

Routine Records Retention Bylaw Amendment

Date:	26 March 2008
To:	Government Management Committee
From:	City Clerk
Wards:	All
Reference Number:	

SUMMARY

This report requests City Council's approval for routine amendments to the City's record retention by-law, Municipal Code c.217, **Records, Corporate (City)** and related by-laws. These amendments clarify the organization and provisions of the bylaw, revise existing record retention schedules, add newschedules, and repeal superseded retention schedules of the former municipalities.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 and efficient asset management of the City's information. The volume of stored records is at over 99% of the Records Centre's total capacity, i.e., almost six boxes of records for every seat in the Rogers' Centre. The *City of Toronto Act, 2006* requires that retention schedules must be authorized before the records they govern can be disposed of. Timely destruction of records that have completed their scheduled retention period protects the City's legal interests, protects the interests of citizens especially through protection of their privacy, and reduces administrative costs for storage and retrieval while contributing to effective access to relevant and current information by City administrators and citizens.

RECOMMENDATIONS

The City Clerk recommends that City Council

1. Amend Municipal Code c.217, Records, Corporate (City) to clarify its organization and provisions and to update the Committee named to receive this report substantially in the form of the draft by-law in Appendix 1, and revising the records series schedules as noted in Appendix 2 and adding the new record series detailed Appendix 3.
2. Repeal record retention by-laws of former municipalities as set out in Appendix 4.
3. Grant authority to introduce the necessary bills in the City Council to give effect to the foregoing, and
4. Authorize 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 representatives from Legal Services, Internal Audit, and City Clerk's Office (Records and Information Management) met on 13 March 2008 to review and approve the records series and amendments in Appendices 1 and 2. On 17 March 2008 an external auditor reviewed and approved the new and amended schedules, as required by ss. 199 – 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, 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 398 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.

The volume of stored records is at over 99% of the Records Centre' total capacity, i.e., almost six boxes of records for every seat in the Rogers' Centre. The *City of Toronto Act, 2006* requires that these retention schedules must be approved by Council before the records they govern can be disposed of.

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 18 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:

- City Clerk's Office
- City Planning
- Economic Development, Culture & Tourism
- Human Resources
- Municipal Licensing & Standards
- Toronto Public Health

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 416. These records series succeed the various and frequently inconsistent retention requirements of the former municipalities now making up the City of Toronto.

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SIGNATURE

Ulli Watkiss, City Clerk

ATTACHMENTS

- Appendix 1: Draft By-law "To amend City of Toronto Municipal Code Chapter 217, Records, Corporate (City), to revise operational provisions, 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

DRAFT BY-LAW No.

To amend City of Toronto Municipal Code Chapter 217, Corporate Records (City), to revise operational provisions, 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. Chapter 217, Corporate Records (City), of The City of Toronto Municipal Code is amended as follows:
 - A. The title to Article II is amended by deleting "Records Retention Schedule" and substituting "Management of Government Records"
 - B. Section 217-4A is amended as follows:
 - (1) By amending the definition of "Archival Review Period" by deleting "Manager, Archival Services" and substituting "City Archivist".
 - (2) By amending the definition of "Archival Value" by deleting "records preservation as archives" and substituting "preservation of the records in the Archives".
 - (3) By amending the definition of "Records" by deleting "1(1) of the *Municipal Act, 2001*" and substituting "3(1) of the *City of Toronto Act, 2006*".
 - (4) By amending the definition of "Retention Period" by deleting "disposed of" and substituting "destroyed or transferred to the Archives".
 - (5) By amending the definition of "Retention Schedule" by deleting "disposed of" and substituting "destroyed or transferred to the Archives".
 - (6) By amending the definition of "Transitory Record" as follows:
 - (a) By amending Subsection (8) by deleting "; or" and substituting ".".

(b) By deleting Subsection (9).

C. Section 217-4B is amended as follows:

(1) By amending the definition of “Active” by inserting “A or” before “ACTIVE”.

(2) By amending the definition of “Code” by deleting “(CRCS)”.

(3) By amending the definition of “Disposition” as follows:

(a) By deleting Subsection (3) and substituting the following:

“(3) P or PERMANENT:

(a) As defined below in the definition of “P or Permanent”, the records designated “permanent” are never destroyed unless Council changes the retention period total from “permanent” and only after archival review; and

(b) The records may be stored in the records centre for preservation purposes.”

(b) By amending Subsection (4) by deleting “Archives” and substituting “records centre”.

(4) By amending the definition of “I or Inactive” by deleting “City Records Centre” and substituting “records centre”.

D. By renumbering § 217-4.1 as § 217-4.2 and by adding the following as new § 217-4.1:

“§ 217-4.1. Destruction of records.

A. The disposition of “D or Destroy” is used in the retention schedule if the preliminary archival analysis indicates that the records series does not have long-term enduring value.

B. The following principles govern the destruction of records:

(1) When there are no further legal or business reasons for retaining records, the records shall be destroyed as a class rather than selectively.

- (2) Records pertaining to pending or actual litigation or investigation, including any audit, shall not be destroyed with the class of records to which they relate.
 - (3) Records shall be destroyed in a way that preserves the confidentiality of the information they contain.”
- F. Renumbered § 217-4.2 [formerly § 217-4.1] is amended as follows:
 - (1) The title is amended by inserting “; change in disposition” after “records”.
 - (2) Subsection B is amended as follows:
 - (a) Subsection B(2) is deleted and the following substituted:
 - “(2) Despite the storage of the records in the Archives or record centre for preservation purposes, the records remain under the full custody and control of the business unit that created them other than for the purposes in § 217-7.”
 - (b) By adding the following:
 - “(4) If the total retention period is changed from “permanent” in the future, the records must undergo an archival review before destruction if there is no archival review at the time of the change in disposition.”
 - (3) Subsection C is amended by deleting Subsection C(2) and substituting the following:
 - “(2) Despite the storage of the records in the Archives or record centre for preservation purposes, the records remain under the full custody and control of the business unit that created them other than for the purposes in § 217-7.”
- G. Section 217-5D(1) is amended by deleting “Administration” and substituting “Government Management”.
- H. Section 217-8 is deleted [provisions included in new§ 217-4.1].
- I. Section 217-12 is amended as follows:
 - (1) By renumbering Subsections B, C and D as Subsections C, D and F;
 - (2) By adding the following as new Subsections B and E:
 - “B. Despite Subsection A, this section does not apply to records created and received by a City employee when the employee is:

- (1) Working as a member of the staff of a Member of Council;
or
- (2) Working as a member of the staff of a local board, unless a former municipality's records retention by-law continues to apply to the records of the local board."

"E. A paper original of a record that is scanned or digitized, but not microfilmed for the purposes of Subsection F, remains the original record and is not considered a duplicate copy for the purposes of Subsection D."

- (3) By amending renumbered Subsection F [formerly Subsection D] by deleting "the records that have been microfilmed may be destroyed at any time, subject to § 217-13" and substituting "a record that has been microfilmed may be destroyed at any time if it has been determined that the record has no archival value under § 217-13".

J. Section 217-13 is amended as follows:

- (1) By amending the title of the section by inserting "for microfilmed records" after "period".
- (2) By adding the following:

"C. An original record transferred to the Archives program under Subsection A(1) may be destroyed, if it is later determined that it no longer possesses archival value."

