

APPENDIX 4

SCHEDULE B TO CH.217, ART. II
SCHEDULE OF REPEALED PROVISIONS

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 The following provisions of the former municipalities' by-laws are repealed:

- (1) **Bylaw No. 26-91 of the former Borough of East York, being a bylaw “To establish schedules of retention periods for Municipal Records,” as amended, is amended by repealing the entries indicated in the following table.**

Schedule “A”

CLERK’S DEPARTMENT

Official Plan and Amendments

Permanent

Schedule “D”

PARKS AND RECREATION DEPARTMENT

Development Proposals

Permanent

Schedule “E”

PLANNING DEPARTMENT

Condominium Applications/Approvals

Permanent

Condominium Plans

Permanent

Property Severances

Permanent

Site Plan Agreement

Permanent

Schedule “F”

WORKS DEPARTMENT

Building Demolition Permits and Inspection Reports

2 years after
demolition, subject to
archival review

Plumbing Permits and Inspection Reports

Permanent

Swimming Pool Permits and Inspection Reports

Permanent

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

**RECORDS RETENTION SCHEDULE FOR BUILDING DEPARTMENT
SCHEDULE "A"**

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
	4507	Temporary Buildings or Structures	P
	4517	Index Cards Building Permits	Con
	4531	Registered Plans and Subdivision Data	P
	4533	Building Permits Approved Plans Non Structural	7 years
	4535	Site Plan Agreement	P
	4548	Building Permits, Approved Plans Structural	PM

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

Council	5023	Official Plan Amendments - Etobicoke	P
	5026	Sanitary Sewer, Local Improvement Records	17 years
Assessment	5184	List of Condominiums	7 years

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

RECORDS RETENTION SCHEDULE FOR COMMITTEE OF ADJUSTMENT
SCHEDULE "C"

	5503	Assessment Maps / Variance	S
	5507	Assessment Maps / Consents	S

RECORDS RETENTION SCHEDULE FOR FINANCE DEPARTMENT
SCHEDULE "D"

Treasury	6045	Condominiums	P
	6058	Development Control	P
	6061	Subdivisions	P
	6062	Developments	P

RECORDS RETENTION SCHEDULE FOR PARKS AND RECREATION
SERVICES DEPARTMENT
SCHEDULE "G"

Sports & Facilities	7524	Permits	5 years
------------------------	------	---------	---------

RECORDS RETENTION SCHEDULE FOR PERSONNEL DEPARTMENT
SCHEDULE "H"

Administration	8073	Canadian Temporary Economic Control	S
----------------	------	--	---

RECORDS RETENTION SCHEDULE FOR PLANNING DEPARTMENT
SCHEDULE "I"

Graphics	8504	Aerial Photographs	P
	8507	Special Studies Maps	P

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
	8512	Official Plan Amendment Maps/Original	A
	8513	Official Plan Amendment Maps/Duplicates	Con
	8515	Official Plan Amendment Files	P
	8518	Building Permit Application File (copy)	10 years
	8519	Site Plan Files	P
	8522	Site Plan – Rezoning Files	P
	8523	Site Plan – Subdivision	P
	8524	Building Permit (unnumbered file)	5 years
	8525	Condominium Files	P
	8527	Report Maps Original	P
	8529	Condominium and Subdivision Reports	5 years
	8535	Building Permits – Short Route	2 years
	8536	Site Plan Files (Discontinued)	25 years

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
	8538	Metro Economic Development and Planning	1 year

RECORDS RETENTION SCHEDULE FOR ETOBICOKE COMMUNITY
WORKS DEPARTMENT
SCHEDULE "J"

Development	9034	Development Agreements and Correspondence	P
Plumbing	9202	Plumbing & Drain Permits	P
Traffic and Transportation	9006	Building Permits, Rezoning Condominiums, Sub- division Applications	7 years
General Office	9214	Hydrant Permits	Duration of use + 1 year

