

SCHEDULE A TO BY-LAW No. -

Appendix 3

Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
A	Functional Category: Assets and Property Management						
	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						
A0503	Property Demolitions	Real Estate Services	T	15	T+15	AR	<p>Comments: File closed once demolition project is completed.</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. Building Code Act, S.O. 1992, c.23, s.8(1) last amendment 2009, c.33, Sched. 21 s.2 No person shall construct or demolish a building or cause a building to be constructed or demolished unless a permit has been issued therefor by the chief building official.</p>
C	Functional Category: Community and Social Services						
	Description: Records relating to the management and delivery of social and community programs and services designed to assist the City's residents in need, including children, youth, families, senior citizens, and homeless persons. Includes records relating to day care, homes for the aged, shelter and affordable housing projects, social assistance, and public counselling						

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C2354	<p>Youth Safety</p> <p>Records relating to the development of youth safety programs, services and policies. Youth safety includes a holistic and community health approach that takes a balance approach to prevention and intervention. Includes information on youth justice, violence, asset based planning, community, gangs, weapons, innovative program models, school-based programs, and youth and police issues. Documents include copies of federal and provincial guidelines, committee reports, terms of reference and supporting correspondence.</p>	Social Development and Administration	S+2	5	S+7	AR	Legislation/Regulation: Community Safety Plan (March 1, 2, and 3, 2004). Toronto Strong Neighbourhoods Strategy (October 26, 27, 28, and 31, 2005)

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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	7/20	T + 7/20	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 (7 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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F	Functional Category: Financial Management						
	Description: Records relating to the City’s finances and accounting processes, including the receipt, control, and expenditure of funds. Includes records relating to liability, risk management, payroll, taxation, treasury, insurance and purchasing.						
F1303	Attendance and Scheduling	Common	C + 3	0	C + 3	D	Legislation/Regulation: An employer shall record the following information with respect to each employee, including an employee who is a homeworker: 1. The employee’s name and address. 2. The employee’s date of birth, if the employee is a student and under 18 years of age. 3. The date on which the employee began his or her employment. 4. The number of hours the employee worked in each day and each week. 5. The information contained in each written statement given to the employee. Retention of records (5) The employer shall retain or arrange for some other person to retain the records of the information required under this section for the following periods: 1. For information referred to in paragraph 1 or 3 of subsection (1), three years after the employee ceased to be employed by the employer. 2. For information referred to in paragraph 2 of subsection (1), the earlier of, i. three years after the employee’s 18th birthday, or ii. three years after the employee ceased to be employed by the employer.
	Records relating to the attendance and scheduling for City of Toronto employees. These records document an employee’s hours of work, overtime hours, lieu time, vacation time, statutory holidays, sick leave and other related correspondence. The media format for these records is paper and electronic. These reports are kept as part of the official record collection in Pay Period Processing (F1325). Documents may include vacation requests, attendance registers, shift schedules, notes for extended leave, time sheets, crew cards and all supporting correspondence.						
	NOTE: These records should only be kept at the office as identified as part of the active retention and should not be prepared and transferred for inactive storage to the Records Centre. Most divisions will maintain paper records where as other divisions maintain electronic records as a direct upload to SAP (Systems Applications and Products). SAP provides enterprise software applications and support to businesses of all sizes globally. Pension, Payroll and Employee Benefits (PP&EB) staff use the data in SAP to produce payroll outputs in the form of pay period processing reports.						

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F1303	Attendance and Scheduling (cont'd)						Legislation/Regulation: cont'd) 3. For information referred to in paragraph 4 of subsection (1) or in subsection (3), three years after the day or week to which the information relates. 4. For information referred to in paragraph 5 of subsection (1), three years after the information was given to the employee.