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

A. *[Revisions to existing schedules set out in Appendix 2 of the report to be inserted in bill]*

X. By adding the new records series as set out in Schedule A *[Appendix 3 of the report]* at the end of this by-law in alphanumerical order by code number, under the functional category as set out in Schedule A for reference purposes. (Schedule A also includes the revised record series and as amended by Subsections A to for reference purposes.)

ENACTED AND PASSED this day of , A.D. 2008.

Mayor

City Clerk

APPENDIX 2

REVISIONS TO EXISTING SCHEDULES

- A. The record series for code “C2210” with the record title “Client Eligibility Intake – Case Files” is amended as follows:
- (1) By deleting “T + 7” and substituting “T + 9”
- B. The record series for code “C2488” with the record title “Homemakers and Nurses Services Clients Case Files” is amended as follows:
- (1) By deleting “T + 6” and substituting “T + 7”.
- C. The record series for code “C2540” with record title “Resident Administration Case Files – Homes for the Aged” is amended as follows:
- (1) By deleting “Files 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) and substituting “Files closed upon discharge or death of resident. Records for deceased residents are kept for 7 years and for discharged residents records are kept for 20 years”.
- D. The record series for code “E0405” with record title “Emergency Incident Report” is amended by adding “and EMS officers” and “Ambulance”, to the scope note in column 2 so that the scope note shall be as follows:
- (1) “Records containing incident date, event times, vehicle assigned, and crews involved at the incident. The report provides the officers record on conditions and observations upon arrival, initial actions, entry methods, security of property and actions of Captain, crew and EMS officers in chronological order. This report is completed for all responses by Fire and Ambulance Services to incidents.”
- E. The record series for code “F1301” with the record title “Employee Payroll Files” is amended as follows:
- (2) By deleting “T + 6” and substituting “T + 7”.
- F. The record series for code “F2541” with record title “Estate Management Case

Files” is amended as follows:

- (1) By deleting “T + 6” and substituting “T + 7 / 20”
- (2) By deleting “File closed upon successful completion of all estate management issues” and substituting “Files closed upon discharge or death of resident. Records for deceased residents are kept for 7 years and for discharged residents records are kept for 20 years”.

G. The record series for code “F3255” with record title “Municipal Tax and Water Administration” is amended as follows:

- (1) Record title is amended to: “Municipal Revenue Administration”
- (2) Scope Note is amended to: “Records relating to the exchange of communication regarding revenue and tax issues between the City and City departments, external organizations and individuals. The City may communicate with internal and external parties to address complaints and enquiries, provide information and notifications, and to resolve various issues. Includes general and special correspondence and enquiries relating to: mailing and service addresses; discounts; arrears; payment options; account balances; payments; billing dates; meter readings; consumption; tax and water certificates; penalty and interest; refund; vacancy; charity and appeal inquiries; final reads; other water and sewer related services. Also includes Parking Tag enquiries and complaints related to fines, payment and collection in general. May include general information relating to municipal tax management, processes, functions, utility billings and parking ticket management. Documents may include system-generated reports, manually created research and analysis reports, copies of council reports, and all supporting correspondence.”

H. The record series for code “G0002” with record title “City Municipal Code & Bylaws is amended as follows:

- (1) Record title is amended to: “Municipal Code & Bylaws”.

I. The record series for code “G0003” with record title “Committees of Council” is amended as follows:

- (1) Delete record series from the Records Retention Schedule, Schedule “A”.

J. The record series for code “G0004” with the record title “City Sub-Committees, Task Forces and Special Committees of Council is amended as follows:

- (1) Record Title is amended to: “Task Force & Special Committee Records”.
- (2) By deleting “City Clerk’s Office” substituting “Common”
- (3) Scope Note is amended to: “Records relating to the meetings, duties, and functions of task forces special committees of the City administration, i.e., not of Council. These are high-level committees with broad, cross-divisional mandates, such as the committees, working groups, and teams directing the City's Program Review Framework. Documents include minutes of meetings, agendas, reports, and correspondence.

NOTE: Excluded are high-level committees looking at specific matters falling into the mandate of a single division, e.g. the Legislative Review Committee but whose mandate falls within the City Clerk' Office responsibilities.”

- (4) By deleting “C + 3” substituting “C + 7”
- (5) By deleting “P” substituting “AR”

K. The record series for code “G0005” with record title “City Community Councils” is amended as follows:

- (1) Delete record series from the Records Retention Schedule, Schedule “A”.

L. The record series for code “G0006” with record title “City Local Boards” is amended as follows:

- (1) Record Title is amended to: “Local Board Proceedings”.

M. The record series for code “G0009” with record title “Intergovernmental Organizations” is amended as follows:

- (1) Delete record series from the Records Retention Schedule, Schedule “A”.

N. The record series for code “G0020” with record title “Provincial Ministries and Agencies” is amended as follows:

- (1) Delete record series from the Records Retention Schedule, Schedule “A”.

O. The record series for code “G0030 with record title “Federal Government Departments and Agencies” is amended as follows:

- (1) Delete record series from the Records Retention Schedule, Schedule “A”.

P. The record series for code G0035 with record title “Foreign Government Departments and Agencies” is amended as follows:

- (1) Delete record series from the Records Retention Schedule, Schedule “A”

Q. The record series for code “G0040 with record title “Other Municipal Government Departments and Agencies” is amended as follows:

- (1) Delete record series from the Records Retention Schedule, Schedule “A”.

R. The record series for code “G0080 with record title “City Amalgamation” is amended as follows:

- (1) Record Title is amended to: “Amalgamation”.
- (2) Deleting “All” substituting “Common”
- (3) Scope Note is amended to: Records relating to the processes and initiatives leading up to and immediately following the amalgamating of the former borough of East York, the former cities of York, Etobicoke, North York, Scarborough, and Toronto, and the former Regional Municipality of Metropolitan Toronto into the current City. Includes information about proposed new City services and functions, department and services amalgamation, realignment and cost reductions. Documents may include amalgamation planning reports and studies, complaints, copies of Council minutes, and correspondence.

NOTE: While this retention schedule continues to govern existing records (including formerly unclassified records), it is no longer in use for the purposes of classifying newly created records.

- (4) Deleting “T” + “P” + “P” substituting with “C +10” + “15” + “C + 25”
- (5) Deleting “P/AR” substituting with “AR”
- (6) Deleting “Comments” from last column in schedule.

S. The record series with code “G0130” with title “City Divisions” is amended as follows:

- (1) Deleting record series from the Records Retention Schedule, Schedule “A”.

T. The record series with code “G0150” with title “Legislation and Other Municipal By-laws” is amended as follows:

- (1) Deleting record series from the Records Retention Schedule, Schedule “A”.

U. The record series for code “G0261” with record title “Access to Information & Personal Information Protection - Access Requests” is amended as follows:

- (1) Record Title is amended to: “Access to Information Request”
- (2) Scope Note is amended to: “Records relating to the processing of access requests under MFIPPA and PHIPA including formal requests from the public, informal requests from other divisions and agencies and third party notifications to the City. It also includes building plans routine disclosure requests and appeal made by requesters to the Information and Privacy Commissioner. Documents may include access request forms or letters, e-mails with program areas, copies of responsive records, decision letters, correspondence and appeals representations.”

