

Routine Records Retention Bylaw Amendment

Date:	April 23, 2007
To:	Government Management Committee
From:	City Clerk
Wards:	All
Reference Number:	

SUMMARY

This report requests City Council's approval of routine amendments to the City's record retention by-law, Municipal Code Chapter 217, Record's Corporate (City), including the revision of existing record retention schedules, the addition of new ones, and the repeal of retention schedules of the former municipalities. The City's Records Retention Committee, comprised of representatives from Legal Services, Internal Audit, and the City Clerk's Office, and an external auditor concur with the recommendations in this report. The inclusion in the by-law of new record retention schedules that supersede those of the former municipalities enables consistent administration of the City's information.

Unmanaged information is a liability for the creator and custodian. Establishing retention schedules is a fundamental tool to reduce risk and support effective asset management of the City's information. Consistent management of the City's information assets also complies with federal and provincial statutory retention requirements and contributes to effective access by City administrators and citizens. Timely destruction of records that have completed their scheduled retention period protects the City's legal interests and reduces administrative costs for storage and retrieval.

RECOMMENDATIONS

The City Clerk recommends

1. amending the Municipal Code Chapter 217, Record's Corporate (City) to revise the records series schedules as noted in Appendix 2 and to add the new record retention schedules in Appendix 3.
2. repealing record retention by-laws of former municipalities as set out in Appendix 4.
3. granting the authority to introduce the necessary bills in the City Council to give effect to the foregoing, and
4. authorizing the appropriate City of Toronto officials to take the necessary action to give effect thereto.

Financial Impact

There are no financial implications resulting from the adoption of the recommendations in this report.

DECISION HISTORY

The Corporate Records Retention Committee, with representation from Legal Services, Internal Audit, and City Clerk's Office (Records and Information Management) met on March 12, 2007, to review and approve the records series and amendments in Appendices 1 and 2. An external auditor has reviewed and approved the new and amended schedules, as required by ss. 139 and 201 of the *City of Toronto Act*.

ISSUE BACKGROUND

Under section 201 of the *City of Toronto Act, 2006*, a record of the City, other than a copy of the original record, may only be destroyed if the retention period for the record has expired, except as otherwise provided.

The City's harmonized records retention by-law is Municipal Code Chapter 217, Records Corporate (City), as authorized by Clause No. 4 of Administration Committee Report No. 8, as adopted by City of Toronto Council on October 26, 27 and 28, 2004, entitled "Records Retention By-law". "Schedule A" of Municipal Code Chapter 217 presently includes 267 records series which represent administrative and financial records series common to most City divisions, as well as records series related to City governance.

COMMENTS

Unmanaged information is a liability for the creator and custodian. For example, if procurement documents were destroyed prematurely, the City would be left unprotected against claims of unfair procurement practice and public confidence in the City's openness objectives would erode. Establishing retention schedules is a fundamental tool to reduce risk and support effective asset management of the City's information.

Senior staff in divisions with custody of specific records have been consulted in the development of the retention schedules, as have Internal Audit and Legal Services. All concur that the retention schedules affected by this report are appropriate and in compliance with applicable standards and legislation.

New Record Retention Schedules

Retention periods and dispositions for 108 new records series are recommended for inclusion in Municipal Code, c.217. The recommended retention periods result from an analysis of record requirements in the divisions and the laws governing the divisional functions they support. The recommended dispositions result from an archival analysis using the criteria governing City Archives' acquisition policy.

The new records series are from the following divisions:

- Accounting Services
- Auditor General's Office
- Building
- City Clerk's Office
- City Planning
- Economic Development Culture & Tourism
- Homes for the Aged
- Legal Services
- Municipal Licensing & Standards
- Public Health
- Revenue Services
- Social Development & Administration
- Shelter, Support & Housing Administration
- Social Services
- Treasurer

Appendix 3 provides records series titles, retention requirements, and dispositions

Repeal of records retention schedules of former municipalities

The addition of these record series to Chapter 217 brings the total number of retention schedules to 375. These records series succeed the various and frequently inconsistent retention requirements of the former municipalities now making up the City of Toronto.

CONTACT

Daphne Gaby Donaldson
Director
Records & Information Management
416-392-9673
ddonald@toronto.ca

Jim Suderman
Manager, Client Services
Records & Information Management
416-392-5652
jsuderm@toronto.ca

SIGNATURE

Ulli Watkiss, City Clerk

ATTACHMENTS

- Appendix 1: Draft By-law “To amend City of Toronto Municipal Code Chapter 217, Records, Corporate (City), to amend records series and to adopt new record retention schedules.”
- Appendix 2: Revision to existing record retention schedules
- Appendix 3: New record retention schedules
- Appendix 4: Former Municipalities’ By-laws to be repealed

APPENDIX 1

DRAFT BY-LAW

**To amend City of Toronto Municipal Code Chapter 217, Records, Corporate (City),
to amend records series and to adopt new record 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;

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. The records series for code "I0199" with record title "Sponsorship" is amended by deleting "17" and substituting "18".
 - B. 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.

ENACTED AND PASSED this day of , A.D. 2007.

Mayor

City Clerk

APPENDIX 2

REVISIONS TO EXISTING SCHEDULES

A. Technical Amendment:

Inactive Retention for record series I0199 – Sponsorship amended from 17 years to 18 years.

**APPENDIX 3
SCHEDULE A TO DRAFT BY-LAW**

SCHEDULE A

**RECORDS SERIES BEING ADDED TO SCHEDULE A TO CH. 217, ART. II
UNDER THE FUNCTIONAL CATEGORIES AS NOTED**

A

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

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
A0506	Swimming Pool Log Books	Economic Dev. Culture and Tourism	C + 1	5	C + 6	D	Legislation/Regulation: Health Protection and Promotion Act Regulations (Public Pools) R.R.O.1990, Reg. 565, amended by O. Reg. 179/02.
	Swimming Pool Log Books are record books created during the operational months for pools. These logs detail daily activities and related incidents including water test readings, emergencies, staff issues, mechanical breakdowns, some training information, and general communication log books for operational months for the outdoor pools.						

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.

C2000	Community and Social Services	Social Development & Admin	C + 2	4	C + 6	AR
	Records relating to the City's community and social services in general. These services are designed to ensure accountability and responsibility for families, individuals, and communities and also ensure that persons requiring support receive the necessary assistance. Documents may include copies of federal and provincial guidelines, copies of mission statements, and supporting correspondence.					
C2001	Community Access	Social Development & Admin	C + 2	4	C + 6	AR
	Records relating to community access to social programs. Community access is concerned with ensuring equal access to all social programs, such as social assistance and multilingual services, for all City residents. Documents may include copies of federal and provincial guidelines, access initiative statements, and supporting correspondence.					
C2010	Community Resources	Social Development & Admin	S	7	S + 7	AR
	Records relating to the City's community resources which provides with social programs and services to City residents in need. Community resources may include business associations, civic groups, community centers, housing groups, and educational institutions. Documents may include copies of federal and provincial guidelines, copies of mission statements, and supporting correspondence.					

C2020	<p>Community Development</p> <p>Records relating to the Community Development Program, which supports the City of Toronto's Strategic Plan in general and Social Development Strategy goals in particular. This includes, but is not limited to implementing: Strengthening communities, investing in social infrastructure, expanding civic leadership and developing partnerships. Provides community development services within and for the community-based sector to politicians, volunteers, managers and staff of incorporated and unincorporated groups and community coalitions. Provides management and organizational consulting services to City of Toronto Management and Board of Directors, management and staff within the community-based sector. Co-ordinates and/or provides management advice, project management and policy development support to community development program initiated, corporate, determined and community-based initiatives.</p>	Social Development & Admin.	C + 2	4	C + 6	AR
C2022	<p>Community Service Planning</p> <p>Records relating to community service planning which involves both the public and the City in identifying service requirements and planning the strategies to meet those needs. It helps to ensure the development of sustainable social services that are designed to satisfy the needs of users. Documents may include copies of federal and provincial acts, copies of mission statements, and supporting correspondence.</p>	Social Development & Admin.	C + 2	4	C + 6	AR

C2030	Social Development	Social Development & Admin.	C + 2	4	C + 6	AR
<p>Records relating to social development that is not found elsewhere in this functional category. Social development is the process of planned social change designed to promote people and community well being. Includes general information on housing, homelessness, children and seniors, education and health issues. Documents may include copies of federal and provincial acts, copies of Council reports, and supporting correspondence.</p>						
C2350	Youth Services	Social Development & Admin.	S	3	S + 3	AR
<p>Records relating to youth services which is designed to support at risk, vulnerable young people and to encourage healthy positive development in teenagers. May include general information on peer mediation, leadership development, substance abuse education, and sexual abuse prevention. Youth Services embraces: Roundtable on Education, Children and Youth. Documents may include copies of federal and provincial guidelines, copies of mission statements, and supporting correspondence.</p>						

C2351	<p data-bbox="310 204 756 240">Youth Services – Employment Programs</p> <p data-bbox="310 272 913 760">Records relating to the development, management and administration of youth employment programs, which are designed to address employment barriers faced by youth who may be homeless or living in "at risk" neighbourhoods. The programs provide a variety of supports such as vocational counselling, life skills training and an employment experience placement. Youth Services Employment Programs embraces: Youth Employment Toronto (YET), Street Involved Youth Program (SIYP) and Toronto Youth Job Corps (TYJC). Information includes documents such as funding Agreements between the City and other orders of government and community delivery partners, program proposals, attendance and payroll records of youth participants, statistical outcome reports on program activity, and supporting correspondence.</p>	Social Development & Admin	T	2	T + 2	AR	<p data-bbox="1617 204 1753 240">Comments:</p> <p data-bbox="1617 240 1957 332">File closed at termination of program or when services no longer required.</p>
C2352	<p data-bbox="310 820 787 855">Youth Engagement Toronto Youth Cabinet</p> <p data-bbox="310 888 913 1125">Records relating to youth engagement including capacity building, constitutional and election protocols, communication campaigns, community, conferences, summits and organizational development. Additional issue base documents include police, housing/homelessness, youth safety, education, TTC diversity, anti-oppression and activism, and supporting correspondence</p>	Social Development & Admin.	T	2	T + 2	AR	<p data-bbox="1617 820 1753 855">Comments:</p> <p data-bbox="1617 855 1957 948">File closed at termination of program or when services no longer required.</p>

C2353	<p>Youth Services – Job Development</p> <p>Records relating to the City's development of a coordinated youth employment service sector among community-base organizations that recruit employers to create strong partnerships with the employer community for the purpose of increasing job opportunities for youth facing barriers to employment. Youth Services - Job Development embraces: Youth Employment Partnerships - YEP (formerly known as Youth Employment Job Development Grant Program YEJD). Documents include promotional materials, event planning, reports on outcomes of project activities Agreements between the City and community delivery partners, information pertaining to intergovernmental collaboration, and supporting correspondence.</p>	Social Development & Admin.	T	2	T + 2	AR	<p>Comments: File closed at termination of program or when services no longer required.</p>
C2400	<p>Adult and Senior Services</p> <p>Records relating to services designed to provide care and assistance to adult and senior citizens who are unable to live independently. May include general information on Emergency response, Community support and Adult day care programs. Documents may include copies of federal and provincial guidelines, copies of mission statements, and supporting correspondence.</p>	Social Dev. & Admin.	T	6	T + 6	D	<p>Comments: File closed at termination when services no longer required.</p>

C2403	<p>Community Support Programs for Seniors</p> <p>Records relating to the development and management of community support programs for senior citizens who do not enter homes but remain instead in their own residences. These programs are designed to provide care-giving duties and offer temporary relief to regular caregivers, such as family members and friends. Documents may include program statistics, individual program profile reports and brochures, program strategy and planning reports, and supporting correspondence.</p>	Social Dev. & Admin.	T	6	T + 6	AR	<p>Comments: File closed at termination when services no longer required.</p>
C2410	<p>Home Operations - Homes for the Aged</p> <p>Records relating to operating and managing long-term care facilities, which provide accommodation and services to senior citizens and younger adults requiring care. May include information on nursing and personal care, housekeeping, spiritual guidance, and administrative support. Documents may include copies of financial reports and payments, copies of committee minutes and agendas, and supporting correspondence.</p>	Social Dev. & Admin.	C + 1	2	C + 3	D	<p>Legislation/Regulation:: Homes for the Aged and Rest Homes Act Regulations, (General) R.R.O. 1990, Reg. 637, amended by O. Reg. 330/05, ss 69(c) - Keeping of a record of all of the quality management activities undertaken in relation to the home</p>

C2414	<p>Resident/Client Concerns, Complaints and Inquiries - Homes for the Aged</p> <p>Records relating to HFA Residents and their families' concerns, complaints and/or inquiries over the operations, programs and services offered by the home and/or community-based services. May include admission eligibility and criteria, service levels, actual programs and services offered within the home or community-based program. Documents may include internal formal complaint forms, progress notes and documented follow-up copies of minutes and agendas, reference outcomes, resolutions and disposition and all supporting correspondence, i.e. copies of e-mail messages, etc.</p>	Homes for the Aged	T	5	T + 5	AR	<p>Comments: File closed upon discharge or death of resident.</p> <p>Legislation/Regulation:: Homes for the Aged and Rest Homes Act Regulations, (General) R.R.O. 1990, Reg. 637, amended by O. Reg. 330/05 ss 5(r) - Shall establish and follow a regular procedure for the hearing of any grievance of any resident of the home, take such corrective steps as he or she considers necessary in respect of the grievance and maintain a written record of all such hearings</p>
C2420	<p>Admissions - Homes for the Aged</p> <p>Records relating to the admission and acceptance of senior citizens to Homes for the Aged. May include information relating to the admission process to Homes, referrals from other facilities and agencies, and waiting lists. Documents may include resident applications, emergency and urgent placement applications, release of information consent forms, functional and social assessments, medical reports, and all supporting correspondence.</p>	Homes for the Aged	T	2	T + 2	D	<p>Comments: File closed upon discharge or death of resident.</p> <p>Legislation/Regulation:: Homes for the Aged and Rest Homes Act Regulations (General), R.R.O. 1990, Reg. 637, clause 12.19(1), amended by O. Reg. 330/05 - Shall keep a waiting list for admission</p>

C2425	Support Services - Homes for the Aged	Homes for the Aged	C + 1	1	C + 2	AR	
	Records relating to the various personal and support services available to residents (clients) who reside in long-term care facilities. May include details related to therapeutic services, hairdressing, library services, telephone access, pet adoption and care, and religious counselling and advice. Documents may include event calendars and schedules, program update reports, requests for services, television cable subscription applications, lists and descriptions of services offered, and supporting correspondence.						
C2430	Residents' Safety and Security - Homes for the Aged	Homes for the Aged	C + 1	1	C + 2	AR	Legislation/Regulation: Homes for the Aged and Rest Homes Act Regulations (General), R.R.O. 1990, Reg. 637, amended by O. Reg. 330/05 ss 18(g); - Written record of inspection, test of fire equipment, heating system; smoke detectors to be retained for at least two years from date of inspection or test. Nursing Homes Act Regulations (General), R.R.O. 1990, Reg. 832, amended by 333/05 ss 104(1) - Records under section 41 (Fire Prevention Maintenance and Safety) to be retained for two years from date of making the record.

