

APPENDIX 4
SCHEDULE B
FORMER MUNICIPALITIES' RECORDS RETENTION BY-LAWS
REPEALED PROVISION

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 The following provisions of the former municipalities' by-laws are repealed: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

Births, Deaths and Stillbirths Records	Permanent
Contracts	7 years after termination
Council Standing Committee Minutes – Original	Permanent
Council Standing Committee Minutes, Orig. Suppor.Doc	25 years subject to archival review
East Yorker	Permanent
Election Records	As Required by Municipal Elections Act
Mayor's General Files	3 years subject to archival review
Printing Job Dockets	2 years after revised or obsoleted
Property Ownership Change Records – Borough Copy	3 years
Property Standards Committee Minutes – Original	Permanent
Property Standards Committee Minutes – Sup. Docs.	6 years subject to archival review
Restriction Letters	6 years subject to archival review

Special Events Files	5 years subject to archival review
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Schedule "B"
FINANCE AND PERSONNEL

Account Summary Reports	7 years
Accounting System Monthly Summary Reports	7 years
Cash Receipt Batches – Computer Input	2 years after verification
Cheque Copies	7 years
Computer Input Batches – Accounting	7 years
Computer Input Batches – Revenue	2 years after verification
Course Registration Receipts	7 years
Daily Cash Receipt Reports	7 years
Dog Licensing Records	2 years
Employment Application Inventory	90 days after submission or renewal
Labour Union Contracts/Negotiations	Permanent
Lawyer's Letters – Water Accounts	7 years
Letters of Credit	7 years after expiry
Parking Tag Payment Receipts/Reports	7 years
Publications (EY) Master Copies	Permanent
Signing Authority Records	Permanent
Solicitor's General Files	7 years subject to archival review
T-4 Summaries	Permanent
Time Sheets	7 years

Working Papers	2 years
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Schedule "C"
FIRE DEPARTMENT

Complaints / Investigations General	5 years after term. subject to archival review
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Training Reports – Fire Department	3 years subject to archival review
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Schedule "D"
PARKS AND RECREATION DEPARTMENT

Capital Project Records	7 after termination sub. to archival review
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Community Groups Records	5 years subject to archival review
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Course Registration Records	7 years
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East York Curling Club Minutes	Permanent
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Grant Applications – (Parks and Recreation)	7 years subject to archival review
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Leaside Memorial Community Gardens Board Minutes	Permanent
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Leaside Memorial Community Gardens General Records	5 years subject to archival review
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Publications (EY) Master Copies	Permanent
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Special Events Files	5 years subject to archival review
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Stan Wadlow Park Recreation Compl. Bd. Minutes – Orig.	Permanent
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Stan Wadlow Park Recreation Complex Gen. Records	5 years subject to archival review
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Schedule “E”
PLANNING DEPARTMENT

Committee of Adjustment General Records	5 years subject to archival review
Landscape Plans	Permanent
Ontario Municipal Board Appeals	Permanent
Site Specific Official Plan Admend. Applications	Permanent

Schedule “F”
WORKS DEPARTMENT

Building Code Enforcements – Court Actions	7 years subject to archival review
Building Code Enforcements – Simple, General	2 years subject to archival review
Building Demolition Permits and Inspection Reports	2 years after demolition, subject to archival review
By-law Enforcements – Court Actions	15 years after settlement, subj. to archival review
By-law Enforcements – Zoning (no court action)	7 years after compliance, subj. to archival review
By-law Violations – Front Yard Parking	2 years after compliance
Capital Project Records	7 years after termination sub. To archival review
Development Proposals	Permanent
Mark Up Plans	Permanent
Newsletter – Department	2 years subject to archival review

Pavement Cross Section Reports	Permanent
Sign Permits and Inspection Records	Permanent subject to archival review
Termite Inspection and Control Records	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:

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

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Council			
	5005	Zoning Files	10 years
Elections	5056	Certificate and Receipt for Ballots for DRO	4 years
	5060	Application to Vote by Proxy E-25	1 year
	5061	Application to Vote where Stationed E-24	1 year
	5062	Election Returns	90 Days
	5064	Voter Notification Lead Cards	1 year
	5067	Ballot Box Contents	4 years
	5069	Suggestions for Next Election	4 years
	5170	Overtime Sheet	4 years