V. The record series for code “I0005” with record title “Office Administration” the scope note is amended as follows:

- (1) “Records relating to the routine administration of the business unit. Included are records such as correspondence of a routine or repetitive type; routine administrative queries; procedural advice; reference materials used but not created by the office; daily, weekly or monthly office activity reports which relate to routine activities; business unit copies of submitted purchase orders, travel expense statements or similar financial papers; daily or weekly work assignments for office staff”
- (2) By deleting “C+2” and substituting “C+1”
- (3) By deleting disposition “AR” and substituting “D”

- W. The record series for code “I0240” with record title “Record Classification” is amended as follows:
- (1) Record Title is amended to: “Record Classification File”
 - (2) Scope Note is amended to: “Records relating to the preparation of record classes prepared by Records & Information Management (RIM) unit staff. Records created since amalgamation, including completed inventories, client questionnaires, workflow analyses, and superseded records, are captured in the Record Series Inventory Form module of the Record Series Management Tool (RSMT) database. Records Classification files of former municipalities were superseded at amalgamation (end of 1997). Pre-amalgamation Records Classification files are paper-based and not found in RSMT. Files are organized by Record Classification System (RCS) code.”
 - (3) By deleting “C + 6” and substituting “S + 5”.
- X. The record series for code “I0243” with record title “Forms Management” is amended as follows:
- (1) Scope Note is amended to: “Records relating to the analysis, consultation, design and production of authorized City forms. Documents may include requests for forms to be developed, correspondence, and original artwork.”
 - (2) By deleting “City Clerk’s Office” and substituting “Common”
 - (3) By deleting “S + 2” and substituting “C + 2”.
- Y. The record series for code “I0250 with record title “Records Retention and Disposition” is amended as follows:
- (1) Record Title is amended to: Records Retention Authorization Forms”.
 - (2) Scope Note is amended to: “Records relating to completed Records Retention Authorization Forms (RRAF’s) with the signatures of representatives from the business unit, Legal Services, Internal Audit, and the External Auditor. These completed RRAF’s are the basis for adding to or revising existing record classes in the Corporate Records Bylaw (Municipal Code, c. 217). Digitized duplicates of the RRAF’s are created for convenience”.
- Z. The record series for code “I0253” with record title “Records Destruction Certificates” is amended as follows:

- (1) Record Title is amended to: “Records Destruction Files.”
 - (2) Scope Note is amended to: “Records relating to signed destruction packages (cover sheet, summary information, authorization page, and inventory of boxes), and matching destruction certificates.”
- AA. The record series for code “I0265” with record title “Corporate Records Management” is amended as follows:
- (1) Record Title is amended to: “Records Management Files”
 - (2) Scope Note is amended to: “Records relating to initiatives and projects concerning City records throughout the management of the records' life cycle, including preparation of staff reports recommending amendments to the Corporate Records (City) bylaw (Municipal Code, c.217). May include information relating to records management needs analysis, file conversions, digital imaging, records management implementation assistance, records purging, filing equipment determination requirements, assessment of system record keeping capacity, space planning, file plan development, integrated document management, and project plans. Documents may include file lists and indexes, records conversion and implementation action plans and analysis reports.”
 - (3) By deleting “City Clerk’s Office” and substituting “Common”.
- AB. The record series for code “I0270” with record title “Records Centre Operations” is amended as follows:
- (1) Scope Note is amended to: “Records relating to the operations and management of City-owned offsite records storage facilities. These facilities provide cost and space-effective storage for inactive records, i.e., records which must be retained but are less frequently consulted. May include information relating to inactive records retrieval and storage locations. Documents may include staffing schedules, equipment and facilities maintenance, work assignments, and reports on available storage space.”
 - (2) By deleting “C + 2” and substituting “C + 7”.
- AC. The record series for code “I0280” with record title “Exhibits” is amended as follows:

- (1) Scope Note is amended to: Records relating to all aspects of planning and mounting exhibits. Documents may include research notes, information on design, layout, implementation, and promotions of exhibits, exhibit text and labels, correspondence, photographs of exhibits, information about supplies, information relating to exhibit openings (catering services, invitation lists, speeches), educational programming materials, brochures and/or posters, press releases, and copies of exhibit reviews.”
- (2) By deleting “City Clerk’s Office” and substituting “Common”.
- (3) By deleting “T + P” and substituting “25 + 0”.

AD. The record series for code “I4110” with record title “Archival Acquisitions” is amended as follows:

- (1) Record Title is amended to: “Archives Collections Management”.
- (2) Scope Note is amended to: “Records relating to the process of obtaining, processing, and providing ongoing access to government and non-government records with historical significance for preservation in the City's archives. Archival materials may be acquired through private donations and transfers of Government records. May include information on the initial condition of acquired records, the appraisal of the records by Archives staff and external appraisers, the administrative histories of the organizations which supplied the records, the arrangement and processing of the records, and access requests. Documents may include copies of legal agreements and deeds of gift, monetary appraisal reports, archival appraisal reports, cultural property export review board applications, transfer sheets, finding aids, copies of accession records, and all supporting correspondence. Records exist in both paper and electronic form.”

AE. The record series for code “I4111” with record title “Archival Accession Control” is amended as follows:

- (1) Delete record series from the Records Retention Schedule, Schedule “A”.

AF. The record series for code “L0365” with record title “Business Licenses - Mobile” is amended as follows:

- (1) By deleting “T + 1” and substituting “T + 2” for paper records.
- (2) By deleting “T+2” and substituting “T+21” for electronic records.

AG. The record series for code “W0023” with record title “Road Closures” is amended as follows:

- (1) Record Title amended to: “Road Closures – Temporary”

AH. The record series for code “W0038” with record title “Utility Applications” is amended as follows:

- (1) Record title is amended to: “Utility Applications and Plans”

APPENDIX 3 ROUTINE RECORDS RETENTION BYLAW AMENDMENT

SCHEDULE A TO BY-LAW No. -

SCHEDULE A

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

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

C2210	Client Eligibility Intake – Case Files	Children's Services	T	9	T+9	D	<p>Comments: File closed upon discharge of child</p> <p>Legislation/Regulation: Day Nurseries Act Regulation (General), R.R.O. 1990, Reg. 262, ss 48(5), ss 64(1) -</p> <p>Legislation/Regulation: Day Nurseries Act Regulation (General), R.R.O. 1990, Reg. 262, ss 48(5), ss 64(1) - records required to be maintained under this section with respect to a child are retained for at least two years after the discharge of the child; shall keep financial records for each day nursery or private-home day care agency operated by the operator and shall retain such financial records for at least six years from the time of their making. Fee Subsidy Management Guideline, s 5, fee subsidy files requires that closed files are retained on site for the current year and for an additional 2 years, then retained off site in secure storage for 6 years.</p>
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C2488	Homemakers and Nurses Services Clients Case Files	Homes for the Aged	T	7	T + 7	D	Comments: File closed upon discharge or death of resident.
	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.						

