

APPENDIX 2
REVISIONS TO EXISTING SCHEDULES

- A. The record series code “A0508” with record title “Facility and Room Bookings is amended as follows:
- (1) By deleting “Room” in the title and substituting with “Vehicle” so the title shall be as follows: “Facility and Vehicle Bookings”.
 - (2) By adding “vehicle and fleet booking schedules” to the scope note so the scope note shall be as follows: “Records relating to selecting and reserving City office facilities or individual rooms for meetings, instructional seminars, and other professional purposes. Documents may include facility and room availability schedules, facility and room booking schedules, vehicle and fleet booking schedules and correspondence”.
- B. The record series code “C2403” with record title “Community Support Programs for Seniors” is amended as follows:
- (1) By deleting “homes” and substituting with “long-term care homes” to the scope note so the scope note shall be as follows: “Records relating to the development and management of community support programs for senior citizens who do not enter long-term care 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”.
- C. The record series code “C2410” with record title “Homes Operations – Homes for the Aged” is amended as follows:
- (1) By deleting “Homes for the Aged” to the title and substituting with “Long-Term Care Homes and Services”.
- D. The record series code “C2414” with record title “Resident/Client Concerns, Complaints and Inquiries - Homes for the Aged” is amended as follows:

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- (1) By deleting “Homes for the Aged” to the title and substituting with “Long-Term Care Homes and Services”.
 - (2) By deleting “HFA” to the scope note and substituting “long-term care homes” so that the scope note shall be as follows: “Records relating to long-term care homes 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”.
 - (3) By deleting “Homes for the Aged” in column 3 and substituting with “Long-Term Care Homes and Services”.
- E. The record series code “C2420” with record title “Admissions - Homes for the Aged” is amended as follows:
- (1) By deleting “Homes for the Aged” to the title and substituting with “Long-Term Care Homes and Services.
 - (2) By deleting “Homes for the Aged” to the scope note and substituting with “Long-Term Care Homes so the scope note shall be as follows: “Records relating to the admission and acceptance of senior citizens to long-term care homes. 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”.
 - (3) By deleting “Homes for the Aged” in column 3 and substituting with “Long-Term Care Homes and Services
- F. The record series code “C2425” with record title “Support Services – Homes for the Aged” is amended as follows:
- (1) By deleting “Homes for the Aged” to the title and substituting with “Long Term Care Homes and Services”.
 - (2) By deleting “Homes for the Aged” in column 3 and substituting with “Long-Term Care Homes and Services”.
- G. The record series code “C2430” with record title “Residents’ Safety and Security – Homes for the Aged is amended as follows:

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- (1) By deleting “Homes for the Aged” to the title and substituting with “Long-Term Care Homes and Services”.
 - (2) By deleting “Homes for the Aged” in column 3 and substituting with “Long-Term Care Homes and Services”.
- H. The record series code “C2435” with record title “Resident Transfers – Homes for the Aged” is amended as follows:
- (1) By deleting “Homes for the Aged” to the title and substituting with “Long-Term Care Homes and Services”.
 - (2) By deleting “Homes for the Aged” to the scope note and substituting with “Long-Term Care Homes” so the scope note shall be as follows: “Records relating to the physical transfer of residents who live in long-term care homes. 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”.
 - (3) By deleting “Homes for the Aged” in column 3 and substituting with “Long-Term Care Homes and Services”.
- I. The record series code “C2446” with record title “Resident Evaluations – Homes for Aged”.
- (1) By deleting “Homes for the Aged” to the title and substituting with “Long-Term Care Homes and Services”.
 - (2) By deleting “Homes for the Aged” in column 3 and substituting with “Long-Term Care Homes and Services”.
- J. The record series code “C2460” with record title “Supportive Housing Program” ” is amended as follows:
- (1) By deleting “Homes for the Aged” to the scope note and substituting “Long-Term Care Homes” so that the scope note shall be as follows: “Records relating to the Supportive Housing Program which assists seniors who do not require full-time care to live as independently as possible. The long-term care homes 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”.

