

**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	Retention			Disposition	Comments/Legislation
			A	I	Total		
<b>A</b>	<b>Functional Category: Assets and Property Management</b>						
	Description: Records relating to the construction, operation, and maintenance of the City's physical assets and property, which it owns or leases. This may include buildings, facilities, lands, vehicles, office and computer equipment, trees, uniforms, artifacts and heritage sites, and office supplies						
A0501	Construction and Renovation	Common	T	20	T+20	AR	Comments: T = File closed upon completion of construction and/or renovation project  Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B., s. 15 (2) - No proceeding shall be commenced in respect of any claim after the 15 <sup>th</sup> anniversary of the day on which the act or omission on which the claim is based took place.
<b>C</b>	<b>Functional Category: Community and Social Services</b>						
	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						

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

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

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C2485	Homemakers and Nurses Services – HMNS  Records relating to developing and managing programs designed to provide Homemakers and Nurses Services (HMNS), as required, to eligible seniors or disabled citizens who require assistance in living as independently as possible at their personal residences. Services provided may include housekeeping, laundry and shopping. Documents may include program description reports and brochures, copies of committee minutes, and correspondence.	Long-Term Care Homes and Services	T	6	T + 6	AR	Comments: File closed when services are no longer required.
C2487	Homemakers and Nurses Services Intake Case Files  Records related to HMNS Intake services offered for seniors and disabled persons. During the intake process clients are screened for special needs and eligibility for admittance to HMNS programs. Documents may include: client initial assessment and referrals, Authorization Forms, Community Based Services Progress Notes, reason for rejection of the application, and all other relating correspondence.	Long-Term Care Homes and Services	T	6	T + 6	D	Comments: File closed when services are no longer required.
C2488	Homemakers and Nurses Services Clients Case Files  Records relating to the individual clients who receive Homemakers and Nurses Services (HMNS). These programs provide assistance to seniors or disabled citizens at their personal residences, so that they may live as independently as possible. Documents may include copies of applications, client assessments, progress notes and reports, copies of subsidy authorizations, and all supporting correspondence.	Long-Term Care Homes and Services	T	7	T + 7	D	Comments: File closed upon discharge or death of resident.

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<b>D</b>	<b>Functional Category: Development and Planning</b>						
	Description: Records relating to the management of economic and business development initiatives, conducted both directly by the City and by independent parties; and the planning and development of City buildings, facilities, parks and properties, prior to actual construction. Includes records relating to rezoning, business improvement initiatives, and building and land development plans.						
D0001	Official Plan Amendments	City Planning	T	50	T+50	D	Comments: File closed upon approval of amendment.
	Records relating to amendments made to the City's Official Plan, in order to reflect new realities and issues. The Official Plan contains objectives and policies for the City's physical development, as well as measures and procedures to attain these objectives. Also includes amendments made to the City's secondary plans, which establish detailed policies and provisions to guide future development for specific areas. Documents may include background studies, planners' comments and notes, copies of notices of public meetings, Ontario Municipal Board (OMB) appeals, and related correspondence.						
D0002	Assessment Maps	City Planning	CY	7	C + 7	D	Legislation/Regulation: Land Titles Act, R.S.O. 1990, c.L.5, s. 141(4) amended by R.S.O. 2000, c.26, Sched. B, s. 12 (11) - Maintain property maps.
	Records relating to the maps of assessed property within the City. These maps show property boundaries and landowner information for both residential and commercial properties. They are typically used to evaluate landowner building permit requests and are also used as reference materials concerning property development issues.						

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D0003	<p>Development and Planning Studies &amp; Research</p> <p>Records relating to background studies and research on City development and planning issues. This is done to determine economic feasibility, environmental suitability, and cultural and racial issues as they relate to development and planning projects and initiatives. Includes studies and research on economic, urban, regional, heritage preservation, airport facilities development, commercial, industrial and residential development and parking facilities development. Also includes general development control planning issues such as approaches to site plan control and reporting on changes to the Planning Act. Documents may include consultant and internal reports, planning and research notes, development statistics, and correspondence</p>	City Planning	T	50	T+50	AR	<p>Comments: File closed upon completion of project.</p>
D0005	<p>Condominiums Applications</p> <p>Records relating to the receipt and processing of applications for condominium registration. A condominium may be registered as part of a corporation, which manages the overall property where all condominiums are situated on behalf of the owners. Documents may include registered and unregistered condominium applications, registration approvals, planners' comments and notes, notices of public meetings, Ontario Municipal Board (OMB) appeals, survey plans, building architectural and structural plans, survey certificates, and related correspondence.</p>	City Planning	T	50	T+50	AR	<p>Comments: File closed upon the approval of the application.</p>