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
	5074	Information to Candidates E-60	4 years
	5076	Polling Stations, Schools, Advance Polls and Ballot Box Distribution	4 years
	5079	Ballot Count Sheets	
	5080	Ballot Proofs	4 years
	5081	Ballot Preparation Draft	4 years
	5082	Polling Subdivision Wards	4 years
	5086	Election Budget	6 years
	5083	Polling Location Lists	4 years
	5089	Polling Location Lists and Correspondence	4 years
	5097	Election Records	A
	5098	Election – Recount	A
	5099	Nomination Papers	P
	5100	Preliminary List of Electors/Voters List	P
	5102	Ballots	90 Days
	5103	Ballot Box Contents	3 years plus 90 Days
Assessment	5106	Cause of Death Certificate	P

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
	5107	Incomplete Birth Registration	2 years
	5110	Notification of Death	2 years
Animal Control	5151	Overtime	2 years

**RECORD RETENTION SCHEDULE FOR FINANCE DEPARTMENT
SCHEDULE "D"**

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Purchasing	6096	Vacation Schedule Cards	1 year
	6162	Time Sheets	3 years
Computer Services	6102	Holiday Schedule	1 year
Tax	6091	Payroll Time Sheets / Extra Help	2 years
Pay Office	6143	Overtime Book	7 years
	6153	Sick Bank Ledger	P
	6154	Sick Time Record Printout	7 years
	6171	Time Transaction Listing	7 years

**RECORD RETENTION SCHEDULE FOR FIRE DEPARTMENT
SCHEDULE "E"**

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Administration	6058	Alarm Operators Shift Report	C

**RECORD RETENTION SCHEDULE FOR MUNICIPAL PROPERTIES
SCHEDULE "F"**

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Carpenter Shop	7010	Time Sheets	2 years
Vehicle Garage	7011	Time Sheets	2 years
Municipal Properties	7012	Time Sheets	2 years

**RECORD RETENTION SCHEDULE FOR PARKS AND
RECREATION SERVICES DEPARTMENT
SCHEDULE "G"**

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Administration	7551	Payroll Time Sheets	3 years

**RECORD RETENTION SCHEDULE FOR PERSONNEL DEPARTMENT
SCHEDULE "H"**

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
	8025	Interim & Merit Reviews	7 years
	8030	Sick Time Record Printout	2 years
	8051	Time Sheets/Personnel	3 years
	8052	Time Sheets/Cafeteria	3 years

**RECORD RETENTION SCHEDULE FOR WORKS DEPARTMENT
SCHEDULE "J"**

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Utilities- Operations	9012	Payroll Time Sheets	C
	9052	Daily Time Sheets	C
	9121	Overtime List	1 year
	9126	Change of Vacation - Lieu Time	2 years
	9127	Vacation Record	Duration of employment
	9128	Sick - Attendance Record	2 years
	9137	Sewage Lift Stations / Daily Time Report	7 years
	9146	Vacation – Deferred	3 years
	9148	Time Sheet	C
	9152	Performance Evaluation Salaried	Duration of Employment
	9244	Sick Report Book	1 year
	9262	Schedule Hourly Employees Rotating Shift	1 year
	9264	Salaried Employees Overtime	1 year
Survey	9020	Time Sheets/Daily Reports	3 years
Systems	9115	Time Sheets/Operations	3 years

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
	9116	Time Sheets/Engineering	3 years
	9119	Crew Cards	4 years
Plumbing	9171	Demolition Memo	7 years

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

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Nursing	4031	Birth Registration / Province	6 years
	4032	Nursing Records	10 years
	4033	Family Planning Clinic Patient Records	10 years
	4034	Family Planning Permanent Tickler	P

**RECORDS RETENTION SCHEDULE FOR ETOBICOKE OLYMPIUM
SCHEDULE "L"**

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Administration	9516	Payroll Time Sheet	3 years
Aquatics	9522	Attendance Sheet	5 years
	9529	Shift Change Request	5 years
Maintenance	9562	Maintenance Dept. Weekly Schedule	5 years

