

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. 532-2012**

**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 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 record 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 The provisions of the former municipalities' by-laws listed in Schedule A, at the end of this by-law, are repealed or amended as indicated in Schedule A.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 11th day of April, A.D. 2012.

FRANCES NUNZIATA,  
Speaker

ULLI S. WATKISS,  
City Clerk

(Corporate Seal)

**SCHEDULE A**

The following provisions of the former municipalities' by-laws are repealed:

- A. 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

Property Plans – Registered

Permanent

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

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

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
	4502	Building Receipts	P
	4503	Heating Receipts	P
	4505	Oil, Fuel, User Index	Con
	4506	Heating & Building Books of Entry	P
	4508	Temporary Sign Records	5 years
	4511	Correspondence	7 years
	4516	House Files – Individual Properties	P
	4532	Subdivision Date & Registered Plans (See 4531)	P
	4534	Building Inspectors Report Cards	P
	4536	Building Application for New Toronto, Long Branch Mimico	P

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4545	Certificate of Occupancy	P
4546	Christmas Tree Receipts	7 years

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

	4547	Sign Renewal Receipts	7 years
	4512	Zoning Map Books	C
	4521	Budget Printouts	2 years
	4524	Large Scale Street Maps (100ft)	Con.
	4525	Building Code	P
	4528	Amendment to Official Plans	1 year
Council	5035	Subdivision Control	P
	5013	Airport Enquiry Commission	P
	5014	Committee of the Whole Correspondence	P
	5015	District 7, 8 and 9 Official Plan Background	A
	5028	Fire Route Background Files	P
	5029	Zoning Application (Withdrawn & Refund)	7 years
	5030	Storm Sewer Construction Records	17 years
	5036	Road Opening	P
	5037	Ministry of Environment Approvals	15 years
	5049	Grade Separation Records	15 years
	5050	Shoreline Protection Records	20 years
	5091	Committee Filing Indexes	Con.

## City of Toronto By-law No. 532-2012

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	5104	Works Committee File	17 years
	5105	Transportation Committee File	17 years
	5127	By-laws (New Toronto)	P - T to Ontario Archives
Administration	5179	Metric Conversions	10 yrs.
Animal Control	5143	Blanket Request Form / Purchase Order Requisitions	2 years
Assessment	5111	School Support List / Enumeration List	5 years
	5112	Applications to Change School Support	T – Assessment Commission
	5169	Analysis of Taxable Real Property & Business Assessment	2 years
	5171	Census	P
	5172	Clerk's Returns	P
	5173	Weekly Statement of Division Registrar	7 years
	5182	List of Multiple Dwellings	7 years
	5183	List of Churchs	7 years
	5185	List of Shopping Centres	7 years
Elections	5053	Ward Borough & City Boundary Maps	A
	5055	Revisions to Preliminary List of Electors	P
	5057	Application for Inclusion of Name of Correction of Entry on Preliminary Lit E-53	4 years
	5058	Application to Delete Name from Preliminary List E-52	4 years

	5059	Clerk's Certificate E-26	1 year
	5063	Unofficial Election Result Times	1 year
	5065	News Media Forms	7 years
	5066	News Clippings	7 years
	5068	Distribution Preliminary Lists of Electors	1 year
	5070	Overtime Sheets	4 years
	5072	Procedural Changes	4 years
	5073	Lists of Workers and Monies Paid	4 years
	5078	Application for Entry of Name on Polling List at Poll E-27	4 years
	5087	Staff Memos	4 years
	5088	Notification of Changes to Preliminary List of Electors	1 year
	5101	Final Statement of Deputy Returning Officer	4 years
Records Management	5167	Subject Files	7 years

**RECORD RETENTION SCHEDULE FOR COMMITTEE OF ADJUSTEMENT  
SCHEDULE "C"**

	5501	Office Files	2 years
	5506	Minutes of Public Hearings & Annual Report / Consents	P
	5509	Index Card Reference System / Consent	P

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

Purchasing	6005	Subject Correspondence	7 years
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	6006	Requisition Book	2 years
	6007	Blanket Order Release	2 years
	6011	Assets Disposable & General Receipts	7 years
	6012	Auction File	7 years
	6015	Service Contract Inspection List	2 years
Tax	6034	Lawyers Letters re New Owners	2 years
	6038	Cash Register Tapes / Cafeteria	7 years
Treasury	6043	Mortgage Files	P
	6046	Subdivision Accounts	P
	6050	'Z' Files	P
	6051	Industrial Subdivision	P
	6052	Public Lands	P
	6053	Reports from Other Municipalities	3 years
	6056	Conventions Payable	7 years
	6060	Financial Guarantees	P
	6063	Employees Deceased	P
	6069	Lot Servicing	P
	6070	Inventories	R
	6079	Mimico Finance Records	P
	6086	Trust & Savings Receipts	7 years
Computer Services	6099	Office Correspondence	2 years
	6103	Personnel Address File	Con.

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	6105	Computer Reference Materials (Subject Files)	7 years
	6106	Welcome Wagon	2 years
	6109	Booklets	S
Pay Office	6133	Pension /Cost of Living Increases	7 years
	6135	Subject Correspondence	1 year or duration of employ. + 2 years
	6136	Pensioner Records	duration of pension + 2 years
	6150	UIC Monthly Returns (insurable earnings)	7 years
	6152	Pay Office Report of Absenteeism	2 years
	6155	Income Tax Monthly Returns	7 years
	6156	EHC Listing	2 years
	6157	Credit Union Listing	2 years
	6158	Bond Listing	2 years
	6160	Union Dues	2 years
	6161	Olympium/Aquatics & Gymnasium	7 years
Water Accounting	6165	Correspondence	7 years
	6166	Microfilms	8 years
Purchasing/Bering	6173	Blanket Order Release	2 years
	6175	Receiving Report Edit Listing	2 years
	6176	Inventory List	7 years
	6178	Inventory Status Report	2 years
	6179	Stores Slip Form	7 years

6180	Inventory Dump Slip	2 years
6181	Receiving Report	7 years
6182	Engineering/Contract/Tender	1 year

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

Administration	6505	Building Plans	Life of Building
	6506	Station Log Books	10 years

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

	7001	Fuel Rebate Claims	5 years
	7005	Fuel Dispensation File	7 years
	7007	Driver Qualification	10 years
	7015	New Unit File	1 year
	7016	Appointment Book	1 year
	7017	Employee Vehicle Parking Record	Con.
	7021	Employee Fuel Dispensing Authorization Record	Duration of card use
	7027	Summary	4 years

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

Administration	7546	Cheque Refunds	5 years
Aquatics	7527	General Correspondence	7 years
Senior Citizens	7513	Photo Albums	A
Community Liaison	7530	Community Recreation Centre Activities & Wintario Grant	7 years
	7549	Constitution & Parliamentary Procedures	P
Adapted Services & Day Camps	7543	Office Correspondence	5 years

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

	8002	Statistics	6 years
	8004	Minutes of Safety Committee Meetings – Copies	2 years
	8006	Footwear Index	Con
	8007	Compensation Costs / 106 Forms (Copies)	1 year
	8020	Master Index of Permanent Employees	Con.
	8023	Surveys/Association of Municipalities of Ontario	2 years
	8024	Statement of Department Complement	Con.
	8027	Seniority List	Con.
	8032	Income Tax Returns / Form TP3	7 years
	8034	Life Insurance for Active Pensioners Printout	2 years
	8036	Pension / Mimico Plan	3 years

10  
City of Toronto By-law No. 532-2012

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	8037	Pension / New Toronto Plan	3 years
	8038	Pension Files	Indefinite
	8039	Pensioner Index	Con.
	8040	Pay Direct Extended Health Care File	7 years
	8041	Benefit Index	Con.
	8046	General Employment Applications	90 days from last renewal date
	8047	Advertisement Binder	Indefinite
	8048	Advertisement Background	7 years
	8050	Employee Requisition File	7 years
	8056	Union Negotiations	10 years
	8057	Union Contracts	P
	8061	Job Descriptions / Current	Con.
	8062	Job Descriptions / Deleted	3 years
Administration	8068	Canadian Labour Views	S
	8069	Canadian Labour Law Reports	S
	8070	Canada Income Tax Guide	S
	8071	Canada Income Tax Guide Regulations & Rulings	S
Cafeteria	8074	General Receipts (defunct record)	2 years
	8075	Inventory of Monthly Stock	2 years

**RECORD RETENTION SCHEDULE FOR PLANNING DEPARTMENT  
SCHEDULE "I"**

Development Control	8502	Zoning Files	P
	8503	Subdivision Files	P
Graphic	8505	Registered Plans Map	P
	8508	Special Studies / Metal Plates	P
	8509	City & Borough Maps	A
	8510	Official Plan Mapping	A
	8514	Council Agenda (copies)	2 years
	8520	Airport Files	P
	8526	Existing Land Use Maps	P
	8528	Group Home & Lodging Study	P
	8539	Reports of Planning Board to Council (Discontinued Record)	P
	8540	Planning Board Minutes (Discontinued Record)	P
	8542	Planning Board Resolutions (Discontinued Record)	P
	8543	Planning Board Agenda and Minutes (Discontinued Record)	P
Plumbing	9273	Commercial House Files	P
	9274	House Files	P
	9276	School Files	P

**RECORD RETENTION SCHEDULE FOR WORKS DEPARTMENT  
SCHEDULE "J"**

Traffic Transportation	& 9002	Inter Office & Metro Correspondence	7 years
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12  
City of Toronto By-law No. 532-2012

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		9005	Rezoning Files	7 years
		9219	By-laws	Con.
Utilities Engineering	–	9017	Storm Drainage Files	Con.
		9077	Key Maps	Con.
Survey		9018	Office File References	2 years
		9019	Works Orders	P
		9021	Miscellaneous Survey Drawings	Con.
		9024	Contract Files / Tenders	2 years or duration of job
		9025	Lot Surveys	P
		9027	Co-ordinate and Bench Mark Maps	S
		9029	Office Correspondence	2 years
		9242	Manuals and Procedures	S
Development		9031	Reports to Solicitors	2 years
		9032	Reports to Treasurer	Con.
		9035	Works Committee Reports	5 years
		9036	Reports to Planning	10 years
		9037	Record Indexes	S
		9038	Bring Forward Files/Registered Plan File	Con.
		9040	Checking Prints File	Until close out
Drafting		9041	Foreign Utilities	P
		9042	Cards for Drawing Stage	P
		9046	Registered Plans	P