C2435	<p>Resident Transfers - Homes for the Aged</p> <p>Records relating to the physical transfer of residents who live in Homes for the Aged. Residents may be transferred between rooms and floors. Transfers may occur as a result of personal or medical reasons. Documents may include daily census reports, occupancy reports, resident bed utilization reports, bed availability reports, hospital admission statistics, vacation and other departure leave notices, and supporting correspondence.</p>	Homes for the Aged	C + 1	1	C + 2	D	<p>Legislation/Regulation: Homes for the Aged and Rest Homes Act Regulations (General), R.R.O. 1990, Reg. 637, amended by O. Reg. 330/05 s 12.24; Home shall keep transfer list; a nursing home shall keep a transfer list Nursing Homes Act Regulations (General), R.R.O. 1990, Reg. 832, amended by O. Reg. 333/05 ss 158(1) - a nursing home shall keep a transfer list</p>
-------	--	--------------------	-------	---	-------	---	--

C2446	<p>Resident Evaluations - Homes for the Aged</p> <p>Records relating to developing and administering assessments designed to determine the physical and mental abilities of residents residing in long-term care facilities. The results of these assessments are used to determine the programs and services that would be best for the individual. Documents may include assessments, social workers' reports containing evaluations and recommendations, social workers' screening tools, depression rating documentation, and all supporting correspondence.</p>	Homes for the Aged	T	5/20	T + 5/20	AR	<p>Comments: File closed upon discharge or death of resident. Prior to inactive storage at the Records Centre, records are organized separately according to event (death/discharge) and related retention (5 or 20 years).</p> <p>Legislation/Regulation: Homes for the Aged and Rest Homes Act Regulations (General), R.R.O. 1990, Reg. 637, amended by O. Reg. 316/06, ss 25(1) - A home shall keep a written record or series of records of each resident that shall be maintained in confidence and each record shall be retained by the home for at least twenty years after the last entry in the record with respect to the resident or, where the resident dies, for at least five years after the death of the resident. Nursing Homes Act, (General) R.R.O. 1990, Reg. 832, amended to O. Reg. 317/06, clause 90(a),(b) - The medical records of a resident shall be retained, (a) where the resident is discharged from the nursing home for a period of twenty years after the date of the discharge; or (b) where the resident dies in the nursing home, for a period of five years after the date of the death.</p>
-------	--	--------------------	---	------	-------------	----	--

C2460	<p>Supportive Housing Program</p> <p>Records relating to the Supportive Housing Program which assists seniors who do not require full-time care to live as independently as possible. The Homes for the Aged supportive housing program provides supportive services (such as meal preparation, homemaking, laundry services, personal support, and medication reminders) to eligible clients who are tenants in a number of contracted supportive housing sites. Persons in supportive housing do not require the level of care and services available in a long-term care homes, but can benefit from access to a minimal amount of support on a 24-hour basis. Documents may include program description reports and brochures, copies of committee minutes, and correspondence.</p>	Homes for the Aged	T	7	T + 7	AR	<p>Comments: File closed upon program no longer required.</p> <p>Legislation/Regulation: Social Housing Reform Act, 2000 Regulations (General), O. Reg. 368/01, amended by O. Reg. 51/06 ss 11(5) - The service manager must keep a copy of the agreement, together with all records related to the implementation or administration of the agreement, for at least five years after the agreement is terminated or expires.</p>
-------	---	--------------------	---	---	-------	----	--

C2461	<p>Supportive Housing Clients Case Files</p> <p>Records relating to the individual seniors enrolled in supportive housing programs, which are designed to assist them in living as independently as possible. Documents may include medical reports, assessment forms, progress reports, care plans and consent forms.</p>	Homes for the Aged	T	5/20	T + 5/20	D	<p>Comments: File closed after discharge or death of client. Prior to inactive storage at the Records Centre, records are organized separately according to event (death/discharge) and related retention (5 or 20 years).</p> <p>Legislation/Regulation: Homes for the Aged and Rest Homes Act Regulations (General), R.R.O. 1990, Reg. 637, amended by O. Reg. 316/06, ss 25(1) - A home shall keep a written record or series of records of each resident that shall be maintained in confidence and each record shall be retained by the home for at least twenty years after the last entry in the record with respect to the resident or, where the resident dies, for at least five years after the death of the resident. Nursing Homes Act, (General) R.R.O. 1990, Reg. 832, amended to O. Reg. 317/06, clause 90(a),(b) - The medical records of a resident shall be retained, (a) where the resident is discharged from the nursing home for a period of twenty years after the date of the discharge; or (b) where the resident dies in the nursing home, for a period of five years after the date of the death.</p>
-------	--	--------------------	---	------	----------	---	---

C2463	<p>Adult Day Care Programs</p> <p>Records relating to developing and managing programs designed to provide ongoing services to senior citizens who live independently and who require only minimal and part-time assistance during the day. Adult day care programs are directly operated by the City at designated City-owned facilities. Program services provided may include entertainment, meals, and supervision. Documents may include program description reports and brochures, copies of committee minutes, and correspondence.</p>	Homes for the Aged	T	6	T + 6	AR	<p>Comments: File closed when services are no longer required.</p>
C2464	<p>Adult Day Care Clients Case Files</p> <p>Records relating to the individual senior citizens enrolled in adult day care programs, which are designed to provide minimal assistance as required. Documents may include adult day care program applications, copies of monthly invoices, admission agreements, and supporting correspondence.</p>	Homes for the Aged	T	6	T + 6	D	<p>Comments: File closed when services are no longer required.</p> <p>Legislation/Regulation: Social Housing Reform Act, 2000 Regulations (General), O. Reg. 368/01, amended by O. Reg. 51/06 ss 11(5) - The service manager must keep a copy of the agreement, together with all records related to the implementation or administration of the agreement, for at least five years after the agreement is terminated or expires.</p>

C2485	Homemakers and Nurses Services – HMNS Records relating to developing and managing programs designed to provide Homemakers and Nurses Services (HMNS), as required, to eligible seniors or disabled citizens who require assistance in living as independently as possible at their personal residences. Services provided may include housekeeping, laundry and shopping. Documents may include program description reports and brochures, copies of committee minutes, and correspondence.	Homes for the Aged	T	6	T + 6	AR	Comments: File closed when services are no longer required.
C2487	Homemakers and Nurses Services Intake Case Files Records related to HMNS Intake services offered for seniors and disabled persons. During the intake process clients are screened for special needs and eligibility for admittance to HMNS programs. Documents may include: client initial assessment and referrals, Authorization Forms, Community Based Services Progress Notes, reason for rejection of the application, and all other relating correspondence.	Homes for the Aged	T	6	T + 6	D	Comments: File closed when services are no longer required.
C2488	Homemakers and Nurses Services Clients Case Files Records relating to the individual clients who receive Homemakers and Nurses Services (HMNS). These programs provide assistance to seniors or disabled citizens at their personal residences, so that they may live as independently as possible. Documents may include copies of applications, client assessments, progress notes and reports, copies of subsidy authorizations, and all supporting correspondence.	Homes for the Aged	T	6	T + 6	D	Comments: File closed upon discharge or death of resident.

C2540	Resident Administration Case Files - Homes for the Aged	Homes for the Aged	T	7/20	T + 7/20	D	<p>Comments: File closed upon discharge or death of resident. Prior to inactive storage at the Records Centre, records are organized separately according to event (death/discharge) and related retention (7 or 20 years).</p> <p>Legislation/Regulation: Homes for the Aged and Rest Homes Act Regulations (General), R.R.O. 1990, Reg. 637, amended by O. Reg. 316/06, ss 25(1). A home shall keep a written record or series of records of each resident that shall be maintained in confidence and each record shall be retained by the home for at least twenty years after the last entry in the record with respect to the resident or, where the resident dies, for at least five years after the death of the resident. Nursing Homes Act, (General) R.R.O. 1990, Reg. 832, amended to O. Reg. 317/06, clause 90(a),(b) - The medical records of a resident shall be retained, (a) where the resident is discharged from the nursing home for a period of twenty years after the date of the discharge; or (b) where the resident dies in the nursing home, for a period of five years after the date of the death.</p> <p>Personal Health Information Protection Act, S.O. 2004, c. 3, Sched. A, s13,14 - Records</p>
<p>Records relating to the resident administration casefiles. Incorporates registration, ongoing residence, general administrative and financial information as well as medical information. Documents include client profile, client information sheet, admission acceptance statements, resident social and financial history, doctors and nurses progress notes, information on medication, historical record of allergies and vaccinations, vital signs, dietary notes and plans, hospital discharge summary statements, resident transfer records, copies of death and discharge notices and other related correspondence.</p>							

C2605	<p>Activities and Events - Homes for the Aged</p> <p>Records relating to organizing and facilitating recreational, educational, and physical fitness activities and events for residents in long-term care facilities. May include information on garden parties, day trips, bazaars, sightseeing outings, and holiday festivities. Documents may include activity schedules, requests for activities, lists and descriptions of activities and events that are sponsored, and supporting correspondence.</p>	Homes for the Aged	C + 1	1	C + 2	AR
C2642	<p>Medical Services Administration - Homes for the Aged</p> <p>Records relating to the administration of medical services provided at the Homes for the Aged. Documents may include procedures for planning and evaluation of resident medical care offered at the Homes, medical directors' reports, hospitals / laboratory information, lists of approved drugs, lists of residents requiring specific medicines, lists of residents' drug allergies, lists of prescription orders, prescription surplus documentation, daily prescription audit trails, and supporting correspondence. Analysis of medical information helps in providing best health services to residents, improves commitment to protect medical-legal interests of residents, promotes health by preventing diseases and encourages review of payment processes for health related services in Home for the Aged.</p>	Homes for the Aged	C + 2	2	C + 4	AR

C2670	Rehabilitation Services - Homes for the Aged	Homes for the Aged	T	5/20	T + 5/20	AR	<p>Comments: File closed upon discharge or death of resident.</p> <p>Legislation/Regulation: Homes for the Aged and Rest Homes Act Regulations (General), R.R.O. 1990, Reg. 637, amended by O. Reg. 316/06, ss 25(1). A home shall keep a written record or series of records of each resident that shall be maintained in confidence and each record shall be retained by the home for at least twenty years after the last entry in the record with respect to the resident or, where the resident dies, for at least five years after the death of the resident. Nursing Homes Act, (General) R.R.O. 1990, Reg. 832, amended to O. Reg. 317/06, clause 90(a),(b) - The medical records of a resident shall be retained, (a) where the resident is discharged from the nursing home for a period of twenty years after the date of the discharge; or (b) where the resident dies in the nursing home, for a period of five years after the date of the death.</p>
-------	--	--------------------	---	------	-------------	----	---

C2720	<p>Social Housing</p> <p>Records relating to the administration of social housing which entails finding suitable and affordable rental housing for persons unable to find adequate housing in the private rental market. May include information on non-profit, public, and co-operative housing. Documents may include copies of federal and provincial Legislation/Regulation:, copies of mission statements, copies of provider contracts and agreements, and supporting correspondence.</p>	Shelter, Support & Housing Admin.	T	7	T+7	AR	<p>Comments: File closed upon termination of agreement or contract</p> <p>Legislation/Regulation: Social Housing Reform Act, 2000 Regulations (General), O. Reg. 368/01, amended by O. Reg. 51/06, ss 11(3) If the record is an agreement, the service manager must keep the record for at least seven years after the agreement is terminated or expires.</p>
C2721	<p>Non-Profit Housing Providers – Provincial Program</p> <p>Records relating to provincial non-profit housing corporations' provision and management of social housing projects for low-income persons who require subsidized accommodation, which may include apartments, houses, and duplexes. May include information on provincial public housing subsidies, co-operative housing, and provincial public housing authorities. Documents may also include lists of available public housing accommodations, copies of operating agreements, placement lists, statistics, and supporting correspondence.</p>	Shelter, Support & Housing Admin.	T	7	T+7	AR	<p>Comments: File closed upon service no longer required or closure of housing provider</p> <p>Legislation/Regulation: Social Housing Reform Act, 2000 Regulations (General), O. Reg. 368/01, amended by O. Reg. 51/06 ss 11(3) If the record is an agreement, the service manager must keep the record for at least seven years after the agreement is terminated or expires.</p>