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

Nursing	4043	Communicable Disease Reports	2 Years
Inspections	4051	Communicable Disease Reports	7 Years

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

(In Column 1)	(In Column 2)	(In Column 2)
Assessment (2561)	Construction Permits, Progress and Supplementary Assessment Cards	3
Licensing Commission (2834)	Audit and Branch copies of Licenses and Receipts	4 years
	License Pending Receipt Register	5 years
Property (2-72)	Surplus Land Ledger	Permanently
Legal (144-80)	Rental Arrears Files	2 yrs. after monies collected or amount written off
Roads and Traffic (15-85)	Permits	6 years
Road & Traffic (91-85)		
Planning and Design Branch (In Column 1)	Aerial Photos (In Column 2)	Permanent (In Column 2)
Planning Department	Official Plan Amendments (O.P.A.’s)	22 years after approval
	Official Plan – Metropolitan Toronto	Permanent
	Condominiums Files	Permanent

(In Column 1)	(In Column 2)	(In Column 2)	
Community Services Administrative (103-87)	Car Ticket Summaries Official Copy	7	
	Taxi Chits	7	
Planning Department (103-87)	Central Services Division	Metropolitan Planning Board Financial/Administrative Records	
		Neighbourhood Improvement Program (NIP)	Archives
		Official Plan Metropolitan Toronto	Permanent
		Transportation Projects	Archives
		Transportation Systems Planning	Archives
	Development Control Division	Development Review Applications	Archives
		Fill Permits	Archives
		Part Lot Control By-laws	Permanent
		Surplus Property Files	5 years
	Treasury Department (103-87)	Pensions	General Journal Metro Pension Fund
		General Journal Police Pension Fund	P

(In Column 1)	(In Column 2)	(In Column 2)
Licensing Commission (104-87)		
Accounting	Accounts Receivable Receipts	4 years
Field Operations	Log Books	Archival
Cab Sales and Transfers	Taxicab Inspections and Fitness Repairs	2 years

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

Schedule “A” to By-law No. 27502 Schedule of Retention Periods		
Department	Records	Retention Periods (Years)
Building Administration Section	Building Permit Applications - Commercial	P
	Building Permit Applications – Residential	6
	Building Permit Index Registers	P
	Drainage Permit Applications & Plans	6
	Drainage Permits	6
	Flammable Liquids Permit Applications	6
	Flammable Liquid Permits	6

Department	Records	Retention Periods (Years)
	Heating Permit Applications	6
	Heating Permits	6
	Plumbing Permit Applications	6
	Plumbing Permits	6
	Sign Permit Applications	6
	Temporary Structure Permit Applications	3 A.R.
Food Control Section	Septic Tank Permits	6 A.R.
Legal	Condominium Applications	P
	Official Plan Amendment Files	27
	Temporary Structure Agreements	7
Municipal Building Services	Application for Permits	2
	Building Entry Permits	2
Planning & Development	Condominium Application Files	10
	Development – Board of Education Lands	7 A.D.
	Development – City Owned Lands	7 A.D.
	Development – Commercial & Retail Lands	7 A.D.
	Development – Federal Government Lands	7 A.D.

Department	Records	Retention Periods (Years)
	Development – Institutional & Private Lands	7 A.D.
	Development – Metro Toronto Lands	7 A.D.
	Development – Proposals	5
	Development – Provincial Lands	7 A.D.
	Development – Residential Lands	7 A.D.
	Development – Shopping Centres	7 A.D.
	Development – Studies	P
	Official Plan Amendments	P
Public Works	Base Maps – Aerial Photographs	P
Traffic	Aerial Photographs	P.S.
	Assessment Maps	P.S.
Treasury Accounting Section	Local Improvement Assessment Ledgers	28
	Local Improvement Commutation Vouchers	6
	Local Improvement Charges Files	6
Capital Works Section	Court of Revision - Local Improvement Works	8
	Local Improvement Special Assessment Rolls	21