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	9056	100' Sheet Folders / Property Record Folders	Con.
Utilities Operations	– 9048	Cut Repair Forms / Bering	2 years
	9049	Water Accounting Record Sheet / Bering	2 years
	9050	Application for Construction on Metro Toronto Roads / Bering	7 years
	9051	Sodding List / Bering	3 years
	9053	Record of After Hours Emergency Calls	7 years
	9055	Part Requisitions	2 years
	9096	Medical Officer of Health Report / Bering	7 years
	9097	Multi Day Crew Cards / Bering	1 year
	9098	Claim Report / Bering	2 years
	9104	House Files	P
	9120	Contractor Reference Cards	Con.
	9129	Monthly Report of Overflowing Manholes	7 years
	9130	Sanitary Sewer Maintenance	7 years
	9133	Sanitary Main Sewers	7 years
	9134	Daily Report, Sanitary Sewer Recorders	2 years
	9135	Storm Lift Daily Inspection Report	7 years
	9139	Hydrant Flushing & Operation	7 years
	9140	Valve Checking	7 years
	9142	Request for Bereavement Leave	Duration of employment

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	9143	Report on Manhole Conditions	5 years
	9147	Sodding Instructions	1 year
	9149	Absentee Record	Duration of employment
	9150	Hydrant Report	7 years
	9153	Request for Leave of Absence	3 years
	9156	Hourly Employee Performance Review	Duration of employment
	9167	Sanitary Drainage Files	Con.
	9243	After Hours Summaries	1 year
	9245	Flight Float Book	1 year
	9247	Weather Reports	1 year
	9248	Address List	1 year
	9250	Stake-Out Record	1 year
	9263	Hydrant Use	1 year
	9265	Daily Absentee Report	1 year
	9268	Frozen Water Service Letter	T to 9105
	9269	Blocked Sewer Letters	T to 9105
General Office	9059	Street Filing Index	Con.
	9060	Ministry of Environment Approvals	Con.
	9062	Yearly Contract Summary Cards	Con.
	9064	Works Committee Reports	5 years
	9081	Chronological Files	P
	9088	Office Correspondence Files	2 years

	9090	Subject Correspondence / Commissioners Office	6 years
	9091	Works Report	10 years
	9093	Personnel Correspondence Internal	2 years
	9161	M.T.C. Survey Subsidy and Layout Charges	3 years
	9212	Chronological Files – Systems	2 years
	9222	Contract Documents – Summary Cards – Receipts	3 years
	9254	Reference Books – Executive Director – Operations	S
Roads Engineering	– 9067	Roads – General Information	Con.
	9166	Existing Structure Inventory	Life of structure
Plumbing	9174	Swimming Pool Memo	7 years
	9176	By-laws	Con.
	9179	Bookkeeping Log	Con.
	9181	Job Contracts	C
	9182	E-Memos	7 years
	9183	Procedure Manuals	S
	9185	Chronological File	1 week
	9186	Subdivision Files	P
	9187	Estimate Sheets	7 years
	9188	School & Apartment Plans	P
	9190	Inspection Notice	1 year
	9191	Certificate of Inspection	P

	9194	Subdivision Files C-31-Service Connections	Con.
	9195	Registered Plans	P
	9196	Memos to Treasurer	7 years
	9197	Storm Sewer Memos	7 years
	9198	Plumbing & Drain Receipts – Monthly	5 years
	9199	Plumbing & Drain Receipts – Daily	5 years
	9201	Subdivision Receipt Files	7 years
	9203	Plumbing & Drain Balance Dues	3 years
	9209	Storm Sewer Memo	7 years
Systems	9103	Computer Programmes	As long as programme is in use
	9107	MTC Subsidy Information	2 years
	9109	Sign Pricing	5 years
	9110	Fire Routes	P
	9259	Equipment Information	S
Resources	9158	Winter Control Quantities Road Testing Claims	1 year
Construction	9162	Inspectors' Daily Reports	12 years
	9163	Contract & Subdivision Drawings	Project duration + 2 years
	9169	Inspectors' Daily Report (Development)	12 years
	9221	Inspector's Daily Reports	12 years
	9277	Job Close Out Sheets	P

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Roads - Operations	9223	Assistant Superintendent's Inter-Office Memos	2 years
	9224	Equipment Information	S
	9226	Completed Crew Cards – Service Foreman	2 years
	9227	Completed Crew Cards – Supervisors File	2 years
	9228	Completed Crew Cards – Supervisors File	2 years
	9229	Completed Crew Cards – Foremans File	2 years
	9230	Completed Jobs – Supervisors File	2 years
	9231	Completed Crew Cards – Supervisors File	2 years
	9232	Completed Jobs	2 years
	9234	Office Correspondence	2 years
	9236	Catch Basin Cleaning	Con.
	9240	Request for Leave of Absence	3 years

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

	4006	Receiving Reports	1 year
	4007	Reports – Duplicates	1 year
Administration	4011	Board of Health Accounts	2 years
	4014	Quarterly Reports	1 year
Nursing	4022	Monthly Reports	P
	4023	Special Cases – Confidential Files	10 years

	4025	Staff Education File	3 years
	4026	Staff Correspondence / General	7 years
	4035	Public Health Nurses' Monthly Face Sheet (#206)	7 years
	4036	Computerized Health Records #1 Daily	1 year
	4037	Computerized Health Records #2 Monthly Summary	3 years
	4038	Public Health Nurse Activities (Computer Printout)	P
	4045	Audiometric Record	10 years
	4047	School Consent Forms	10 years
Inspections	4049	Carnival Approvals	2 years
	4050	Cemeteries	7 years
	4053	Computer Reports – Quarterly Statistics	2 years
	4054	Computer Reports – Annual Statistics	P
	4055	Condemned Buildings	P or until reclassified
	4065	Miscellaneous Licence Subjects	2 years
	4067	Out of Business Premises	1 year
	4068	Public Halls	7 years
	4071	Reports – Food Poisoning	7 years
	4072	Schools – Applications & Approvals for Water & Sewer	2 years
	4073	School Sanitary Inspection Reports	7 years
	4074	Sewer Connections Ordered	7 years

	4075	Surveillance Orders – Quarantine Service	2 years
	4077	Swimming Pool Plans	P
	4079	Work Permits	2 years
Co-ordinator for the Handicapped	4081	Clients Records (Counselling)	10 years

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

Administration	9503	Brinks – Deposit Report	5 years
	9504	Daily Babysitting Record	5 years
	9505	Daily Log Sheet – Tickets	5 years
	9506	Daily Swim Ticket Record	5 years
	9507	Inventory Control of Incoming Tickets for Sale	5 years
	9510	Mileage Summary	5 years
	9511	Refund Request Form	5 years
	9512	Ticket Control for Cashier	5 years
	9513	Weekly Cash Deposit	7 years
	9517	Pool Rental Agreement	5 years
	9518	Function Contract	2 years
	9525	Monthly Chemical Log Report	5 years
Gym Athletics	9551	Gym Rental Contract	1 year
Maintenance	9559	Area Inspection Sheet	5 years
Pro Shop	9565	Daily Sales	7 years
	9566	Master Inventory List	5 years
	9567	Requisition	2 years

- C. 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)	Duplicate Assessment Rolls	2
	Assessors' Filed Books	6
	Letters advising of changes of ownership and address (excepting letters directing the sending of notices of assessment by registered mail)	6
	Duplicate Court of Revision Briefs	6
	Change Orders	3
Parks (2561)	Duplicate vouchers, together with the pertinent copies of purchase orders and delivery slips	2
Metropolitan Licensing Commission (2834)	Duplicate Bank Deposit Slips and Cash Register Tapes	6 years
	Analyses of License Revenue	2 years
	General Ledger	Permanently
	General Voucher Register	Permanently
	Cash Book	Permanently
	Duplicate Stores Requisition	2 years
	General Correspondence	6 years
	Examination Answer Papers for Tradesmen and Cab Drivers	2 years
Stencils for Agenda and Minutes of the Commission	5 years	

	Lists of Applications to and from Metropolitan Police Department	1 year
	Record Cards re Processing of New Applications for Licenses:	
	(a) Head Office Licenses	1 year
	(b) Area Office Licenses (Premises involved)	3 years
	Daily Copy of Change of Address Sheets, etc., sent to Metropolitan Police Department	2 years
	Cartage Owner Annual Insurance Certificates	3 years
	Warning Copies (Delinquents, By-law Violations, etc.)	2 years
	Inspectors' Memo Books (copies)	3 years
	Summons Information Sheets (copies)	3 years
	Duplicate Magistrates' Court Calendar and Summons Register Sheets	5 years
	Cab Owner and Driving School Insurance Policies and Certificates which have expired or been terminated	5 years
Traffic (2910)	Duplicate pay sheets	2
	Duplicate vouchers	2
Welfare (2910)	Case records, including District Office Welfare, Nursing Homes, Hospitalization, Single Men's Hostel and Nursery Centres	7 years after last recording of issuance of Municipal welfare assistance
	General welfare assistance issuance sheets, produced in other than cheque order sequence	2

	Control lists re general welfare assistance cheque register	7
	General welfare assistance cheque issuance authorizations	7
	Duplicate pay sheets	2
	Duplicate vouchers	2
Housing (3033)	Departmental receipts	
	- Bound copy	Permanently
	- Other copies	2
	Duplicate purchase orders	2
	Delivery slips	2
	Duplicate vouchers	2
	Head office summary of cash receipts	2
	Departmental stores requisitions	
	- Original	Permanently
	- Other copies	2
	Department stores ledgers	Permanently
	Motor vehicle log reports	2
	Nursing daily record books	2
	Daily absentee reports	2
	Duplicate purchase requisitions	2
Works (3068)	Payroll Deduction Authorization Cards for:	
	- Dues to various Unions	6 years after severance of employment
	- Credit Union	6 years after severance of employment
	Canada Savings Bond Authorizations	6 years after receipt of bond
	Duplicate Pension Lists	2