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D0011	Valleylands Development  Records relating to development within, or adjacent to, valleys and ravines. May include information on bridges, housing, and recreational facilities. Documents may include development feasibility studies, consultant reports, copies of drawings, and correspondence such as Ravine and Natural Feature Protection by-law and Toronto and Region Conservation Authority (TRCA) requirements.	City Planning	T	21	T+21	AR	Comments: File closed upon termination of project.
D0013	Official Plan Amendment and Re-Zoning  Records relating to rezoning matters requiring both Official Plan and zoning bylaw amendments. This pertains to requests for changes to be made to a property's current zoning status, including residential, commercial, industrial, farmland, and public institutional properties. Documents may include applications, copies of notices of public meetings, planners' notes, public comments, Ontario Municipal Board (OMB) appeals, and related correspondence. Case files are arranged numerically by application number.	City Planning	T	50	T+50	D	Comments: File closed upon approval of amendment and re-zoning.
D0014	Re-Zoning Amendments  Records relating to rezoning matters concerning amendments to only the zoning bylaw. This pertains to requests for changes to be made to a property's current zoning status, including residential, commercial, industrial, farmland, and public institutional properties. Documents may include applications, copies of notices of public meetings, planners' notes, public comments, Ontario Municipal Board (OMB) appeals, and related correspondence. Case files are arranged numerically by application number.	City Planning	T	50	T+50	D	Comments: File closed upon approval of amendment.

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D0015	Registered & Reference Plans  Records relating to copies of registered subdivision plans which are deposited in the Land Titles Division of the Land Registry Office. Registered subdivision plans are legal documents which show the boundaries and dimensions of lots, locations and names of new and existing public streets, and basic configuration of existing lots. Also includes records relating to copies of reference plans of survey which are deposited at the Land Registry Office. These surveys identify owned property assets, value of assets, and any potential legal situations which may affect the value or hinder the transfer of residential, commercial, industrial, and all other types of land.	City Planning	T	21	T+21	AR	Comments: File closed after plans are deposited at the Land Registry office.  Legislation/Regulations: Registry Act Regulations, (Surveys, Plans and Descriptions of Land) O. Reg. 43/96, amended by O. Reg. 50/01 PART IV Reference Plans.
D0018	Site Plan Applications  Records relating to the approval of site plan applications. A Site Plan is a drawing or set of drawings that contain detailed information about development plans for a specific property, such buildings, driveways, parking areas, pedestrian sidewalks, landscaping, fences, light fixtures, drains and municipal services. All commercial, institutional, industrial and residential developments (except single and semi-detached dwelling units) are subject to site plan approval, along with commercial parking lots and mobile home developments. Documents may include applications, comments, notes, Ontario Municipal Board (OMB) appeals, and related correspondence. Case files are arranged by application number.	City Planning	T	50	T+50	AR	Comments: File closed upon approval of application.



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D0019	Subdivision Applications  Records relating to Plan of Subdivision approvals, including Draft Plan Approval. The City guides and approves the design and layout of building lots and roads for residential and industrial subdivisions. Documents may include applications, comments, notes, subdivision drawings and reports, public and Ontario Municipal Board (OMB) notices and appeals, draft conditions, copies of agreements, registration approvals, and related correspondence.	City Planning	T	50	T+50	AR	Comments: File closed upon termination of project.
D0020	Planning Matters - Other Municipalities  Records relating to planning matters and documents of other municipalities including Official Plans, Secondary Plans and other official documents and planning notices. These records are for reference purposes only.	City Planning	5 Y	0	5 Y	D	
D0021	Maps and Aerial Photographs  Records relating to the maps and aerial photographs of the City. These documents may be used to monitor land use patterns, population settlement patterns, and environmental land changes.	City Planning	C + 2	17	C + 19	AR	Legislation/Regulation: Registry Act Regulations (Surveys, Plans and Descriptions of Land, O. Reg. 43/96, Part VIII - Properties and Property Maps, s. 46 - Maintain property maps, street names, current municipal names and boundaries, the number of sheets in the map illustrating the block, property indexing purposes, dimensions of the property boundaries recorded plans and documents and map show major easements