<u>Department</u>	<u>Records</u>	<u>Retention Periods (Years)</u>
	Local Improvements - Abandoned or Cancelled	6
	Local Improvement Ledgers	28
	Local Improvement Project Files	8
	Local Improvement Petitions	8
	Local Improvement Objections to Construction	8

- (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	470	610	Agreements – Special (Condominiums)	PP
HEALTH						
<u>Communicable Diseases/Clinical Services (0403)</u>						
04	03	01	194	000	Legal Files	06
04	03	09	130	100	Communicable Disease Reports	06
04	03	09	251	000	Tuberculosis/Leprosy Files	40

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
04	03	09	622	000	Clinic Patient Records/ Correspondence	10

LAW DEPARTMENT

06	01	03	134	110	O.M.B. - Local Improvements	06
06	01	03	171	000	Subdivisions – Proposed	01
06	01	03	172	000	Subdivisions – Registered	50
06	01	03	200	000	Law Correspondence	06
06	01	13	173	000	Condominiums Registered	P
06	01	13	175	000	Parkland Contributions By Developer	50
06	01	13	180	000	Site Plans and Consents not Completed	01
06	01	14	325	100	Environmental Issues	40

PLANNING AND BUILDINGS

Planning

09	01	01	172	200	Aerial Photographs	10
09	01	01	174	200	Subdivision Maps	PP
09	01	13	100	000	Planning Correspondence	07
09	01	13	161	100	Official Plan Amendments	07
09	01	13	161	200	Secondary Plans & Studies	20
09	01	13	171	100	Subdivisions – Proposed	07

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
09	01	13	181	100	Site Plan Agreements	20
09	01	13	181	200	Site Plan Miscellaneous Paper	07
09	01	13	181	210	Site Plans (Microfilm)	50
09	01	13	301	300	Condominiums – Approved Draft Plans	07

Building & Site Development (0906)

09	06	06	110	100	Building Permits - Residential & Signs	07
09	06	06	110	200	Building Permits - Commercial - Additions & Erections	PP
09	06	06	110	220	Building Permits - Commercial Occupancy, Install, Alterations	07
09	06	06	110	300	Building Permits – Cancelled	02
09	06	06	112	100	Drain Permits	PP
09	06	06	112	200	Drain Permits (Microfilm)	PP
09	06	06	115	200	Mechanical Permits – Commercial	PP
09	06	06	510	000	Plumbing/Drain Permits – Ledger & Index	PP

FINANCE AND CORPORATE SERVICES

TREASURY

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
<u>Revenue (1412)</u>						
14	12	02	130	252	Accounts Receivable Rental of Property	15
14	12	02	213	000	Local Improvement Register	15
14	12	02	213	100	Prepaid Local Improvements	15
14	12	02	213	200	Local Improvement Assessments	PP
14	12	02	213	210	Local Improvement Ledger Cards	08
14	12	02	213	300	Commutation of Local Improvement	08
14	12	02	213	400	Local Improvement Correspondence	05
14	12	02	922	400	Local Improvement Vouchers	07
14	12	13	173	000	Completed York Condominiums	10

CENTRAL SERVICES

Central Records

26	31	01	175	100	Plans – Registered Subdivisions	PA
----	----	----	-----	-----	---------------------------------	----

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
26	31	01	175	110	Plans – Registered Subdivisions (Microfilm)	PA
26	31	01	175	111	Plans – Registered Subdivisions (Diazo)	PA
26	31	01	175	200	Plans – Registered Condominiums	PA

Insurance & Risk Management

26	32	02	535	200	Insurance Certificates – Contractors	07
----	----	----	-----	-----	--------------------------------------	----

WORKS & ENVIROMENT

16	01	13	100	000	Planning and Development – General	10
16	01	13	181	000	Site Plan Applications	07
16	01	13	170	000	Development Engineering General Files	07
16	01	18	512	000	Aerial Maps – Pencil Manuscripts	PA
16	01	18	520	000	Design Criteria (Works)	PP
16	01	21	533	000	Metro Toronto Conservation Authority	07
16	01	18	801	100	Environmental Assessment Studies	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>
-----------	-----------	-----------	------------	------------	--------------------------	-------------------------