C2540	<p>Resident Administration Case Files - Homes for the Aged</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>	Homes for the Aged	T	7/20	T + 7/20	D	<p>Comments:</p> <p>Files closed upon discharge or death of resident. Records for deceased residents are kept for 7 years and for discharged residents records are kept for 20 years.</p> <p>Legislation/Regulation:</p> <p>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>
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D

D0024	<p>Community Benefit Compliance Review</p> <p>Records relating to the planning application approval process and obtaining s.37/s.45 community benefits subsequent to that approval process. Section 37 of the Planning Act authorizes increases in the height and density of developments. Section 45 gives the Committee of Adjustment the authority to approve Minor Variances.</p> <p>Cash and non-cash (e.g. daycare facility, public art, road improvements), community benefits are negotiated, approved, secured and obtained under Sections 37 and 45 of the Planning Act. Documents include copies of staff reports, by-laws, Committee of Adjustment Decisions, Ontario Municipal Board Decisions, legal agreements, IBMS reports, SAP and account information reports, additional related information. Also includes original notices and correspondence from the Compliance Officer to internal and external parties, and from such parties and statements of intent and financial statements from outside parties. Case files are arranged by street address. Cases closed when decision made to approve or not approve the application for the community benefit is determined.</p>	City Planning	T	7	T + 7	D	<p>Comment: File closed upon termination of project case file</p> <p>Legislation/Regulation: Municipal Code Ch.415, Development Charges Article I, City of Toronto By-law No. 547-2004, §415-5 Approvals for Development</p>
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E Description: Records relating to the creation and provision of City services and programs designed to provide law enforcement and immediate action in response to unforeseen circumstances, such as fires or medical emergencies. These programs are designed to ensure compliance with laws and legal regulations and to help City residents and businesses before, during, and in the aftermath, of emergencies. Includes records relating to disaster prevention; police and law enforcement; fire, paramedic, and ambulance services; and emergency contingency planning.

E0405	Emergency Incident Reports	Fire Services	T	30	T+30	AR	<p>Comments:</p> <p>T = File to remain active until resolution/closure of case.</p> <p>Legislation:</p> <p>Municipal Code Ch. 79, Fire Services, s 79-20 Responding to rescues and emergencies.</p> <p>Municipal Code Ch. 79 Fire Services, ss 79-7(8)(9) keep accurate record, in convenient form of reference, of all fires, rescues and emergencies, keeping other records as may be required by Council.</p>
	Records containing incident date, event times, vehicles assigned, and crews involved at the incident. The report provides the officers record on conditions and observations upon arrival, initial actions, entry methods, security of property and actions of Captains, crew and EMS officers in chronological order. This report is completed for all responses by Fire and Ambulance Services to incidents.						

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.

F1301	Employee Payroll Files	Pension, Payroll & Employee Benefits	T	7	T+7	D permission for their disposal is given by the Minister	<p>Comments: T = Termination of employment, or termination of retirement benefits, whichever is longer</p> <p>Legislation/Regulation: Employer Health Tax Act, R.S.O. 1990, c. E.11 ss 12(4) - records, books of account shall, until permission for their disposal is given by the Minister, retain each such record and book of account and every primary source document required to support and verify the entries and information in records and books of account. Employment Insurance Act (Canada), 1996, c. 23, s 87 - Records, books of account to determine premiums, accounts and voucher to verify information to be kept six years from which records kept. Employment Standards Act, S.O. 2000, c.41, ss 15(5) - records to be kept three years after the employee ceased to be employed. Canada Pension Plan (Canada), R.S.C. 1985, c. C-8, s 24 -records, books of account to determine contributions, accounts and vouchers to verify information</p>
	Records relating to individual employees' pay history profiles. Includes information on rates of pay, hours of work, reported absences, garnishments, pay rate changes, and both elected and mandatory payroll deductions for each employee. Documents include completed payroll notification forms concerning newly hired staff, completed benefit enrolment forms, completed federal record of employment forms, tax credit return statements, previous pay adjustment sheets, performance pay transition sheets, copies of court orders, and all supporting correspondence.						

F1563	Councillor Expense Claims	City Clerk's Office	C + 2	5	C + 7	D	<p>Legislation/Regulation:</p> <p>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.</p> <p>Municipal Elections Act, S.O. 1996, c. 32 Schedule, amended 2007, c. 15, s. 40, s88 Exception, election campaign finance documents - Subsection (2) does not apply to documents filed under section 78 (financial statement and auditor's report), which the clerk shall retain until the members of the council or local board elected at the next regular election have taken office.</p>
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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	7/20	T + 7/20	D	<p>Comments:</p> <p>Files closed upon discharge or death of resident. Records for deceased residents are kept for 7 years and for discharged residents records are kept for 20 years.</p> <p>Legislation/Regulation:</p> <p>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>
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F3255	Municipal Revenue Administration	Revenue Services	C + 2	5	C + 7	AR	Legislation/Regulation: Municipal Code Chapter 767, Taxation. Municipal Code Chapter 849, Water and Sewage Services, Article III, Collections and Billing
	<p>Records relating to the exchange of communication regarding revenue and tax issues between the City and City departments, external organizations and individuals. The City may communicate with internal and external parties to address complaints and enquiries, provide information and notifications, and to resolve various issues. Includes general and special correspondence and enquiries relating to: mailing and service addresses; discounts; arrears; payment options; account balances; payments; billing dates; meter readings; consumption; tax and water certificates; penalty and interest; refund; vacancy; charity and appeal inquiries; final reads; other water and sewer related services. Also includes Parking Tag enquiries and complaints related to fines, payment and collection in general. May include general information relating to municipal tax management, processes, functions, utility billings and parking ticket management. Documents may include system-generated reports, manually created research and analysis reports, copies of council reports, and all supporting correspondence.</p>						

Functional Category: Governance

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

G0002	<p>Municipal Code & Bylaws</p> <p>Records relating to the development, review, and City Council approval and adoption of chapters of the Municipal Code and by-laws. The Municipal Code consists of all regulatory and administrative ordinances, whereas by-laws constitute the City's rules or laws. Includes by-laws from the former municipalities that were amalgamated to form the current City. May include information on by-law and Municipal Code harmonization, consolidation, replacement, analysis, and editing.</p>	City Clerk's Office	T	P	P	P/AR	<p>Comments:</p> <p>T = File closed upon Council approval</p> <p>Legislation/Regulations:</p> <p>Municipal Act, S.O. 2001, c. 25, s. 248, 5 (3) - Municipal Code; A municipal power, including a municipality's capacity, rights, powers and privileges under section 8, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise.</p>
G0003	Committees of Council - Deleted						
G0004	<p>Task Force & Special Committee Records</p> <p>Records relating to the meetings, duties, and functions of task forces special committees of the City administration, i.e., not of Council. These are high-level committees with broad, cross-divisional mandates, such as the committees, working groups, and teams directing the City's Program Review Framework. Documents include minutes of meetings, agendas, reports, and correspondence.</p> <p>NOTE: Excluded are high-level committees looking at specific matters falling into the mandate of a single division, e.g. the Legislative Review Committee but whose mandate falls within the City Clerk' Office responsibilities.</p>	Common	C + 7	3	C +10	AR	<p>Legislation/Regulation:</p> <p>Municipal Act, S.O. 2001, c. 25, s. 228 - Resolutions, decisions, proceedings, by-laws and minutes.</p>

G0005 City Community Councils – Deleted

G0006	Local Board Proceedings	City Clerk's Office	C+2	P	P	P/AR
	Records relating to the meetings, duties, and functions of City local boards. This may include agencies, boards, commissions, special bodies, or local authorities (e.g., planning and zoning boards). These local boards administer various services to City residents. Documents may include minutes of meetings, agendas, correspondence, and reports.					