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D0031	Surplus Lands  Records relating to surplus lands owned by the City and by other public institutions, such as provincial crown corporations and the provincial government. Surplus government land may be sold or leased for residential, commercial, or industrial purposes, including the need to create affordable housing. Includes information on any improvements made to the land, such as creating access roads. Documents may include land inventories, consultant reports and studies, and correspondence.	City Planning	C + 1	13	C+14	AR	
D0034	Part-Lot Control Applications  Records relating to the receipt and processing of part-lot control applications. Part-lot control is a method of selling or conveying part of a lot on a registered subdivision plan, such as dividing a lot for the purpose of accommodating semi-detached dwelling units. Documents may include applications, correspondence, copies of notices of public meetings, planners' comments and notes, and Ontario Municipal Board (OMB) appeals. Case files are arranged numerically by application number.	City Planning	T	5	T+5	D	Comments: File closed upon notice of decision.
D0035	Official Plan Review  Records relating to the Official Plan review process, as required by planning legislation. The Official Plan contains objectives and policies for the physical development of the City, as well as measures and procedures to attain these objectives. A review of the Official Plan is conducted on an ongoing basis, at regular intervals, to determine if revisions or amendments need to be made. Documents may include planning studies and reports, public comments, copies of maps, and correspondence.	City Planning	T	50	T+50	AR	Comments: 50 years after end of review period.

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D0036	<p>Official Plan</p> <p>Records relating to the preparation and approval of the City's Official Plan. The Official Plan contains objectives and policies for the physical development of the City, as well as measures and procedures to attain these objectives. Documents may include former versions and draft copies of the Official Plan, the master copy of the present Official Plan, stakeholder reports and studies, background studies, copies of amendments, and correspondence. Also includes the Official Plans from the former amalgamated Borough of East York, the former Municipality of Metropolitan Toronto, and the former cities (York, Etobicoke, North York, Scarborough, and Toronto) that now form the amalgamated City.</p>	City Planning	T	50	T+50	AR	<p>Comments: File closed upon approval of official plan.</p>
D0037	<p>Interim Control and Restrictions</p> <p>Records relating to the restriction of the use of land, buildings, or other structures during review of existing land use and development policies. Interim control also involves preventing or limiting new development pending completion of planning studies and reviews to determine such issues as future land uses. Documents may include inspection reports, planning studies, official notices of interim control, public comments, consultant reports, and correspondence.</p>	City Planning	C + 2	17	C + 19	AR	

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D0039	Designated Holding Zones Applications  Records relating to the receipt and processing of applications requesting the removal of designated holding zone (H symbol). Development activities can be delayed on specific lands until various conditions are satisfied. This allows the City to state its commitment to having the lands developed for the identified uses(s) at an appropriate time in the future. Documents may include completed applications, planners' notes, holding zone notices, correspondence, technical reports, and engineering drawings.	City Planning	T	50	T+50	AR	Comments: File closed upon approval of application.
D0042	Temporary Use Authorizations  Records relating to the authorization of the temporary use of land, buildings, or structures for any purpose that is otherwise prohibited by the zoning by-law. Land or buildings may be temporarily used to address issues such as housing shortages, need for emergency shelters, or construction requirements (e.g., erecting temporary shelters). Documents may include completed applications, correspondence, and copies of committee minutes and agendas.	City Planning	T	7	T+7	D	Comments: File closed upon expiry of authorization.

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D0043	Zoning By-law Review  Records relating to the review of current Zoning By-laws for the purpose of land use provisions and revising the Zoning By-laws into one comprehensive Zoning By-law for the City of Toronto. Includes records related to any future review of this consolidated Zoning By-law. A Zoning By-law contains provisions that regulate the use, size, height, density and location of buildings on properties within the City, as well as the dimensions for parking space width, length, height and access aisles in parking lots and structures. The Zoning By-law review task examines provisions in the existing By-laws, and systematically create a new framework consisting of harmonized definitions, provisions, and zoning standards that are applicable to residential, commercial, industrial, recreational, and public institutional lands. Documents may include existing zoning standards, regulations, property construction statistics, planner's notes, consultation reports, staff reports, panel review, OMB decisions, amendments to Municipal Code, implementation of new Zoning By-law, and supporting correspondence.	City Planning	T	50	T+50	AR	Comments: File closed upon completion of the review of the zoning by-law.
D0044	Community Improvement and Development Assistance  Records relating to the replanning, redesign, redevelopment, reconstruction, or rehabilitation of a community improvement project area. Community improvement initiatives may include neighbourhood revitalization, removal of decrepit buildings, and park improvement. Also may include information on using community improvement project areas for other purposes (e.g., religious, charitable, etc.). Documents may include copies of loan applications, planners' comments and notes, copies of agreements, studies and reports on the implementation of planning initiatives, and correspondence.	City Planning	T	50	T+50	AR	Comments: File closed upon termination of project.