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	Gasoline and Oil Tax Refund Applications	2
	Duplicate vouchers, together with the pertinent copies of purchase orders and delivery slips	2
	Record of Street Car Tickets Issued	2
	Car Mileage Allowance Reports	2
	Stores, Stationery and Purchase Requisitions	2
	Duplicate Purchase Orders	2
	Cash and Charge Tickets re Land Improvement Areas, Incinerators, Landfill Areas, etc.	6
	Monthly Summary Reports of Charge Transactions	6
	Treasury Department Receipts	2
	Duplicate Bank Deposit Slips	2
	Duplicate Departmental Receipt Books	Permanently
	Motor Vehicle Log Reports	2
	Write-Off Forms with Inventory Cards for items affected	2 years after disposal of asset
	Duplicate Annual Inventory	6
	Service Record Forms of Employees	6 years after severance of employment
	Industrial Waste Complaint Files by Address	Permanently
Roads and Traffic (91-71)	Duplicate Paysheets	2

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	Duplicate Pension Lists	2
	Duplicate Car Mileage Allowance Reports	2
	Stores, Stationery and Purchase Requisitions	2
	Duplicate Treasury Department Receipts	2
	Duplicate Departmental Receipt Books	Permanently
	Write-Off Sheets with Inventory Cards for Items affected	2 years after disposal of asset
	Duplicate Annual Inventory	6
	"As Built" drawings of projects	Permanently
	General Report Files	Permanently
	Record of Street Car Tickets Issued	2
	Duplicate Insurance Claim files	6
Property (2-72)	Assessment Notices	2 years after payment of taxes
	Duplicate Pension Lists	2 years
	Duplicate Vouchers, together with the pertinent copies of Purchase Orders and Delivery Slips	2 years
	Stores, Stationery and Purchase Requisitions	2 years
	Treasury Department Receipts	2 years
	Duplicate Departmental Receipt Books	Permanently
	Record of Street Car Tickets Issued	2 years

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Community Services (15-85)	Statement of Income	7 years
	Contract Expenditures	Duration of Contract plus 7 years
	Municipalities Administrative Information	2 years
	Workers' Compensation Summary Card	Duration of employment plus 1 year
Roads & Traffic		
Planning and Design Branch (91-85)	Building Plans	Permanent
	Land Plans	Permanent
	Miscellaneous Plans	Permanent
	Miscellaneous Structures Plans	Permanent
	Registered Plans	Permanent
	Standard Plans	Permanent
	Topical Plans	Permanent
Senior Engineer's Office	Crew Cards	5 years
	Job Orders	7 years
	Job Order Cards	6 years
	Personnel Administrative Information	4 years
Yard 1	Garage Work Orders	2 years
	Inventory Record Cards	Life of Item
	Maintenance Cards	3 years
	Personnel Administrative Information	2 years
Yard 2	Job Orders	7 years

	Personnel Administrative Information	2 years
Yard 3	Job Orders	7 years
	Personnel Administrative Information	2 years
	Yard Operations Correspondence	7 years
Yard 4	Job Orders	7 years
	Personnel Administrative Information	2 years
Yard 5	Job Orders	7 years
	Personnel Administrative Information	2 years
Yard 6	Job Orders	7 years
	Personnel Administrative Information	2 years
Yard 7	Job Orders	7 years
	Personnel Administrative Information	2 years
Planning Department (91-85)	Precertification	Until Completion
	Subdivision Files	Permanent
Management Services Department		
Management Consulting Division (91-85)	Employee Time Reports	2 years
Community Services		
Policy & Planning Division (91-85)	Grants	7 Years

Ambulance Services – Accounting Division (103-87)	Monthly Expenditures	Until Audit plus 2 years
Administration Division	Receipts	Unit Audit plus 2 years
	Sick Letters Issued	2 years
	Subpoenas, Memos & Directives	Archives
Community Services Department (103-87) Administrative Services Division, Financial and Administrative Services	Commissioner's Account	6 years
	GWA Reconciliations	7 years
	Monthly F5 Report – Official	7 years
Administrative Services Division – Office Support Services	Accommodations	Archives
	Floor Plans	Permanent
	Telephone Administrative Correspondence	3 years
	TTC Fare Application	2 years
Administrative Services Division – Operational Analysis and Review Unit	Reports	Archives
	Systems Administration Correspondence	5 years
Administrative Services Division – Personnel Services	Labour and Union Relations	5 years
Administrative Services Division – Staff Development and Communications	Handbook and Manuals	Until Superseded

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	Presentations	Archives
	Program Needs Studies	Archives
	Publications	3 years
	Reports	Archives
Management Services Department – Administration (103-87)	Encumbrancing	1 year
	Metrage Forms	Until Audited plus 4 years
	Year to date files	5 years
Management Services Department – Corporate Planning Division	Presentations	Archives
Planning Department (103-87)		
Central Services Division	Camera Ready Copies (Originals)	Permanent
	Data Base Reports	At the discretion of the Department Head
	Employee Profile Input	Until Superseded
	OMB Appeals/Hearings (Ontario Municipal Board)	Permanent
	Working Committees	Archives
Development Control Division	Registered Plans – Mylar Copies	Permanent
	Registered Plans – Paper Copies 0001-9999 to M1633	Permanent
Roads and Traffic Department (103-87)	Access and Development	Archives

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	Accounting Correspondence	7 years
	Capital Projects	7 years
	Central Accounting System Computer Reports	9 years
	Contract Expenditure – Current Contracts	7 years
	Signs Maintenance	7 years
Treasury Department (103-87)	Balance sheets	P
	By-laws	At the discretion of the Department Head
	Cash Blotter	Permanent
	Contractors' Insurance Certificates	Archives
	Distribution Journals	Permanent
	General Journals	Permanent
	Liability Register (statement of Capital/Current Liabilities)	Permanent
	Rent Receipts	Permanent
	Rental Cards	Until Audit Plus 7 years
Funded Debt	Bonds of Indemnity Files	Permanent
	Bond System Reports – Funded Debt Division	7 years
	Demand Payment Warrants	Archives
	General Journals – Funded Debt	Permanent
	Matured Debentures	7 years
	Matured Debentures Inventory Shredded	Permanent
	NR4's and T5's	5 years

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	OMB Capital Expenditures Quota Correspondence	2 years
	Receipts – Debentures	2 years
Payroll Section	Canada Savings Bonds (C.S.B.) Files	7 years
	Edit Check Sheets	3 years
	General Journals (G.J.'S) re: Salary Adjustments and Employee Benefits	4 years
	Group Life Insurance	7 years
	Increment Reports	2 years
	Payroll Cheque/Direct Deposit Summary Sheets	7 years
	Payroll Cheque Reconciliations	7 years
	QPAC Paperwork	7 years
	T4 and T4A Supplementary	7 years
	T4 Registers	7 years
	Unemployment Insurance Commission (UIC) Files	7 years
	Unemployment Insurance (U.I.) Rebate Register and Summary Sheets	7 years
	Year-to-Date (Y.T.D.) Reports	7 years
	Year-to-Date (Y.T.D.) Update Files	7 years
Pensions	Actuarial Reports - Police Benefit Fund	Permanent
	Cash Receipts and Cash Disbursement Journals (Metro Pension Fund)	Permanent

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Cash Receipts and Cash Disbursement Journals (Police Benefit Fund)	Permanent
Cash Receipts – Metro Pension Fund	7 years
Cash Receipts – Police Benefit Fund	7 years
Contribution Ledger - Police Benefit Fund (Also called Contribution Transfer)	Permanent
Government Annuities	Permanent
Income Tax (Pensions)	7 years
Metro Pension Plan & Metro Police Benefit Fund: Inception, History Administration & Statistics	Archives
Metro Retirement Committee – Minutes	Permanent
Metropolitan Toronto Pension Plan - Pension Statements Report	Until Superseded
OHIP Billings - Police Benefit Fund	4 years
Outside Managed Funds	7 years
Pension – General Correspondence	Archives
Police Benefit Fund - Accounting and Correspondence	Archives
Retirement Allowances	Permanent
Summary of Employer and Employee Contributions	At discretion of Department Head
Voucher Register - Metro Pension Fund	Permanent

Licensing Commission – Accounting (104-87)	Analysis of Revenue	Permanent
	Bank Deposits	2 years
	Departmental Cash Remittance	4 years
	Employee Profile – Input	Until Superseded
	Gasoline Tickets	4 years
	General Ledger – Licensing	Permanent
	NSF Cheques	Audit Plus 4 years
	TD1's	Until Superseded
Administration	Administrative Correspondence	2 years
Cab Sales and Transfers	Limited Liability Company Annual Returns – taxi cabs	10 years
	Plate Files	At discretion of Department Head
	Probationer Listing	Until Superseded
	Provincial Plate Cards	Until Superseded
	Shareholder Card	Duration of ownership plus 5 years
	Taxicab Lease Cards	Duration of ownership
	Taxicab Lease Records	10 years
	Taxicab Owners Cards	Until superseded
	Taxicab Previous Owners Cards	5 years
	Taxicab Vehicle Type Cards	Duration of use as taxicab
Commission Secretary	Agendas and Meetings	Permanent

Legal (104-87)	Conviction History Cards	Archives
Legal (144-90)	Acquisition of Property Files	20 years after completion
	Sale of Property Files	5 years after completion
	Letterbook Copy Files	20 years
	Ontario Municipal Board Capital Expenditure Application Files	2 years after closing capital account
	Files containing copies of Bills forwarded to Metropolitan Clerk	1 year
All Departments (14-92)	Any receipts, vouchers, instruments, rolls or other documents, records and papers not otherwise subject to a retention period established by this by-law	Permanent
Parking Fine Adjudication (114-97)	Trial Scheduling Reports	Kept till audit clearance + 1 year
	Certificate Requesting Conviction (CRC) and related source documents	Current year + 2 years from the paid date
Information Collection Management – Administrative (Parking Tags)	Data Processing Reports – Exception Reporting:	
	- Exception reports	Keep till audit clearance + 1 year
	- CRPD (Certificate Requesting Plate Denial) Exception report	Termination date of decision of the last case entered into PTMS + 2 years
	- Yellow paper copy of the PIN, or parking infraction notice	After microfilm is confirmed