G0009 Intergovernmental Organizations – Deleted

G0020 Provincial Ministries and Agencies - Deleted

G0030 Federal Government Departments and Agencies - Deleted

G0035 Foreign Government Departments and Agencies - Deleted

G0040 Other Municipal Government Departments and Agencies - Deleted

G0080 Amalgamation Common C + 10 15 C + 25 AR

Records relating to the processes and initiatives leading up to and immediately following the amalgamating of the former borough of East York, the former cities of York, Etobicoke, North York, Scarborough, and Toronto, and the former Regional Municipality of Metropolitan Toronto into the current City. Includes information about proposed new City services and functions, department and services amalgamation, realignment and cost reductions. Documents may include amalgamation planning reports and studies, complaints, copies of Council minutes, and correspondence.

NOTE: While this retention schedule continues to govern existing records (including formerly unclassified records), it is no longer in use for the purposes of classifying newly created records.

G0130 City Divisions - Deleted

G0150 Legislation and Other Municipal By-laws - Deleted

G0261	<p>Access to Information Request</p> <p>Records relating to the processing of access requests under MFIPPA and PHIPA including formal requests from the public, informal requests from other divisions and agencies and third party notifications to the City. It also includes building plans routine disclosure requests and appeal made by requesters to the Information and Privacy Commissioner. Documents may include access request forms or letters, e-mails with program areas, copies of responsive records, decision letters, correspondence and appeals representations.</p>	City Clerk's Office	T	5	T+5	D	<p>Comments:</p> <p>T = File closed upon completion of case</p> <p>Legislation/Regulation:</p> <p>Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, s.17, 18, 19, 20, 21, 22, 43, 45 - Request, notice of forwarding or transfer, notice of decision, notice of extension, notice to affected person, notice of refusal, notice of order, estimate of costs.</p>
G0415	<p>Polling Records</p> <p>Records relating to the request for and conduct of a democratic poll to determine the opinions for City of Toronto residents and businesses that could be affected by the following issues: alternate side parking, boulevard cafes, business improvement areas, change in direction, commercial and residential boulevard parking, front yard parking, overnight parking, parking prohibitions, permit parking and traffic calming. Information includes name of business owners, residents or tenants and councillor of the ward in which the poll will be conducted, type of polls & questionnaires, polling period (start and end dates), criteria for accepted ballots, voter eligibility, ballot confidentiality and divisional contact name and phone number. Documents include completed polling request application, polling ballots, copies of poll results, reports, letters, research assessment, copies of briefing notes and all other supporting documents</p>	City Clerk's Office	C + 2	2	C + 4	D	<p>Legislation/Regulation:</p> <p>Municipal Code, Chapter 190, City of Toronto By-law No. 677-2006 – Polling and Notification.</p> <p>Municipal Freedom of Information and Protection Of Privacy Act (General) R.R.O. 1990, Reg 823 s.5 am. to O.Reg. - Personal information that has been used by an institution shall be retained by the institution for the shorter of one year after use or the period set out in a by-law or resolution made by the institution or made by another institution affecting the institution, unless the individual to whom the information relates consents to its earlier disposal.</p>

G0420	Vital Statistics Applications	City Clerk's Office	C	1	C + 1	D	Legislation/Regulation; Municipal Freedom of Information and Protection Of Privacy Act (General) R.R.O. 1990, Reg 823 s.5 am. to O.Reg 93/07 - Personal information that has been used by an institution shall be retained by the institution for the shorter of one year after use or the period set out in a by-law or resolution made by the institution or made by another institution affecting the institution, unless the individual to whom the information relates consents to its earlier disposal.
	Records relating to vital statistics registration applications of vital events such as births, deaths and marriages that occur in the City of Toronto. In order for the registrations to be completed by the municipality, applications must be accurately completed, accompanied by an administrative fee and submitted to the City of Toronto. The City will match and confirm the information and forward the completed documents to the Office of the Registrar General. Documents may include completed application forms, travel letters and all supporting documents						

Functional Category: Human Resources

H	Description: Records relating to City employees and personnel services. Includes records relating to training, labour relations, health and safety, staff benefits, salary administration, and professional associations.						
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H1246	Labour Negotiations	Human Resources	T	21	T + 21	AR	<p>Comments:</p> <p>File closed upon resolution or settlement of case.</p> <p>Legislation/Regulations:</p> <p>Labour Relations Act, 1995, c. 1, Sched. A, amended as 2006, c. 35, Sched. C, s. 57, s90,91 - Collective agreements to be filed. Labour Relations Act Regulation (General), O. Reg. 94/7 amended as O. Reg. 259/07, ss1(2) - A record of all awards filed shall be maintained</p>
	<p>Records relating to conducting labour negotiations, which involve discussions and meetings between City and employee groups, such as unions, to achieve resolution on a wide range of issues pertaining to unionized employees. These issues may include staff reductions and layoffs, staff recalls, promotions and wage increases, working conditions, disciplinary actions, seniority rights, and department and City restructuring. May include information on collective bargaining, dispute mediation, and conflict resolution. Documents may include proposals and final collective agreements; employment contracts; union contracts; and any other negotiated agreements between the City and the respective unions or workers' representatives. All official negotiated documentation is prepared by the respective unions. The information is shared by City and respective unions or worker representatives.</p>						

I	<p>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.</p>						
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I0005	Office Administration	All	C+1	0	C+1	D
	Records relating to the routine administration of the business unit. Included are records such as correspondence of a routine or repetitive type; routine administrative queries; procedural advice; reference materials used but not created by the office; daily, weekly or monthly office activity reports which relate to routine activities; business unit copies of submitted purchase orders, travel expense statements or similar financial papers; daily or weekly work assignments for office staff					
I0006	Program Administration	Common	C + 1	5	C + 6	AR
	Records relating to the functions and activities of the division or business unit. Records are typically arranged by activity or subject and include; substantive correspondence relating to the establishment and operation of the function as well as policy decisions; correspondence with other program areas within the City, internal or external reports and documents relating to the business units function.					
I0240	Records Classification Files	City Clerk's Office	S	5	S + 5	AR
	Records relating to the preparation of record classes prepared by Records & Information Management (RIM) unit staff. Records created since amalgamation, including completed inventories, client questionnaires, workflow analyses, and superseded records, are captured in the Record Series Inventory Form module of the Record Series Management Tool (RSMT) database. Records Classification files of former municipalities were superseded at amalgamation (end of 1997). Pre-amalgamation Records Classification files are paper-based and not found in RSMT. Files are organized by Record Classification System (RCS) code.					