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D0046	Area Plans and Studies  Records relating to community planning and area based policy studies. Area studies include Secondary and Avenue Studies. Secondary plans establish detailed policies and provisions to guide future development for specific areas, which may evolve into Official Plan amendments. Avenue studies identify redevelopment potential or opportunities for community needs such as traffic, parking, etc. The studies will help make recommendations for implementing the policies of the new City of Toronto Official Plan. Recommendations may include urban design guidelines, area wide zoning changes and other area specific planning tools. May include information on land use, residential development densities, transportation systems, and environmental issues. Documents may include studies and reports, proposals, planners' notes and comments, copies of notices of public meetings, public comments, Ontario Municipal Board (OMB) appeals, and related correspondence.	City Planning	T	50	T+50	AR	Comments: File closed upon the completion of the study or plan.
D0429	Toronto Economic Recovery Initiatives  Records relating to initiatives and activities undertaken by City of Toronto to support and facilitate growth in Toronto's economy that may be severely impacted by natural and man made crisis or events. Initiatives and measures taken to rebuild global confidence in Toronto and to promote City's economy may include formation of special recovery task force, corporate partnership, public relations promotion, media advertising and City support events and marketing campaigns. Documents may include copies of task force decisions, meeting documents, community support & requests, corporate proposals, reports, donations, media coverage, news releases and updates, campaigns and feedback, event support and requests documentation, and all other supporting records.	Economic Development, Culture & Tourism	T	15	T + 15	AR	Comments: File closed upon termination of project.

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<b>E</b>	<b>Functional Category:</b>						
	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.						
E0015	Ambulance Call Reports (ACR)	Emergency Medical Services	CY	5	C+5	D	Legislation/Regulation: Ministry of Health and Long-Term Care Emergency Services Health Branch April 2000 - Ambulance Services Documentation Standards, PART I - General pg 2 par. 1, 2; PART IV - Patient & Patient Care Documentation Requirements, pg. 7, par. 2. 1. Reports required under this standard may be made in either written or electronic format provided that completed reports remain readable and readily accessible for review for at least 5 years from the date of the collision, incident or patient care event documented. 2. Reports made under this standard will be retained for a period of at least 5 years from the date of the documented event. An Ambulance Call Report will be completed for each request for ambulance service where a patient was assessed whether or not care was provided or the person was transported by ambulance or emergency response vehicle.
	Records relating to Ambulance Call Reports (ACRs) are essential medical records for documenting information about circumstances and events relevant to the proper provision of ambulance services to patients living in Toronto. Documents contain personal health information including call history, patient assessment findings, type of care provided, the patient's response to treatment, name and address of the hospital the patient was transported to and other supporting information.						

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<b>G</b>	<b>Functional Category: Governance</b>						
	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.						
G0262	Personal Information Disclosure Request	City Clerk's Office	C + 1	3	C + 4	D	Legislation/Regulation: Municipal Freedom of Information and Protection of Privacy Act, (General) R.R.O. 1990, Reg. 823, am. to O. Reg. 93/07. Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, PART II Protection of Individual Privacy
	Records relating to the disclosure of personal information under Part II of MFIPPA or personal health information of PHIPA, including copies of the requested information, law enforcement disclosure request forms, and correspondence to and from agencies and agents. Disclosure refers to the authorized provision of complete information, including personal information or personal health information, to a person other than the individual to whom the personal information or personal health information relates. The circumstances that authorize these disclosures are outlined in Part II of MFIPPA or in PHIPA. Common examples of disclosures are to law enforcement officers, government agencies with investigative powers, agents of the individual (such as law firms), and internal disclosures within and between City divisions where necessary and proper for the administration of City functions.						



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G0263	<p>Privacy Compliance Reviews</p> <p>Records relating to the review of City forms and web applications to ensure compliance with MFIPPA and PHIPA and the maintenance of Corporate Forms Registry. This includes inquiries respecting previously approved forms and consultation respecting the collection, use and disclosure of personal information in City forms. Documents may include correspondence with program areas, compliance review questionnaires, recommendations, legal authorities for collection, form samples and approval letters.</p>	City Clerk's Office	C + 2	2	C + 4	D	<p>Legislation/Regulation: Municipal Freedom of Information and Protection of Privacy Act, (General) R.R.O. 1990, Reg. 823, am. to O. Reg. 93/07. Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, PART II Protection of Individual Privacy</p>
G0265	<p>Investigations into Privacy Complaints and Breaches</p> <p>Records relating to formal and informal privacy complaints and breach investigations. Privacy Complaint - The Act creates a privacy protection scheme which the City of Toronto must follow to protect an individual's right to privacy. The scheme includes rules regarding the collection, retention, use, disclosure and disposal of personal information in its custody or control. A Privacy Breach - occurs when personal information is collected, used, disclosed and or destroyed in ways that are not in accordance with the privacy provisions of the Municipal Freedom of Information and Protection of Privacy Act or the Personal Health Information Protection Act. Documents may include complaint correspondence, submissions to the Information Privacy Commission, investigation reports, briefing notes, recommendations, and interview documents.</p>	City Clerk's Office	T	15	T + 15	AR	<p>Comments: File closed upon completion of case.</p> <p>Legislation/Regulation: 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. Municipal Freedom of Information and Protection of Privacy Act, (General) R.R.O. 1990, Reg. 823, am. to O. Reg. 93/07. Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, PART II Protection of Individual Privacy</p>

