

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**SCHEDULE OF REPEALED PROVISIONS**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 The following provisions of the former municipalities' by-laws are repealed: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 “B”

FINANCE AND PERSONNEL DEPARTMENT

Budget and Estimates - Annual Reports – Original P

Assessment Review Board Hearings 7 years – subject to  
archival review

Tax Accounting Reports 7 years

Schedule “F”

WORKS DEPARTMENT

Watermain Break Reports P

**(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 CLERK’S DEPARTMENT  
SCHEDULE “B”**

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Assessment	5126	Assessment Review Board Records	P

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

Treasury	6065	Pension Plans	P
	6066	Tax Registrations	P
	6068	Pension Files	P
Tax	6168	Bailiff Collections	10 Years

**RECORDS RETENTION SCHEDULE FOR PERSONNEL DEPARTMENT  
SCHEDULE “H”**

	8031	Pension Financial Records Printout	2 Years
--	------	---------------------------------------	---------

**RECORDS RETENTION SCHEDULE FOR WORKS DEPARTMENT  
SCHEDULE “J”**

Drafting	9047	Engineering Drawings	P
General Office	9095	External Work Authorization Orders	7 Years
	9210	Protection Guarantees	7 Years
	9211	Termination of Plumbing Service	7 Years

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
	9215	Utilities – Accounts Receivables	7 Years
Plumbing	9184	Standard Drawing	P
System	9108	Sign Shop Operations Records	6 Years

RECORDS RETENTION SCHEDULE FOR ETOBICOKE COMMUNITY  
HEALTH DEPARTMENT  
SCHEDULE “K”

Nursing	4027	Immunization Consent Forms	1 Year
---------	------	-------------------------------	--------

- (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)
Clerk’s (2561)	Unsuccessful Tenders	3 yrs. after payment of completion certificate of successful tenderer
Works (3068)	As build drawings of project	P
	Stores, Stationary and Purchase Requisitions	2
Roads and Traffic (15-85)	Inventory Record Cards	5
Roads & Traffic		
Planning and Design Branch	Engineering Plans	P
Treasury Department (103-87)	Toronto Island Leases, Lease Extension Mortgages	P
Pensions	Pension Files – Vested / Defered	Disc of Dept Head
	Principal Maturity – Police and Metro Fund	1
	Retirements, Deaths and Terminations Register	A
	T4A (Statement of Pension Retirement Annuity and other Income	7
	Treasurer’s Annual Report – Metro Pension Fund	P

(In Column 1)	(In Column 2)	(In Column 2)
	Treasurer's Annual Report – Police Pension Fund	P
	Metro Pension Plan Preliminary Actuarial Report	P
	Declaration of Entitlement – Police Pension Life Certificate	Until Superseded
	Cash Receipts	7
	Deposit Books	7
Licensing Commission (104-87)	Adult Entertainment Licences	Archives
	Annual Returns – Cartage Companies	4 Years
	Complaints File	Archives
	Complaints – Special Cases	Archives
	Court Docket	3 Years
	Duplicate Licenses and Plates Statement	2 Years
	Enforcement Reinvestigations	Archives
	Insurance Records – Vehicles	7 Years
	License Application – Incomplete	6 Months
	License Renewals Notices	1 Year
	Licensee Picture Cards	Duration of License
	Licensee Records – Burlesque	Archives

(In Column 1)

(In Column 2)

(In Column 2)

Licensee Records – Business

Archives

Licensee Records – Problem  
Cases

Archives

Licensee Records – Trades

Archives

Licensee Records – Vehicles

Archives

Log Books

Archives

Notice of Violation

3 years

Special Sales Licenses

Archives

Summons Information Sheets

Archives

Summons Withdrawn

3 Years

Taxi Cab Owner Records

Archives

Parking Fine  
Collection Service  
(114-97)

Provincial Court Receipts

Kept till audit clearance + 1  
yrs

- (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)
Clerk’s Administration		
Election & Revision & Assessment Section	School Support Resolution	P
Fire	Emergency Fire Referral Cards	P
Legal	Assessment Appeals	7
	By-law Investigations	6
Public Works	Engineering Design Drawing	P
Tax	Business Tax Analysis Report	3
	Business Tax Balancing Reports	6
	Business Tax Correspondence	6
	Tax Analysis & Collection Sheets	3

- (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>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
-----------	-----------	-----------	------------	------------	--------------------------	-------------------------

CLERK’S ADMINISTRATION

02	01	07	211	100	Assessment Review Board – Appeals	05
----	----	----	-----	-----	-----------------------------------	----

HEALTH

Communicable Diseases/Clinical Services (0403)

04	03	09	130	100	Communicable Disease Reports	06
04	03	09	230	100	VPD Immunization/Suspension Files	11
04	03	09	251	000	Tuberculosis/Leprosy Files	40
04	03	09	252	000	2 <sup>nd</sup> Dose Measles Records	15