I0243	Forms Management	Common	C +2	4	C + 6	D	
	Records relating to the analysis, consultation, design and production of authorized City forms. Documents may include requests for forms to be developed, correspondence, and original artwork.						
I0250	Records Retention Authorization Forms	City Clerk's Office	C + 2	P	P	P	Legislation/Regulation: Municipal Act, S.O. 2001, c. 25, s. 255 (2) - Destruction of records - destroyed if a retention period has been established and the retention period has expired; or the record is a copy of the original record.
	Records relating to completed Records Retention Authorization Forms (RRAF's) with the signatures of representatives from the business unit, Legal Services, Internal Audit, and the External Auditor. These completed RRAF's are the basis for adding to or revising existing record classes in the Corporate Records Bylaw (Municipal Code, c. 217). Digitized duplicates of the RRAF's are created for convenience.						
I0253	Records Destruction Files	City Clerk's Office	C + 2	P	P	P	Legislation/Regulation: Municipal Act, S.O. 2001, c. 25, s. 255 (2) - Destruction of records - destroyed if a retention period has been established and the retention period has expired; or the record is a copy of the original record.
	Records relating to signed destruction packages (cover sheet, summary information, authorization page, and inventory of boxes), and matching destruction certificates.						

I0265	Records Management Files	Common	C + 2	4	C + 6	AR
	<p>Records relating to initiatives and projects concerning City records throughout the management of the records' life cycle, including preparation of staff reports recommending amendments to the Corporate Records (City) bylaw (Municipal Code, c.217). May include information relating to records management needs analysis, file conversions, digital imaging, records management implementation assistance, records purging, filing equipment determination requirements, assessment of system record keeping capacity, space planning, file plan development, integrated document management, and project plans. Documents may include file lists and indexes, records conversion and implementation action plans and analysis reports.</p>					
I0270	Records Centre Operations	City Clerk's Office	C + 7	P	P	P
	<p>Records relating to the operations and management of City-owned offsite records storage facilities. These facilities provide cost and space-effective storage for inactive records, i.e., records which must be retained but are less frequently consulted. May include information relating to inactive records retrieval and storage locations. Documents may include staffing schedules, equipment and facilities maintenance, work assignments, and reports on available storage space.</p>					

I0280	Exhibits	Common	25	0	25	P/AR
	Records relating to all aspects of planning and mounting exhibits. Documents may include research notes, information on design, layout, implementation, and promotions of exhibits, exhibit text and labels, correspondence, photographs of exhibits, information about supplies, information relating to exhibit openings (catering services, invitation lists, speeches), educational programming materials, brochures and/or posters, press releases, and copies of exhibit reviews					
I4110	Archives Collections Management	City Clerk's Office	C + 2	P	P	P/AR
	Records relating to the process of obtaining, processing, and providing ongoing access to government and non-government records with historical significance for preservation in the City's archives. Archival materials may be acquired through private donations and transfers of Government records. May include information on the initial condition of acquired records, the appraisal of the records by Archives staff and external appraisers, the administrative histories of the organizations which supplied the records, the arrangement and processing of the records, and access requests. Documents may include copies of legal agreements and deeds of gift, monetary appraisal reports, archival appraisal reports, cultural property export review board applications, transfer sheets, finding aids, copies of accession records, and all supporting correspondence. Records exist in both paper and electronic form.					
I4111	Archival Accession Control - Deleted					

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.

L0361	Business Licences – Stationary	Municipal Licensing & Standards	T	2	T + 2	D	Comments: File closed upon expiration of licence
	Records relating to the issuance of a business licence which includes individuals, corporations and partnerships which authorize stationary business operations to legally operate on City-owned and private properties. Stationary operations requiring a license may include adult entertainment parlours and dancers, restaurants and trades such as building renovators. These licences may be issued for either a short-term or a long-term basis. Documents may include completed applications, franchise agreements made between the licensee and the franchiser, insurance certificates, zoning authorization, limited liability returns, articles of incorporation, name and address change forms, tribunal reports and minutes of meetings, copies of Ontario Driver's Licenses, copies of proof of work status, access to information waiver, police clearance reports, client photos, expired or replaced licenses and any other related correspondence as required by the Toronto Municipal Code, Chapter 545.		T	21	T + 21		T+21= Electronic records retention Legislation: Municipal Code Ch. 545, Licensing (By-law 514-2002)

L0365	Business Licenses – Mobile	Municipal Licensing & Standards	T	2	T+2	D	Comments: The license holder no longer holds a business license
			T	21	T+21	D	T+21=for electronic records Legislation/Regulation: Municipal Code Ch. 545, Licensing (By-law 514-2002)

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.

L0495	Line Fence Record	City Clerk's Office	T + 3	10	T + 13	D	<p>Comments: File to remain active until decision or settlement is awarded.</p> <p>Legislation/Regulation: City of Toronto Municipal Code, Chapter 447 By-law No. 472-2000 amended By-law No. 402-2004; By-law 557-2004 – Fences. Line Fence Act, R.S.O. 1990, c. L.17 s16 - Enforcement of Agreements - Any agreement in writing in the prescribed form between owners respecting a line fence may be registered and enforced as if it were an award of fence-viewers.</p>
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Records relating to disputes over line fences, division fence marking the boundary between adjoining lands. Information may include dispute settlement between property owners or by a fence-viewer, which may be appealed within 15 days of award issuance, details of construction, repair or replacement of a division fence or to bear a reasonable and just proportion of the cost of any work required. Documents may include line fences agreement and appeal forms, request for fence-viewers, copies of fence-viewers information package, fence by-laws, letters between parties, certificate of award, default collection (tax roll), copies of cheques and all other supporting documents.

L4020	By-law and Business Licence Enforcement	Municipal Licensing & Standards	T	6	T + 6	D	<p>Comments: File closed upon resolution of investigation.</p> <p>Legislation/Regulation: Municipal Act, S.O. 2001, c. 25, PART IV – Licences. City of Toronto Act, S.O. 2006, c.11, s86; Municipal Code Ch. 545, Licensing (By-law 514-2002) - Require compliance with any code, standard, procedure or regulation.</p>
	Records relating to both routine investigations of commercial, public and residential properties to ensure compliance with City by-laws and/or business license stipulations, and also non-routine investigations in response to complaints and/or reports of violations with respect to, but not limited to, property standards, zoning, debris, long grass & weeds, noise, fences, smoking, snow removal. Business license stipulations include restaurant inspections, vehicle inspections such as taxis, tow trucks and driving school vehicles. Documents may include copies of by-laws, inspection notes, findings reports, copies of notices of violation and orders to comply, complaints, and supporting correspondence.						