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G0266	<p>Access and Privacy Consultations</p> <p>Records relating to advice and recommendations by CAP to program areas to ensure compliance with MFIPPA and PHIPA. Contains over 100 consultation subject areas, may contain personal information and legal opinions. Files are organized by division and program area. Each case is defined by the division requesting advice. The case is closed when advice is provided by CAP and when a decision in the program area is taken.</p>	City Clerk's Office	T+15	0	T+15	D	<p>Comments: File closed upon completion of case.</p> <p>Legislation/Regulation: 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. Municipal Freedom of Information and Protection of Privacy Act, (General) R.R.O. 1990, Reg. 823, am. to O. Reg. 93/07. Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, PART II Protection of Individual Privacy</p>
G0267	<p>Privacy Impact Assessments</p> <p>Records relating to draft and/or final Privacy Impact Assessment (PIA) reports and privacy risk analysis, notes, agendas and minutes, correspondence, presentations, background information, briefing notes, project proposal, project charter, business case, project plan, system requirements, functional requirements, project work plans, data flow charts, and analysis, project/process specific policies, procedures and guidelines. These documents, relate to the PIA analysis of a project initiated by a division/program area or by Special Purpose Bodies. The PIA may also include security reports and screening.</p>	City Clerk's Office	T+2	5	T+7	D	<p>Comments: Completion of PIA.</p> <p>Legislation/Regulation: Municipal Freedom of Information and Protection of Privacy Act, (General) R.R.O. 1990, Reg. 823, am. to O. Reg. 93/07. Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, PART II Protection of Individual Privacy.</p>

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			A	I	Total		
G0268	<p>Privacy Impact Assessment Administration</p> <p>Records relating to City of Toronto Privacy Impact Assessments (PIA) methodology and research on PIAs. Records include PIA toolkit – forms and documents (e.g. PIA MFIPPA Questionnaire, guidelines, screening tool template, checklist methodologies, PIA report templates) relating to PIAs that Information, Privacy and Technology (IPT) uses in the PIA process. These forms are either final copy or under development. Also includes, other jurisdictions' PIA reports – reports from other institutions, enquiries, Information Privacy Commission (IPC) reports and publications, PIA research material – reference material to be used in the PIA process including academic papers.</p>	City Clerk's Office	8 Y	0	8 Y	D	Legislation/Regulation: Municipal Freedom of Information and Protection of Privacy Act, (General) R.R.O. 1990, Reg. 823, am. to O. Reg. 93/07. Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, PART II Protection of Individual Privacy
G0269	<p>Access to Information Request Appeals</p> <p>Records relating to the processing of request appeals under MFIPPA and PHIPA. Request appeal status may be tracked electronically by unique request identification number. Copies of appeals documentations are filed in paper format, arranged by their respective request number. Documents include access request forms and supporting documentation, copies of responsive records, decision letters, Mediator's report, Notice of enquiry, appeals representations, IPC Order and all supporting correspondence.</p>	City Clerk's Office	T	15	T+15	AR	<p>Comments: Conclusion of appeal process.</p> <p>Legislation/Regulation: 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.</p>

#### **I Functional Category: Information, Communications, and Administration**

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.

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
I0315	Multilingual Services Records  Records relating to multilingual services provided to enhance accessibility to City services and information across Toronto's diverse community. Services include translation of English and official/non official languages, interpretation including one-on-one meetings, public consultation meetings, presentations at council, committee meetings and conferences and over-the-telephone interpretation & American Sign Language interpretation, both paper-based and electronic format. Records are organized by client and project names. Documents may include communications in the form of ads, brochures, flyers, posters, info sheets, pamphlets and all other supporting correspondence from City divisions to external organizations and individuals in relation to services provided.	City Clerk's Office	C + 2	5	C + 7	D	
I0489	Strategic Planning  Records relating to strategic planning for departments, divisions, business units, and the overall City. Strategic planning is a management tool designed to assess and adjust the City's direction and determine its visions and future objectives. Includes information on retreats, strategy planning sessions, and mission statements. Documents include objectives statements, long and short-term strategic planning reports, copies of financial statements and reports, five-year business planning notes, reports, and correspondence.	All	T	10	T+10	AR	Comments: File to remain active until strategic plan end date.