C2722	<p>Non-Profit Housing Providers – Federal Program</p> <p>Records relating to federal non-profit housing corporations' provision and management of public housing projects for low-income persons who require subsidized accommodation, which may include apartments, houses, and duplexes. May include information on federal public housing subsidies and co-operative housing. Documents may include lists of available public housing accommodations, placement lists and statistics, copies of operating agreements, and supporting correspondence.</p>	<p>Shelter, Support & Housing Admin.</p>	T	7	T+7	AR	<p>Comments: File closed upon service no longer required or closure of housing provider</p> <p>Legislation/Regulation: Social Housing Reform Act, 2000 Regulations (General), O. Reg. 368/01, amended by O. Reg. 51/06 ss 11(3) If the record is an agreement, the service manager must keep the record for at least seven years after the agreement is terminated or expires.</p>
C2723	<p>Non-Profit Housing Providers – Multi-Program</p> <p>Records relating to non-profit housing corporations' provision and management of multiple public housing projects for low-income persons who require subsidized accommodation, which may include apartments, houses, and duplexes. May include information on public housing subsidies and co-operative housing. Documents may include lists of available public housing accommodations, placement lists and statistics, copies of operating agreements, and supporting correspondence.</p>	<p>Shelter, Support & Housing Admin.</p>	T	7	T+7	AR	<p>Comments: File closed upon service no longer required or closure of housing provider</p> <p>Legislation/Regulation: Social Housing Reform Act, 2000 Regulations (General), O. Reg. 368/01, amended by O. Reg. 51/06 ss 11(3) If the record is an agreement, the service manager must keep the record for at least seven years after the agreement is terminated or expires.</p>

C2724	<p>Non-Profit Housing Provision</p> <p>Records relating to the operation and maintenance of non-profit housing units, including apartments and duplexes, that the City owns and makes available to low-income persons who require subsidized accommodation. May include information relating to the housing units' structural stability, the results of safety inspections, whether the units meet standards for health and cleanliness, current occupancy or availability, the maximum number of persons who can be accommodated in an individual unit, addresses and locations of the housing units, and the names of past and present tenants. Documents may include completed subsidy summary forms, completed statement of account forms, copies of auditors' financial reports, public housing accommodation listings, copies of operating agreements, inspection reports, placement lists, and all supporting correspondence.</p>	Shelter, Support & Housing Admin.	C+2	5	C+7	AR	<p>Legislation/Regulation: Social Housing Reform Act, 2000 Regulations (General), O. Reg. 368/01, amended by O. Reg. 51/06 ss 11(3) If the record is an agreement, the service manager must keep the record for at least seven years after the agreement is terminated or expires.</p>
C2725	<p>Rental Supplements</p> <p>Records relating to the development and management of rental supplement programs and services, which provide subsidies to individual tenants living in accommodations owned by private or non-profit landlords. These rental subsidies cover the difference between what the low-income tenant can afford to pay versus the market or contract amount. Documents may include copies of subsidy applications and grants, copies of federal or provincial Legislation/Regulation:, program description summaries and brochures, and all supporting correspondence.</p>	Shelter, Support & Housing Admin.	T	7	T+7	AR	<p>Comments: File closed upon when services no longer required or landlord terminates agreement as a provider</p> <p>Legislation/Regulation: Social Housing Reform Act, 2000 Regulations (General), O. Reg. 368/01, amended by O. Reg. 51/06 ss 11(3) If the record is an agreement, the service manager must keep the record for at least seven years after the agreement is terminated or expires.</p>

C3100	Social Assistance and Support Programs	Social Services	C + 2	4	C + 6	AR	
	Records relating to social support services which entails financial and other services provided to individuals who may require help in meeting financial payments or participating in social and community life. Documents include clients verification reports, eligibility review criteria, copies of federal and provincial acts, copies of mission statements, and correspondence.						
C3101	Special Needs Programs	Social Services	C + 2	4	C + 6	AR	Legislation/Regulation:: Ontario Works Act, S.O. 1997. c. 25, Sch. A. s 42 - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.
	Records relating to the administration and provision of programs specially designed to provide support to persons who do not qualify for Ontario Works assistance but may require help in meeting financial demands. This may include assistance in purchasing and maintaining medical items such as wheelchairs and eyeglasses, paying for funerals and burials. Documents may include program development and status reports, copies of Legislation/Regulation:, copies of contracts and purchase orders, and supporting correspondence.						
C3102	Family Support Programs - Ontario Works	Social Services	C + 2	4	C + 6	AR	Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sch. A. s 42 - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.
	Records relating to Family Support Program in general. Documents may include general information on Federal and Provincial Child Support Legislation/Regulation:, Family Law Act, Family Responsibility and Support Arrears Enforcement Act, Ontario Disability Support Program, Ontario Family and Support Services, and copies of federal and provincial guidelines and supporting correspondence.						

C3140	Ontario Works Records relating to the provision of Ontario Works (OW) assistance in general. Ontario Works provides temporary financial support to people who are in financial need and assists them to find paid employment. May include information on social assistance eligibility criteria, copies of federal and provincial acts, copies of mission statements, and correspondence.	Social Services	C + 2	4	C + 6	AR	Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sch. A. s 42 - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.
C3141	Shelter and Residence - Ontario Works Records relating to shelter and residence for Ontario Works clients. Documents may include information regarding fuel and shelter, rent-geared-to-income, rooming house, co-residence, and room and board.	Social Services	C + 2	4	C + 6	AR	Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sch. A. s 42 - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.
C3142	Financial Employment Support - Ontario Works Records relating to administering and providing financial programs and services to Ontario Works assistance recipients to support their participation in activities related to securing employment. Financial support is provided for living expenses during the job training and/or search period. Documents may include copies of policies and procedures, program definition and mandate statements, and correspondence.	Social Services	C + 2	4	C + 6	AR	Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sch. A. s 42 - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.

C3143	Special Benefits and Allowances - Ontario Works Records relating to the management and provision of special benefits and allowances to Ontario Works assistance recipients. This may include information about mandatory discretionary benefits. Documents may include copies of policies and procedures, special benefit and allowance definition and mandate statements, and correspondence.	Social Services	C + 2	4	C + 6	AR	Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sch. A. s 42 - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.
C3170	Monitoring and Control - Ontario Works Records relating to the monitoring and controlling of benefits and services provided to Ontario Works assistance recipients. May include information on fraudulent means used to obtain social assistance, overpayments, and appeals provisions. Documents may include copies of policies and procedures, procedural reviews, copies of mission statements, and correspondence.	Social Services	C + 2	4	C + 6	AR	Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sch. A. s 42 - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.
C3270	Caseload Management - Ontario Works Records relating to the management and administration of Ontario Works assistance client caseloads. Caseload management involves the provision and monitoring of services provided to active social assistance recipients, such as youth issue; kids and computer initiatives.. Documents may include statistical caseload reports and statements, and supporting correspondence.	Social Services	C + 2	4	C + 6	AR	Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sch. A. s 42 - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.

C3280	Ontario Works Clients Case Files	Social Services	T	7	T + 7	D	<p>Comments: File closed when services are no longer required or case is terminated.</p> <p>Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sch. A. s 42 - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.</p>
C3281	Disruptive Clients Case Files - Ontario Works	Social Services	T	7	T + 7	D	<p>Comments: File closed when case is resolved or becomes inactive from social assistance.</p> <p>Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sch. A. s 42 - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.</p>
C3282	Fraud Case Files - Ontario Works	Social Services	T	7	T + 7	D	<p>Comments: File closed when case is resolved by conviction or termination of investigation.</p> <p>Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sch. A. s 42 - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.</p>

C3283	Overpayments Case Files - Ontario Works	Social Services	T	7	T + 7	D	<p>Comments: File closed when case is resolved or overpayment paid in full.</p> <p>Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sch. A. s 42 - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.</p>
C3284	Appeals Case Files - Ontario Works	Social Services	T	7	T + 7	D	<p>Comments: File closed when case is resolved.</p> <p>Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sch. A. s 42 - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.</p>

C3285	<p>Family Support Case Files - Ontario Works</p> <p>Records relating to Family Support Program. The Family Support Program provides services to ensure applicants and participants of Ontario Works Assistance are supplied with information, referrals and resources to pursue financial support from those who have legal obligations to provide it, according to the Ontario Works and Family Law Acts. Documents may include referrals forms, copy of Ontario Court of Justice Application, answers by responding party, financial statement for both applicant and respondent, correspondence from lawyers, copies of court orders and agreements, cancellations, settlements, payment histories, SDMT/FLOW notes, MECA screens, divorce papers and other legal documents.</p>	Social Services	T	7	T + 7	D	<p>Comments: File closed when services are no longer required or case is terminated.</p> <p>Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sch. A. s 42 - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.</p>
C3286	<p>Funerals and Burials Case Files - Ontario Works</p> <p>Records relating to individual Ontario Works assistance clients who have received funds for a funeral and/or burial. Funerals and burials may involve the social assistance clients themselves, or their immediate family members. Documents may include death certificates, copies of policies and procedures discussing payment disbursements, lists of standard funeral homes, copies of payment receipts, and all supporting correspondence.</p>	Social Services	T	7	T + 7	D	<p>Comments: File to remain active until case is resolved.</p> <p>Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sch. A. s 42 - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.</p>

C3287	Special Benefits Allowances Case Files - Ontario Works Records relating to individual Ontario Works assistance clients and Ontario Disability Support Program who are entitled to, and receive, special benefits and allowances. These special benefits supplement basic assistance payments and may include clothing allowances and dental benefits for dependent children. Documents may include client applications for special benefits and allowances, eligibility criteria statements, copies of payment receipts, medical reports and statements, copies of policies and procedures, and correspondence.	Social Services	T	7	T + 7	D	Comments: File closed when services are no longer required or case is terminated. Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sch. A. s 42 - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.
C3300	Client Categories - Ontario Works Records relating to information about the individual categories of Ontario Works assistance clients. This information is used to help determine assistance requirements and eligibility criteria for persons categorized within particular groups. Examples of client groups may include students, homeless persons, refugees, legal immigrants, disruptive persons, and unemployable clients. Documents may include group profiling statistics, copies of policies and procedures, client category reports and statements, and supporting correspondence.	Social Services	C + 2	4	C + 6	AR	Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sch. A. s 42 - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.
C3420	Employment Services - Ontario Works Records relating to general information about employment services provided to Ontario Works assistance recipients. May include information on employment trends and issues and employment resource centres. Documents may include employment availability reports, labour market reports, and supporting correspondence.	Social Services	C + 2	4	C + 6	AR	Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sch. A. s 42 - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.

C3431	<p>Employment Support Programs - Ontario Works</p> <p>Records relating to programs offered to Ontario Works assistance clients which provide them with support in locating and securing employment. May include information on programs such as skill development, academic upgrading, independent job hunting, and English language instruction. Documents may include copies of federal and provincial Legislation/Regulation, training workbooks and outlines, copies of contracts with external agencies, program development and status reports, and correspondence.</p>	Social Services	C + 2	4	C + 6	AR	<p>Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sch. A. s 42 - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.</p>
C3432	<p>Employment Placements - Ontario Works</p> <p>Records relating to referring employable Ontario Works assistance clients to external job placement agencies. These agencies assist clients in improving their job search skills, link clients with prospective employers, and may also provide entrepreneurial training and support. Documents include lists of eligible clients, lists of job placement agencies, copies of contracts with external agencies, training workbooklets and handouts, and all supporting correspondence.</p>	Social Services	C + 2	4	C + 6	AR	<p>Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sch. A. s 42 - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.</p>
C3433	<p>Community Participation / Volunteering - Ontario Works</p> <p>Records relating to providing volunteer job placements to Ontario Works assistance clients to enable them to gain work experience and develop their skills. Clients may be placed with non-profit agencies and community organizations. Documents may include progress evaluations of individual clients, client statistics, volunteer work placement description statements, copies of policies and procedures, and supporting correspondence.</p>	Social Services	C + 2	4	C + 6	AR	<p>Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sch. A. s 42 - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.</p>

D

Description: Records relating to the management of economic and business development initiatives, conducted both directly by the City and by independent parties; and the planning and development of City buildings, facilities, parks and properties, prior to actual construction. Includes records relating to rezoning, business improvement initiatives, and building and land development plans.

D0045 Urban Design Guidelines & Implementation City Planning S 20 S + 20 AR

Records relating to City-wide and local urban design policy and guidelines regarding the procedures, processes and requirements specifically concerning all types of development applications. These guidelines adhere to the initial planning stages of design and development projects. The guidelines help to implement the Official Plan by clarifying design expectations such as urban design guidelines. Includes information on development standards for streets, buildings, landscaping and parking lots. Documents may include planning reviews, guidelines, drawings and correspondence.