Health Growth and Development

04	05	09	640	000	Nursing Records - Discharged	20 yrs. after discharge or 5 yrs. after death
----	----	----	-----	-----	------------------------------	---

FINANCE AND CORPORATE SERVICES

TREASURY SERVICES

Payroll(1407)

14	07	02	710	000	Pension Plan – Miscellaneous	PP
14	07	02	711	000	Pension Plan – Metro Toronto	PP



<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
14	07	12	210	000	Pension Plan – Metro (Before 1971)	PP

General Accounting

14	10	02	111	300	Payroll - Earnings Register	07
----	----	----	-----	-----	-----------------------------	----

Revenue (1412)

14	12	02	210	800	Detailed Listing/Outstanding Taxes	10
----	----	----	-----	-----	------------------------------------	----

14	12	02	215	000	Tax Notice Arrears Register	02
----	----	----	-----	-----	-----------------------------	----

14	12	02	215	100	Warrant Register	15
----	----	----	-----	-----	------------------	----

WORKS & ENVIROMENT

16	01	18	512	100	Engineering Drawings	PA
----	----	----	-----	-----	----------------------	----

OFFICE OF THE CITY MANAGER

Human Resources (2602)

26	02	04	522	100	Nurses Certification / Recognition Papers	PP
----	----	----	-----	-----	---	----

- (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

BUILDINGS & INSPECTIONS

Inspection Files (Hardcopy)	002308	---	5
Metropolitan Licence Applications	000600	3	25
Outgoing Letters	000049	---	P
Programme Assistance Files formerly Loan Grant Assistance Files	000956	1	20

CITY CLERK'S

Executive In Camera Files	001850	3	22
Unsuccessful Tenders	000633	1	10

FINANCE

Arrears of Taxes, Receipts	000203	2	5
Arrears of Business Taxes Payment Stub	000281	2	18

Column 1 Records	Column 2 Records Series Identifier	Column 3 Retention Period In Department Or Local Board (Including Current Year)	Column 4 Retention Period In Central Records
Bailiff's Returns	000282	2	5
	000283	2	5
Contributions and Obligations List	000396	2	---
Contribution Ledgers - Fire	000404	---	P
Deaths in Service	000384	3	23
	000385	3	23
Garnishee Orders	000544	1	6
Resignations	000391	2	48
	000392	2	48
Tax Arrears Register Cards	000285	---	20
	001111	---	20
	001146	---	20
Tax Collectors Final Statement	000256	20	---
Tax Warrants – Business and Realty	000439	5	2
Treasurer's Receipts	001075	7	---
FIRE			
Paysheets	000524	---	P

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

LEGAL

Environment Files	002445	PC	20
Letterbooks – Internal	001127	1	4

MANAGEMENT SERVICES DEPARTMENT

General Correspondence Rehabilitation	001566	3	---
Rehabilitation Case Files	001570	PC	---

PARKS AND RECREATION

Receipts	000211	2	5
----------	--------	---	---

PLANNING AND DEVELOPMENT

Area Plans and Studies	001537	PC	5
Control of Premises Files	001538	3	20
Development Department Records	000938	---	20
General Job Files	002042	1	5

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
Planning & Development Administration Files	001705	3	4
Traffic, Transportation, Public Services Files	001571	3	20
PUBLIC HEALTH			
Body Shipments / Disinterments	001994	2	---
Communicable Disease Records: Class A	000697	PC	50
Communicable Diseases – Typhoid and Paratyphoid Carriers, Leprosy	001977 001978 001979 001980	50	---
Dental Defect Lists	002310 002314 002316 002319	2	15
Dental Statistics	000031 001958 001959 001960	3 3 3 3	--- --- --- ---
Immunization Consent: Children	000669 001855 001856 001857	3 3 3 3	3 3 3 3

Column 1 Records	Column 2 Records Series Identifier	Column 3 Retention Period In Department Or Local Board (Including Current Year)	Column 4 Retention Period In Central Records
Immunization Listing	001351	2	----
Immunization Nominal Rolls	000703	3	---
Notification Deaths Reportable Communicable Disease	002545	2	---
School Health Records	000760	6	---
	000793	2	3
	001902	2	3
	001903	2	3
	001904	2	3

PUBLIC WORKS AND THE ENVIRONMENT

Bridge Plans – Active	000079	PC	P
Bridge Plans – Inactive	000080	PC	P
Project Files: Streets and Lanes	000566	PC	P
Streets and Lanes: General	000565	PC	7
Temporary Street Closing Files	001790	2	---

- 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.

<u>Column 1</u>	Schedule A <u>Column 2</u>	<u>Column 3</u> Retention Periods <u>(Years)</u>
Health <u>Department</u> <u>Nursing</u>	Immunization Records	2
Treasury <u>Department</u>	Machine Recaps – Tax Billings	7