost records to be kept for ten years after using the compost, of the date the compost was used, the amount of compost used and the chemical analysis of the compost received from the producer of the compost.
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## City of Toronto By-law No. 531-2012

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
W0024	Road Construction  Records relating to road construction projects. This includes the design and planning of new roads; road and intersection improvements; and resurfacing, reconstruction, and widening of existing roads. May include copies of contracts, plan approvals, consultant reports, land surveys, and geotechnical surveys.  Original Engineering Drawings related to this classification must be filed under W0110 - Engineering Drawings.	Transportation Services	T	15	T+15	AR	Comments: File closed upon completion of construction project.  Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B., s. 15 (2) (last amendment 2010, c. 16, Sched. 4, s. 27) – No proceeding shall be commenced in respect of any claim after the 15 <sup>th</sup> anniversary of the day on which the act or omission on which the claim is based took place.
W0044	Engineering Development and Planning  Records relating to the development and planning of engineering projects within City boundaries. This includes projects undertaken both by the City and private sector organizations. Includes copies of site specific engineering drawings, engineering proposals, application reviews, copies of agreements and contracts, and engineering studies.  Original Engineering Drawings related to this classification must be filed under W0110 - Engineering Drawings.	Technical Services	T	7	T+7	AR	Comments: File closed upon completion of project.

## City of Toronto By-law No. 531-2012

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
W0054	<p>Sewers Design and Construction</p> <p>Records relating to the design and construction of sanitary and storm sewers. Documents include activities reports, land surveys, consultant reports, and correspondence. Records relating to individual sewers are classified at the secondary level.</p> <p>Original Engineering Drawings related to this classification must be filed under W0110 - Engineering Drawings.</p>	Technical Services	T	21	T+21	AR	<p>Comments: T = File closed upon completion of construction project.</p> <p>Legislation/Regulation: Environmental Protection Act, R.S.O. 1990, c. E.19, s 77 - certificates of approval, plans, specs, and information submitted Municipal Code Chapter 681, Sewers</p>
W0058	<p>Water Main Construction Projects</p> <p>Records relating to the planning, design, and construction of water mains, which are pipelines that transport water. Includes construction plans and drawings, pipe-laying plans and schedules, consultant reports, and correspondence. Coding of individual water mains is performed at the secondary classification level and will depend on the system and naming convention used by each section.</p> <p>Original Engineering Drawings related to this classification must be filed under W0110 - Engineering Drawings.</p>	Technical Services	T	P	P	P/AR	<p>Comments: File closed upon completion of construction project</p>

## City of Toronto By-law No. 531-2012

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
W0075	<p>Pumping Stations</p> <p>Records relating to the operation and maintenance of pumping stations, which pump water to water filtration plants. Includes information on safety inspections and disinfection of pumps. Documents include operations reports, water pumpage volume statistics, and copies of contracts. Individual pumping stations will be classified at the secondary level.</p> <p>Original Engineering Drawings related to this classification must be filed under W0110 - Engineering Drawings.</p>	Toronto Water	T	7	T+7	AR	<p>Comments: File closed upon completion of statistical reporting.</p>
W0093	<p>Water Treatment Plants and Operations</p> <p>Records relating to the treatment of water and waste water after it has been tested. Water may be treated using separation and aeration processes, as well as the addition of chemicals, such as chlorine. May include daily chemical logs, monthly operations reports, raw sludge reports, and copies of environmental audits. Records relating to the day to day operations and maintenance of individual treatment plants will be classified at the secondary level.</p> <p>Original Engineering Drawings related to this classification must be filed under W0110 - Engineering Drawings.</p>	Toronto Water	C+3	17	C+20	AR	<p>Legislation/Regulation: Safe Drinking Water Act Regulations (Drinking-Water Systems), O. Reg. 170/03, ss 13(2) - owner of a drinking-water system shall ensure that documents and records are kept for at least 15 years.</p>

## City of Toronto By-law No. 531-2012

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
W0096	Engineering Standards, Policies, and Quality Assurance	Transportation Services	S	P	P	P/AR	<p>Records relating to standards, policies, and quality assurance for engineering projects. May include standards and best practices related to engineering design, construction and consulting, research and development, management, landscape architecture and streetscape improvement, infrastructure, major facilities, and engineering business processes and practices.</p> <p>Original Engineering Drawings related to this classification must be filed under W0110 - Engineering Drawings.</p>

## City of Toronto By-law No. 531-2012

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
W0097	Water Filtration Plants Operation  Records relating to the daily operations and maintenance of City water filtration plants, which remove pollutants, sediments, and other particulate matter from drinking water. Water filtration is conducted prior to water testing and treatment. Includes information on instrumentation and control features, chemical feed equipment, and valves maintenance. Documents include consultant and engineering reports, control valve inspection reports, release forms concerning persons who attended guided tours of the plants, and newspaper clippings. Individual filtration plants will be coded at the secondary classification level.  Original Engineering Drawings related to this classification must be filed under W0110 - Engineering Drawings.	Toronto Water	T	15	T+15	AR	Comments: T = File closed upon completion of maintenance or maintenance inspection reports.  Legislation/Regulation: Ontario Water Resources Act Regulations, (Licensing of Sewage Works Operators), O. Reg. 129/04, ss 19(6) – The owner shall ensure that logs and other record-keeping mechanisms are accessible in the facility for at least two years after each entry in it was made. Limitations Act, S.O. 2002, c. 24, Sched. B., s. 15 (2) (last amendment 2010, c. 16, Sched. 4, s. 27) – No proceeding shall be commenced in respect of any claim after the 15 <sup>th</sup> anniversary of the day on which the act or omission on which the claim is based took place.

## City of Toronto By-law No. 531-2012

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
W0101	<p>Landfill Sites Construction</p> <p>Records relating to the construction of City landfill sites, which are used for the disposal of routine and hazardous waste materials. Includes plan approvals, copies of contracts and agreements, consultant reports, land surveys, engineering reports and drawings, and correspondence.</p> <p>Original Engineering Drawings related to this classification must be filed under W0110 - Engineering Drawings.</p>	Solid Waste Management	T	P	P	P/AR	<p>Comments: File closed upon completion of construction project</p> <p>Legislation/Regulations: Environmental Protection Act Regulations (Landfilling Sites), O. Reg. 232/98, amended by O. Reg. 483/98, s.16, s 20, s 21 - A person shall not establish a new landfilling site or increase the total waste disposal volume of an existing landfilling site unless a written report has been prepared containing plans, specifications and descriptions of the operation, maintenance, monitoring, closure and post-closure care of the site, including matters related to record keeping, reporting and financial assurance; records are retained for at least two years after they are made</p>

## City of Toronto By-law No. 531-2012

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
W0105	<p>Sidewalks Construction</p> <p>Records relating to the construction of City sidewalks. Includes engineering plans and drawings, requests for replacement of missing sidewalk sections, contractors' reports and payments, copies of contracts and agreements, and correspondence.</p> <p>Original Engineering Drawings related to this classification must be filed under W0110 - Engineering Drawings.</p>	Transportation Services	T	20	T+20	D	<p>Comments:</p> <p>T = File closed upon completion of construction project.</p>