- (2) By deleting “Homes for the Aged” in column 3 and substituting with “Long-Term Care Homes and Services”.
- K. The record series code “C2540” with record title “Resident Administration Case Files – Homes for the Aged” is amended as follows:
- (1) By deleting “Homes for the Aged” to the title and substituting with “Long-Term Care Homes and Services”.
 - (2) By deleting “Homes for the Aged” in column 3 and substituting with “Long-Term Care Homes and Services”.
- L. The record series code “C2605” with record title “Activities and Events – Homes for the Aged” is amended as follows:
- (1) By deleting “Homes for the Aged” to the title and substituting with “Long-Term Care Homes and Services”.
 - (2) By deleting “Homes for the Aged” in column 3 and substituting with “Long-Term Care Homes and Services”.
- M. The record series code “C2642” with record title “Medical Services Administration - Homes for the Aged” is amended as follows:
- (1) By deleting “Homes for the Aged” and substituting with “Long-Term Care Homes and Services”.
 - (2) By deleting “Homes for the Aged” to the scope note and substituting “Long-Term Care Homes” so the scope note shall be as follows: “Records relating to the administration of medical services provided at the long-term care homes. 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 Long-Term Care Homes”.
 - (3) By deleting “Homes for the Aged” in column 3 and substituting with “Long-Term Care Homes and Services”.

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- N. The record series code “C2670” with record title “Rehabilitation Services - Homes for the Aged” is amended as follows:
- (1) By deleting “Homes for the Aged” to the title and substituting with “Long-Term Care Homes and Services”.
 - (2) By deleting “Homes for the Aged” to the scope note and substituting with “Long-Term Care Homes” so the scope note shall be as follows: “Records relating to the administration and provision of rehabilitation services for residents in long-term care homes. May include information about assistive and adaptive devices, physiotherapy, and occupational therapy. Documents may include residents' requests for services, copies of service provider contracts and agreements, copies of rehabilitation staff schedules, and all supporting correspondence”.
 - (3) By deleting “Homes for the Aged” in column 3 and substituting with “Long-Term Care Homes and Services”.
- O. The record series code with “D0070” with record title “Planning Consultation – Community Liaison” is amended as follows:
- (1) By amending the scope note and shall be as follows: “Records relating to community liaison and professional advice. An integral part of the area-based studies, transportation planning, development application review, and Committee of Adjustment consideration is the involvement of the community and professional groups. The city is built upon the input of divergent groups, individuals, and community organizations. Together, they respond to a development application or participate in a community study. The variety of interests, ideas, inputs and advice from these groups result in positive changes in the community. Documents may include agendas, meeting minutes and reports”.
- P. The record series code with “F1301 with record title “Employee Payroll Files” is amended as follows:
- (1) By deleting to the legislation/regulations column: “Canada Pension Plan (Canada), R.S.C. 1985, c. C-8, s24 - records and books of account to determine contributions, accounts and vouchers to verify information”.
- Q. The record series code “F2510” with record title “Residents' Finances - Homes for the Aged is amended as follows:
- (1) By deleting “Homes for the Aged” to the tile and substituting with “Long-Term Care Homes and Services.”
 - (2) By deleting “Homes for the Aged” to the scope note and substituting “Long-Term Care Homes” so the scope note shall be as follows: “Records relating to the

financial and banking statements of residents, who currently live in long-term care homes, 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”.

- (3) By deleting “Homes for the Aged” in column 3 and substituting with “Long-Term Care Homes and Services”.
- R. The record series code “G0261” with record title “Access to Information Requests” is amended as follows:
- (1) By deleting “and appeals” and “and appeals representations”, to the scope note so the scope note shall be as follows: “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 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 and correspondence.”
- S. The record series code “H1202” with record title “Employee Medical Data” is amended as follows:
- (1) By deleting “T + 7” and substituting “T+20/40”
 - (2) By adding to the Comments column “Prior to inactive storage files are separated according to: the period of 40 years from the time records were first made or the period of 20 years from the time the last of records were made”
 - (3) By substituting the legislation with the following: Occupational Health and Safety Act, R.S.O.1990, c.O.1, clause 26(1) (d)Accurately keep and maintain and make available to the worker affected such records of the exposure of a worker to biological, chemical or physical agents, (h) Establish a medical surveillance program for the benefit of workers. Occupational Health and Safety Act Regulation (Designated Substances) R.R.O.1990, Regs. 835, 836, 837, 839, 840, 841, 842, 843, 844, 845, 846, ss15(1)(a) The period of forty years from the time such records were first made, (b) The period of twenty years from the time the last of such records were made.”
- T. The record series code “I0001” with record title “Souvenirs and Presentation Items” is amended as follows:
- (1) Be deleting the record series from the Records Retention Schedule, Schedule “A”
- U. The record series code “I0040” with record title “Communications Management” is amended as follows:

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- (1) By deleting “All” in column 3 and substitute with “City Manager’s Office”
- V. The record series code “I0075” with record title “Vendors and Consultants is amended as follows:
- (1) By deleting record series from the Records Retention Schedule, Schedule “A”.
- W. The record series code “I0173” with record title “Postal and Courier Services” is amended as follows:
- (1) By deleting record series from the Records Retention Schedule, Schedule “A”.
- X. The record series code “I0199” with record title “Sponsorship” is amended as follows:
- (1) By deleting “designed for the procurement of sponsorship” to the scope note and substituting with “to win sponsors”, so the scope note shall be as follows: “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 to win sponsors”.
- Y. The record series code “I0200” with record title “Promotion and Marketing” is amended as follows:
- (1) By deleting “promotional work use to foster education and awareness of” to the scope note and substituting with “promotion” so the scope note shall be as follows: “Records relating to advertising and promotion of City programs and services. Methods of promotion and marketing include souvenirs, brochures, manuals, user guides, directories, periodicals articles, radio, Internet web pages, advertisements, and television. Documents may include action plans, marketing statistics, and correspondence”.
- Z. The record series code “I0201” with record title “News Releases and Official Statements” is amended as follows:
- (1) By deleting “All” in column 3 and substituting with “City Manager’s Office”.
- AA. The record series code “I0203” with record title “Media Relations” is amended as follows:

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- (1) By deleting “Corporate Communications” in column 3 and substituting with “Common”.
- AB. The record series code “I0220” with record title “Public Education and Awareness” is amended as follows:
- (1) By deleting “educate and enlighten the public and including adults and children” to the scope and substituting with “inform the public” so the scope note shall be as follows: “Records relating to the programs and seminars designed to inform the public about City services and a wide range of subjects of topical interest. May include information on educational tours and outreach programs, curriculum planning, and program planning and preparation. Documents may include educational kits, questionnaires, educational statistics, notes and scripts, copies of presentation speeches, evaluations, and correspondence”.
- AC. The record series code “I0230” with record title “Libraries, Reference Desks, and Resource Centres” is amended as follows:
- (1) By deleting the title “Libraries, Reference Desks, and Resource Centres” and substituting with “Reference Services Administration”.
- (2) By amending the scope note and shall be as follows: “Record relating to the provision of reference services, including libraries, reference kiosks and resource centres organized within City divisions, or business units. Includes acquisition inventories, holdings inventories, circulation lists, requests for library materials, and recommendations for collections.”
- AD. The record series code “I0249” with record title “Archives” is amended as follows:
- (1) By adding “Management” to the title so the title shall be as follows: “Archives Management”.
- AE. The record series code “I0455” with record title “Trade Shows” is amended as follows:
- (1) By deleting “Shows” to the title and substituting with “Show Planning”.
- (2) By adding “City’s” to the scope note so the scope note shall be as follows: “Records relating to the City’s planning of, and participation in, trade shows, which are exhibitions held for members of a common or related industry or profession. May include information relating to exhibit layout and design, City

employee participation, registration, and event production. Documents may include copies of public relations packages, attendance lists, copies of supply lists, copies of catering requests and forms, invitation lists, brochures, copies of press releases, posters, explanatory labels for exhibit items, copies of research notes, and supporting correspondence”

AF. The record series code “I0489” with record title “Strategic Planning” is amended as follows:

- (1) By deleting “S +5” and substituting with “T+10”
- (2) By adding to Comments column “File to remain active until strategic plan end date”.