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
I4120	Records Conservation and Preservation  Records relating to the processes and initiatives associated with ensuring the ongoing preservation of the City's record 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.	City Clerk's Office	C+2	47	50	AR	

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
<b>L</b>	<b>Functional Category: Legal and Licensing</b>						
	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.						
L0045	Building Permits & Inspections	City Planning	T	15	T+15	AR	<p>Comments: The later of January 1, 2004 or file closed upon completion of final inspection.</p> <p>Legislation/Regulations: Municipal Code Chapter 363, Building Construction and Demolition. Limitations Act, S.O. 2002, c24, 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. Building Code Act, S.O. 1992, c23, s. 9 as amended 2002 c9, s. 6(3); 2002, c17, Sched. C, s. 2(1) -Every municipality and every upper-tier municipality that has jurisdiction for the enforcement of this Act shall retain such records as may be prescribed by regulation for the prescribed period of time.</p>
	Records relating to the issuance of building permits and building inspections. These permits and inspections relate to all disciplines including but not limited to Heating/Ventilation/Air Conditioning, Plumbing, Architectural, including foundation, shoring, drain, site servicing. Also includes Conditional and Part Permits, demolitions, sign permit, pool enclosures, revoked permits and Occupancy permits. Inspection records include Inspection Status letters on building folders; Inspection clearance letters for occupancy; Inspection Investigation Cards: fire damage inspection requests; outstanding inspections or deficiencies; orders; Inspection monitoring of Development Agreement/Undertakings. Documents may include permit applications, certified building plans, plan examiners & inspectors notes, inspection reports, orders to comply, building permits, and Building Application Index Cards/ledgers and other related correspondence.						

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
L0047	<p>Business License Preliminary Project Review (LPR) Applications</p> <p>Records relating to Business License Preliminary Project Review (LPR) Applications. These applications confirm Zoning Compliance or details of non-compliance or areas where compliance could not be determined due to insufficient information. These applications are used by Municipal Licensing &amp; Standards Division, Licensing Services to determine if a Business License should be issued with respect to zoning compliance.</p>	Toronto Building	T	15	T+15	D	<p>Comments: The later of January 1, 2004 or file closed upon approval of the project review application.</p> <p>Legislation/Regulations: Municipal Code Chapter 363, Building Construction and Demolition. Limitations Act, S.O. 2002, c24, 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. Building Code Act, S.O. 1992, c23, s. 9 as amended 2002 c.9, s. 6(3); 2002, c17, Sched. C, s. 2(1) -Every municipality and every upper-tier municipality that has jurisdiction for the enforcement of this Act shall retain such records as may be prescribed by regulation for the prescribed period of time.</p>
L0048	<p>Occupancy Use Reference Files</p> <p>Records relating to Building Code and Zoning Review with respect to use of properties with frequent tenancy turnover, e.g. strip malls. Documents include copies of site plans, building layouts, design information, life safety systems e.g. sprinklers, standpipes, gross floor area.</p>	Toronto Building	Life of Building	0	Life of Building	D	<p>Legislation/Regulations: Municipal Code Chapter 363, Building Construction and Demolition. Building Code Act, S.O. 1992, c23, s. 9 as amended 2002 c9, s. 6(3); 2002, c17, Sched. C, s. 2(1) - Every municipality and every upper-tier municipality that has jurisdiction for the enforcement of this Act shall retain such records as may be prescribed by regulation for the prescribed period of time.</p>

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
L0400	Right of Way Permits  Records relating to the issuing and use of right of way and other road-related permits. These permits permit the public to reserve and/or use a road, sidewalk, or City-owned property for specific purposes, such as construction, street vending, movie filming, and piling and shoring. Also includes information on street vending lotteries to determine which vendors out of many may be issued permits. Documents may include applications, permits, correspondence, diagrams and plans, and follow-up reports.	All	T	7	T+7	D	Comments: File closed upon cancellation or revocation of permit
<b>P</b>	<b>Functional Category: Public Health</b>  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.						
P3616	Infant Hearing Client Files - Well Babies  Records relating to newborns that have a "PASS", "RC" (Refer to Community) or "DNT" (Did Not Test) outcome from a TPH screener at any stage of the hearing screening process with no risk factors identified. Once the pass status with no risk indicator is confirmed and/or IHP services are completed, the client file is closed/ discharged from ISCIS and no follow up on the client is needed. Documents may include screening results, guidelines to define newborns at risk, consent for release of information, etc.	Toronto Public Health	C + 1	27	C + 28	D	Legislation/Regulation: Medicine Act Regulations (General) O. Reg. 114/94, s. 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.



Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
P3617	<p>Infant Hearing Client Files - High Risk Surveillance and Refer to Audiology Babies</p> <p>Records relating to newborns identified as "high risk" regardless of whether the screening is given at the hospital well baby nursery or the community centres, whether the babies are at stage 1 or stage 2 screening, or whether the screening result is a pass or referral. Babies meet specific risk criteria to be included in the high risk surveillance protocol. As a Program requirement, these babies need to be monitored for two years, that is, they will be seen at audiology at 4 months, between 8 and 12 months and then receive an 18 month and 30 month follow-up telephone call and will be discharged after 30 months. Documents may include screening reports, referrals, audiologic assessment, telephone follow-up surveillance, consent for release of information, etc.</p>	Toronto Public Health	C + 3	25	C + 28	D	Legislation/Regulation: Medicine Act Regulations (General) O. Reg. 114/94, s. 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.
P3618	<p>Infant Hearing Client Files - Babies with Hearing Loss</p> <p>Records relating to babies who are identified as deaf or hard of hearing. These babies will be referred to an otolaryngologist for assessment and medical management, and their family will be provided with necessary counselling and support services. These include the provision of information on methods of deaf / hard of hearing communication and types of services available to assist the baby in learning language, etc. According to the program requirements, babies with hearing loss will be monitored for until school entry or age 6. Documents may include screening reports, referrals, audiologic assessment, hearing aid evaluation, follow up support and counselling notes, Speech-Language Pathologist's consultant notes, ASL consultant and A-VT or oral rehab therapy progress reports, consent for release of information, etc.</p>	Toronto Public Health	C+ 6	22	C + 28	D	Legislation/Regulation: Medicine Act Regulations (General) O. Reg. 114/94, s. 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.

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
P3741	Health Hazard Investigations  Records relating to complaints investigations concerning health hazards in industrial, residential, commercial or recreational premises. Complaints may include sewage back- ups, mould in the premises, air quality concerns, chemical spills, contaminated sites, etc. Also includes records concerning public safety such as suspicious package investigations, reporting of suspicious incidents that have occurred within or outside City properties. Documents may include inspection reports, supplemental reports, complaint/requests for service reports correspondence, lawyer's letters, legal documents, plans, Suspicious Package Report forms, Testing Results and all relating correspondence.	Toronto Public Health	C+2	4	C+6	AR	Legislation/Regulation: Health Protection and Promotion Act, R.S.O. 1990, c. H.7, s. 1(2) - report the results of the investigation to the complainant. Environmental Protection Act, R.S.O. 1990, c. E.19, s 18, 92 - record of discharge contaminates, report of control measures, effects on environment; spill reports; record of quality and quantity of water, report of control measures.
P3831	Resolved Reportable Diseases  Records relating to clients diagnosed with a reportable disease that can be cured with medical treatment or will resolve without medical treatment. The records series also includes contacts of these clients. Documents include disease worksheets, investigation reports, progress notes, contact follow up, laboratory test results, correspondence, etc.	Toronto Public Health	T + 2	8 / 26	T + 10 / 28	AR	Comments: T = Date of last recorded action for both adults & minors. Inactive retention in Records Centre for adults additional 8 years; for minors additional 26 years (16 years as semi-active & 10 years as inactive)  Legislation/Regulation: Medicine Act Regulations (General) O. Reg. 114/94, s. 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. Health Protection and Promotion Act Regulations (Reports), R.R.O. 1990, Reg. 569 amended by O Reg. 306/08.

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
P3834	Chronic Reportable Diseases  Records relating to clients diagnosed with reportable disease that requires ongoing and long term treatment. Documents include disease worksheets, investigation reports, progress notes, contact follow up, laboratory test results, counselling information provided to the client and their contacts, correspondence, etc.	Toronto Public Health	T + 5	5 / 23	T + 10 / 28	D	Comments: T = Date of last recorded action for both adults & minors. Inactive retention in Records Centre for adults additional 5 years; for minors additional 23 years (13 years as semi-active & 10 years as inactive).  Legislation/Regulation: Medicine Act Regulations (General) O. Reg. 114/94, s. 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. Health Protection and Promotion Act Regulations (Reports), R.R.O. 1990, Reg. 569 amended by O Reg. 306/08.

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
P3836	Exposures to Blood Borne Diseases Client Files  Records relating to clients that are exposed to blood or fluid borne pathogens, for instance, puncture from contaminated needles, contact between non-intact skin and infectious body fluids, etc. Documents include Exposure Assessment Form, investigation reports, progress notes, laboratory test results, correspondence, etc.	Toronto Public Health	T + 2	8 / 26	T + 10 / 28	D	Comments: T = Date of last recorded action for both adults & minors. Inactive retention in Records Centre for adults additional 8 years; for minors additional 26 years (16 years as semi-active & 10 years as inactive).  Legislation/Regulation: Medicine Act Regulations (General) O. Reg. 114/94, s. 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. Health Protection and Promotion Act Regulations (Reports), R.R.O. 1990, Reg. 569 amended by O Reg. 306/08