OFFICE OF THE CITY MANAGER

Economic Development (1001)

10	01	14	300	000	Economic Development Correspondence	07
----	----	----	-----	-----	-------------------------------------	----

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

AUDIT

Personnel Files	002417	PC	75
-----------------	--------	----	----

BUILDINGS & INSPECTIONS

Building Permit Application Plans (Hardcopy)	000595	---	5
Building Permit Classification Books (Hardcopy)	001375	1	---

Column 1 Records	Column 2 Records Series Identifier	Column 3 Retention Period In Department Or Local Board (Including Current Year)	Column 4 Retention Period In Central Records
Building Permit Classification Books (Microfilm)	002716	---	P
Building Permit Index Books (Hardcopy)	001837	1	---
Building Permit Index Books (Microfilm)	002715	---	P
Building Permit Record Books (Hardcopy)	001376	1	---
Building Permit Record Books (Microfilm)	002717	---	P
Building Permit Specifications	000596	1	---
Construction and Permit Application (Hardcopy)	000607	PC	5 Years After Demolition Microfilming
Construction and Permit Application (Microfilm)	002711	---	Life of Demolition Building
Inspection Files (Hardcopy)	002308	---	5
Inspection Files (Microfilm)	002719	---	5

Column 1 Records	Column 2 Records Series Identifier	Column 3 Retention Period In Department Or Local Board (Including Current Year)	Column 4 Retention Period In Central Records
Rezoning Application Files	000664	---	P
Sign Permit Application Files	000590	3	2
Sign Permit Books	000589	PC	---
Zoning Review Files	001804	---	1

CITY CLERK'S

Local Improvement Advertising Charges Journal	000074	7	X
Local Improvement Petition Checklists	000673	3	17
Local Improvement Petitions Index	000674	Until Superseded	P
Local Improvement Poll Verifications	002592	10	---
Local Improvement Special Assessment Rolls	000678	---	30
Official Plan	000659	---	P
Official Plan Amendments	000660	---	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
Ontario Municipal Board Zoning Appeal Decisions	000667	1	P

CITY PROPERTY

Assets: Construction File	000658	PC	75
Casa Loma Trust Account	000166	---	P
Court of Revision	000942	2	23
General Journal	000134	20	P
St. Lawrence Market Rental Revenue	000318	2	5
Subject Correspondence: Temporary	000012 000014	3 2	7 X
Weigh Scale Ticket Books	000657	PC	7

FINANCE

Billing and Payment Records	000291 000292 000880	2 2 2	5 5 5
Bond Registration Applications	000353	1	P
Civic Pension Fund Investment Ledger	000363	PC	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
Civic Pension Fund Receipts	000201	2	6
Letter Books	000056	3	28
	000057	3	28
	000058	3	28
	000061	2	---
Local Improvement Commutation Register	000276	21	---
Local Improvement Special Assessment Rolls	000680	5	---
Local Improvement Working Papers and Statement	000278	PC	---
Matured Debenture Interest Coupon Outstanding Diary Sheets	000361	PC	P
Sinking Fund Investment Ledger	000351	---	P
Tax Certificate Applications	000321	1	6
Urban Renewal Schemes	001739	PC	10
FIRE			
Fire Report: Miscellaneous Alarms	001289	2	

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

CITY OF TORONTO NON-PROFIT HOUSING CORPORATION

Housing Registry Files	002487	2	---
Housing Registry System	002428	PC	---
Masterfile Rental Record: Non-profit Housing	001273	2	6
Planning Reports and Studies	001257	PC	---

LEGAL

Building Permit Litigation	002441	Case Completion	15
Business Tax Arrears	003384	PC	5
By-law Enforcement Records	002432	Case Completion	30
Condominium Applications	002280	PC	60
Credit Vouchers and Receipts	002389	1	---
Development Review Applications	002282	PC	60
Receipts	002391	2	2
Official Plan Amendments and Rezoning	002283	PC	60