	- PTMS system documentation	Termination of system + 2 years (life of the system and critical records stored on it + 2 years)
	- PIN issued monthly reports	Termination of system + 2 years (life of system and critical records stored on it + 2 years)
Accounting Services (Parking Tags)	Counter Receipts Control:	Current year + 6 years
	- Balance sheets, Adjust summary and logs, Deposit summary, Cash drawer reports and Transaction journals	
	- Parking tags /NFDD (Notice of Fine Due Date) / NIC (Notice of Impending Conviction) posted	Current month + 4 months
	Third Party Receipts:	
	- Bank batch lists, Service charges and Manual receipts	Current year + 6 years
	- Revenue Reports	Current year + 6 years
Information Systems Management (Parking Tags) and Parking Fine Collection Services	Service Level Performance Reports:	
	- Counter activity daily reports, Letter statistics and Telephone logs	Kept one month after input
	- Office performance records	Kept until superseded. Yearly reports are permanent
	- Correspondence	2 years
	- Transaction summary	Kept till audit clearance + 1 year

Parking Fine Collection Services	Provincial Court Receipts:	Kept till audit clearance + 1 year CRPDFROM AND DFCCFROM-PTO has the original, MAG has the copy), or superseded (ICON mag tape and reports – PTO has the copy, MAG has the original
	- source documents from the Ministry of the Attorney General, or MTO (ICON, DFFCC) and Parking Tag Operations (PTMS, CRPD) databases	
	- CRPDTO reports	Superseded
Budget Preparation (Parking Tags)	Operations Expenditures:	Current year + 6 years
	- Expenditure Control Program (ECP) reports, invoices, purchase orders and purchase requisitions	
	- Operating budget – working papers	Superseded, subject to archival review
Human Resource Management (158-97)	EAP (Employee Assistance Program) Client Files	10 years after the last contact; or, if the client is under 18 at the time of last contact, 10 years after their 18 <sup>th</sup> birthday

- D. 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)
Public Works	Land Division Files	21

- E. 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	01	221	100	Scarborough Municipal Diary	PA
02	01	01	352	000	Minutes – Planning Committee	PA
02	01	01	354	000	Minutes – Rec. & Parks/Social Dev. Committee	PA
02	01	01	380	000	Minutes – Other Committee	PA
02	01	03	133	110	Provincial Water/O.M.B. Approvals	15
02	01	03	400	000	Orders to Comply & Discharge	05
02	01	03	493	000	Briefs and Submissions	PA
02	01	03	665	100	List of Jurors (1881 – 1948)	PA
02	01	07	150	000	Scarborough History	PA
02	01	07	190	100	Block Parents	10
02	01	07	206	100	Clerk's General Return Summaries	PA
02	01	07	550	000	Honour Roll	PA
02	01	07	620	000	Chain of Office	PA
02	01	07	901	000	Annexation	PA
02	01	13	145	000	Municipal Buildings	PA
02	01	14	321	310	Property Purchases – Tam O'Shanter	PA
02	01	18	961	100	Erosion – Scarborough Bluffs	PA

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02	01	18	962	100	Flood Control – Hurricane Hazel	PA
02	01	20	432	100	Museums – Thompson Park (Lye House)	PA
02	01	21	712	000	Quarter Century Club	05

## HEALTH DEPARTMENT

Health Administrative Services (0401)

04	01	09	125	000	Health Surveys – Johns- Manville Workers	PA
04	01	09	601	200	Nursing Reports – Monthly	02
04	01	09	601	300	Nurse's Daily Activity Sheets (DAS)	10
04	01	09	900	000	Health Correspondence	07

Communicable Diseases & Clinical Services (0403)

04	03	09	137	300	Gonorrhea/Chlamydia Files	06
04	03	06	620	626	After Care Clinic (Schizophrenia)	20
04	03	09	701	000	Inspector's Reports – Daily	06
04	03	09	712	000	Funeral/Personal Care Establishments	06
04	03	09	716	000	Inspections - Work Order Letters	06
04	03	09	720	000	Inspections - License Reports	06
04	03	09	728	000	Plans – Food Premises / Swimming Pools	20
04	03	09	728	300	Inspections – Food Premises	06

Growth & Development (0405)

04	05	09	600	000	Subject Correspondence	07
04	05	09	650	000	Public Health Nurse Reports	06

Lifestyles (0406)

04	06	03	100	000	Subject Correspondence	07
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LAW

Law Administration (0601)

06	01	03	134	200	O.M.B. - Capital Works	06
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06	01	13	175	100	Parkland Contributions - Not Required	01
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06	01	18	440	100	Grade Separations - Ministry of Transport	06
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06	01	20	454	000	Heritage Act	06
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PLANNING & BUILDINGS

Planning (0901)

09	01	01	174	000	Base Maps	PP
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09	01	01	174	100	Maps & Contours	PP
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09	01	01	175	000	Official Plan Drawings	PP
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09	01	13	123	000	Commercial Studies by Community	07
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09	01	13	190	000	Special Study Files by Community	07
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09	01	13	301	300	Condominiums – Approved Draft Plans	07
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Customer & Departmental Services (0905)

09	05	01	571	200	Reports D.B.S.	PP
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Building & Site Development (0906)

09	06	06	110	210	Commercial Rolls (Microfilm)	PP
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09	06	06	110	400	Certified Plans	07
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Property Standards & Enforcement (0907)

09	07	01	571	100	Reports - Property Information	03
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09	07	08	400	110	Property Standards Files (Microfilm)	PP
09	07	13	173	000	Condominium Registration Files	10

## RECREATION, PARKS AND CULTURE

Recreation, Parks and Culture (1101)

11	01	01	160	100	Newspaper Clippings	PP
11	01	01	354	100	Agendas, Reports & Minutes	03
11	01	02	263	100	Rental Agreements & Receipts	01
11	01	02	263	200	Ice Rental Agreements	01
11	01	02	263	300	Hall Rental Agreements	01
11	01	02	279	100	Cash and Revenue Reports	02
11	01	02	530	801	Sport Services Affiliation Agreements	07
11	01	04	109	100	Terminated Part-Time Employees	03
11	01	04	109	110	Terminated P/T Employees (Microfilm)	PP
11	01	11	100	000	Recreation & Parks Correspondence	07
11	01	11	307	100	Community Centres - Research Studies	10
11	01	11	310	100	Crew Cards	03
11	01	11	480	000	Olympic Games Study Committee	PP
11	01	12	111	400	Payroll Cheque Register	07
11	01	12	113	100	Bi-weekly Pay Claim Reports	07

## OFFICE OF THE MAYOR

Mayor's Office (1201)

12	01	01	755	200	Town Centre/Triton Files	PP
12	01	04	105	200	B.A.R.C. Reports	PP
12	01	16	100	000	Mayor's Correspondence	07
12	01	16	200	000	Mayor's Confidential Files	20

Economic Development (1001)

10	01	14	300	000	Economic Development Correspondence	07
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## FINANCE AND CORPORATE SERVICES

Information Technology (1405)

14	05	02	912	000	On-Line Statistics Report	02
14	05	02	912	100	Daily Mapper Statistics Report	01

Management Services (1408)

14	08	01	346	000	Budget Committee Minutes	03
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Public Relations & Information Services (2611)

26	11	01	172	100	Printing Masters	PA
26	11	02	200	000	Miscellaneous Revenue	01
26	11	07	150	000	Scarborough History	PA
26	11	07	151	000	Civic Centre History	PA

## City of Toronto By-law No. 532-2012

26	11	07	152	000	Civic Communicator Employee Newsletter	PA
26	11	07	181	000	Civic Award of Merit	PA
26	11	07	700	000	Subject Correspondence - Communications	PA

Real Estate (2621)

26	21	03	401	200	Tax Registration - Tax Arrear Lands	05
26	21	14	311	400	Property Sales - Road Closings	10
26	21	14	321	710	Property Purchases - Road Widenings	10
26	21	14	321	720	Property Purchases – Road Openings	10
26	21	14	321	730	Property Purchases – Road Extensions	10
26	21	14	321	740	Property Purchases – Industrial Lands	07

## TREASURY SERVICES

Payroll (1407)

14	07	02	170	200	Manual Cheque Log	04
14	07	02	712	000	Pension Plan - Dominion Government Annuity	PP
14	07	02	714	000	Pension Plan – Independent Plans	PP
14	07	12	141	000	YTD - Earnings & Deductions Register	07

## City of Toronto By-law No. 532-2012

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14	07	12	201	000	Pension Plan – Metro (Before 1971)	PP
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14	07	12	203	000	Pension Plan - CPP (Before 1967)	PP
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General Accounting (1410)

14	10	01	193	000	TIEGA Reports	07
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14	10	01	501	000	Financial Reports	PA
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14	10	02	160	500	Cash Receipts	07
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Revenue (1412)

14	12	01	174	000	Maps - General	20
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14	12	02	110	210	Summary to Tax Journal	10
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14	12	02	130	110	Current Deposits Liquidated	21
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14	12	02	196	000	Summary of Monthly Transactions	02
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14	12	02	210	140	Master Property Comparison Realty	03
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14	12	02	212	100	Mortgage Correspondence	04
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14	12	02	216	000	Special Charges Expired	15
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14	12	02	216	200	Business Improvement Areas	15
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14	12	02	216	300	Special Charges Expired (Miscellaneous)	15
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14	12	02	922	300	Assessment Control Vouchers	07
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14	12	03	401	100	Vacant Property Ledgers	PP
14	12	07	211	600	Supplementary Billing Master	15
14	12	07	211	601	Supplementary/Omitted/Total Billing	02
14	12	07	211	602	Guide to Supplementary Billing Master	15
14	12	14	301	000	Property Descriptions & Notifications	10