- (3) Bylaw No. 2561 of the former Municipality of Metropolitan Toronto, being a by-law “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 3)
Parks (2561)	Earning Record Cards	Permanently
	Time Sheets	6
Metropolitan Licensing Commission (2834)	Duplicate Pay Sheet	2
Housing (3033)	Duplicate Pay Sheets Head Office	2
	Homes for the Aged together with pertinent time sheets	6
	Time Cards	2
Works (3068)	Duplicate Pay Sheets	2
	Timesheets	6
	Water Billing Statements	6 Years
Roads and Traffic (91-71)	Time Sheets and Time Cards	6
Property (2-72)	Time Sheets and Time Cards	6 Years
Roads and Traffic (15-85)	Employee Time Reports	2 Year
	Personnel Administrative Information - Attendance Register	1 Year

(In Column 1)	(In Column 2)	(In Column 3)
Ambulance Services (103-87) Administration Division	Vacation Schedules	4 Years
Administrative Services Division (103-87) Personnel Services	Employee Time Reports	3 Year
	Personnel Administrative Correspondence	3 Years
Management Services Department (103-87) Administration	Personnel Administration	2 Years
Planning Department (103-87) Central Services Division	Employee Time Reports	1 Year
	Personnel Administrative Information	1 Year
Treasury Department (103-87) Fund Debt	Cash Book – Sinking Fund	Permanent
Licensing Commission (104-87) Accounting	Attendance Register	7 years

(In Column 1)	(In Column 2)	(In Column 3)
Human Resources (185-97)	EAP (Employment Assistant Program) Client Files	10 yrs. - after the last contact if the client is under 18 at the time of last contact, 10 - after their 18 th birthday

- (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	Inspector's Work Schedule	1
By-law Enforcement & Licensing	Daily Time Sheets - Animal Shelter	2
Election & "Revision & Assessment Section	Correspondence (Election Subjects)	4
	Election Papers – Ballots	
	Legal Opinions – Elections	PS

Department	Records	Retention Periods (Years)
	Municipal Election Statistics	P
Vital Statistics Section	Birth Registers	P
	Death Register	P
	Notice of Death or Stillbirth	6 months
Nursing Section	Child Health Records	6
	Family History Files	10
	Family Planning Lab Reports	6
	Family Planning Medical Forms	6
	Family Service Records	2
Legal	Certification of Title Records	7
Municipal Building Services	Engineers Time Sheets	3
Personnel	Departmental Organization – Reports	P
Public Works	Weekly Time Sheets – Base Mapping	4
	Weekly Time Sheets – Inspectors	4
	Weekly Time Sheets – Labourers	4
	Weekly Time Sheets – Engineering	3
	Weekly Time Sheets – Survey Crews	3

<u>Department</u>	<u>Records</u>	<u>Retention Periods (Years)</u>
Treasury Payroll Section	Adjustments & Overtime Weekly Sheets	6
	Machine Overtime & Adjustment Cards	6
	Time Cards - (Hourly Rated Staff)	6
Tax Section	Mortgage Correspondence	4
	Tax Adjustment Sheets	6
Capital Works Section	Local Improvement Special Assessment Rolls	21

- (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:

CLERK’S ADMINISTRATION

Clerk's Administration (0201)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
02	01	03	111	100	Zoning By-law Amendments	PA
02	01	07	303	000	Election Returns	PA
02	01	07	330	000	Elections – Voters Lists	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>
02	01	07	370	000	Elections – Nomination Paper	PA
02	01	14	311	000	Property Sales – City Lands	PA

PLANNING AND BUILDINGS

Planning (0901)

<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	03	111	120	Zoning By-law Amendments	07

FINANCE AND CORPORATE SERVICES

Real Estate (2621)

<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	21	14	311	000	Property Sales	07
26	21	14	311	100	Property Sales – Industrial / Geco	PP
26	21	14	313	000	Property Appraisals / Evaluations	07

TREASURY SERVICES

Payroll (1407)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
14	07	12	101	000	Payroll History Cards	PP
14	07	12	111	000	Payroll - Employee Time Reports	04

14	07	12	121	000	Sick Time and Absentee Record	04
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CENTRAL SERVICES

Central Services (2631)

<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	755	100	Archives - History of Elections	PA

WORKS & ENVIROMENT

Works & Environment (1601)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
16	01	13	150	000	Utilities – General	07
16	01	14	311	000	Sale or Lease of City Owned Lands	21
16	01	18	102	200	Works Crew Cards	02