D0051	GTA-Wide / Inter-Governmental Transportation Planning Initiatives	City Planning	T	20	T + 20	AR	Comments: File closed upon termination of project.
	<p>Records relating to the Greater Toronto Area (GTA)-wide or Inter-Governmental transportation studies and policy initiatives to ensure that City of Toronto's interests are protected and that key policy sustainable growth objectives are recognized and advanced, including sustainable sources of infrastructure funding. Through these activities, the City can influence policy and infrastructure investments proposed by the Federal and Provincial Governments, GO Transit, and other Municipal Governments affecting Toronto's transit and road networks. The City assesses changing urban conditions such as the state of the physical environment, economic conditions, and social environment in the City. The activities must be within the compliance of the City's Official Plan, Planning Policy, Zoning Policy, Planning Act and Environmental Assessment Act.. Information includes transportation studies, environmental assessments, zoning maps, planners' notes, reports containing findings, comments, and recommendations, and other supporting correspondence.</p>						

D0052	Area/Corridor Transportation Studies	City Planning	T	20	T + 20	AR	Comments: File closed upon termination of project.
<p>Records relating to Area or Corridor Transportation Studies and Implementation Strategies that focus on developing localized transportation plans and strategies in support of land use planning initiatives within the Community Planning service districts. Documents include implementation strategies information such as providing advice to City-Divisional staff on transportation issues concerning local strategic land use and policy initiatives in Secondary Plan development, Avenues Studies, and special planning areas; leading transportation studies to identify the need for new or improved transportation infrastructure, service levels, and transit priority; liaising with other City Divisions, agencies, boards, and commissions, adjacent municipalities, transit operators, the Province, and the public; participating in studies undertaken by transportation operating authorities such as Transportation Services, The TTC, GO Transit; and providing testimony at the OMB in support of local land use planning initiatives.</p>							

D0053	City-Wide Transportation Planning Initiatives & Policies	City Planning	T	50	T + 50	AR	Comments: File closed upon termination of project.
	<p>Records relating to City-wide transportation planning initiatives, which focus on developing broad transportation policies, plans, programs, and implementation strategies to support sustainable city-building objectives of the new Official Plan. These projects and initiatives concern the planning and ongoing sustainability of surface transit priority network within the City of Toronto. This may include major transit corridors, alternative road and transit operating strategies, bicycle lanes, and pedestrian facilities. May include information on transportation strategic planning and priorities, transportation models, public consultations, and cost-effectiveness and feasibility of various transportation options. Documents may include transportation studies, reports containing findings and recommendations, copies of zoning maps, planners' notes, and other supporting correspondence.</p>						
D0070	Planning Consultation - Community Liaison	City Planning	T	20	T + 20	AR	Comments: File closed upon termination of project.
	<p>Records relating to community liaison. An integral part of the area-based studies, transportation planning, development application review, and Committee of Adjustment consideration is the involvement of the community. The city is built upon divergent groups, individuals, and community organizations. Together, they respond to a development application or participate in a community study, the variety of interests, ideas, and inputs result in positive changes in the community.</p>						

D0071	Planning Consultation - Stakeholders Liaison	City Planning	T	20	T + 20	AR	Comments: File closed upon termination of project.
Records relating to planning consultation involving project stakeholder liaison. An integral part of the Area-based studies, Transportation planning, development application review, and Committee of Adjustment consideration is the involvement of all stakeholders. The City often conducts planning studies that have components that fall within the jurisdiction and/or interest of various federal & provincial governments, boards & agencies, as well as private sector agencies. Together, the stakeholders respond to development studies, planning studies, and projects by providing comments, requirements and commitments related to their interests or jurisdictions. Documents include stakeholders' consultation input, copies of lease, contract, and agreement, development and planning background studies, copies of environmental assessments, planners' notes, comments, advice, and supporting correspondence.							

D0080	Community Urban Design	City Planning	T	20	T + 20	AR	Comments: File closed upon termination of project.
<p>Records relating to Community urban design information which incorporates built form, public realm, and provide advice in neighbourhoods with respect to development application process and local neighbourhood studies such as Secondary Plans and Avenue studies and community improvement plans. The urban design objectives provide an overall land use assessment for the area that will guide future development and redevelopment in the City. The design strategies establish how buildings are constructed and spaces are allocated between the structures. Elements such as parks, open spaces, bridges, streets, sidewalks, walkways, historical features, bodies of water, trees, landscaping, lighting, and signage are integrated together to create a functional, attractive, comfortable, and safe city. Documents may include copies of permit applications, planners and urban designers' comments and notes, copies of notices of public meetings, agendas, minutes of mediation meetings, graphic material such as maps, photographs, charts, final OMB decisions, and related correspondence.</p>							
D0082	Public Realm Improvement Program	City Planning	T	20	T + 20	AR	Comments: File closed upon termination of project.
<p>Records relating to the coordination and implementation of public sector projects to create City of Toronto streets, parks, and social places. Public realm refers to space that permits diverse groups of people to carry out the various activities of their daily lives in a safe and permissive environment. Public realm projects administer the Capital initiatives program, ensures new City-wide streetscape design standards are implemented in public and private construction, ensure consistent procedures City-wide. Documents may include implementation of urban design projects, inter-disciplinary design reports, and supporting correspondence.</p>							

D0083	<p>Urban Design Outreach and Promotion</p> <p>Records relating to design promotion and public engagement. Promotion activities include Architecture Urban Design Awards, establishment of pilot projects, lectures, school programs, conferences, design workshops, graphic support for events, prints, and digital material. Documents may include posters, flyers, brochures, publications and graphic material such as maps, photographs, charts, and all supporting correspondence.</p>	City Planning	T	20	T + 20	AR	<p>Comments: File closed upon termination of project.</p>
D0084	<p>Legislative Mapping and Visualization</p> <p>Records relating to graphic support and visual mapping that are associated with the former and new Official Plan, and Zoning By-law. Legislative mapping articulates design ideas through maps, plans, models, and other visual presentation methods. Information includes graphic support to Community Planning as a component of the development review process such as staff report, public meeting graphics, and OMB evidence. Documents may include maps, plans, presentation materials, and all supporting correspondence.</p>	City Planning	T	20	T + 20	AR	<p>Comments: File closed upon termination of project.</p>

D0085	Community Public Art Programs	City Planning	T	50	T + 50	AR	Comments: File closed upon termination of project.
<p>Records relating to public art program which sets the planning framework for creating public art opportunities to participate in the design, look, and feel for our city. The program consists of three distinct initiatives (civic projects, private sector and community). Civic public art develops public art at new or existing City buildings, utility works, parks and other public spaces, Private developer program develops artwork in public areas of major private developments, which allocate a percentage of funding to the art and Community Public art encourages artist/community collaborations on projects that address neighbourhood needs or ambitions. Documents may include permit applications, development review, legal agreements between the City and developer, public art plans provided by developer, a contract between the artist and developer, invoices, budget reconciliation reports, copies of letters of credit, conservation reports which contain the guidelines on how the artwork is to be maintained and general correspondence.</p>							

D0455	Trade Missions	Economic Dev. Culture & Tourism	T + 2	8	T + 10	AR	Comments: File to remain active until the business event concludes.
<p>Records related to official City of Toronto trade missions abroad to promote the City of Toronto and the GTA external trades and service. Also to take advantage of business opportunities for Toronto/GTA companies. This record series includes trade mission information related to economic development information and cultural exchange, the development of strategic alliances and business relationships that will maximize exposure of Toronto's/GTA's business potentials covering all segments of industry infrastructure and service sectors. Documents may include: correspondence, itineraries, invitation, delegate list, presenters' slides, photos, logos & bios, copies of; mission follow up reports, request for authorization form for attendance, business expense claims and all other supporting documents.</p>							

F

Records relating to the City’s finances and accounting processes, including the receipt, control, and expenditure of funds. Includes records relating to liability, risk management, payroll, taxation, treasury, insurance, and purchasing.

F2430	Taxation	Accounting Services	C + 2	5	C + 7	D	<p>Legislation/Regulation: Excise Tax Act (Canada), R.S.C. 1985, c. E-15, ss 286(3) Keep records until the expiration of six years after the end of the year to which they relate. Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), clause 230(4)(b) 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. Fuel Tax Act, R.S.O. 1990, c.F.25 s6.1 Records, books of account to be kept seven years after end of fiscal period. Fuel Tax Act Regulations (General), R.R.O. 1990, Reg. 464, s 8, s 13 - Records, invoices, books of account of quantities of fuel purchased an tax payable to be kept seven years after end of calendar year; record of acquisitions, inventories and uses of fuel.</p>
	<p>Records relating to federal and provincial taxes, and other taxation matters. Includes the Goods and Services Tax (GST), Provincial Sales Tax (PST), fuel and gasoline tax rebates for non-licenced equipment such as backhoes, lawnmowers, and power take-off units. Documents include monthly tax returns and supporting documents, tax rebate claims, tax refund claims, T4ANR slips and summaries, reports, and correspondence.</p>						

F2510	<p>Residents' Finances - Homes for the Aged</p> <p>Records relating to the financial and banking statements of residents, who currently live in Homes for the Aged, formerly resided in such homes, or are now deceased. May include information related to pre-authorized payment plans and delinquent accounts. Documents may include tax refund statements, deposit and withdrawal statements, bank reconciliations, and supporting correspondence.</p>	Homes for the Aged	T	6	T + 6	D	<p>Comments: File closed upon discharge or death of resident.</p> <p>Legislation/Regulation: Homes for the Aged and Rest Homes Act Regulation, (General), R.R.O. 1990, Reg. 637, amended by O. Reg. 330/05 ss 53(4) - Book of account that shall be retained for at least six years from the date the trust account is closed or becomes inactive, showing all deposits to and withdrawals from the trust account, the name of the resident for whom the deposit or withdrawal is made and the date of each deposit or withdrawal. Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), s 230 - 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. Nursing Homes Act Regulations (General), R.R.O. 1990, Reg. 832, amended by O. Reg. 333/05 ss 103(f) - Respect to each resident on whose behalf money is deposited in the trust account to the credit of such resident, retain in his or her possession for a period of not less than six years</p>
-------	--	--------------------	---	---	-------	---	--

F2541	<p>Estate Management Case Files</p> <p>Records relating to the administration and control of deceased and/or discharge residents' trusts and estates. May include information on respective residents' financial history, arrears, assets, trust, estate account reconciliations and valuables in trust. Documents may include income tax statements, copies of initial admission forms, financial action statements, copies of death certificates, copies of burial rights certificates, and supporting correspondence.</p>	Homes for the Aged	T	6	T + 6	D	<p>Comments: File closed upon successful completion of all estate management issues.</p> <p>Legislation/Regulation: Homes for the Aged and Rest Homes Act Regulation, (General), R.R.O. 1990, Reg. 637, amended by O. Reg. 330/05 ss 53(4) - Book of account that shall be retained for at least six years from the date the trust account is closed or becomes inactive, showing all deposits to and withdrawals from the trust account, the name of the resident for whom the deposit or withdrawal is made and the date of each deposit or withdrawal. Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), s 230 - 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. Nursing Homes Act Regulations (General), R.R.O. 1990, Reg. 832, amended by O. Reg. 333/05 ss 103(f) - Respect to each resident on whose behalf money is deposited in the trust account to the credit of such resident, retain in his or her possession for a period of not less than six years</p>
-------	--	--------------------	---	---	-------	---	---

F3241	<p>Property Tax Evaluation and Appeal</p> <p>Records relating to evaluation, assessment, appeal, modification and cancellation of municipal property taxes. Includes the assessment evaluation of individual commercial and residential properties by the City, the assessment appeal process under the Assessment Act, and the tax appeal process under the Municipal Act for cancellation, refund or reduction of tax. Documents include summaries of assessments, aerial photographs, inspection reports, rental income statements, appraisals, recalculation of property taxes, minutes of settlement</p>	Revenue Services	C + 2	5	C + 7	AR	<p>Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B., s 4 - A proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered.</p>
F5503	<p>Treasurer</p> <p>Records relating to the administration and control of payment activities in respect of parking infractions under Part 2 of the Provincial Offences Act (excluding Part 2 GO Transit), generally referred to as parking tags. Include payments made in person at the First Attendance Facilities, payments processed by a third party under contract by the City, mailed-in payments, payments redirected by third party for separate processing, telephone payments, and internet payments. May include information relating to daily cash reconciliation, adjustments, transaction journals, third party batch listing of payments processed, and the Interactive Voice Response (IVR) telephone payment system. Documents may include Parking Infraction Notices (PIN), Notices of Impending Conviction (NIC), Notices of Fine and Due Date (NFDD), Notices of Impending Summons, any other notices that may be required, cashier balance reports, and copies of system generated reports.</p>	Revenue Services	C + 1	5	C + 6	D	<p>Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), clause 230(4)(b) - 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. Highway Traffic Act, R.S.O. 1990, c. H.8, ss 205(2), as am., S.O. 1993, c. 31, ss 2(8) - Records shall be kept in any manner or on any medium that allows information to be recorded, stored, retrieved and reproduced.</p>

F5505 Parking Infractions – Refunds

Records relating to processing refunds for parking infraction payments. Include refunds to third party respecting late payments processed, and requests for refunds from offenders for overpayments or duplicate payments, and credit card refunds respecting payments processed by the Interactive Voice Response System (IVR). System generated bank late payment list will initiate third party refunds. Documents include copies of system generated refund reports, screen prints showing reason for refund, and refund voucher cover sheets. Records are in numeric order by voucher numbers assigned sequentially in submission date order.

Revenue
Services

C + 1

5

C + 6

D

Legislation/Regulation:
Income Tax Act (Canada),
R.S.C. 1985, c. 1 (5th Supp.),
clause 230(4)(b) - 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. Highway Traffic Act,
R.S.O. 1990, c. H.8, ss 205(2),
as am., S.O. 1993, c. 31, ss 2(8)
- Records shall be kept in any
manner or on any medium that
allows information to be
recorded, stored, retrieved and
reproduced.