P Functional Category: Public Health

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

P3711	<p>Infection Control Inspections</p> <p>Records relating to inspections of premises ensuring infection prevention practices are in place. The Control of Infectious Diseases / Infection Control program of Public Health requires regular inspections for Licensed Day Nurseries, Funeral Homes, and personal services setting. This program also provides consultations on infection control issues to hospitals, long term care homes and retirement homes. Inspections are also conducted for processing license requests and to respond to complaints logged against a premise. Documents include responses to complaints, copies of training provided by Public Health staff to premises staff and to the population at risk, copies of agenda and minutes of Infection Control meetings, correspondence, etc.</p>	Public Health	C + 3	6	C + 10	AR	<p>Legislation/Regulation:</p> <p>Day Nurseries Act Regulations (General), R.R.O. 262, 22 a4, 13 – Record of inspections of premises; reports of medical officer of health</p>
P3830	<p>Control of Infectious Diseases/Infection Control (CID/IC) Program Administration</p> <p>Records relating to the administration of the Control of Infectious Diseases/Infection Control (CID/IC) Program. Documents include policies and procedures, guidelines, manuals, reference materials, CID/IC statistics, surveys, correspondence, etc</p>	Public Health	C + 2	4	C + 6	AR	<p>Health Protection and Promotion Act Regulations (Reports), R.R.O. 1990, Reg. 569, amended by O. Reg. 426/07</p>

P3835	Chronic Reportable Diseases	Public Health	C + 1	3	C + 4	D
	<p>Records relating to ordering vaccines, which have been placed by community physicians for patients who are categorized as high risk as defined by the Ministry of Health and Long Term Care. The vaccines are ordered through Toronto Public Health to the Ontario Government Pharmacy (OGP) directly to the physician's office. Documents include vaccine order forms, with a list of clients for whom the vaccine was ordered, as well as the order confirmation forms confirming the order has been placed with OGP.</p>					
P3841	Body Shipment / Disinterment and Clothing Shipment Documentation	Public Health	C + 1	3	C + 4	AR
	<p>Records relating to requests for approval of body shipments outside Canada and requests for permit of body disinterment. In preparing disinterment / shipment of the deceased, funeral homes and cemeteries must obtain Public Health documentation to ensure compliance with the required legislation. May include the letter of application, death certificate, coroner's report for the deceased, requests from companies who ship clothing to other parts of the world, correspondence, etc.</p>					

P3861	<p>Student Immunization</p> <p>Records relating to mandatory immunization of students in public and private schools, between grades one and nine. Documents may include medical history questionnaires, student suspension orders, submitted immunization status statements, and correspondence.</p>	Public Health	C	0	C	D	<p>Comments: C = Current School Year</p> <p>Legislation/Regulation: Immunization of School Pupils Act Regulations (General) R.R.O. 645, as am. O. Reg. 443/03 - Record of immunization</p>
P3862	<p>Student Immunization - Suspension Hearings</p> <p>Records relating to hearings to decide on whether children should be suspended from schools or day nurseries if they have not received immunization treatments. Non-immunized students may be suspended until proof of immunization is provided. Documents may include suspension orders, suspension appeals and all supporting correspondence.</p>	Public Health	T + 2	7	T + 9	D	<p>Comments: File to remain active until decision of hearing</p> <p>Legislation/Regulations: Immunization of School Pupils Act Regulations (General) R.R.O. 645, as am. O. Reg. 443/03 - Record of immunization</p>
P3863	<p>Day Nurseries Immunization</p> <p>Records relating to mandatory immunization of pre-school age children attending day nurseries. Non-immunized children may be suspended until proof of immunization is provided. Documents may include submitted immunization status statements, class lists, and all supporting correspondence.</p>	Public Health	C	0	C	D	<p>Comments: C = Current School Year</p> <p>Legislation/Regulation: Immunization of School Pupils Act Regulations (General) R.R.O. 645, as am. O. Reg. 443/03</p>

P3867	Immunization Clinic Client Consents	Public Health	C + 2	26	C + 28	D	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.
R	Description: Records relating to the recreational and cultural programs and services offered to City residents and visitors. Includes record relating to special events such as parades and festivals, tourism, and fitness activities. Also includes information on the control of City wildlife.						

R0190	<p>Electronic Postcards</p> <p>Records relating to the indirect collection of personal information of the sender and recipient of an electronic postcard promoting tourism and other events in the City of Toronto.</p> <p>These postcards support the Toronto: You Belong Here campaign and are targeted to the following events include but are not limited to: Calvacade of Light, Designs in Ice, WinterCity Festival, Celebrate Toronto Street Festival, Canada Day, Summerlicious, Winterlicious, Tasty Thursday's, and Fresh Wednesday.</p> <p>.</p>	Economic Development & Culture	10 Days	0	10 Days	D	<p>Comments:</p> <p>10 Day retention applies only to Electronic Records</p> <p>Legislation: Municipal Code C.217, By-law 635-2000 Transitory and Duplicate Records. IPC Authorization for Indirection Collection of Personal Information Relating to Electronic Postcards, October 7, 2004, pg 4. Par 6. The City will dispose of any personal information collected after a period of ten days, as stated in its application for Authorization to Indirectly Collect Personal Information. Municipal Freedom of Information and Protection of Privacy Act R.R.O. 1990, (General) Reg. 823 amended to O. Reg. 93/07, s. 5. Personal information that has been used by an institution shall be retained by the institution for the shorter of one year after use or the period set out in a by-law or resolution made by the institution or made by another institution affecting the institution, unless the individual to whom the information relates consents to its earlier disposal.</p>
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W Description: Records relating to the construction, maintenance, and operations of the City's infrastructure, including sewer, water, garbage, waste, solid waste, and transportation programs and systems. Includes records relating to roads and bridges, snow removal, water and air quality, and utilities. Also includes records relating to environmental assessment and protection, such as conservation, pollution, and recycling programs.

W0023	Road Closures – Temporary Records relating to temporary road closures for purposes of construction and events such as parades and movie filming. Includes applications for road closures, complaints, and correspondence.	Transportation Services	T	7	T + 7	D	Legislation/Regulations: Municipal Code Chapter 937 - Temporary Closing of Highways
W0038	Utility Applications and Plans Records relating to applications for the installation of utilities on land properties and sites. This includes the routing of fiber-optics, phone lines, cable, power, and gas lines. Documents include construction reference drawings, applications, completed approval forms, utility permits, and copies of notices of hearings.	Transportation Services	T	P	P	P	Comments: File closed upon completion of project or notice of decision

APPENDIX 4

SCHEDULE B TO CH.217, ART. II 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

Licensing Application - General

6 years subject to
archival review

Schedule "F"

WORKS DEPARTMENT

By-law Enforcements – Simple, General

2 years after
compliance

Complaints/Investigations General

5 years after
termination, subject to
archival review

Plumbing Code Enforcements – Court Actions

7 years subject to
archival review

Plumbing Code Enforcements – Simple, General

2 years

(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 Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
<i>Building Department</i>	<i>4504</i>	<i>Fence Viewing Information</i>	<i>7 Years</i>

**RECORD RETENTION SCHEDULE FOR CLERK’S DEPARTMENT
SCHEDULE “B”**

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
<i>Council</i>			
<i>Assessment</i>	<i>5054</i>	<i>Vital Statistics Act Indexes</i>	<i>P</i>
	<i>5108</i>	<i>Correspondence (Vital Statistics)</i>	<i>3 years</i>
<i>Animal Control</i>	<i>5129</i>	<i>Kennel Licences</i>	<i>Continual</i>
	<i>5132</i>	<i>Daily Receipts</i>	<i>7 years</i>
	<i>5135</i>	<i>Cash Receipts (Dog Licences)</i>	<i>4 years</i>