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Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
F2541	Estate Management Case Files	Long Term Care Homes and Services	T	7/20	T + 7/20	D	<p>Comments: Files closed upon discharge or death of resident. Records for deceased residents are kept for 7 years and for discharged residents records are kept for 20 years.</p> <p>Legislation/Regulation: Homes for the Aged and Rest Homes Act Regulation, (General), R.R.O. 1990, Reg. 637, amended by O. Reg. 330/05 ss 53(4) - Book of account that shall be retained for at least six years from the date the trust account is closed or becomes inactive, showing all deposits to and withdrawals from the trust account, the name of the resident for whom the deposit or withdrawal is made and the date of each deposit or withdrawal. Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), s 230 - Records and books of account to determine tax payable, accounts and vouchers to verify information to be kept six years from end of last tax year to which they relate. Nursing Homes Act Regulations (General), R.R.O. 1990, Reg. 832, amended by O. Reg. 333/05 ss 103(f) - Respect to each resident on whose behalf money is deposited in the trust account to the credit of such resident, retain in his or her possession for a period of not less than six years.</p>

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G Functional Category: Governance

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.

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G0300	Election Management Records relating to the processes involved in the administration and management of City elections, by-elections, appointments, referendums and plebiscites. This may include management of election projects such as voting locations, collection of voter data (kept and managed in access database), voting systems, communication and media management and all other general administrative activities about the election, by-election or appointment. Documents may include copies of leases, contracts and inspections, meeting minutes, agendas, project plans and supporting correspondence.	City Clerk's Office	9	6M	9 + 6M	AR	Comments: (Active) S applies to Electronic Records Legislation/Regulation: Municipal Elections Act, S.O. 1996, c.32, Sched. ss88(1) last amendment 2009, c. 33, Sched. 21 s.8 (49). The clerk shall retain the ballots and all other documents and materials related to an election for 120 days after declaring the results of the election. Destruction of records (2)When the 120-day period has elapsed, the clerk, (a) shall destroy the ballots, in the presence of two witnesses; and (b) may destroy any other documents and materials related to the election. Exception, recount (3)However, the clerk shall not destroy the ballots, documents or materials if, (a) a court orders that they be retained; or (b) a recount has been commenced and not finally disposed of. Exception, election campaign finance documents (4)Subsection (2) does not apply to documents filed under sections 78 and 79.1, which the clerk shall retain until the members of the council or local board elected at the next regular election have taken office.
			S	0	S	AR	

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G0310	Election Personnel	City Clerk's Office	2	6M	2 + 6M	D	Comments: 9 + 6M applies to Electronic Records
	Records relating to election personnel appointed to assist in the City's election. Qualified individuals are assigned their positions, work locations and training sessions and election worker's employment history is stored and updated in electronic database. Documents may include election employment application, notices of appointment, oaths of office and supporting documents.		9	6M	9 + 6M	D	Legislation/Regulation: Municipal Elections Act, S.O. 1996, c.32, Sched. ss88(1) last amendment 2009, c. 33, Sched. 21 s.8 (49). The clerk shall retain the ballots and all other documents and materials related to an election for 120 days after declaring the results of the election. Destruction of records (2)When the 120-day period has elapsed, the clerk, (a) shall destroy the ballots, in the presence of two witnesses; and (b) may destroy any other documents and materials related to the election. Exception, recount (3)However, the clerk shall not destroy the ballots, documents or materials if, (a) a court orders that they be retained; or (b) a recount has been commenced and not finally disposed of. Exception, election campaign finance documents (4)Subsection (2) does not apply to documents filed under sections 78 and 79.1, which the clerk shall retain until the members of the council or local board elected at the next regular election have taken office.

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G0325	Contract Election Services Records relating to election management services the City provides to other jurisdictions and external agencies under contract. This may include information on the City's roles and responsibilities identified in the contract. Documents may include copies of election contracts, invoices and other supporting documents.	City Clerk's Office	9	6M	9 + 6M	AR	
G0330	Ward Boundaries Administration Records relating to the review of ward boundaries. This may include historical information and ward profiles. Documents may include background information, boundary descriptions, option documents and maps, press releases, consultants' notes and reports.	City Clerk's Office	9	6M	9 + 6M	AR	
G0340	Election Recounts Records relating to the administration of election recounts. Information may include recount requests, affidavits and certifications, recount procedures and court submissions and decisions, copies of recount results, and other supporting documents involved in the conduct of election recounts. Note: Where election recounts are requested the relevant records are kept until recounts are completed and official results are declared	City Clerk's Office	9	6M	9 + 6M	AR	Legislation/Regulation: Municipal Elections Act, S.O. 1996, c.32, Sched., s.88(3). (Exception, election campaign finance documents) the clerk shall not destroy the ballots, documents or materials if, (a) a court orders that they be retained; or (b) a recount has been commenced and not finally disposed of.