F6000	Investment Activity and Administration	Treasurer	T + 2	18	T + 20	D	<p>Comments: File closed at maturity of investment.</p> <p>Legislation/Regulation: City of Toronto Act, 2006 Regulation (Financial Activities) O. Reg. 610/06, s 54 – Reports to Council. Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), clause 230(4)(b) - 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 Act Regulations (Eligible Investments), O. Reg. 438/97, amended by O. Reg. 655/05 s 8 - Treasurer to provide council an annual investment report. Limitations Act, S.O. 2002, c. 24, Sched. B., s 4, ss 5(1) - A proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered.</p>
-------	--	-----------	-------	----	--------	---	---

F6050	Debenture Registry	Treasurer	T + 2	18	T + 20	D	<p>Comments: File closed upon maturity of debenture.</p> <p>Legislation/Regulation: City of Toronto Act, 2006 Regulation (Financial Activities) O. Reg. 610/06, s 54 – Reports to Council. Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), clause 230(4)(b) - 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 Act Regulations (Eligible Investments), O. Reg. 438/97, amended by O. Reg. 655/05 s 8 - Treasurer to provide council an annual investment report. Limitations Act, S.O. 2002, c. 24, Sched. B., s 4, ss 5(1) - A proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered.</p>
-------	--------------------	-----------	-------	----	--------	---	--

F6200	Sinking, Retirement, Contingency and Reserve Funds	Treasurer	C + 2	5	C + 7	D	<p>Legislation/Regulation: City of Toronto Act, 2006 Regulation (Financial Activities) O. Reg. 610/06, s 54 – Reports to Council. Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), clause 230(4)(b) - 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 Act Regulations (Eligible Investments), O. Reg. 438/97, amended by O. Reg. 655/05 s 8 - Treasurer to provide council an annual investment report. Limitations Act, S.O. 2002, c. 24, Sched. B., s 4, ss 5(1) - A proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered</p>
-------	--	-----------	-------	---	-------	---	--

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.

H0135	Associations and Organizations	Common	C + 1	1	C + 2	AR	
	Records relating to internal and external professional associations, clubs, societies, and organizations in which an employee or the City has membership, interest, or official capacity. Documents may include minutes of meetings, association annual reports, membership lists, and correspondence.						

I

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.

I0020 Audits

Records relating to developing, administering, and conducting audits of the City's business and financial processes. The goal of audits is to analyze operating processes to determine compliance with objective and recognized performance standards and measurements, and to make recommendations for improvement. May include audit information on personnel, systems, environment, structure, and other functions. Includes internal audits, federal audits, and Auditor General audits. Documents include audit reports, audit statements, and correspondence.

Auditor
General's
Office

T

7

T + 7

AR

Comments:
File closed upon termination of the audit process.

Legislation/Regulation:
Auditor General Act, R.S.O. 1990, c. A.35, s10. City of Toronto Act, S.O. 2006, c.11, ss179 (1),(2),(3) - The City, its local boards (restricted definition) and the city-controlled corporations and grant recipients referred to in subsection 178 (3) shall give the Auditor General such information regarding their powers, duties, activities, organization, financial transactions and methods of business as the Auditor General believes to be necessary to perform his or her duties under this Part.) The Auditor General is entitled to have free access to all books, accounts, financial records, electronic data processing records, reports, files and all other papers, things or property belonging to or used by the City, the local board (restricted definition), the city-controlled corporation or the grant recipient, as the case may be, that the Auditor General believes to be necessary to perform his or her duties under this Part. A disclosure to the Auditor General under subsection (1) or (2) does not constitute a waiver of solicitor-client privilege, litigation privilege or settlement privilege.

I0199	Sponsorship	ALL	C+2	18	C+20	AR	Legislation/Regulations: Limitations Act, S.O. 2002, c24, Sched. B., ss 5(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.
	Records relating to the City's development of sponsorship relationships. This involves sponsorship efforts and funding for activities produced or promoted by the City, such as parades, festivals, awards ceremonies, and special events. Documents may include research information, presentation kits (including power point), correspondence, and copies of promotional information designed for the procurement of sponsorship.						
I2616	Food Services and Delivery	Social Dev. and Admin.	C + 2	4	C + 6	D	
	Records relating to the provision and delivery of food services, either by the City or by external agencies. May include information relating to meal services, meal delivery, cafeterias, restaurants, catering, and food products. Documents may include copies of contracts and agreements, copies of brochures and promotional materials related to external contractors, food services pricing lists, nutritional planning reports, and correspondence.						

I2617	Food Production	Social Dev. and Admin.	C + 2	4	C + 6	AR	<p>Legislation/Regulation: Health Protection and Promotion Act, R.S.O. 1990, c. H.17, s16 (5) - Every person who operates a food premise shall keep records in respect of the manufacturing, processing, preparation, storage, handling, display, transportation and sale, or offering for sale of food on or in the food premise and the distribution of food from the food premise as are prescribed by the regulations, and shall keep the records in such form, with such detail and for such length of time as are prescribed by the regulations. Health Promotion and Protection Act Regulations (Food Premises), R.R.O. 1990, Reg. 562, amended by O. Reg. 101/06, ss 38(1)(2) - Every operator of a premise in which meat products are manufactured shall maintain records of meats received for processing in the premise and the records shall include the kinds of meats, the names and addresses of suppliers, weights and the dates of receipt. A record referred to in subsection (1) shall be maintained at the premise for not less than one year from the date of entry of the record</p>
<p>Records relating to the preparation and production of meals primarily residents in long-term care facilities, but also for City staff and the public. May include information about food preparation, menu planning, nutritional concerns, ingredients and portions control, food production scheduling, food handling and storage methods, food allergies, food orders, and food products. Documents may include menu plans, copies of purchase orders, meal volume statistics, meal history notes, and correspondence.</p>							

I2625	Homes for the Aged	Homes for the Aged	C + 2	4	C + 6	D
	Records relating to the provision and administration of laundry services for residents of long-term care facilities. Laundry services may be provided by the City Home for the Aged staff or external agencies. Includes information relating to dry cleaning and mending. Documents may include special order sheets, laundry volume statistics, external laundry provider service summaries, and correspondence.					

L

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.

L0046	Preliminary Project and Pre-Applicable Law Review Applications	Building	T + 2		T + 2	D	Comments: File closed upon pending approval of the project review application.
	Records relating to both Preliminary Project and Pre-Application Law Review applications. The Preliminary Project Review is submitted by the public which is the process to identify any bylaw deficiencies related to the City's Zoning Bylaw only. These applications are made available for all types of proposals but is specifically intended for Committee of Adjustment, Site Plan or Rezoning applications and the Right of Way Management permits such as curb cuts. The Pre-Application Applicable Law is a detailed preliminary plan review for proposed development projects to confirm compliance with the City Zoning By-laws and other applicable law. At this stage the PAL and PPR review will become part of a permit if a permit for the same proposal is received. Documents may include completed application forms, one set of plans containing information on drawings and documents, information related to the applicable law and payment fees in accordance with Schedule A of the Building Permit By-law.						
							Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B., s 4- A proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered.

L0365	<p>Business Licenses – Mobile</p> <p>Records relating to Mobile Business Licenses and Plates issued which authorize the owner's or driver's to legally operate a business that are non-stationary and may be transported from place to place on City owned and private properties. Mobile operations requiring a license include Driving Instructors, Driving School Operators, Hawker / Pedlar, Livery Driver / Owner, Pedicab Driver / Owner, Refreshment Vehicle (Motorized) Driver / Assistant, School Bus Driver, Taxicab Broker Driver / Owner, Tow Truck Driver / Owner, Private Parking Enforcement. Documents may include completed applications, taxicab lease / contract agreements, 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.</p>	Municipal Licensing & Standards	T	1	T+1	D	<p>Comments: The license holder no longer holds a business license</p> <p>Legislation/Regulation: Municipal Code Ch. 545, Licensing (By-law 514-2002)</p>
L0370	<p>Business Licenses – Rejected</p> <p>Records relating to the denial of licenses for any existing owner or new applicant when a license application or renewal are refused or if a license has contravened the Licensing Chapter of the Municipal Code. The Tribunal Unit has the power to grant, refuse, suspend, revoke or place conditions on a license. Documents may include copies of reports from Municipal Licensing & Standards, notice of hearings, agendas, minutes of meetings, final decision reports, and correspondence. Records are filed by hearing date.</p>	City Clerk's Office	C + 2	7	C + 9	AR	<p>Legislation/Regulation: Municipal Code Ch. 545, Licensing (By-law 514-2002)</p>

L2200	Leases	Legal Services	T	20	T + 20	D	<p>Comments: File closed upon termination of lease.</p> <p>Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B., ss 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>
L3050	Copyright	Legal Services	T	P	P	P/AR	<p>Comments: File closed upon copyright authorization received.</p> <p>Legislation/Regulation: Copyright Act (Canada), R.S.C. 1985, c. C-42, s 56 - Application for registration of copyright.</p>
L3085	External Legal Correspondence	Legal Services	T	4	T + 4	D	<p>Comments: File closed upon resolution or notice of decision.</p>

L3088	<p>Commissioner of Oaths and Notary Public</p> <p>Records relating to applications received, appointments made, and renewals for the positions of Commissioner of Oaths and Notary Public. A Commissioner of Oaths is authorized to administer oaths on City documents, whereas a Notary Public official attests to and certifies the authenticity of various documents, takes acknowledgments of deeds and other conveyances, and performs other official acts under the power conferred by statutory enactment. Includes information on qualifications required to be a Commissioner of Oaths or Notary Public. Documents may include completed applications, certificates, and supporting correspondence.</p>	Legal Services	T	7	T + 7	AR	<p>Comments: File closed when successor takes office.</p> <p>Legislation/Regulation: Municipal Act, S.O. 2001, c. 25, s232. - Declaration of office. Commissioners for taking Affidavits Act, R.S.O. 1990, c.C.17. Notaries Act, R.S.O. 1990, c.N.6</p>
-------	--	----------------	---	---	-------	----	---

L5101	<p>Certificate of Parking Infraction Filing</p> <p>Records relating to the control of Certificates of Parking Infraction (CPI) and other legal documents for trial filing.</p>	Revenue Services	C + 2	0	C + 2	D	<p>Legislation/Regulation: Highway Traffic Act, R.S.O. 1990, c. H.8, ss 205(2), amended by S.O. 1993, c. 31, ss 2(8) - Records shall be kept in any manner or on any medium that allows information to be recorded, stored, retrieved and reproduced. Provincial Offences Act Regulations (Electronic Records), O.R. 497/94, ss 7(1)</p> <p>–</p> <p>Documents filed and held in an electronic format shall be maintained for the same period of time as paper documents. Provincial MOU, Schedule 2, Operational Standards, paragraphs 2.8.3, 2.10.2, 2.10.3 - Maintenance, retention and release of records and information relevant to court proceedings, including tapes, transcripts, files, documents and exhibits or any other data in paper or electronic form; retention periods for all proceedings commenced under Part II of the Act, the calendar year of the date of judgement plus 2 additional years; any other record retention requirements prescribed by law.</p>
-------	--	------------------	-------	---	-------	---	--

L5102 Parking Infractions – Investigation

Records relating to the investigation of disputes over parking infractions. Include error corrections and subsequent payments made to the courts. Investigation may be initiated by the completion of a Request for Supervisory Review form. Investigation may lead to cancellation of the parking tag, or the offender may exercise either option of requesting a trial or making a payment. Documents include supervisory review forms, yellow copies of the Parking Infraction Notice (PIN), copies of Notice of Impending Conviction (NIC) and other documentary proofs justifying the disputes, e.g. bill of sales, delivery receipts, cheque stubs, receipts.

Revenue Services

C + 2

0

C + 2

D

Legislation/Regulation:
Highway Traffic Act, R.S.O. 1990, c. H.8, ss 205(2), amended by S.O. 1993, c. 31, ss 2(8) - Records shall be kept in any manner or on any medium that allows information to be recorded, stored, retrieved and reproduced.
Provincial Offences Act Regulations (Electronic Records), O.R. 497/94, ss 7(1)
-
Documents filed and held in an electronic format shall be maintained for the same period of time as paper documents. Provincial MOU, Schedule 2, Operational Standards, paragraphs 2.8.3, 2.10.2, 2.10.3 - Maintenance, retention and release of records and information relevant to court proceedings, including tapes, transcripts, files, documents and exhibits or any other data in paper or electronic form; retention periods for all proceedings commenced under Part II of the Act, the calendar year of the date of judgement plus 2 additional years; any other record retention requirements prescribed by law.

L5104	Parking Infractions - Administration Reports	Revenue Services	C + 1	5	C + 6	D	<p>Legislation/Regulation: Highway Traffic Act, R.S.O. 1990, c. H.8, ss 205(2), amended by S.O. 1993, c. 31, ss 2(8) - Records shall be kept in any manner or on any medium that allows information to be recorded, stored, retrieved and reproduced.</p> <p>Provincial Offences Act Regulations (Electronic Records), O.R. 497/94, ss 7(1)</p> <p>–</p> <p>Documents filed and held in an electronic format shall be maintained for the same period of time as paper documents. Provincial MOU, Schedule 2, Operational Standards, paragraphs 2.8.3, 2.10.2, 2.10.3 - Maintenance, retention and release of records and information relevant to court proceedings, including tapes, transcripts, files, documents and exhibits or any other data in paper or electronic form; retention periods for all proceedings commenced under Part II of the Act, the calendar year of the date of judgement plus 2 additional years; any other record retention requirements prescribed by law.</p>
Records relating to the production and use of reports for the processing and administration of parking infractions. Include reports relating to data captured in other systems such as the Ministry of the Attorney General, the Ministry of Transportation, and the third party responsible for parking tags payment processing. May also include reports relating to parking infractions administration performance activities.							

L5301 Parking Infractions - Data Capture

Records relating to the maintenance, control and management of data captured in and generated from the parking infractions management system, including all data interfaced with the Ministry of Transportation, the Ministry of Attorney General, the third party for central payment processing, and all system generated reports filed electronically in Document Direct. Also include microfilm records of Parking Infraction Notice (PIN), Notice of Impending Conviction (NIC), and Notice of Fine and Due Date (NFDD) processed by the third party in tag number order; captured images of all Certificate of Parking Infraction (CPI) on the system; and system back-up tapes/disks.