OFFICE OF THE CITY MANAGER

Human Resource Administration (2602)

<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	02	01	710	000	Surveys – Administrative, Organization	05
26	02	04	432	000	Staff Training & Development	05

- (6) Municipal Code, Chapter 97, Records Retention, of the former City of Toronto is amended by repealing the entries indicated in the following table:

**SCHEDULE A
RECORDS OF THE CITY**

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

AUDIT

Attendance Reporting	002418	1	5
Payroll and Attendance Register from 1969	000516	2	5
Payroll and Attendance Register: 1963 to 1968	000515	---	P

BUILDINGS & INSPECTIONS

Attendance Exception Reports	000459	2	5
Bi-weekly Attendance Reports	001784	2	5
Building Inspectors' Daily Time Cards	000605	2	1
Housing Inspector Time Cards	001303	2	1

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

CITY CLERK'S

Advertising Orders	000072	2	---
Attendance Exception Reports	000470 001835	2 2	5 5
Bi-weekly Attendance Report	001834	2	5
Birth and Death Registrations	000692	PC	P
Candidates Registration	002590	3	---
Chauffeur's Daily Time Record	000454	2 months	---
Demolition Applications	002034	2	23
Election Contribution Disclosure Files	002043	3	---
Elected Officials' Financial Disclosures	002332	PC	10
Letterbooks: General	000050	2	6
Letter Register	000874	3	P
Nomination Papers: Municipal Elections	002026	---	4

Column 1	Column 2	Column 3	Column 4
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Records	Records Series Identifier	Retention Period In Department Or Local Board (Including Current Year)	Retention Period In Central Records
Overtime Authorizations	000508	2	---
Voter's List Additions at the Polls	002591	1 month	---
Voter's List Oaths of Receipt	000689	3	---
Voter's List Revision File	002588	3 months	---

CITY PROPERTY

Attendance Reports	000471	2	5
Illness Daily Summary	001230	2	---
Overtime Authorizations	000509	2	1
Rent Registers	000314	PC	P
Sale of Land Cards	000655	5	5

FINANCE

Appropriation Ledgers	000374	10	P
Attendance Exception Reports	000462	2	5
	000472	2	5
	001202	2	5
	001208	2	5
Attendance Exception Reports: Housing	001185	0	7

Column 1	Column 2	Column 3	Column 4
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Records	Records Series Identifier	Retention Period In Department Or Local Board (Including Current Year)	Retention Period In Central Records
Attendance Exception Summary	000463	2	---
Daily Attendance Reporting System	002498	PC	---
Election Cheques	000233	1	6
Entry Register: Government Annuities	001219	----	50
Fire Pension Payment Vouchers	000196	3	17
Inspectors' Time Sheets	000457	2	---
Payroll and Attendance Register: Payroll Copy	001414	2	---
Rent Register	000317	10	10
Summary Absent Employees	000482	2	---
Tax Distribution Journal and Working Papers	001074	PC	P
Training and Development Files	002486	PC	---
		FIRE	
Attendance Exception Reports	000473	2	5
Column 1	Column 2	Column 3	Column 4

Records	Records Series Identifier	Retention Period In Department Or Local Board (Including Current Year)	Retention Period In Central Records
Bi-weekly Attendance Report	001540	2	5
Paysheets	000524	---	P

CITY OF TORONTO NON-PROFIT HOUSING CORPORATION

Daily Time Sheet Books	001304	---	3
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LABOUR RELATIONS

Attendance Exception Reports	001556	2	5
Attendance Reporting Summary	001557	2	5
Bi-weekly Attendance Reports	001553	2	5

MANAGEMENT SERVICES DEPARTMENT

General Correspondence Rehabilitation	001566	3	---
Job Evaluation Quarterly Reports	001563	PC	---
Job Evaluation Statistical System	001561	PC	---
Rehabilitation Case Files	001570	PC	---
Payroll and Attendance Files	002386	1	6
Column 1	Column 2	Column 3	Column 4

Records	Records Series Identifier	Retention Period In Department Or Local Board (Including Current Year)	Retention Period In Central Records
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PARKING AUTHORITY OF TORONTO