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
P3837	Disease Outbreak Case Files  Records relating to the investigation of communicable disease outbreaks within the City. May include information concerning where and how the outbreak originated, the names of ill persons and control measure implemented. Documents may include completed outbreak investigation forms, disease worksheets, outbreak summary analysis, progress notes, team meeting reports/minutes/agendas, laboratory test results and correspondence.	Toronto Public Health	T + 2	8 / 26	T + 10 / 28	AR	Comments: T = Date of last recorded action for both adults & minors. Inactive retention in Records Centre for adults additional 8 years; for minors additional 26 years (16 years as semi-active & 10 years as inactive).  Legislation/Regulation: Medicine Act Regulations (General) O. Reg. 114/94, s. 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. Health Protection and Promotion Act Regulations (Reports), R.R.O. 1990, Reg. 569 amended by 306/08

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
P3846	CDLU (Communicable Disease Liaison Unit) Client Files	Toronto Public Health	C + 2	3	C + 5	D	

Records relating to CDLU Client files. These files contain information as requested by various Communicable Disease Control (CDC) programs of Public Health and other health units for a particular client. These files are not the official client files but they contain original documentation collected from the hospital chart. Information on each client is entered into the Integrated Public Health Information System (iPHIS). iPHIS is an automated client health record and reporting system that supports public health interventions, tracking, follow-ups, case management and reporting. It includes communicable disease case management and population health surveillance components. Only specific information from the client's worksheets are captured in iPHIS. This documentation is then forwarded to the CDC program that made the original request. The main client file will reside with the CDC program that is the lead for the client case investigations. Documents may include CDLU work record forms, progress notes, correspondence and other relevant information to the investigation.

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
P3863	Day Nurseries Immunization  Records relating to mandatory immunization of pre-school age children attending day nurseries. Documents may include submitted immunization status statements, class lists, and all supporting correspondence.	Toronto Public Health	C	0	C	D	Comments: C = Current School Year  Legislation/Regulation: “Day Nurseries Act Regulations (General) S.R.O. 262, amended by O. Reg. 505/06, Enrollment and Records s. 48(1)(j) – (1) Every operator shall ensure that up-to-date records that are available for inspection by a program adviser at all times are kept on the premises of a day nursery or private-home day care agency operated by the operator that include in respect of each child enrolled; (j) the child’s previous history of communicable diseases, conditions requiring medical attention, and in the case of a child who is not in attendance at a school within the meaning of the <i>Education Act</i> , immunization or any statement from a parent or legally qualified medical practitioner as to why the child should not be immunized.”

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
P3880	Anonymous Service Records  Records relating to anonymous inquiries and services provided by Toronto Public Health, including but not limited to AIDS/HIV testing, Sexual Health Infoline or anonymous health counseling. These records are anonymous in nature and have no information that might specifically identify individuals by name, address, or contact number. Documents may include counseling forms, anonymous HIV tests, etc.	Toronto Public Health	C Y	10	C + 10	D	
W	<b>Functional Category: Works</b>  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.						



Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
W0006	<p>Waste Disposal &amp; Landfill Areas</p> <p>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.</p>	Solid Waste Management Services	C+2	P	P	P/AR	<p>Legislation/Regulation: Environmental Protection Act Regulations (Landfilling Sites), O. Reg. 232/98, s 16, 17, 19, 20 - Operations and maintenance procedures; contingency plans, site preparation report; records of site operations to be kept two years. Environmental Protection Act Regulations (Landfilling Sites, O. Reg. 232/98, ss 21(a)(b) - owner and the operator of a landfilling site shall ensure that, within three months after each anniversary of the date on which waste was first accepted at the site, an annual report is prepared respecting the operation of the landfilling site, including a summary of results from monitoring programs; and all of the reports are retained until at least two years after the site is closed. 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.</p>

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
W0013	<p>Boulevard Parking and Marketing</p> <p>Records relating to the use of boulevard spaces on public highways for parking areas and marketing purposes. Boulevards on public highways are open areas, such as grass lawns or concrete patios, that are not typically designated for parking and marketing purposes, but the City may grant permits to use such space as parking facilities or restaurant patios. Includes copies of agreements and permits, drawings and diagrams of boulevards, and polling statistics concerning impacts on the neighbourhood. May also include non-approved applications and information on marketing of boulevard parking areas.</p>	Transportation Services	T	7	T+7	D	<p>Comments: File closed upon cancellation or revocation of permit or license.</p> <p>Legislation/Regulation: Municipal Code Chapter 743, Streets and Sidewalks, Use of; Municipal Code Chapter 925, Permit Parking</p>