Revenue
Services

T

5

T + 5

D

Comments:

File to remain active until the paid date or decision of the last case entered into the system.

Legislation/Regulation:

Highway Traffic Act, R.S.O. 1990, c. H.8, ss 205(2), amended by S.O. 1993, c. 31, ss 2(8) - Records shall be kept in any manner or on any medium that allows information to be recorded, stored, retrieved and reproduced.

Provincial Offences Act Regulations (Electronic Records), O.R. 497/94, ss 7(1)

—

Documents filed and held in an electronic format shall be maintained for the same period of time as paper documents. Provincial MOU, Schedule 2, Operational Standards, paragraphs 2.8.3, 2.10.2, 2.10.3 - Maintenance, retention and release of records and information relevant to court proceedings, including tapes, transcripts, files, documents and exhibits or any other data in paper or electronic form; retention periods for all proceedings commenced under Part II of the Act, the calendar year of the date of judgement plus 2 additional years; any other record retention requirements prescribed by law.

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.

P3721	Premises Inspection – Food Safety	Public Health	C + 2	4	C + 6	AR	Legislation/Regulation: Municipal Code Ch. 545, Licensing (By-law 514-2002)
	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.						
P3733	Public Pools	Public Health	C + 2	4	C + 6	D	Legislation/Regulation: Health Protection and Promotion Act, (Public Pools), R.R.O. 1990, Reg. 565 amended by O. Reg. 270/99, clause 16.1(2)(c); clause 16.1(2)(d) amended by O. Reg. 394/94, s 1; O. Reg. 58/96, s 1. -written record of the inspection is made by the person who performed the inspection; written record of the inspection is retained by the owner or operator for at least one year from the date the record is made
	Records relating to the complaints, inspections and investigations regarding public pools, spas, wading pools within the City of Toronto. Documents may include investigation reports, supplemental reports, public spa / swimming pool / wading pool inspection reports, supporting correspondence, plans, etc.						

P3741	Health Hazard Investigations	Public Health	C + 2	4	C + 6	AR	Legislation/Regulation: Health Protection and Promotion Act, R.S.O. 1990, c. H.7, ss 11(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.
	Records relating to complaints investigations concerning health hazards in industrial, residential, commercial or recreational premises. Complaints may include sewage back-ups, mould in the premises, air quality concerns, chemical spills, contaminated sites, etc. Documents may include inspection reports, supplemental reports, complaint/requests for service reports correspondence, lawyer's letters, legal documents, plans, etc.						
P3761	Human/Animal Contact Exposure Investigations	Public Health	C + 2	4	C + 6	D	Legislation/Regulation: Health Protection and Promotion Act Regulations (Communicable Diseases), R.R.O. 1990, Reg. 557, s 2 - report of animal bite, s 3. details of exposure and treatment, clinical evidence of rabies. Health Protection and Promotion Act Regulations (Reports), R.R.O. 1990, Reg. 569, amended by O. Reg. 503/05 s 1-6 - reports of diseases.
	Records relating to investigation of contact with animals such as dogs, cats, raccoons, ferrets, squirrels and bats and any other type exposure where there is a concern of contracting of rabies. Documents may include reports by or to physicians, veterinarians, health officers, law enforcement officers, court orders, rabies investigation reports, supplemental reports, vaccination status of the animal, quarantine reports relating to the observations, testing results, human vaccine distribution and other related correspondence.						

P3851	<p>Tuberculosis Client Case and Contact Files</p> <p>Records relating to the Tuberculosis Prevention and Control Program client files including adolescents, seniors, clients who have been transferred from outside City of Toronto and contact investigations. Documents include contact identification lists, case management, progress notes, physician's report, hospital reports, lab flow sheets, lab reports, drug orders, discharged summary reports, assessment guides for directly observed therapy, notification reports, correspondence, etc.</p>	Public Health	T + 3	25	T + 28	D	<p>Comments: File to remain active until case file closed.</p> <p>Legislation/Regulation: Medicine Act Regulations (General) O. Reg. 114/94, ss 19(1) - 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. Independent Health Facilities Act Regulations (General) O.Reg.57/92 clause 11(1)(a)(b) - Every licensee shall retain a patient's health record or a copy of it for at least six years following,(a) the patient's last visit; or (b) if the patient was less than eighteen years old when he or she last visited the facility, the day the patient became or would have become eighteen years old. College of Nurses Ontario; Nursing Act, 1991; College of Dietitians of Ontario; College of Physicians and Surgeons - 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.</p>
-------	--	---------------	-------	----	--------	---	---

P3852	Tuberculosis Medical Surveillance Client Files	Public Health	T + 3	25	T + 28	D	<p>Comments: File to remain active until case file closed.</p> <p>Legislation/Regulation: Medicine Act Regulations (General) O. Reg. 114/94, ss 19(1) - 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. Independent Health Facilities Act Regulations (General) O.Reg.57/92 clause 11(1)(a)(b) - Every licensee shall retain a patient's health record or a copy of it for at least six years following,(a) the patient's last visit; or (b) if the patient was less than eighteen years old when he or she last visited the facility, the day the patient became or would have become eighteen years old. College of Nurses Ontario; Nursing Act, 1991; College of Dieticians of Ontario; College of Physicians and Surgeons - 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.</p>
-------	--	---------------	-------	----	--------	---	---

Records relating to individuals who are medically observed for evidence of Tuberculosis. All people arriving to Canada are issued an IMM595 form in order for medical surveillance to be undertaken. Records belonging to this record series can be inactive or active tuberculosis. Documents include discharged forms, physician's report, lab reports, intake forms, copies of citizenship, progress notes, notification of medical surveillance reports, correspondence, etc.

P3853	Tuberculosis Routine Drug Ordering	Public Health	T + 3	25	T + 28	D	<p>Comments: File to remain active until case file closed.</p> <p>Legislation/Regulation: Medicine Act Regulations (General) O. Reg. 114/94, ss 19(1) - 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. Independent Health Facilities Act Regulations (General) O.Reg.57/92 clause 11(1)(a)(b) - Every licensee shall retain a patient's health record or a copy of it for at least six years following,(a) the patient's last visit; or (b) if the patient was less than eighteen years old when he or she last visited the facility, the day the patient became or would have become eighteen years old. College of Nurses Ontario; Nursing Act, 1991; College of Dietitians of Ontario; College of Physicians and Surgeons - 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.</p>
-------	------------------------------------	---------------	-------	----	--------	---	---

Records relating to drug orders that are required and handled by the Case Management Team of the Tuberculosis Prevention and Control program. These records are the result of communication from doctor's and / or hospitals and are provided for all active cases and contact investigations. Records include Chemo Prophylaxis (PCH) and Outside City Limits (OCL) clients. Documents include drug orders, progress notes, order reminders, lab reports, assessment forms, correspondence, etc.

P3854	Tuberculosis Screening/Active Case Finding	Public Health	T + 3	25	T + 28	D	<p>Comments: File to remain active until case file closed.</p> <p>Legislation/Regulation: Medicine Act Regulations (General) O. Reg. 114/94, ss 19(1) - 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. Independent Health Facilities Act Regulations (General) O.Reg.57/92 clause 11(1)(a)(b) - Every licensee shall retain a patient's health record or a copy of it for at least six years following,(a) the patient's last visit; or (b) if the patient was less than eighteen years old when he or she last visited the facility, the day the patient became or would have become eighteen years old. College of Nurses Ontario; Nursing Act, 1991; College of Dieticians of Ontario; College of Physicians and Surgeons - 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.</p>
-------	--	---------------	-------	----	--------	---	---

Records relating to individuals that have been screened for possible active case tuberculosis, as a result of contact with a client having tuberculosis. Records include screening of individuals from Schools, Community Centres, Organizations and Shelters. Documents include physician's report, lab reports, progress notes, workplace listings, follow-up forms, line listings, screening summary, class lists, correspondence, etc.

P3871	Sexually Transmitted Diseases (STD) Client Files	Public Health	T + 18	10	T + 28	D	<p>Comments: File to remain active in office 2 years after last recorded date, file is then retained semi-active in the Records Centre until child reaches 18 year of age. After which the file is retained inactive for an additional 10 years in the Records Centre.</p> <p>Legislation/Regulation: Medicine Act Regulations (General) O. Reg. 114/94, ss 19(1) - 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. Independent Health Facilities Act Regulations (General) O.Reg.57/92 clause 11(1)(a)(b) - Every licensee shall retain a patient's health record or a copy of it for at least six years following,(a) the patient's last visit; or (b) if the patient was less than eighteen years old when he or she last visited the facility, the day the patient became or would have become eighteen years old. College of Nurses Ontario; Nursing Act, 1991; College of Dietitians of Ontario; College of Physicians and Surgeons - 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.</p>
<p>Records relating to clients with sexually transmitted diseases (STD). Sexually transmitted diseases include Chlamydia, Gonorrhea, Chancroid, Congenital cytomegalovirus infection, Neonatal herpes, Ophthalmia neonatorum, etc. Documents include case notification, lab reports, progress notes, consent for release of information, medical correspondence, etc.</p>							

P3872	HIV / AIDS Client Files	Public Health	P	0	P	P/AR	<p>Legislation/Regulation: Medicine Act Regulations (General) O. Reg. 114/94, ss 19(1) - 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. Independent Health Facilities Act Regulations (General) O.Reg.57/92 clause 11(1)(a)(b) - Every licensee shall retain a patient's health record or a copy of it for at least six years following,(a) the patient's last visit; or (b) if the patient was less than eighteen years old when he or she last visited the facility, the day the patient became or would have become eighteen years old. College of Nurses Ontario; Nursing Act, 1991; College of Dieticians of Ontario; College of Physicians and Surgeons - 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</p>
Records relating to persons with Human Immunodeficiency Virus (HIV) / Acquired Immune Deficiency Syndrome (AIDS). Documents include case notification, lab reports, progress notes, consent for release of information, medical correspondence, etc.							

P3873	Syphilis Client Files	Public Health	T + 5	15	T + 20	D	<p>Comments: File to remain active until case file closed</p> <p>Legislation/Regulation: Medicine Act Regulations (General) O. Reg. 114/94, ss 19(1) - 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. Independent Health Facilities Act Regulations (General) O.Reg.57/92 clause 11(1)(a)(b) - Every licensee shall retain a patient's health record or a copy of it for at least six years following,(a) the patient's last visit; or (b) if the patient was less than eighteen years old when he or she last visited the facility, the day the patient became or would have become eighteen years old. College of Nurses Ontario; Nursing Act, 1991; College of Dietitians of Ontario; College of Physicians and Surgeons - 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</p>
-------	-----------------------	---------------	-------	----	--------	---	---

Records relating to persons with Syphilis. Documents include case notification, lab reports, progress notes, consent for release of information, medical correspondence, etc.

P3876 Sexual Health Clinic Client Files

Public Health

T + 18

10

T + 28

D

Records relating to sexual health clinic clients. The clinics provide counselling, education, referral and treatment related to sexual issues such as, birth control, STD, pregnancy testing, etc. Documents include admission registration, client medical history, counselling records, referrals, progress notes, lab reports, prescription renewal forms, consent for release of information, etc.

Comments:

File to remain active in office 2 years after last recorded date, file is then retained semi-active in the Records Centre until child reaches 18 years of age. After which the file is retained inactive for an additional 10 years in the Records Centre.

Legislation/Regulation:

Medicine Act Regulations
(General) O. Reg. 114/94, ss
19(1) - 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.
Independent Health Facilities Act
Regulations (General)
O.Reg.57/92 clause 11(1)(a)(b) -
Every licensee shall retain a patient's health record or a copy of it for at least six years following,(a) the patient's last visit; or (b) if the patient was less than eighteen years old when he or she last visited the facility, the day the patient became or would have become eighteen years old.
College of Nurses Ontario;
Nursing Act, 1991; College of Dietitians of Ontario; College of Physicians and Surgeons - 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

APPENDIX 4

SCHEDULE OF REPEALED PROVISIONS

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

- (1) **Bylaw No. 26-91 of the former Borough of East York, being a bylaw "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

(In Column 1)

(In Column 2)

Agreements

P

Contracts

7 years after
termination

Schedule "B"

FINANCE AND PERSONNEL

Associations / Organizations

3 years

Audit Reports

P

Legal Opinions

7 years subject to
archival review

Reserve Fund/Trust Fund Reports

7 years subject to
archival review

Sales Tax Returns

7 years

Schedule "D"

PARKS AND RECREATION DEPARTMENT

Associations / Organizations

3 years

(In Column 1)	(In Column 2)
Schedule "E" PLANNING DEPARTMENT	
Associations / Organizations	3 years
Site Plan Agreements	P
Schedule "F" WORKS DEPARTMENT	
Associations / Organizations	3 years
Contract Plans	P
Front Yard Parking Agreements	7 years after termination

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

RECORD RETENTION SCHEDULE FOR BUILDING DEPARTMENT
SCHEDULE "A"

<u>DEPARTMENT</u> <u>Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total</u> <u>Retention</u>
Building Department	4535	Site Plan Agreement	P

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

Council	5011	Legal Service Accounts	7 years
	5039	Debentures	25 years

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Animal Control	5141	Court Report Sheets Offence Notices	2 years
	5144	Canine Control – Complaint Card	<i>1 year</i>
	5145	Bite Report	<i>2 years</i>
	5156	Store Purchases	<i>2 years</i>

RECORD RETENTION SCHEDULE FOR FINANCE DEPARTMENT
SCHEDULE “D”