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G0350	Election Candidates Records relating to candidates running for the office of Mayor, Councillor, or School Trustee. These candidates may be running for office during municipal elections and by-elections, or wishing to be considered for appointment to a Council vacancy. This may include information on the candidate nomination process, election campaign finances, canvassing and election signs. Documents may include completed nomination forms and declarations, nomination withdrawals, signed oaths, financial statements, auditor's reports and, copies of affidavits, notices of extension of campaign periods and supporting correspondence.	City Clerk's Office	5	1	5 + 1	AR	Legislation/Regulation: Municipal Elections Act, S.O. 1996, c.32, Sched. s.8.(49), ss88(4) last amendment 2009, c. 83, Sched. 21 s.8(51). Exception, election campaign finance documents (4)Subsection (2) does not apply to documents filed under sections 78 and 79.1, which the clerk shall retain until the members of the council or local board elected at the next regular election have taken office. The clerk shall retain until the members of the council or local board elected at the next regular election have taken office.
G0355	Election Returns Records relating to voting place documents and materials. Return generally includes background information: ballot box documents, used and unused ballots, voters' lists, applications to amend the voters' lists, voted proxy certificates, final statements, and any machine readable or computerized printouts of the total number of votes cast, and all other supporting documents.	City Clerk's Office	T + 120 D	0	T + 120 D	D	Comments: Official declarations of results unless there is a court order or recount. Legislation/Regulation: Municipal Elections Act, S.O. 1996, c.32, Sched. ss88(1) last amendment 2009, c. 33, Sched. 21 s.8 (49). The clerk shall retain the ballots and all other documents and materials related to an election for 120 days after declaring the results of the election.

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G0360	Election Results	City Clerk's Office	9	6M	9 + 6M	AR	Comments: 4+6M applies to Electronic Records Legislation/Regulation: Municipal Elections Act, S.O. 1996, c.32, Sched. ss88(1) amended by 2009, c. 33, Sched. 21 s.8 (50) - The clerk shall retain the ballots and all other documents and materials related to an election for 120 days after declaring the results of the election.
	Records relating to City's election results, which contains election date, City Clerk's official declaration of election results, poll by poll results (stored and updated in Election night management database) and all other supporting documentations.		4	6M	4+6M	AR	
G0365	Campaign Contribution Rebate Application	City Clerk's Office	6	1	6 + 1	D	Comments: 9+6M applies to Electronic Records Legislation/Regulation: Municipal Elections Act, S.O. 1996, c.32, Sched. s 88(4) amended by 2009, c. 33, Sched. 21, s. 8 (51) - (Exception, election campaign finance documents) the clerk shall retain until the members of the council or local board elected at the next regular election have taken office.
	Records relating to contribution rebate applications for individuals who made contributions to candidates seeking council office in the municipal election. The amount of the rebate payable to a contributor is based upon the total amount of all the contributions made to candidates in the election. To receive a rebate, the contributor must fully complete and mail in the rebate application received from the candidate to City Clerk before the deadline date. Documents include a completed rebate application forms, copy of receipts, affidavits, batch reports (produced by the Rebate database) and SAP reports, and rebate statistics and correspondence.		9	6M	9+6M	D	

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H	Functional Category: Human Resources						
	Description: Records relating to City employees and personnel services. Includes records relating to training, labour relations, health and safety, staff benefits, salary administration, and professional associations.						
H1200	Human Resources Administration Records relating to the general and overall administration of the City's human resources. May include general information relating to human resources management, processes, systems, and functions. Documents may include copies of federal and provincial guidelines, copies of personnel policies and procedures, and supporting correspondence.	Human Resources	C+2	4	C+6	D	
H1204	Employee Personal Counselling & Rehabilitation Records relating to the professional psychological counselling and rehabilitation that is offered to City employees and their immediate family members to help them to resolve personal problems that may affect their relationships, work life, and their self-esteem. May include information relating to parent/child problems, marital relationships, and referral services. Documents may include counselling notes, medical reports, psychological assessments, doctors' notes and certificates, letters of referral, and all supporting correspondence.	Human Resources	T	15	T+15	D	Comments: File to remain active until case closed. Destruction according to Legislation. Legislation/Regulation: Medicine Act Regulations (General) O. Reg. 114/94, s. 19.(1) last amendment O. Reg 134/10. A member shall retain the records required by regulation 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, or until the member ceases to practise medicine, whichever occurs first.