## CENTRAL SERVICES

Central Records (2631)

26	31	01	100	100	Subject Correspondence	07
26	31	01	146	000	S.A.R.M.S.	PA
26	31	01	160	000	Cuttings/Clippings	PA
26	31	01	170	000	Illustrative Materials	PA
26	31	01	174	000	Maps - General	PA
26	31	01	175	210	Plans - Reg. Condo (34MM Microfilm Jackets)	PA
26	31	01	755	100	Archives – Regional School of Nursing	PA
26	31	01	755	200	Archives – Town Centre/Civic Centre	PA
26	31	01	755	300	Archives – Spadina/Allen Expressway	PA
26	31	01	755	400	Archives – Fire Department	PA

## City of Toronto By-law No. 532-2012

26	31	01	755	500	Archives – History of Elections	PA
26	31	01	755	600	Archives – Animal Control (History)	PA
26	31	01	755	700	Archives – Building Permits Index Book	PA
26	31	03	401	000	Registered Documents (16mm Microfilm Jackets)	PA
26	31	03	499	300	Discharges/Orders to Comply (Microfilm)	PA
26	31	21	312	100	Scarborough Library Board – Microfilm	PA

Insurance and Risk Management (2632)

26	32	01	100	000	General Correspondence	02
26	32	02	530	600	Insurance Premium Statements	02

Central Services Administration (2636)

26	36	01	100	100	Correspondence - Subject	07
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## WORKS &amp; ENVIRONMENT

Works & Environment (1601)

16	01	01	570	000	Reports - Works - General	07
16	01	02	200	000	Revenue - General	07
16	01	02	292	000	Sewer & Water Impost Levy	21
16	01	02	611	000	Current Budget	07
16	01	03	111	130	By-laws & Agreements - Works Dept.	10

## City of Toronto By-law No. 532-2012

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16	01	04	520	000	Union - General	07
16	01	07	200	000	Court of Revision	04
16	01	13	161	100	O.P. Amendments	07
16	01	13	174	000	Development Applications	05
16	01	14	320	100	Scarborough Town Centre (1975-86)	21
16	01	14	321	800	Private Property Purchase (Lawyer's Letter)	02
16	01	14	401	000	Brodie & Gardner (Microfilm)	PA
16	01	15	100	000	Purchasing - General	02
16	01	18	000	000	Subject Correspondence	07
16	01	18	100	000	Works Maintenance - General	07
16	01	18	118	000	Private Installations on City Buildings	04
16	01	18	150	000	T.T.C. Parking Lots	07
16	01	18	180	000	Environment - General	07
16	01	18	300	000	Stormwater Management - General	04
16	01	18	440	000	Steeles/CNR Grade Separation	10
16	01	18	460	000	Works – General	07
16	01	18	463	000	Undertakings	06
16	01	18	660	000	Paid Parking – General	07
16	01	18	670	677	Railway Crossings	PA
16	01	18	720	200	T.V. Examination Papers	PA
16	01	18	902	000	Weigh Scale Reports - Metro	03
16	01	21	200	000	Committees – General	04

Public Building Services (1610)

16	10	02	100	100	Accounting Files (M & C)	03
16	10	12	113	110	Bi-Weekly Pay Claim Report (M & C)	03
16	10	14	100	100	Project Files (M & C)	PA
16	10	14	111	000	Job Orders (M & C)	01
16	10	14	130	000	Physical Plant Correspondence	02

FIRE

Fire Administration (1801)

18	01	08	100	000	Subject Correspondence	07
18	01	08	204	100	Fire Routes (Microfilm)	PA
18	01	08	502	000	Council Extracts	07

OFFICE OF THE CITY MANAGER

Office of the City Manager (2001)

20	01	13	148	140	City Centre Development	PA
20	01	13	191	000	Development and Other Projects	05

Animal Centre (2601)

26	01	02	160	500	Cash Receipts	02
26	01	02	160	511	Daily Receipts	02
26	01	03	440	000	Summons	02
26	01	15	110	000	Purchase Requisitions	02

Human Resource Administration (2602)

26	02	01	103	100	Yellow Correspondence Copies	02
26	02	01	320	100	Reports to Board of Control	04
26	02	04	103	000	Approved Establishment of Strength	10
26	02	04	105	000	Employee Position Descriptions	05
26	02	04	105	100	B.A.R.C. Working Papers	25
26	02	04	107	000	Employment Applications – Posted Positions	02
26	02	04	108	000	Employment Applications - Advertised Positions	02
26	02	04	110	000	Employment Applications – General	01
26	02	04	113	000	Employment Applications - Summer Student	01

## City of Toronto By-law No. 532-2012

26	02	04	114	000	Employment Applications – Firefighters	04
26	02	04	131	000	Salary Information	07
26	02	04	521	000	Union Negotiations	10
<u>Equal Opportunity</u>						
26	03	04	421	400	Group Life - Monthly Statements	03
26	03	04	421	410	Group Life - Death Benefit	10
26	03	04	421	500	Employee Dismemberment Claims	10
26	03	04	461	000	Workmen's Compensation Claims	30

F. 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

Employee Index Cards	000907	2	---
Payroll Deductions Register: 1963 to 1968	000517	---	P

## BUILDING &amp; INSPECTIONS

Building & Lot Surveys	0002309	PC	---
By-law Enforcement History Sheets	001776	PC	---
By-law Enforcement Injunctions and Orders	001802	PC	---
Commissioner's Directives	001782	3	---
Computer Program Co-ordinator's Files	001800	PC	---
Concrete Test Reports	000903	1	---
Conversion Application Files	000664	---	P
Court Books: Rehabilitation and Maintenance	001070	PC	---
Day Nursery and Bingo Application Files	001772	PC	3
Deposit Receipts	002186	2	5
Enforcement Cases – Finalized	002479	PC	---
Fee Request Letters	000940	PC	7
File/Document Copy Authorization Letters	001787	PC	---
Forest Hill Building Permit Index	000610	---	P
General Administrative Files - Deputy Commissioner's	002203	3	---
Handicap Parking Inspection Files	001805	PC	---
Hazard Files	000271	1	5
Heating Inspector's Daily Reports	001322	2	---

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Heating Permit Information Cards	002189	PC	---
Hot Water Tank Invoices	001302	PC	---
Interdepartmental Correspondence	000004	2	8
Lodging House Survey Sheets	001237	PC	---
Personnel Administration Files	001793	PC	---
Personnel Subpoena Files (Civil Action)	001797	2	---
Property Ownership Searches	001803	PC	----
Residential Restrictions Index Cards	001817	PC	---
Restaurant Inspection Reports	001335	PC	---
Rooming House Fee Receipts	001240	PC	6
Training and Development System	002461	PC	---
CITY CLERK'S			
Bureau of Statistics Returns	000126	2	---
Business Assessment Rolls	000676	3	P
Business Corporations Taxable Income Roll	000677	---	P
Census and Enumeration List	000688	PC	3
Claims Forwarding Slips	001438	1	---
Communications	000108	3	22
Contract Deposit Book (List of successful tenderers' deposit cheques forwarded to City Treasurer)	000637	7	---
Council Minutes: Rough Copy	000083	5	---
Council Proceedings	000105	1	---

Court of Revision Cancellation, Reduction and Refund Records	000942	2	23
Departmental Mailing Sheet	000128	1	---
Document Loan Record	000068	PC	---
Document Receipt Book	000069	PC	20
Employment Applications: Summer	000945	1	---
Executive in Conference Papers	001850	3	22
Hydro Arrears Additions to Collectors Roll	000266	2	5
Lawyer's Letters: Ontario Heritage Act	001806	2	---
Letterbooks	000054 001433	2 2	3 5
Minutes	000085	3	P
Nominating Committee: Applications for Appointments	001792	2	3
Ontario Municipal Board Capital Expenditures	000325	2	5
Order for Return of Deposits Book	000638	2	5
Personnel Competition Files	002559	1	6
Project Files	001405 001429	PC PC	2 5
Receipts	000198	2	5
Records Inventory Data Entry Cards	001373	PC	---
Sick Pay Claims	000532	2	---

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Standing Committee Letterbooks	000052	2	6
Standing Committee Rough Minutes	000092	2	---
Subject Correspondence	001432	2	5
Subject Correspondence: Permanent	000008 000010	PC PC	25 25
Subject Correspondence: Temporary	000007	2	---
Supreme Court Judgements	000686	---	P
Taxi Reconciliation Stubs	000694	1 month	---
Translations	001406	1	5
Voters List	000687	4	P
CITY PROPERTY			
Acquisition Files	000649	PC	10
Assets: Permanent Files	000647	PC	P
Assets: Plans	000078	PC	75
Assets: Specifications and Contracts	000598	PC	75
Assets: Temporary Files	000648	3	7
Attendance Exception Reports	001054	2	5
Cash Deposit Statement	001047	2	5
Continuation of Temporary Employment	001231	2	---

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General Accounting Records	000944	2	---
Harrison Baths Revenue Reports	000319	2	5
I.P.S. (Individual Payroll Records System)	002462	3	---
Leases	000547	PC	P
Leave of Absence	000503	2	---
Letterbooks	000055	3	2
Multiple Listing Service Cards	000654	5	5
Receipts	000199	2	5
Rental Record Cards	000315	PC	10
Sick Pay Claims	000533	2	---
St. Lawrence Market - Occasional Rentals Files	002499	1	2
St. Lawrence Market - Occasional Rentals Systems	002482	PC	---
Subject Correspondence: Permanent	000011 000013	PC PC	P P
Summary of Absent Employees	000482	2	---
Truck Logs	000582	2	---
Weigh House Fees Return	000323	2	5