Water Accounting	6169	Water Works System Work Orders	7 years
Treasury	6076	Legal Files	7 years
	6115	Debenture Files	20 years
Accounting	6120	Debenture Records	25 years
Purchasing / Bering	6177	Stores Slip Edit Listing	2 years
Tax	6018	Tax Appeals (496 Court / 636A Courts)	P
	6027	Tax Appeals / Section 131	P

RECORD RETENTION FOR PERSONNEL DEPARTMENT
SCHEDULE “H”

Administration	8066	Agreements/Outside Organizations	S
----------------	------	-------------------------------------	---

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
-------------------------------	------------	--------------	----------------------------

RECORD RETENTION FOR WORKS DEPARTMENT
SCHEDULE "J"

Traffic & Transportation	9007	Transportation Files	Con
Systems	9106	Recoverable Work Orders	7
	9117	Maintenance Contracts	P
Roads – Operations	9233	Maintenance Contracts	1
General Office	9063	Contract Files	P
	9159	Job Files - Road Structures, Sidewalks	P
	9160	Job Files – Storm, Sanitary, Watermains	P
	9213	Maintenance Contracts – Operations	P
Plumbing	9200	Storm Sewer Agreement	7

RECORD RETENTION FOR ETOBICOKE COMMUNITY HEALTH
DEPARTMENT
SCHEDULE "K"

Nursing	4028	Immunization Clinical Master Sheet for Schools	10
---------	------	--	----

<u>DEPARTMENT</u> <u>Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total</u> <u>Retention</u>
	4039	Tuberculosis (TB) Control Records	7
	4040	Tuberculosis (TB) Control Permanent Tickler Card	P
	4041	Venereal Disease (V.D.) Control Tickler Card	P
	4042	Venereal Disease (V.D. Control Patients Records	10 years
	4046	Pre-school Medical Forms	3 years
Inspections	4056	Health Inspectors' Daily Summary	2 years
	4057	Industrial Waste	2 years
	4058	Inspections Bakeries Other Food Stores	7 years
	4060	Inspections – Eating Establishments	7 years
	4061	Inspections – Food Premises Plans	P or until reclassified
	4064	Milk Laboratory Reports	2 years
	4069	Rabies Control	7 years
	4070	Reports – Dog Bites & Other Animal Reports	2 years

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
	4076	Swimming Pool Inspections	7 years
	4078	Water & Swab Test Reports	2 years

RECORD RETENTION FOR ETOBICOKE OLYMPIUM (Board)
SCHEDULE "L"

Aquatics	9521	Aquatic Supervisors Log Report	6 years
	9533	Daily Chemical	6 years
Maintenance	9561	Log Sheet	5 years

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

(In Column 1)	(In Column 2)	(In Column 2)
Metropolitan Licensing Commission (2834)	Duplicate Pay Sheets	2 years
	Duplicate Bank Deposit Slips	6 years
	Cash Register Tapes	2 years
	Duplicate Vouchers	2 years
	Inspectors' Memo	3 years

(In Column 1)	(In Column 2)	(In Column 2)
Welfare (2910)	Case Records	7
	General Correspondence	6
	GWA cheque issuance authorization	7
	General Welfare Assistance issuance sheets	2
	Paid General Welfare Assistance cheques	7
Housing (3033)	General Correspondence	6
	Daily movement records – admissions and discharges	2
	Homes Daily census reports	2
	Home for the Aged resident's files	7 years after death or discharge of resident
	Incoming Letter register	4
	Trust account cancelled cheques	Permanently
	Trust Withdrawal Slips	6
	Ward Daily bed reports	2 years
Watchmen's nightly report books	2 years	

(In Column 1)	(In Column 2)	(In Column 2)
Works (3068)	Contracts (executed copy)	P
	Duplicate Agreements	P while active
	Duplicate Journal Vouchers	2 years
Roads and Traffic (91-71)	Contracts (executed copy)	P
	Duplicate Agreements	P while active
	Duplicate Journal Vouchers	2
	Duplicate vouchers, together with pertinent copies	2
	Provincial Sales Tax Refund Applications	2 years after receipt of payment
Property (2-72)	Contracts (executed copy)	P
	Duplicate Agreements	P while active
	Duplicate Journal Vouchers	2
	Duplicate vouchers, together with pertinent copies	2
	Stores Inventory	2
Legal (144-80)	Collection Files – Welfare, Hospitalization, etc.	2 yrs. - after monies collected or amount written off
	Contract Files	5 years - after execution if no outstanding claims
	Leasing Files	5 years after lease expired

(In Column 1)	(In Column 2)	(In Column 2)
Roads and Traffic (15-85)	Job Orders	4 years
Community Services (91-85)		
Policy & Planning Division Community Services Department (103-87)	Grants	7 years
Administrative Services Division, Financial and Administrative Services	Administrative Correspondence	3 years
	Agreements	Duration of Contract plus 5 years
	Basic Dental Care Authorizations	6 years
	Financial Statements – HFA (Monthly)	2 years
	Financial Statements – HFA (Yearly)	Archives
	Forgeries	1 year
	Fraud Documentation	4 years
	Homes for the Aged Trust Account Reconciliation	Duration of Trust Account plus 6 years

(In Column 1)	(In Column 2)	(In Column 2)
	Stores Requisitions	2 years
	Subsides and Claims	7 years
Planning Department (103-87)		
Central Services Division	Public Transportation	Archives
	Transportation Projects	Archives
	Transportation Systems Planning	Archives
Treasury Department (103-87)		
Fund Debt	Debenture Debt Register - Repayment Schedules	Permanent
	Debenture Discount and Sales Expenses	Permanent
	Debentures Fully Registered – U.S. Bank of Commerce Letters and Exchange Slips	7 years
	Debentures Fully Registered – U.S. Cheque Register Interest and Principal Payments	Permanent
	Debentures Fully Registered – U.S. – client Name and Particulars Vouchers	Archives
	Debentures Fully Registered – U.S. General Correspondence	Permanent

(In Column 1)	(In Column 2)	(In Column 2)
	Debentures Fully Registered – U.S. Issue and Return Vouchers	7 years
	Debentures Interest Coupons	7 years
	Debentures Inventory	Permanent
	Debentures – Principal and Interest Payable Ledgers	7 years
	Debentures – Registration Authorization	Permanent
	Debenture Registry	Permanent
	Debenture – Registry Book – Exchanged Cancelled Inventory	Permanent
	Debenture Registry Cards – Holders	Permanent
	Debenture Registry for Fully Registered Issues – Private Placements	Permanent
	Debenture Specimens	Permanent
	Sinking Fund Cheque Register	P
	Sinking Fund – General Journal	P
	Sinking Fund Receipts	7
	Sinking Fund – Vouchers (DCR's)	P

(In Column 1)	(In Column 2)	(In Column 2)
Licensing Commission (104-87)		
Administration	Legal Opinions	Archives
Issuing Section – Vehicles	Court Docket	3 years
	License Applications – Incomplete	6 months
	Licensee Records – Problem Cases	Archives
	License Renewal Notices	1 year
	Licensee Records – Vehicles	Archives
	Taxi Cab Owners Records	Archives
	Taxicab Vehicle Type Cards	Duration of use of taxicab
Information Collection Management – Administrative (Parking Tags) (114-97)	Data Processing Reports – Data Capture Control – General	Kept till audit clearance + 1 year
	Back-up tapes and tags imaged	Termination from paid date of the last case entered into Parking Tag Management System (PTMS) + 2 years
	Payment and Notification documents (Royal Bank) – microfilm	Termination date of decision of the last case entered into PTMS + 2 years

(In Column 1)	(In Column 2)	(In Column 2)
Parking Fine Adjudication	CPI (Certificate of Parking Infraction) Filing	Kept till audit clearance + 1 year
Accounting Services (Parking Tags)	Counter Receipts Control	Current year + 6 years
	Data Processing Reports – Tag Control	Kept till audit clearance + 1 year
	Error Investigation	Kept till audit clearance + 1 year
	Refund Control	Kept till audit clearance + 1 year
	Third Party Receipts	Current year + 6 years
Information Systems Management (Parking Tags) and Parking Fine Collection Service	Office performance records	Kept until superseded. Yearly reports are permanent
	Transaction summary	Kept till audit clearance + 1 year
Parking Fine Collection Service	Provincial Court Receipts	Kept till audit clearance + 1 year
Records Series not Scheduled in former Mun. Metro Toronto Records Retention Schedule By-law	Administration Files – Community Services	
	Office Supplies Forms	

(In Column 1)

(In Column 2)

(In Column 2)

Reference Manual, User Guides

Mainframe Computer Equipment
Proposal

Planning and Installation Guide

Original Time Sheets and Monthly
Billing

Timesheets, Payroll Records

Operation Manuals

Computerized Reports

Systems Activity Plans

Enforcement Officers Weekly
Statistical Review

Officer's Notebooks

Complaints

Inspection Sheets / Control Sheets

Memo Books

Violations Lookouts & Inspection
Reports

(In Column 1)

(In Column 2)

(In Column 2)

Field Operations Stats Sheets

Investigation Files

Insurances and Inspections

By-laws – licensing enforcement

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

Schedule “A” to By-law No. 27502 Schedule of Retention Periods		
Department _____	Records _____	Retention Periods (Years) _____
Building Administration Section	Compliance Searches (Zoning, etc.)	4
Clerk’s Administration	Agreements – Under Seal	P
Election & Revision & Assessment Section	Assessment Review Court – County Judge Decision	6
	Legal Opinions – Elections	PS

Department	Records	Retention Periods (Years)
Food Control Section	Complaint Forms	2
	Daily Inspection Reports	2
	Correspondence - General	2
	Inspection Reports – CAPHIS	2
	Licensed Establishment Files	2
	Metro License Inspection Reports	3
	Monthly Inspection Reports	2
	Quarantine Reports	3
	School Inspection Reports	2
	X-Ray Reports	2
Legal	C of A Applications – Decisions – Appeals	12
	Court Cases	P
	Legal Opinions	PS
	Quit Claim Deeds	12
	Writs of Summons – Accidents, etc.	7
Public Information	Pre-school Immunization Consent Form	6

Department	Records	Retention Periods (Years)
Planning & Development	Development – Promotion & Advertising	5
	Development – Transportation	11
Public Works	Dispatcher Complaint Books	21
	Easement and Agreement Files	P
	Inspector’s Daily Journals	21
	Maintenance Work Orders	21
	Patrol Sheets – Winter Maintenance	6
	Sewer & Water Maintenance Tenders	21
	Sewer & Water Service Tenders (Invitational)	21
Real Estate	Property Lease Files	6
Traffic	Sales Tax Reports	4
Treasury Accounting Section	Debenture Bonds & Coupons	P
	Debenture Debt Charges	6
	Debenture Entries	10
	Debenture Register	P
	Investment Files	6

Department	Records	Retention Periods (Years)
Purchasing & Supply Section	Sales Tax Reports	6
Tax Section	Assessment Balancing Reports	6
	O.M.B. Appeals – Business & Realty Tax	6
	Ontario Municipal Board Appeals	6
Water Revenue Section	Service Work Orders Summary	6
Records Series not Scheduled in former North York Records Retention Schedule By-law	Dispatch Cards	3
	Print Requisitions – Public Health	
	Print Requisitions – Departments	
	Print Requisitions – All Departments	
	Print Requisitions – Parks & Recreation	
	Job Requisitions	

- (5) **Bylaw No. 24987, being a bylaw 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

Clerks Administration (0201)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
02	01	03	470	000	Agreements – General	PP
02	01	03	470	300	Agreements – Subdivision (all plans)	PP
02	01	03	470	320	Agreements – Subdivision	40
02	01	03	470	600	Agreements – Special	PP
02	01	03	470	610	Agreements – Special (Condominiums)	PP
02	01	03	479	000	Agreements – Miscellaneous	PP
02	01	20	132	100	Associations – A.M.C.T.	05

HEALTH

Communicable Diseases/Clinical Services (0403)

04	03	01	194	000	Legal Files	06
04	03	09	138	000	Syphilis Files – HIV/AIDS	PP
04	03	09	141	000	Disease Reports – Animal Exposures	06
04	03	09	230	100	VPD – Immunization/Suspension Files	11
04	03	09	251	000	Tuberculosis/Leprosy Files	40
04	03	09	728	300	Inspections – Food Premises	06

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
04	03	09	729	200	Inspections – Recreational Facilities	06
04	03	09	740	100	Complaints	06
<u>Growth & Development</u>						
04	05	09	801	000	Homecare Discharges	07
LAW						
06	01	03	210	000	Litigation Files	10
06	01	03	412	000	Title Problems	40
06	01	03	430	000	Leases	PP
06	01	03	470	000	Agreements – General	06
06	01	03	470	320	Agreements – Subdivision	40
06	01	03	470	400	Agreements – Site Plan Control	40
06	01	03	470	600	Agreements – Special	50
06	01	03	470	700	Agreements – Planning Bonusing	40
06	01	03	492	100	Legal Opinions	06
06	01	10	120	000	Hearings - Administrative Tribunals	05
PLANNING & BUILDINGS DEPARTMENT						
<u>Planning (0901)</u>						
09	01	13	181	100	Site Plan Agreements	20
<u>Property Standards & Enforcement</u>						
09	07	06	400	100	Property Standards Files	6

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
-----------	-----------	-----------	------------	------------	--------------------------	-------------------------

FINANCE AND CORPORATE SERVICES

Management Services (1408)

14	08	02	519	110	Debentures – Metro History	PP
14	08	02	519	300	Debenture Debt Statements	10
14	08	02	519	600	Debentures – Sinking Funds	10

Real Estate (2621)

26	21	03	430	000	Leases – City Property	LT + 2
----	----	----	-----	-----	------------------------	--------

TREASURY SERVICES

General Accounting (1410)