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H1205	Corporate Organization and Organizational Charts Records relating to the development and ongoing maintenance of the City's organizational framework and structure. Documents include departmental function statements, mission statements, organizational charts, reorganization plans, and related correspondence.	Human Resources	S	5	S+5	AR	Legislation/Regulation: Homes for the Aged and Rest Homes Act Regulations, (General), R.R.O. 1990, Reg. 637, s. 5 (w), last amendment O. Reg. 587/94, s. 5. An administrator, (w) shall prepare and maintain an organization chart, details of staff benefits and a job description and salary scale for each staff position established.
H1208	Employee Performance Management Records relating to the performance management program for City employees. This program provides employees with a clear understanding about what is expected on the job, and the skills that need to be developed or enhanced in order to effectively conduct assigned work duties. Includes information on career development planning, interim and merit increment review, and evaluation processes. Documents may include performance planners, project status reports, and correspondence.	Human Resources	T	7	T+7	D	Comment: File closed upon termination of employment

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H1211	<p>Police Reference Check Program Records</p> <p>Police Reference Checks are used to assist in determining the suitability of successful candidates positions of employment or volunteer work where the primary duties require direct contact with children and/or vulnerable adults. In these circumstances, an individual's rights to equal treatment with respect to employment are not infringed if employment is refused due to the candidate's record of offences. This policy applies to all new external hires being considered for identified positions and those individuals volunteering for positions in the City. The Police Reference Checks are conducted pursuant to the terms and conditions of the Memorandum of Understanding between the City of Toronto and the Toronto Police Service. Police Reference Check information is subject to the privacy provisions of the Municipal Freedom of Information and Protection of Privacy Act.</p>	All	C+1	0	C+1	D	<p>Legislation/Regulation: Developmental Services Act - R.R.O. 1990, Reg. 272, 13(1)(k) last amendment O. Reg. 450/05 13.1 In every group home, the board or, where there is no board, the owner shall, (k) before hiring as a member of the staff or taking on as a volunteer a person who will have direct contact with residents, a personal reference check and a criminal reference check are completed with respect to the person. Report No. 8 of the Economic Development Committee (Clause 6) - Report 8, Clause 6: "Police Reference Checks and the Hiring Process".</p> <p>CPIC: Local and/or National Offences and Pardon Records. Toronto Police Service Police Reference Check Program "Consent to Disclosure of Personal Information" , Police Reference Check, July 8, 2003. Types of information that may appear on an Individual's "Summary of Details" form prepared by TPS (for Program Manager information only) TPS: List of Offences and Proper Terminology Under the Criminal Code. City Council November 23,24,25, 1999 – Police Reference Checks for Staff, Volunteers and Home Child Care Providers As</p>

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H1211	Police Reference Check Program Records (cont'd)						City Council November 23,24,25, 1999 – Police Reference Checks for Staff, Volunteers and Home Child Care Providers Associated with Toronto's Directly Operated Child Care Services.
H1240	Training and Development Records relating to the design, delivery, and follow-up activities associated with training and skills development opportunities provided to City employees. This includes seminars, workshops, and conferences. May include information relating to review and quality control of training course materials, training fees, and statistical data such as course attendance figures. Documents may include training materials such as workbooks and answers to exercises, lists of attendees, training course statistical reports, training course calendars, and all supporting correspondence.	City Clerk's Office	C+2	4	C+6	AR	Legislation/Regulation: Homes for the Aged and Rest Homes Act Regulation, (General), R.R.O. 1990, Reg. 637, s. 4 - In-service training for orientation and for the purpose of continuing education

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.