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

MANAGEMENT SERVICES DEPARTMENT

Administrative Files	002045	2	---
----------------------	--------	---	-----

PARKING AUTHORITY

Parking and Transportation Studies and Surveys	000849	PC	P
---	--------	----	---

PARKS AND RECREATION

Cash Book	000144	2	P
-----------	--------	---	---

PLANNING AND DEVELOPMENT

Area Plans and Studies	001537	PC	5
Control of Premises Files	001538	3	20
Development Agreement Plans	002030	3	P
Development Department Records	000938	---	20
Development Reviews	001506	3	40

Column 1 Records	Column 2 Records Series Identifier	Column 3 Retention Period In Department Or Local Board (Including Current Year)	Column 4 Retention Period In Central Records
Neighbourhood Improvement Program	001750	---	7
Planning and Development Administration Files	001705	3	4
Research Studies	001704	4	6
Traffic, Transportation, Public Services Files	001571	3	23
PUBLIC HEALTH			
Case Files	000735	2	4
	001951	2	4
	001952	2	4
	001953	2	4
Client File	002525	2	10
Client Intake Case Files	002557	1	---
Communicable Disease Cases	001354	2	4
	002004	2	4
	002005	2	4
	002006	2	4
Communicable Disease Records: Class A	000697	PC	50

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
Communicable Disease Records: Class B	000036	3	4
Communicable Disease Records: Class C	000148	2	5
Communicable Diseases – Typhoid and Paratyphoid Carriers and Leprosy	001977	50	---
	001978	50	---
	001979	50	---
	001980	50	---
Environmental Health and Inspection Section Inspections System - Data Sheet	000805	2	---
	002013	2	---
	002014	2	---
	002015	2	---
Hearing Conservation Centre: Case Files	000740	10	---
Hearing Conservation Centre: Clinic Reports & Statistics	000741	2	---
Notification of Deaths Reportable Communicable Disease	002525	2	---
Surveillance Reports: Communicable Diseases	000724	2	5

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

PUBLIC WORKS AND THE ENVIRONMENT

Development Agreement Files	002151	PC	---
Local Improvements Completed	000560	1	20
Local Improvements: Inactive	000561	3	---
Maps	001400	PC	P
Property Data Maps	000619	PC	P
Vehicle Ramps Installation Permits	001546	3	4

TORONTO HISTORICAL BOARD

Employment Applications	002072	1	---
Personnel Competition Files	002465	1	6

TORONTO PUBLIC LIBRARY BOARD

Multilingual Task Force Minutes	001596	3	2
Subject Correspondence: Multilingual Office	001603	3	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>
<u>Building Department</u>	Cash and Receipts	3
<u>Clerk’s Department</u>	Local Improvements	Life of Local Improvement
	Petitions - Local Improvements	6
<u>Health Department</u>		
<u>Inspection</u>	Communicable disease reports	3
<u>Tuberculosis</u>	Clinical reports and family folders, inactive	10
<u>Hydro</u>	Cash Cards	2
	Cash Register Tapes	3
	Daily Cash Summaries	2
	Deposit Receipt – Duplicates	7
<u>Parks and Recreation Department</u>	Period Cash and Revenue reports	3
<u>Planning Department</u>	Air Photos	10
<u>Treasury Department</u>	Ribbon Books – Cash Receipts	7
	Teller’s Blotters	4
	Water Interim Control Sheets	7

Column 1

Column 2

Column 3
Retention Periods
(Years)

Works
Department

Cash Receipts – duplicates

3

Appendix I
Building Project Files

Permit Application by Applicant
and typed copies by department

Orders to Company and
Inspection Reports

Appendix II
Drainage Project Files

Applications for Plumbing
Permits

Applications for Drainage
Permits

Drainage Plans

Permit Books

File Cards

Orders to Comply and Inspection
Reports