AG. The record series code “I2625” with record title “Laundry Services” is amended as follows:

- (1) By deleting “Homes for the Aged” to the scope note and substituting “long-term care homes” so that the scope note shall be as follows: “Records relating to the provision and administration of laundry services for residents of long-term care facilities. Laundry services may be provided by the Long-Term Care Homes 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”.
- (2) By deleting “Homes for the Aged” in column 3 and substituting with “Long-Term Care Homes and Services”.

AH. The record series code “I4120” with record title “Archival Collection Assessment Initiatives” is amended as follows:

- (1) By deleting “Archival Collection Assessment Initiatives” to the title and substituting with “Records Conservation and Preservation”
- (2) By amending the scope note and shall be as follows: “Records relating to the processes and initiatives associated with ensuring the ongoing preservation of the City’s records and the assessment and restoration of damaged records, whether inactive, in archival storage, or in the process of being transferred to archival storage. Includes information on special assessment projects, care and handling of archival materials, and the transfer to alternative records media formats. Documents may include photographs taken during all stages of the preservation or restoration work, field assessment reports, working notes, preservation and conservation statistics, recommendations on records storage requirements, condition and treatment reports, archival materials collection

reports, copies of grant applications, and supporting correspondence”.

(3) By deleting “P” in column 5 and substituting with “47”.

(4) By deleting “P” in column 6 and substituting with “50”.

AI. The record series code “I4123” with record title “Records Conservation and Preservation” is amended as follows:

(1) By deleting the record series from the Records Retention Schedule, Schedule “A”.

AJ. The record series code “I5010” with record title “Call Centre Recordings” is amended as follows:

(1) By deleting “Recordings” to the title and substituting with “Client Records”

(2) By amending the scope note and shall be as follows: “Records relating to the recorded telephone calls and related activities resulting from requests for services/information to City of Toronto call centres. All telephone calls are recorded for quality assurance and staff training”.

(3) By deleting “Policy, Planning, Finance and Administration” and substituting with “3-1-1 Project Office”

AK. The record series code “L0400” with record title “Right of Way Permits” is amended as follows:

(1) By deleting “T+3” and substituting with “T+7”.

AL. The record series code “P3835” with record title “Chronic Reportable Diseases” is amended as follows:

(1) By deleting the title “Chronic Reportable Diseases” and substituting with “Vaccine Ordering”.

AM. The record series code “R0031” with record title “Recreational Program Registration” is amended as follows:

(1) By adding “1” in column 4

(2) By adding “0” in column 5

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- (3) By adding "1" in column 6
 - (4) By adding the following to Comments column: 1 year active retention is for paper records only.
- AN. The record series code "W0006" with record title "Landfill Areas" is amended as follows:
- (1) By adding "Waste Disposal" to the title so the title shall be as follows: "Waste Disposal & Landfill Areas"
 - (2) By amending the scope note and shall be as follows: "Records relating to the maintenance and use of landfills for disposal of routine and hazardous waste materials. Landfills are ground depressions which accommodate wastes and isolate them from the surrounding environment. Includes consulting engineering reports, copies of payments to contractors, and complaints. Also includes information on disposal user fees for commercial, industrial, and restaurant organizations, waste disposal statistics and reports, and correspondence. Individual landfill sites will be classified at the secondary level".
 - (3) By adding the following legislation: "Environmental Protection Act Regulations (Landfilling Sites), O. Reg. 483/98, s 20 - Ensure that daily records of site operations are made during the operation of the site and records are retained for at least two years after they are made.
- AO. The record series code "W0010" with record title "Waste Disposal" is amended as follows:
- (1) By deleting the record series from the Records Retention Schedule, Schedule "A"
- AP. The record series code "W0013" with record title "Boulevard Parking and Marketing" is amended as follows:
- (1) By deleting "T+3" and substituting with "T+7"
 - (2) By deleting to Comments column "File closed upon expiration of permit" and substituting with "File closed upon cancellation or revocation of permit or license".
- AQ. The record series code "W0030" with record title "Traffic Signs & Signals Equipment" is amended as follows:
- (1) By deleting "4" in column 5 and substituting with "12"

- (2) By deleting “C+6” in column 6 and substituting with “15”.
- (3) By adding the following legislation: “Limitations Act, S.O. 2002, c. 24, Sched. B., s.15 (2) No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place”.