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			A	I	Total		
I0265	Records Management Files	Common	C + 2	4	C + 6	AR	
	Records relating to initiatives and projects concerning City records throughout the management of the records' life cycle, including preparation of staff reports recommending amendments to the Corporate Records (City) bylaw (Municipal Code, c.217). May include information relating to records management needs analysis, file conversions, digital imaging, records management implementation assistance, records purging, filing equipment determination requirements, assessment of system record keeping capacity, space planning, file plan development, integrated document management, and project plans. Documents may include file lists and indexes, records conversion and implementation action plans and analysis reports.						
I0489	Strategic Planning	All	T	10	T+10	AR	Comments: File to remain active until strategic plan end date.
	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.						

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
I4120	Records Conservation and Preservation	City Clerk's Office	C+2	47	C + 49	AR	
	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.						

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
L	Functional Category: Legal and Licensing						
	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	Toronto Building	T	15	T+15	AR	Comments: The later of January 1, 2004 or file closed upon completion of final inspection. 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.
	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.						

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
L0400	<p>Right of Way Permits</p> <p>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.</p>	All	T	7	T+7	D	<p>Comments: File closed upon cancellation or revocation of permit</p>
L2100	<p>Property Dispositions</p> <p>Records relating to the disposition of City-owned property, including buildings and lands. Disposition may be attained through transfer, sale, or expiry of lease. Documents may include copies of leases, proposals, copies of maps and drawings, appraisal reports, copies of agreements and deeds, and supporting correspondence.</p>	Real Estate Services	T	21	T+21	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. City of Toronto Municipal Code Chapter 213 - Real Property, Sale of</p>

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
L5004	<p>Provincial Offences – Court Proceedings</p> <p>Records relating to the production and use of court proceedings, as recorded by clerk monitors and court clerks during trials. Court proceedings are comprehensive, fully-detailed accounts of all events that transpired during courtroom hearings, including all spoken dialogue. Documents may include digital audio records, certification forms, cassette tapes, index books, completed interpreter request forms, completed transcript request forms, and transcripts of proceedings.</p> <p>NOTE: Commencing December 2007 Digital Audio Recording (DAR) system was implemented to replace the analog recording system (audio tapes) at all City of Toronto POA Courts. The analog recording system will be used only during the occasional occurrences of the DAR system failure.</p>	Court Services	C+2	5	C+7	D	<p>Legislation/Regulation: Highway Traffic Act, R.S.O. 1990, c. H.8, s. 205 (2), as am., S.O. 1993, c. 31, s. 2 (8) - records shall be kept in any manner or on any medium that allows information to be recorded, stored, retrieved and reproduced. Provincial Offences Act Regulations (Electronic Records), O.R. 497/94, s. 7. (1) - documents filed and held in an electronic format shall be maintained for the same period of time as paper documents. Provincial MOU, Schedule 2, Operational Standards, paragraphs 2.8.3, 2.10.2, 2.10.3 - maintenance, retention and release of records and information relevant to court proceedings, including tapes, transcripts, files, documents and exhibits or any other data in paper or electronic form; retention periods for all proceedings commenced under Part II of the Act, the calendar year of the date of judgement plus 2 additional years; any other record retention requirements prescribed by law.</p>

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Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
L5004	Provincial Offences – Court Proceedings (cont'd)						Provincial schedule ROC 31/83: 1 year after date of judgement for a record at a prosecution for a contravention of a municipal bylaw and of the Highway Traffic Act, except for HTA contraventions involving careless driving and accident involving personal injury or property damage.

P Functional Category: Public Health

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

P3650	Healthy Living Program Administration	Toronto Public Health	C +1	3	C+4	AR	
	Records relating to day-to-day operations and administration of the Healthy Living Service Area. This service promotes health, prevention of chronic disease and injury, strengthening communities and reducing health inequities by working in partnerships with people who live, work and play in the City of Toronto. Documents include minutes and agenda's of staff meetings, reference materials, statistics, surveys, strategic and operational plans, etc.						