Cash Books	000141	1	P
Employee Time Cards	000829	2	5

PARKS AND RECREATION

Attendance Exception Reports	000474	2	5
Bi-weekly Time Reports	000476	2	5
Daily Memorandum of Attendance	000466	3	---
Forestry Crews' Daily Time Sheets: Contracts	001437	2	6
Illness Telephone Reports	000483	3	---
Letter Register	001291	10	15
Personnel Overtime Records	002519	3	---
Time Sheets	000458	2	6
Winter Works Time Cards	000342	3	P

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

Development Department Records	000938	---	20
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PUBLIC HEALTH

Attendance Exception Reports	000925	3	4
Family Histories	000779	5	---
	001864	5	---
	001865	5	---
	001866	5	---
Family Histories – Non Permanent	002065	2	---
	002161	2	---
	002162	2	---
	002163	2	---
Family Planning Statistics	002019	2	---
Needle Exchange Log System	002583	2	---
Notification of Deaths Reportable Communicable Disease	002524	2	---
Parents Helping Parents Individual Client Record	002509	3	5

Column 1	Column 2	Column 3	Column 4
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Records	Records Series Identifier	Retention Period In Department Or Local Board (Including Current Year)	Retention Period In Central Records
Payroll and Attendance Records	002495	2	5
Staff Absence/Overtime Claim Request	002450	2	---
	002451	2	---
	002452	2	---
	002453	2	---
	002454	2	---
PUBLIC WORKS			
Attendance Exception Reports	000479	2	5
	001052	2	5
	001053	2	5
	001056	2	5
Attendance Exception Summary	000993	2	---
Attendance Reporting Summary	001018	2	5
	002184	4	---
Illness and Accident File Cards	001081	PC	---
Overtime Statements	002233	1	1
Sick Pay Claims	000535	2	---
	001020	2	---
PURCHASING AND SUPPLY			
Attendance Exception Reports	000481	2	5
	001050	2	5
	001051	2	5
Column 1	Column 2	Column 3	Column 4

Records	Records Series Identifier	Retention Period In Department Or Local Board (Including Current Year)	Retention Period In Central Records
Daily Attendance Records	002110	1	---

TORONTO HISTORICAL BOARD

Employee Time Sheets: Payroll	002136	2	5
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- 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:

Schedule A		
<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>
		Retention Periods <u>(Years)</u>
<u>Building Department</u>	Subject Correspondence -Zoning Enquiries, Reports, Refund Letters	7
	Building Project File (see Appendix I)	Life of Building
	Building Service Installations	2
	Monthly Reports (Council)	2
	Requisitions	2
<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>

		Retention Periods <u>(Years)</u>
	Workload Reports, Short Term Control Books (Staff/Dept)	2
<u>By-law Enforcement</u>	Hydro Lists	1
	Receiving Reports	2
	Agendas – copies	1
	Minutes – copies	1
<u>Clerk's Department</u>	Applications to Metro for approval of Capital Expenditures	6
	Arbitrations – Fence Awards	6
	Assessment Rolls – Certified Extract	2
	Bills – Metro, copies	1
	Death Notices	2
	Elections – Officials	2
	Elections – Polling Places	2
	General Correspondence	3
	Metro Approvals to Capital Expenditures	6
	Metro Toronto Licence Applications	3
	Notice of Hearings – O.M.B.	1
<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>

		Retention Periods <u>(Years)</u>
	Ontario Government Correspondence	3
	Personnel – Appointments, Separations, Travel, Courses, Parking, Car Allowance, etc.	2
	Receiving Reports	2
	Winter Works, Incentive programme (Schedules, etc.)	3
<u>Fire Department</u>	Staff Attendance Reports	2
<u>Health Department</u>		
<u>Administration</u>	Absentee Records, Salary Register, Annual Vacations, Overtime	5
	Birth Notices	2
<u>Nursing</u>	Child Health Records	4
	Family Folder	5
	Individual Health Records	5
	Maternal Health Records	5
<u>Personnel and Public Relations Department</u>	Merit Rating Interviews	2
<u>Treasury Department</u>	Time Sheets	7
<u>Works Department</u>		
<u>Administration</u>	Sick Time	1

Column 1

Column 2

Column 3

	Retention Periods <u>(Years)</u>
Time Reports – Salaried Employees	1
Vacation Schedule	1