## FINANCE

Abstract Sheets (List of properties in arrears of taxes)	000280	3	---
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Accounting Records - Water Revenue	002217	2	---
Actuarial Valuation Cards - Civic Employees	000381	PC	P
Actuarial Valuation Cards - Fire Employees	000402	PC	P
Adjusting Journal Entries	000235	1	P
	001008	1	P
Agents and Company's Letters	000367	4	10
Amortization Schedules	000362	PC	---
Analysis of Encumbrances	001386	1	5
Annuities Government Quarterly Remittance Statements	000377	2	6
Area Rental Charges Roll	000320	2	---
Assessment Forms	000669	2	---
Assessment Notices	000667	2	---
Attendance Reports – Pensions	002201	2	5
Bank Deposit Register	000411	7	---
Batch Payment Listing	000209	2	---
Bi-weekly Labour Statistics Report	000525	3 months	---
Bond Redemption Register	000348	PC	P
Boroughs Mains Supply to City	000311	2	6
Canada Savings Bond Receipts	000418	7	---
Canada Savings Bonds Purchase Agreements	000417	7	---
Clark, Swabey & McLean Legal Opinion	001073	P	---

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Contractors Deposit Ledgers	000639	20	---
Contributions Ledger – Civic	000397	PC	P
Contributions Ledger – Fire	000404	---	P
Correspondence – Civic	000018	3	5
Correspondence – Fire	000019	3	5
Coupon Redemption Diary Sheets	000358	2	18
Coupon Redemption Register Sheets	000359	2	5
Coupons	000350	2	5
Court of Revision: Journal Vouchers and Distribution Vouchers	000900	4	6
Credit Balances Notices	000146	4	---
Daily Absentee Reports	000460	2	---
Daily Car Log	000584	2	---
Daily Journal	000442	5	---
Daily Payment Listings	000204	2	---
Daily Recapitulation of Tax Bill Stubs	000248	5	---
Debt Charges Register	000357	3	7
Departmental Working Accounts	000338	PC	P
Duplicate Cheques	001100	---	20
	001102	---	20
	001190	---	20
	001192	---	20
Employee Earnings Record: Ltd. Dividend Housing Corp.	001198	---	7

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Employee Hospital and Medical Premium Record: Housing Authority	001197	---	7
Employees Absence Record	001339	2	---
Encumbered Purchase Order Liability Voucher	001218	2	3
Estimates Worksheets	000373	3	---
Finance P & D Ledger	000154	PC	P
Fire Losses - Premiums and Rebates	000371	10	---
Fire Pension Fund Receipts	000202	2	6
Fire Register	000378	PC	P
Fireman's Benefit Fund Investment Ledger	000364	PC	P
Flat Rate Regular Bill Listings	000303	2	---
General Correspondence (Financial matters not included in Subject Correspondence)	000015	3	7
General Journals	000134	20	P
General Journal Vouchers (1965- 1976)	001035	---	P
General Journal Liability Register	000160	3	17
Government Annuities Correspondence: Forest Hill	001042	15	35
Government Annuities Cumulative Statement	000379	2	6
Government Annuities Fund Records	000389	---	P
Government Annuities Ledger: Forest Hill	001036	2	48

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Government Annuities; Employer Statements	001220	---	6
Government Annuity Enrollment: Forest Hill	002062	2	48
Guaranteed Mains Records	000309	---	P
Hospitalization Records	001243	3	---
Inspectors' Collection Sheets	000310	3	4
Inspectors' Cash Return Receipt	000205	1	3
Inspectors' Receipt Books (Receipts issued by inspectors re outstanding accounts)	000206	7	---
Insurance Estimates (Departmental)	000368	7	---
Insurance Register	000369	7	---
Labour Distribution and Payroll Burden	000241	1	7
Leases	000434	30	P
Legal Department General Legislation (Correspondence relating to these subjects)	000713	3	P
Letter Books	000056	3	28
	000057	3	28
	000058	3	28
	000061	2	---
Life Certificates – Civic	000380	1	---
Local Improvement Cards	000275	PC	P
Local Improvement Construction Ledger	000331	PC	P
Local Improvement Control Cards	000277	PC	---
Local Improvement and Parking Commutation Statements	000250	2	---

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Local Improvement Roll Reconciliation	000313	PC	---
Manual Bill Issuance Listing (List of bills other than regular water bills)	000295	2	---
Meter Accounts Register (Summary of water meters in service)	000306	2	---
Meter Complaints and Installation Reports	000579	3	4
Meter Water and Sewage Service Calculations	000307	4	---
Meter Water Consumption Register	000308	2	---
Minutes of Pension Committee	000094	20	P
	000095	20	P
Outside Staff Paysheets: Forest Hill	001015	1	---
Parking Benefit Charges Commutation Register	000288	PC	P
Paymasters Wage Advance Account	000518	2	5
Payroll Deductions Register: Payroll Copy	001415	2	---
Payroll Discharge Tickets	000522	1	6
Payroll System	002540	PC	---
Payroll/Personnel System Test Runs	002298	1	1
Pension Contribution Ledger: Forest Hill	001019	---	50
Pension Investment Ledgers and Trust Accounts: Fire & Civic	001249	PC	50

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Pension Ledger: Swansea	001165	---	50
Permanent Assets Ledger	000237	---	P
Plumbing Permit Lists	000591	2	---
Rateable Assessment	000670	1	---
Receipts	000200	2	5
Refund Index	000302	2	5
Refund Index Balances (Trial Balance for refunds)	000246	2	---
Registered Mail Book (outgoing registered mail)	000067	10	---
Registration of Documents	000070	1	3
Rent Reductions: LTD. Dividend Housing Corp.	001184	---	7
Resignations Locked in Benefits – Fire	000394	1	P
Resignations Locked in Benefits – Fire	000393	1	74
Revenue Transaction Processing System	002542	PC	1
Salary Analysis Register	000333	2	P
	000335	2	P
Salary Ledger Sheets: Swansea	001321	---	P
Security Deposit Receipts: Housing Authority	001191	---	7
Security Deposit Receipts: Ltd. Dividend Housing Corp	001193	---	7
Snow Cleaning Charges Roll	000269	2	---
Special Charges Roll	000279	5	5

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Statement of Operations	000339	2	---
Subject Correspondence (Finance Dept. subjects)	000016	3	17
Statistical Ledger	000137	P	---
St. Lawrence Market – Occasional Rental Files	002499	1	2
Tax Account Index Cards: Forest Hill	001031	---	30
Tax Deduction Forms: Pensioners	002192	PC	---
Tax Ledger Cards	000265	3	27
	001105	3	27
	001154	3	27
Tax Levy Statements	000263	3	17
Tax Master Back-up (December 31 copy)	000894	3	27
Tax Master Back-up (Jan.-Nov.)	000257	1 month	---
Tax Payment Adjustment Register	000273	2	---
Tax Prepayment Certificates – Redeemed	000259	20	---
Tax Prepayment Register	000260	4	16
Tax System	002539	PC	---
Townships Mains Supply to City	000902	2	6
Treasurer's Receipts	000207	2	6
Treasurer's Receipts, Distribution Recap and Summary Tax Receipts	001075	7	---
Treasury Notes Redemption Register	000415	P	---
Voucher Lists	000163	1	---

61  
City of Toronto By-law No. 532-2012

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Voucher Payable Cards	000191	3	17
Water Revenue Control Ledger	000299	2	---
Weed Cutting Charges Roll	000274	2	---
Weigh House Fees Return	000323	2	5
Worker's Compensation Payroll Files	001209	1	6
Works Paysheets: Forest Hill	001023	---	P

FIRE

Prefire Inspection Program Files (P.I.P.)	002059	1	---
Promotion Examination Files	000511	PC	---
Telephone Operator's Log	000551	---	1

HOUSING

Commissioner's Administrative Files	001771	3	2
Detailed Cost Analysis: Non-profit Housing	001116	2	5
Letterbooks	001298	2	3
Project Files: Commissioner's	001274	PC	10
Receipts: Non-profit Housing	000926	2	5

CITY OF TORONTO NON-PROFIT HOUSING CORPORATION

Accounting: Project Management Working Files	0001764	PC	10
Automated Payroll Files – Minicom	002426	PC	P
Deposit Sheets and Slips: Non-profit Housing	001275	---	20
Furnace Service Records	001511	2	---

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Housing Registry System	002428	PC	---
Instruction for Maintenance Service	001497	2	4
Maintenance – Tenders	001510	2	4
Minute Books and Resolutions	001492	3	P
Mortgage Records	001495	5	50
Project Account Report: Non-profit Housing	001268	1	3
Property Acquisition and Development Statement: Non-profit Housing	001267	PC	2
Property Management Operating Statement: Non-profit Housing	001269	1	2
Realty Tax Statements: Non-profit Housing	001756	2	5
Rent Receipts: Non-profit Housing	001272	2	5
Rent Reconciliation Summaries: Non-profit Housing	001285	---	2
Rent Revenue Vouchers: No. 84	001261	2	18
Tenant Placement – Rent Subsidized Applications	001487	5	2
Voucher Jackets: Rent Related Charges (No 82)	001754	2	3
Voucher Jackets: Supplies (No 93)	001755	2	5
LABOUR RELATIONS			
Cost Analysis System	002554	2	---
Leave of Absence Records (Union Requests)	002485	2	---

LEGAL

Claims for Damages Cheque Register	002408	4	3
Document Register	001123	10	---
Fee Account Records	002411	4	3
General Zoning Files	002446	PC	60
Letter Register	001125	4	6
Personnel Requisitions	002393	7	---
Worker's Compensation Files	002273	Case Completion	15

MANAGEMENT SERVICES DEPARTMENT

Allotment Schedules	000882	3	10
Attendance Exception Reports	002040	2	5
Budget Review Group: Meeting Agenda and Support Material	001766	3	5
Establishment Records	002397	2	8
Examination Papers	000510	1	---
Fringe Benefit Prediction by Element	001350	3	7
General Files: Workers' Compensation	001550	PC	---
Job Description Files	001565	PC	P
Job Description Files	001567	PC	---
Parks Grant Applications	001122	1	5
Permanent Personnel Payroll Forecast	001349	3	7
Procedures Manual	001564	PC	---

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Process Letters	001562	2	3
Promotion Competition Grievance Working Files	002544	5	---
Space Study Questionnaire	000887	---	2
Space Study Questionnaire Cards	000886	---	2
Subject Files	002048	3	5
Workers' Compensation Files	000539	5	70
Workers' Compensation Monthly Accounts	000540	3	7
Workers' Compensation Statistics	000506	2	3