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
P3651	Organizational Liaison Files	Toronto Public Health	C+2	5	C+7	D	Comment: (Active) C+7 Years applies to Electronic Records
	Records relating to Organizational Liaison Files. These records reflect the work of Toronto Public Health staff in official liaison roles with schools and other agencies. Examples of liaison interactions are marketing and interpreting services, providing general health promotion information and handouts, attendance at meetings and/or completing service requests forms to be sent to other Toronto Public Health programs. These interactions are focused on an agency/organization as the customer and are not related to a specific individual client. Documents include Healthy Living school documentation, school profiles, shelter logs, correspondence, etc.	C+7	0	C+7	D		
	NOTE: Once TCHIS (Toronto Community Health Information System) is fully implemented, the majority of these records will be electronic.						
P3652	Program Committee and Workgroup Files	Toronto Public Health	T+2	9	T +11	AR	Comment: File kept until project no longer active.
	Records relating to project files created by Toronto Public Health workgroups or committees. Information contained in these files demonstrate the history, research, group efforts, marketing strategies and any supportive documentation used for the development of projects used by Toronto Public Health. Documents include copies of work group work plans, meeting minutes, copies of e-mails, reports, research materials, references, correspondence, RFP's, legal opinions, print masters, documentation of program initiated marketing campaigns, etc.						

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
P3653	Individual Client Files	Toronto Public Health	C+2	8/26	C+10/28	D	Comment: File to remain active in the office 2 years for both adults & minors, after last recorded date. Inactive retention in Records Centre for adults additional 8 years; for minors additional 26 years (16 years as semi-active & 10 years as inactive). (Active) C+10/27 Years applies to Electronic Records Legislation/Regulation: Medicine Act Regulation (General) O. Reg. 114/94, ss19(1) amended by O.Reg. 122/03 - 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.
	C+10/27		0	C+10/27	D		
	Records relating to individual client files of the Healthy Families and Healthy Living Program. These files are of two types: Single and Family interactions. Single interaction records document a single contact with a client in which there is limited assessment and counseling and does not require any follow-up intervention. Family records document interventions requiring more extensive assessment and counseling and possible follow-up or referral to external agencies. Single interaction forms are organized by the program office and year. Family records are organized by the client's last name. Files relating to minors are differentiated from those relating to adults. Documents include referral forms, consent forms, assessment forms, documentation forms, continuation notes, correspondence, etc.						
	NOTE: Once TCHIS (Toronto Community Health Information System) is fully implemented, the majority of these records will be electronic and ICRA will no longer be needed.						

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
P3654	Healthy Living Group Interactions	Toronto Public Health	C+2	7	C+9	D	Comment: (Active) C+ 9 Years applies to Electronic Records
	Records relating to Group Interactions. Healthy Living staff may conduct health promotion programs in a group format. A single session or multi-session series. Records can include known participants (with registered attendance lists) or unknown participants. Group interactions are organized by program or organization and year. Documents include referrals, registration forms, group forms, Healthy Living program request forms, continuation notes, attendance lists, correspondence, etc.		C+9	0	C+9	D	
	NOTE: Once TCHIS (Toronto Community Health Information System) is fully implemented, the majority of these records will be electronic.						
P3842	"The Works" Client Files	Toronto Public Health	C + 3	7/25	C+10 / 28	D	Comments: Active retention in the TPH office: 3 years for both adults and minors, after last recorded date Inactive retention in the Records Centre: - for adults: 7 years - for minors: 25 years (15 years as semi-active and 10 years as inactive).
	Legislation/Regulation: Medicine Act Regulations, (General) O. Reg. 114/94, ss19(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.						
	Records relating to client files created in the Works program of Toronto Public Health. The Works is a needle exchange program helping to prevent the spread of communicable disease for drug users and sex workers in Toronto, using harm reduction services. Records created include Methadone and Needle Exchange client files. As a requirement of funding by the Ministry of Health and Long Term Care, for methadone clients, part of the information is collected electronically through a system called Catalyst. The system collects demographic client information, information on health and social issues, problems of clients, referrals made and services provided. Files relating to minors are differentiated from those relating to adults. Documents include client agreements, transfer information, referral forms, clinical notes, intake and / or physician assessments, authorization to disclose information, treatment information forms, correspondence, etc.						

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
W	Functional Category: Works						
	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.						
W0006	Waste Disposal & Landfill Areas	Solid Waste Management Services	C+2	P	P	P/AR	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.
	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.						

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			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>

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