**RECORDS RETENTION SCHEDULE FOR FINANCE DEPARTMENT
SCHEDULE “D”**

<i>Treasury</i>	<i>6073</i>	<i>Licences</i>	<i>R</i>
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RECORDS RETENTION SCHEDULE FOR WORKS DEPARTMENT
SCHEDULE "J"

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
General Office	9058	Job Record Cards	Con

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

Inspections	4048	Applications and Permits to Disinter body from the grave	7 Years
	4052	Complaint Files	7 Years
	4059	Inspections – Barbers & Hairdressers	7 Years
	4062	Inspections – Funeral Homes	7 Years
	4063	Inspection Reports	7 Years
	4066	Nursery Schools	7 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)
Parks (2561)	Duplicate Pay Sheets	2
Roads and Traffic/Plan & Design (91-85)	Intersection Signal Drawings	P
	Grade Separations Plans	P
Community Services Department (103-87)		
Administrative Services Division, Financial and Administrative Services	Cash Receipts	6 years
	Taxi Chits / Authorization	7 years
Management Services (103-87)		
Corporate Planning	Budget Authorization Journal	Permanent
Treasury Department (103-87)	Accounts Payable Control Reports	7 years
Licensing Commission (104-87)	Attendance Register	7 years

(In Column 1)

(In Column 2)

(In Column 2)

Information
Collection
Management –
Administrative
(Parking Tags)
(114-97)

Budget
Preparation
(Parking Tags)

**Operating Budget Working
Papers**

C + 6 years

- (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)
By-law Enforcement and Licensing	Complaint Files – By-law Enforcement	6
	Dry Cleaning Licence Applications	4
	Kennel Licences	2
Municipal Building Services	Car Mileage Reports	1
Clerk’s Administration	Fenceviewers Awards	7
Vital Statistics Section	Correspondence (Vital Statistics Subjects)	6
Food Section Control	Licensed Establishment Files	6
Public Works	Contractors Cash Deposits	21
Treasury		
Payroll	Car Allowance Reports	6
Water Revenue	Meter Reading Counts	2
	Complaint Forms	2

- (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.

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
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CLERK'S ADMINISTRATION

02	01	03	561	000	Arbitrations – Fence Awards	PP
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02	01	07	400	000	Vital Stats – Births / Deaths / Marriages	PA
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02	01	10	120	100	License Applications – Metro Toronto	03
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HEALTH

Communicable Diseases/Clinical Services (0403)

04	03	09	253	000	Hepatitis B – Reports/Vaccine	06
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04	03	09	720	000	Inspections – License Reports	06
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PLANNING & BUILDINGS

Property Standards & Enforcement (0907)

09	07	06	400	100	Property Standard Files	06
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FINANCE AND CORPORATE SERVICES

Public Relations and Information Services (2611)

26	11	07	420	110	Marriage Registers – Chapel	PA
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TREASURY SERVICES

General Accounting

14	10	02	602	000	Accounting Files – Miscellaneous	05
<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>FER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>

Revenue (1412)

14	12	02	110	300	Tax Refund Journals	10
14	12	02	160	000	Unbalanced Transactions by Batch	06
14	12	02	210	910	496's T/A Vouchers	07

CENTRAL SERVICES

Insurance & Risk Management (2632)

26	32	02	620	000	Insurance Budget Estimates	02
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WORKS & ENVIRONMENT DEPARTMENT

Works & Environment (1601)

16	01	04				
16	01	18	400	000	Construction Project Files	21

OFFICE OF THE CITY MANAGER

Animal Centre (2601)

26	01	10	101	000	License Register	03
26	01	10	110	000	Kennel Licences / Applications	02

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

**SCHEDULE A
RECORDS OF THE CITY**

Column 1	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

AUDIT

Payroll Deductions Register from 1969	000514	2	7
Payroll and Attendance Register from 1969	000516	2	7

BUILDINGS & INSPECTIONS

Dry Cleaning Licences	000602	1	6
Housing Inspection Files	000603	1	5
Rooming House Licenses	001236	PC	P
Trailer Inspection Reports: Cherry Nook Gardens	000936	PC	P

Zoning Enforcement Files	000615	1	Life of Building
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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

CITY CLERK'S

Combined Assessment & Collectors Rolls: Forest Hill	001311	3	P
Combined Assessment & Collectors Rolls: Swansea	001312	3	P
Fence Line Arbitration Awards	000441	1	P
Ontario Municipal Board	000684	2	P
Vital Statistics Returns	000691	2	---

CITY PROPERTY

Real Estate Valuation & Negotiation	000653	PC	10
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FINANCE

Assessment Review Court JV & DV	000197	4	8
Cash Books: Civic Pension Fund	000142	20	P
Cash Books: Fire Pension Fund	000143	20	P

General Banking Ledger	000406	5	P
Inspectors' Reports	000304	2	7
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
Meter Reading Cards	000296 000901	2	7
Rating Cards	000305	4	6
Refund Vouchers	001242	2	---
Stop Payment Notice	000214	1	19
Tax Address Cross Reference	000255	3	27
Tax Refund Register	000261	4	6
Travel Reports	001055	1	---
Works Department Water Service Reports	000580	2	5

CITY OF TORONTO NON-PROFIT HOUSING CORPORATION

Inspection Reports	001509	2	5
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MANAGEMENT SERVICES

Promotion Competition Files: Externally Advertised Positions	001143	PC	10
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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

PUBLIC HEALTH

Body Shipments / Disinterments	001992	2	0
	001993	2	0
	001993	2	0
Communicable Disease Control System	002480	PC	---
Day Nurseries Inspection Files	000736	PC	5
Nursing Homes & Children's Home Inspections	002017	PC	---
Reportable Disease Information System (RDIS)	002477	PC	---
Vaccine Requisitions	002424	2	---
Vital Statistics System	002471	2	---
Vital Statistics: Birth	000541	2	10
Vital Statistics: Death	000708	2	10
Vital Statistics: Stillbirth	002081	2	10

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

PUBLIC WORKS AND THE ENVIRONMENT

Arbitrations – Fence Awards	001041	3	7
Cash Distribution Journal	000145	2	5
Pavements and Sidewalks Guarantee Files	000571	2	5
Pavement Plans	001279	PC	7
Project Files: Streets & Lane	000566	PC	P
Street Allowance Construction	000983	2	5
Street Allowance Control Court Files	002380	3	---
Street Allowance Rental Payment Stubs	001727	2	5
Street Occupation Billing Files	001726	2	---
Water & Drain Installations and Investigations	000577	2	2

TORONTO ECONOMIC DEVELOPMENT CORPORATION

Payroll Journal	002517	2	7
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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

TORONTO HISTORICAL BOARD

Payroll Cheque Register	002141	2	5
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Payroll Records/Journal	002139	5	P
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TORONTO SESQUICENTENNIAL BOARD

Licensee Contract Agreement Files	001831	---	7
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(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>
Health <u>Department</u> <u>Inspections</u>	Cemetery Applications & Permits to remove or disinter body	5
	Complaint Cards	2
	Reports – Inspection, re. Sanitary conditions	2
Parks and Recreation <u>Department</u>	Budget Control - Analysis Sheets	2
	Budget Control Book - Purchasing	3
Works <u>Department</u> Administration Section	Complaints, traffic, garbage, untidy property, etc	10