14	10	02	100	200	GST/ITC Rebate Calculation Reports	06
----	----	----	-----	-----	------------------------------------	----

Revenue (1412)

14	12	02	135	000	Sales Agreements – Tax Lands	PP
14	12	03	470	300	Agreements – Subdivision	PP
14	12	03	470	400	Agreements – Consents & Site Plans	PP
14	12	03	479	200	Agreements – Golf Clubs	PP
14	12	02	932	200	Provincial Sales Tax – Audit	07
14	12	14	314	000	Property Sales Agreements Miscellaneous Lands	PP

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
-----------	-----------	-----------	------------	------------	--------------------------	-------------------------

CENTRAL SERVICES

Purchasing (2633)

26	33	02	932	000	Sales Tax – Federal and Provincial	PP
----	----	----	-----	-----	------------------------------------	----

26	33	03	461	000	Contracts	PP
----	----	----	-----	-----	-----------	----

WORKS & ENVIRONMENT DEPARTMENT

Works & Environment (1601)

16	01	01	880	000	Committees & Associations	04
----	----	----	-----	-----	---------------------------	----

16	01	02	420	000	Internal Audit – Works Dept	04
----	----	----	-----	-----	-----------------------------	----

16	01	03	300	000	Legal Matters, City Liability	10
----	----	----	-----	-----	-------------------------------	----

16	01	03	470	300	Agreements – Special	21
----	----	----	-----	-----	----------------------	----

16	01	14	311	000	Sale or Lease of City Owned Lands	21
----	----	----	-----	-----	-----------------------------------	----

6	01	18	513	000	Encroachments/Right of Ways	PP
---	----	----	-----	-----	-----------------------------	----

16	01	18	520	000	Design Criteria	PP
----	----	----	-----	-----	-----------------	----

16	01	21	201	000	Urban Development Institute/Toronto Home Assoc.	97
----	----	----	-----	-----	---	----

OFFICE OF THE CITY MANAGER

Animal Centre

26	01	02	403	000	Internal Audit	05
----	----	----	-----	-----	----------------	----

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
-----------	-----------	-----------	------------	------------	--------------------------	-------------------------

INTERNAL AUDIT

28	01	02	400	000	Internal Audit Correspondence	05
28	01	02	450	000	Departmental Audit Files	10

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

SCHEDULE A
RECORDS OF THE CITY

AUDIT

Column 1 Records	Column 2 Records Series Identifier	Column 3 Retention Period In Department Or Local Board (Including Current Year)	Column 4 Retention Period In Central Records
Audit Reports	000344	3	28
Contracts	000634	2	18
General Correspondence	000001	3	8
Urban Renewal Schemes	001739	PC	10

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
---------------------	---	---	--

BUILDINGS & INSPECTIONS

Court Docket	001068	3	---
Housing Inspection Files	000603	1	5
Preliminary Construction Permit Records	002025	PC	2
Swimming Pool Inspection Reports	001336	PC	7
T.T.C. Subway Contract Books	001355	PC	P
Trailer Inspection Reports: Cherry Nook Gardens	000936	PC	P
Zoning Enforcement Files	000615	1	Life of Building

CITY CLERK'S

Assessment Review Court – Notices of Adjournment	001516	1	1
---	--------	---	---

Column 1 Records	Column 2 Records Series Identifier	Column 3 Retention Period In Department Or Local Board (Including Current Year)	Column 4 Retention Period In Central Records
Assessment Review Court Assessment Records (Notices of sittings and decisions)	000682	2	3
Assessment Review Court Cancellation, Reduction and Refund Records (Notice of Sittings and Decisions)	000681	2	23
Certificate of Execution of Contract	000635	2	5
County Court Judge: Notices of Hearings and Appeals	001514	1	4
County Judge Judgements (Written reasons for judgements)	000683	2	P
CITY PROPERTY			
Contract Progress Certificates	000640	4	16
Lease of Property Cards	000433 000547	5 PC	5 P

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

CITY OF TORONTO NON-PROFIT HOUSING CORPORATION

Account Code List: B Lists	001287	1	---
Agenda Books	001493	2	3
Contracts and Agreements	001507	5	50
General Correspondence	001115 001256	2 1	3 1
General Files	001259	1	2
Home Planning Advisory Files	002401	1	10
Homeshare Program Files	002400	3	7
Housing Registry Files	002487	2	---
Housing Registry System	002428	PC	---
Inspection Reports	001509	2	5
Letter Register	001521	2	5
Masterfile Rental Records: Non-profit Housing	001273	2	6

Column 1 Records	Column 2 Records Series Identifier	Column 3 Retention Period In Department Or Local Board (Including Current Year)	Column 4 Retention Period In Central Records
Neighbourhood Services Work Group Task Force: Working Files	001099	2	3
Past Tenant Index Cards	001520	2	5
Planning Reports and Studies	001257	PC	---
Potential Sites	001491	PC	2
Project Files and Plans	001258	PC	10
Rent Books: Managed Properties	001286	2	6
Rent Supplement Claims	001753	2	5
Rent Supplement Files	002420	PC	---
Tenant Placement Cards	001522	PC	---
Tenant Placement – Rent Subsidized Applications	001487	5	2
Tenant Records – Co-ops	001523	---	7
Tenant Status Reports: Non- Profit Housing	001284	---	20

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
---------------------	---	---	--

FINANCE

Agreements	000436	30	P
	001148	30	P
Boulevard Agreements	000437	P	---
Contracts	000636	Guarantee	10
	001324	Period	
Debenture Interest Coupon Maturing Master Diary	000360	2	18
Debenture Rate Accounts: Swansea	001162	3	7
Debenture Registry	000346	PC	P
	000347		
Debenture Sales Record	000355	2	29
Debenture Sales Register	000356	---	P
Debentures and Coupons: Swansea	001348	---	P
Fuel and Lubricant Issues	000239	1	7
Material Inventory System: Monthly Movement Report	000943	----	7

Column 1 Records	Column 2 Records Series Identifier	Column 3 Retention Period In Department Or Local Board (Including Current Year)	Column 4 Retention Period In Central Records
Stores Inventories	000076	2	5
Stores Issues	000242	1	7
HOUSING			
Letterbooks	001298	2	3
Rent Books: Non-profit Housing	001271	2	5
Subject Correspondence	000941	2	3
Subject Correspondence	000941	2	3
LEGAL DEPARTMENT			
Agreements	002431	Case Completion	60
Assessment Litigation	002442	Case Completion	50
Building Permit Litigation	002441	Case Completion	15
Collections	002435	Case Completion	5

Column 1 Records	Column 2 Records Series Identifier	Column 3 Retention Period In Department Or Local Board (Including Current Year)	Column 4 Retention Period In Central Records
Eviction Proceedings	002274	PC	10
Garnishments	002263	1	6
General Legal Services Files	002433	Case Completion	60
General Litigation Files	002443	Case Completion	15
Injunction Proceedings	002275	PC	30
Land Acquisitions, Sale or Lease Files	002288	Case Completion	60
Legal Opinions	002285	P	---
Letterbooks: External	001126	1	3
Property Title Searches	002434	P	---
Refuse Container / Encroachment Agreement Transmittal Letters	002502	3	---

Column 1	Column 2	Column 3	Column 4
Records	Records Series Identifier	Retention Period In Department Or Local Board (Including Current Year)	Retention Period In Central Records
Significant Legal Cases	002595	PC	P
Unpaid Execution	002286	PC	2o

PARKS AND RECREATION

Outdoor Pool Log Book	003254	---	---
-----------------------	--------	-----	-----

PLANNING AND DEVELOPMENT

Professional Organizations and Associations	001746	3	---
Traffic, Transportation, Public Services Files	001571	3	20

PUBLIC HEALTH

AIDS: Adult Case Report Form	002549	PC	---
AIDS Database	002504	PC	---
AIDS Hotline Caller Profiles	002581	4	---
Animal Control – Warnings	002346	3	---
Case Histories – Tuberculosis	000035	5	50
	001867	5	50
	001868	5	50
	001869	5	50

Column 1	Column 2	Column 3	Column 4
Records	Records Series Identifier	Retention Period In Department Or Local Board (Including Current Year)	Retention Period In Central Records
Client File	002525	2	10
Client Intake Case Files	002557	1	---
Epidemiological Investigations	002312	5	45
	002313	5	45
	002318	5	45
	002321	5	45
Environmental Bacteriological Swab Tests	001413	3	---
Environmental Health and Inspection Section Inspection System	002532	PC	---
Environmental Health and Inspection Section Inspection System Data	000805	PC	---
	002013	PC	---
	002014	PC	---
	002015	PC	---
Environmental Health and Inspection Complain System	002436	PC	---
	002472	PC	---
	002473	PC	---
	002474	PC	---
Food Poisoning Reports	000802	2	---
	002001	2	---
	002002	2	---
	002003	2	---

Column 1 Records	Column 2 Records Series Identifier	Column 3 Retention Period In Department Or Local Board (Including Current Year)	Column 4 Retention Period In Central Records
General Files - Tuberculosis	000431	3	5
	001873	3	5
	001874	3	5
	001875	3	5
HIV Community Primary Care Pilot Program	002550	PC	---
HIV Positive / AIDS Client Files	002503	PC	10
HIV Positive Database	002505	PC	---
HIV Positive Epidemiologic Information	002551	PC	---
Immunization Consent: Children	000699	3	3
	001855	3	3
	001856	3	3
	001857	3	3
Milk Quality Control Reports	000808	2	---
Notification Forms: Tuberculosis	000717	PC	50
Payroll Deduction Register	002569	2	---
Rabies Control	000034	2	---
	001989	2	---
	001990	2	---
	001991	2	---

Column 1 Records	Column 2 Records Series Identifier	Column 3 Retention Period In Department Or Local Board (Including Current Year)	Column 4 Retention Period In Central Records
Sexually Transmitted Disease Record: Human Papillary Virus (HPV) Other	002437 002438 002439 002440	2 2 2 2	--- --- --- ---
Sexually Transmitted Disease Records: Gonorrhoea/Other	002421 002422 002423 002424	2 2 2 2	--- --- --- ---
Sexually Transmitted Diseases: STD Contact Form	002496	1	---
Sexually Transmitted Disease Records: Syphilis/Herpes	002413 002414 002415 002416	5 5 5 5	5 5 5 5
Test Reports – Tuberculosis	000725	3	5
Tuberculin Reactor Files	000726 001870 001871 001872	2 2 2 2	5 5 5 5
Tuberculosis Case Record Index	000727 001861 001862 001863	10 10 10 10	--- --- --- ---
Tuberculosis Data Sheet	002547	2	---

Column 1 Records	Column 2 Records Series Identifier	Column 3 Retention Period In Department Or Local Board (Including Current Year)	Column 4 Retention Period In Central Records
Tuberculosis Occupational Contact Files	001918	3	---
Tuberculosis Occupational Contact Files	001919	2	3
	001920	2	3
	001921	2	3
Tuberculosis Occupational File Index	000718	2	3
	001915	2	3
	001916	2	3
	001917	2	3
Year To Date Summary of Payroll & Deductions	002250	2	5

PUBLIC WORKS AND THE ENVIRONMENT

Agreements, Areaways, Encroachments	001017	PC	---
Agreements – Compactor Containers	001467	PC	---
Field Reports (Not Scheduled in former retention bylaw)	001833	2	5
Street Occupation Permit	000554	5	
Street Occupation Permit Index	000555	2	3

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
---------------------	---	---	--

PURCHASING AND SUPPLY

Stores Control Ledger	000643	3	7
-----------------------	--------	---	---

PARKING AUTHORITY

Investment Summary	000837	20	P
Parking and Transportation Studies and Surveys	000849	PC	P

TORONTO SESQUICENTENIAL BOARD

Licensee Contract Agreement Files	001831	---	7
--------------------------------------	--------	-----	---

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

Schedule A

<u>Column 1</u>	<u>Column 2</u>	Column 3 Retention Periods <u>(Years)</u>
<u>Clerk’s Department</u>	Appeals and Decisions – Court of Revision, and Assessment Review Court	6
	Non-Judicial Inquiries and Investigations Coroner’s Inquest	6

<u>Column 1</u>	<u>Column 2</u>	Column 3 Retention Periods <u>(Years)</u>
<u>Health Department</u>		
<u>Administration</u>	Grants – Applications, Prov. Dept. Health	3
	Grants – Claim Sheet, duplicate	3
<u>Nursing</u>	Immunization Records – Children	3
	Home Care reports	2
	Home Instruction Requests	2
<u>Inspections</u>	Dog Bites and other animals – Reports (from private citizens and Police Dept.	5
	Food Poisonings	5
	Histories – Eating Establishments	5
	Milk Laboratory Reports	5
	Rabies Control – Ontario Dept of Health	5
	Water Reports – Bacteriological (Provincial Lab)	2
	X-Ray Reports – Barbers, hairdressers, food handlers, etc.	2
<u>Medical</u>	Medical Reports – Geriatric	10
<u>Tuberculosis</u>	Clinical reports and Family Folders, Inactive	5

<u>Column 1</u>	<u>Column 2</u>	Column 3 Retention Periods <u>(Years)</u>
	Correspondence – General (health units, hospital, laboratories)	5
	Tuberculin testing – family rosters	10
	Tuberculin testing – school lists	10
<u>Legal</u>	Correspondence General	5
<u>Parks and Recreation Department</u>		
<u>Treasury Department</u>	Debenture Coupons	7
Not Previously Scheduled in City of York By-law		
Y137	1993 - 1997 Board of Health Minutes	
Y118	Board of Health - Administrative Correspondence	
	Administrative Services Files Cable Television Permits	
Y061	Administrative Services Files Snow Link Program	
	Administrative Services Consumer Gas Cuts Permits	