PARKING AUTHORITY OF TORONTO

Area Payroll Journal	000816	2	8
Cash Receipt Books	000822	20	P
Cashiers' Daily Reports	000823	3	---
Delinquent Parking Notices	000826	3 months	---
Employee Seniority List	000828	6 months	---
Employment Applications	000830	6 months	---
Gasoline Sales Tax Rebate Claims	000831	2	---
General and Revenue Ledger	000832	5	P
Group Life Insurance Reconciliation Forms	000834	5	---
Income Tax Receipts	000835	6	---
Labour Statistics Summary	000839	5	---
Mail Payments: Unpaid Parking	000841	2	---
Month End Accounts Payable List	000843	2	---

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Monthly Parking Permit Record Cards	000845	1	---
Monthly Permit Sales Report	000846	1	---
Outstanding Accounts and Reconciliation of Moneys Received	000848	1	---
Parking Tickets	000853	3 months	---
Personnel Establishment File	000857	P	---
Sales Journal	000861	5	P
Service Envelope Month End Summary	000844	1	---
Standard Journal Working Papers	000865	2	---
T4 and T4A Income Tax Forms	000866	6	---
Weekly Reconciliation Reports: Machine and Metered Areas	000867	6 months	---
Year End Working Papers	000869	PC	P

PARKS AND RECREATION

Earnings Record	000526	2	P
Employee Staff Listing	002508	1	---
Payroll Memoranda	000523	2	---
Telephone Directory	002521	PC	---
Winter Works Payroll Files	001135	2	5
Winter Works Time Cards	000343	3	P

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 PLANNING AND DEVELOPMENT

City and Senior Governments Administration Files	001541	2	3
Disabled and Elderly Files	001749	---	2
Employment Applications	001455	2	---
Information Services Files	001747	2	---
Job Description Working Papers	001454	2	---
Land Use Files	001722	3	22
Land Use Survey Field Sheets	001724	PC	5
Letterbooks	002398	2	5
OMB Records: Central Area Plan & By-law Hearings	001466	PC	25
Standard Assessment Systems Index	001445	2	---
Subject Files: Personnel	001464	PC	---
Surveys	001799	3	2

## PUBLIC HEALTH

Accounting and Payroll Records	000469	3	---
Activity Log	002552	1	---
Adult Protective Service: Worker Reports	000870	5	10
Ambassador Files	002469	1	---

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Annual Report: Medical Services Sections	000101	2	10
Audiometric: Screening Program: Reports & Statistics	000733	2	---
Barbershops and Hairdressing Parlours Inspections	001985	3	---
	001986	3	---
	001987	3	---
	001988	3	---
Bi-weekly Attendance Reports	001338	2	5
Blood Lead Survey Family History	000775	---	20
Blood Lead Survey Family History	000028	---	20
Blood Lead Survey: Permanent	000534	3	20
Blood Lead Survey: Temporary	000077	---	20
Cardiac Record	000706	3	---
Cardiac Register	000706	PC	---
Cardio-pulmonary Resuscitation Applications	002018	3	---
Child Health Centre Administration Files	001485	---	10
Collective Living Centre: Assessment for Premedication	002586	2	8
Community Health Information Surveys	002011	2	3
Community Health Survey Sheets	001775	2	3
Consent Cards: Tuberculin Testing Negative Reaction	000709	1	---
	001876	1	---
	001877	1	---
	001878	1	---

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Consent Cards: Tuberculin Testing	000039	1	---
Positive Reaction	001879	1	---
	001880	1	---
	001881	1	---
Court Cover Sheets	001471	5	---
Court Information Copies	001472	5	---
Developmental Assessment Program	001442	5	10
Diagnostic Reports: Syphilis	000440	5	---
Employee Absence Records	001331	3	---
Employee Medical Examinations: Correspondence	000898	---	20
Extraction Referral & Consent Forms	000766	2	8
Family Histories	000779	5	---
	001864	5	---
	001865	5	---
	001866	5	---
First Aid & Emergency Examination Book	000737	2	4
General Correspondence	000767	3	---
	000803	3	---
General Journal	002051	7	---
Government Grants Correspondence	000897	---	20
Hearing Conservation Centre Appointment Book	000742	2	---
Hearing Conservation Centre Clinic Statistics	002449	2	---

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Hearing Conservation Centre Statistics System	002524	PC	---
Hospital Health Service Memoranda	000781	3	---
Hygienic Comb Account	000696	3	---
Hygiene Team Daily Reports	000768	1	---
	001964	1	---
	001965	1	---
	001966	1	---
Immigration Register	000581	3	---
Immunization Consents: City Employees	001860	3	3
Industrial Chest X-Ray Reports	000592	2	5
Informant Contact Records: Syphilis	000037	2	---
Insignificant Lab Reports	001412	1	---
	002007	1	---
	002008	1	---
	002009	1	---
Junction Triangle Health Studies: Data Collection	002031	5	40
Junction Triangle Health Studies: Medical Tests	002032	5	40
Lead Program Records	001525	3	20
	001950	3	20
Litigation Book	000807	PC	---
Ministry of Health Dental Survey Forms	002470	2	---
Minutes - Departmental Management Team Meetings	002020	3	20

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Minutes - Eastern Health Area Management Team Meetings	001981	3	10
Minutes - Downtown Health Area Management Team Meetings	001984	3	10
Minutes - Central Resources Management Team Meetings	002021	3	10
Minutes – Northern Health Area Management Team Meetings	001982	3	10
Minutes: Western Health Area, Management Team Meetings	001983	3	10
Monthly Evaluation Sheets	000312	5	---
Monthly Statistical Reports	000251	PC	---
	000716	PC	---
Needle Exchange Log System	002582	PC	---
Needle Exchange Log Form	002583	2	---
Nursing Activities Annual Summary	000782	5	---
	001912	5	---
	001913	5	---
	001914	5	---
Nursing Activities Monthly Summary	000783	2	---
	001905	2	---
	001906	2	---
	001907	2	---
Nursing Activities Weekly Report	000784	2	---
	001909	2	---
	001906	2	---
	001911	2	---
Nursing Consultants Files	000785	6	---
Nursing Services Statistics Monthly Summary	000871	2	6

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Penicillin Records	000769	10	---
Photograph Consent Forms	000501	7	---
Photograph Consents	000787	PC	---
Photographs	000788	PC	---
Postnatal Depression Scale Input Forms	0002579	2	---
Prenatal Education Database	002522	PC	---
Prenatal Education Program Surveys	002523	PC	---
Prenatal Registration Information and Class Lists	002546	3	---
Printing Specification Files	000622	PC	---
Project Files – Permanent	000951	PC	---
Project Files - Public Health in the 1980's	000953	PC	---
Project Files – Temporary	000952	PC	---
Project Files - Smoking Withdrawal Study	000954	10	---
Prophylactic Chemotherapy Register	000719	3	---
Public Health Nurse Reports	000759	5	10
	000790	2	5
Radiation Exposure Reports	000771	2	---
	001947	2	---
	001948	2	---
	001949	2	---
Receipts: Animal Surrender	002054	1	---

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Reportable Disease Information System (RDIS)	002477	PC	---
Reports & Studies Medical Services Division	000748	5	15
S.C.O.R.E.	001481	---	20
School Health Program	000749	3	---
School Health Program Summary	000792	5	---
School Health Program: Special Education Classes	000957	PC	5
School Immunization Reports	000502	3	---
Sexually Transmitted Disease System	002475	PC	---
Shipment Permission Notices: Deceased Persons	001992	2	---
	001993	2	---
	001994	2	---
Statistical Report Working Papers	000772	1	---
	001967	1	---
	001968	1	---
	001969	1	---
Subject Correspondence	000032	4	2
	000773	3	10
	000795	10	---
Subject Correspondence - Eastern Health Area	001954	3	10
Subject Correspondence - Northern Health Area	001955	3	10
Subject Correspondence - Community Health Information	002012	PC	---

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Subject Correspondence: Community Health Promotion & Advocacy	001908	2	---
Subject Correspondence: Community Preventive Health	001854	5	---
Subject Correspondence: Downtown Health Area	001957	3	10
Subject Correspondence: Permanent	000029	3	10
Subject Correspondence: Temporary	000030	3	3
Subject Correspondence: Western Health Area	001956	3	10
Vaccine Requisitions	002425	2	---
Vital Statistics System	002471	PC	---
Vital Statistics: Births	000541	2	10
Vital Statistics: Deaths	000708	2	10
Vital Statistics: Stillbirths	002010	2	10
Worker's Compensation Board Forms	000478	5	---

## PUBLIC WORKS AND THE ENVIRONMENT

Accident Statistics	000127	1	2
Agreement Record Cards	001076	PC	---
Base Maps	000621	PC	P
Bulk Lift Records	002150	PC	---
By-law Violation Records	002158	7	---

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Central Area Parking and Loading Study	001138	PC	12
Cut Repair Applications	000567	3	2
Cut Repair Contract Files	000968	3	4
Cut Repair Invoices	000568	3	2
Cut Repair Permits	000558	3	2
Daily Cash Returns	000965	2	5
Departmental Letterbooks	000062	3	---
Deposit Slips	000969	2	5
Directives	000587	PC	---
Division Fence Files	001041	3	7
Drain Complaints	001079	7	---
Entrance Signs and Loading Zone Rentals	000971	2	---
General Correspondence	000988	2	2
Horizontal Control Calculations	001715	PC	P
Investigational Reports	002153	3	---
Land Search Files	000646	PC	7
Land Subdivision Maps	000620	PC	P
Letter Register	000066	3	7
Noise Level Tapes	000976	1	4
Noise Questionnaires	000977	2	---

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Noise Study	001178	2	---
Non-approved Front Yard Parking Files	001450	PC	3
Overnight Parking Survey Forms	000979	---	1
Parking Meter Revenue Record	000981	1	---
Patrolman's Report	002157	2	---
Pavement Plans	001279	PC	7
Permit Parking Fee Refund	002223	1	6
Personal and Departmental Ledger	000980	---	7
Personnel Administrative Correspondence	000046	3	3
Private Drain Locations	002198	PC	---
Private Surveyors' Plans	001175	PC	P
Project Files	000562	PC	7
Project Files: Municipal Parking Lots	000711	PC	C
Project Record	000119	PC	2
Public Utilities Co-ordinating Committee Engineering Drawings	001752	---	12
Railway Board Orders	001278	PC	---
Ramp and Site Files	001011	2	10
Restaurant Refuse Collections Files	002152	PC	---

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Sales and Excise Tax Returns	001235	1	6
Sidewalk Snow Removal Applications	002155	PC	---
Special Projects: City Hall and Civic Square	000564	PC	30
Special Projects: Greenwood Trunk Sewer	000575	PC	---
Subject Files	000044	10	---
Subsidized Expenditures	001173	2	5
Survey Plans	000618	PC	P
Survey Records: Sewers, Pavements and Levels	000985	2	6
Water Service Valve Locations	002197	PC	---

## PURCHASING AND SUPPLY

Accident Reports System	0002553	PC	---
Administrative Files	002081	3	---
Appropriation and Estimates Files	000376	3	P
Auction Files	002027	2	3
Contracts and Tender Plans and Blueprints	000632	2	---
Delivery Ticket	000645	2	---
Gasoline Issue Tickets	000644	1	---
Material Requisition Issue Form	000624	2	2

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Metric Equipment Tool Conversion Program	002105	2	1
Sales Orders (No. 1 Copy)	000656	1	4
Standard Stock Catalogue	000641	P	---
Stock Ledger	000642	2	3
Subject Correspondence	000047	PC	15
Supplier Update Listings	001352	2	---
Telephone Quotation Cards	001356	2	3
Tender Files	000623	2	13

TORONTO BUSINESS DEVELOPMENT PROJECT

T4 and T4A Income Tax Forms	002512	6	---
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TORONTO ECONOMIC DEVELOPMENT CORPORATION

Payroll Journal	002517	2	5
T4 and T4A Income Tax Forms	002513	6	---

TORONTO HISTORICAL BOARD

Board Member Files	002092	2	6
Board Member Service Records and Biographies	002088	PC	P
Site Passes and Receipts	002089	7	---

TORONTO PUBLIC LIBRARY BOARD

Administrative Files: Technical Services	001632	3	---
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Administrative Files: Maintenance Section	001696	2	---
Area Branch Heads Minutes	001584	3	2
Area Librarians' Meetings Minutes	001585	3	2
Assistant Librarians' Monthly Report	001594	3	2
Branch Cash Receipts: Monthly Summary	001672	2	5
Branch Cash Sheets: Daily	001671	2	---
Branch Files: Technical	001692	PC	Life of Building
Branch Files: Buildings Maintenance	001691	3	---
Building Renovations	001697	3	P
Capital Project Files	001611	3	Life of Building
Community Services Assistant's Files	001711	3	2
Community Services Project Files	001710	PC	---
Coordinators Monthly Activity Reports	001595	3	2
Joint User Services / Resource Support Minutes	001592	2	---
Maintenance Committee Minutes	001843	3	---
Maintenance Work Orders	001686	1	---
Planning / Resource / Finance & Capital Committee Minutes	001706	3	P
Position History Files	001702	PC	50

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Press and Clippings Files	001630	3	---
Printing Files	001659	2	---
Services / Planning & Capital Committee Minutes	001709	3	P
Staff Relations / User Services Publicity Committees Minutes	001826	3	P
Staff Training & Development Committee Minutes	001573	3	---
Standing Committees of the Board	001576	3	P
Standing Orders: Acquisitions Department	001607	PC	---
Subject Correspondence: Acquisitions	001608	3	2
Subject Correspondence: Adult / Youth Program Coordinator	001602	3	2
Subject Correspondence: Annette Branch	001608	3	2
Subject Correspondence: Audio Visual Services	001604	3	2
Subject Correspondence: Beaches Branch	001634	3	2
Subject Correspondence: Bloor/Gladstone Branch	001635	3	2
Subject Correspondence: Boys & Girls House	001621	3	2
Subject Correspondence: Cataloguing	001609	3	2

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Subject Correspondence: Central Area Librarian	001616	3	2
Subject Correspondence: Chief Librarian's Office	001580	3	2
Subject Correspondence: City Hall	001636	3	2
Subject Correspondence: Deer Park Branch	001637	3	2
Subject Correspondence: East Area Librarian	001615	3	2
Subject Correspondence: Forest Hill Branch	001699	3	2
Subject Correspondence: Gerrard/Ashdale Branch	001639	3	2
Subject Correspondence: High Park Branch	001640	3	2
Subject Correspondence: Information Services	001612	3	2
Subject Correspondence: Interloan	001626	3	2
Subject Correspondence: Jones Branch	001641	3	2
Subject Correspondence: Locke Branch	001642	3	2
Subject Correspondence: Main Street Branch	001643	3	2
Subject Correspondence: North Area Librarian	001613	3	2
Subject Correspondence: Northern District Library	001614	3	2
Subject Correspondence: Osborne Collection	001623	PC	P

Subject Correspondence: Palmerston Branch	001644	3	2
Subject Correspondence: Pape/Danforth Branch	001645	3	2
Subject Correspondence: Parkdale Branch	001646	3	2
Subject Correspondence: Parliament Branch	001647	3	2
Subject Correspondence: Personnel	002187	3	2
Subject Correspondence: Perth/Dupont	001648	3	2
Subject Correspondence: Planning & Development	001610	3	7
Subject Correspondence: Publicity & Publications	001631	3	2
Subject Correspondence: Purchasing	001684	3	---
Subject Correspondence: Queen/Saulter Branch	001619	3	2
Subject Correspondence: Resource Support Division	001581	3	2
Subject Correspondence: Riverdale Branch	001649	3	2
Subject Correspondence: Runnymede Branch	001650	3	2
Subject Correspondence: Sanderson Branch	001651	3	2
Subject Correspondence: Spaced Out Library	001624	7	---

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Subject Correspondence: Spadina Branch	001652	3	2
Subject Correspondence: St. Clair/Silverthorn Branch	001653	3	2
Subject Correspondence: St. Lawrence Branch	001654	3	2
Subject Correspondence: Swansea Branch	001655	3	2
Subject Correspondence: Talking Books	001605	3	2
Subject Correspondence: Training & Development	001586	3	2
Subject Correspondence: Travelling Library	001656	3	2
Subject Correspondence: User Services Division	001600	3	2
Subject Correspondence: West Area Librarian	001620	3	2
Subject Correspondence: Wychwood Branch	001657	3	2
Subject Correspondence: Yorkville Branch	001617	3	2
Technical Services Working Files	001606	PC	---
Toronto Public Library Annual Report	001713	PC	P
User Services Minutes	001601	3	2
Union Files	001703	PC	P

## TORONTO SESQUICENTENNIAL BOARD

Administrative Operations Records	001824	---	1
Corporate Affairs: General Files	001822	---	1
Corporate Affairs: Sponsor Files	001823	---	1
Sesquicentennial Accounting Records	001848	---	10

**SCHEDULE B  
RECORDS OF THE TORONTO ELECTRIC COMMISSIONERS**

Type of Record	Time Period
<b>Cash and Bank Records:</b>	
Tellers' Cash Sheets and Bank Statements	7 years
Cash stubs from customers bills	6 months
Correspondence and other forms relating to incoming funds	6 months
<b>Disbursement Records:</b>	
General Bank Account, Refund Bank Account and Payroll Account Cheques	7 years
Cheque Vouchers	8 years
Purchase Requisitions, Verbal Quotation Forms, Forms, Request for Quotations, Sealed Quotations, Original Tenders, Purchase Recommendations, Purchase Authorizations, Purchase Orders and signed Contracts for completed work or for supply of equipment	10 years 10 years
Payrolls and Time Sheets	10 years after termination of employment
Income Tax T4 Returns	2 years
Worker's Compensation Board Documents	7 years
Petty Cash and Car Ticket Vouchers	
Correspondence and other forms relating to the Disbursement of funds	1 year Service life of customer
<b>Billing and Accounts Receivable Records :</b>	
Residential Service Request	7 years
Commercial and Power Service Requests	7 years 7 years
Billing Registers, Transaction Registers, Cash Posting Registers, Service History Cards	7 years 7 years
Credit Record Cards	
Security Deposit Cards	3 years
Billing Cards for Special Accounts	1 year
Off-Peak Billing and Billing Adjustment Files: Power Service Adjustment Vouchers	
Advance Cards, Billing Slips, Cut-off Logs, Correspondence and Other Forms Relating to Customer Billing	

Work Order and Job Order Records:	
Capital Work Order and Cost of Job Order Ledgers	7 years
Capital Work Order Cost Files and Job Order Billing Files for Work Guaranty	20 years
Job Order Billing Files for Work Not Under Guaranty and Job Order Cost Files	7 years
Accounts Receivable Job Order Ledgers, Operating Work Order Ledgers, Correspondence and Other Records Relating to the Accumulation of Work Order and Job Order Costs	7 years
Stores Accounting Records:	
Receiving Slips, Foreman's Credit Slips and Delivery Slips	3 years
Supply, Credit and Transfer Tickets	3 years
Material Distribution Sheets	7 years
Annual Inventories	
Other Records:	
Agreements Under Seal Except Title Documents	10 years after termination
Claims by the System and Claims Against the System	10 years
Auto Accident Files	3 years
Employee Files	10 years after termination
Documents:	
Minutes of Commissioners Meetings	Permanently
Accounting Books of Original Entry, e.g. General Ledger, General Journal, Voucher Record	Permanently
Annual Reports	Permanently
Capital Work Orders and Relating Correspondence	Permanently
Collective Agreements and Relating Correspondence	Permanently
Rate Studies: Comparisons and Data To Establish Rates and Rate Approvals and Relating Correspondence	Permanently
Title Documents Relating to Land	Permanently
Pension Plan Contracts, Actuarial Reports and Relating Correspondence	Permanently

- G. 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:

<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u> Retention Periods <u>(Years)</u>
<u>Clerk's Department</u>	Elections – Official	2