

TORONTO MUNICIPAL CODE
CHAPTER 219, RECORDS, CORPORATE (LOCAL BOARDS)

Chapter 219

RECORDS, CORPORATE (LOCAL BOARDS)¹

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¹ Editor's Note: By-law 989-2004, adopted October 28, 2004, changed the title of this chapter from "Records, Corporate" to "Records, Corporate (Local Boards)." Section 3 of said By-law 989-2004 provided that it comes into force upon approval by the City's external auditor; approval was given by the City's external auditor October 28, 2004.

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[History: Adopted by the Council of the City of Toronto as indicated in article histories. Amendments noted where applicable.]

General References

Corporate records (City) - See Ch. 217

Municipal Act, 2001 - See S.O. 2001, c.25.

Municipal Freedom of Information and Protection of Privacy Act - See R.S.O. 1990, c. M.56.

Personal Health Information Protection Act, 2004 - See S.O. 2004, c. 3.

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ARTICLE I
Police Services Board
[Adopted 2000-10-05 by By-law 689-2000²]

§ 219-1. Abbreviations and terminology.

As used in this article, the following terms shall have the meanings indicated:

- A. The abbreviations in Column A have the same meaning as the expression set out opposite under Column B below:

Column A	Column B
A.C.C.S.	Access Control & Command System
A.N.I./A.L.I.	Automatic Number Identification/Automatic Location Identification
A.P.S.	Automated Parade System
A.T.S.	Applicant Tracking System
C.A.D.	Computer Assisted Dispatching
C.A.S.C.	Computer Assisted Scheduling of Courts
C.C.R.	Communications Report
C.D.I.U.	Central Drug Information Unit
C.I.C.B.	Criminal Injuries Compensation Board
C.I.P.S.	Crime Information Processing System
C.I.S.	Corporate Information Services
C.I.S.O.	Criminal Intelligence Services Ontario
C.O.P.S.	Centralized Occurrence Processing System
C.P.I.C.	Canadian Police Information Centre
C.P.O.	Crime Prevention Office

² Editor's Note: This by-law was passed under the authority of subsection 116(1) of the *Municipal Act*, R.S.O. 1990, c. M.45. This by-law also repealed By-law 378-1998, adopted July 10, 1998.

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Column A	Column B
F.A.C.	Firearms Acquisition Certificate
H.R.M.S.	Human Resources Management System
I./C.A.D.	Intergraph Computer Aided Dispatch System
M.A.N.I.X.	Master Name Index
M.T.P.	Metropolitan Toronto Police
O.I.C.	Officer in Charge
O.M.E.R.S.	Ontario Municipal Employees Retirement System
P.A.R.I.S.	Police Automated Registration Information System
P.B.F.	Police Benefit Fund
P.S.A.	Police Services Act
S.A.S.	Special Address System
T.P.S	Toronto Police Service
W.S.I.B.	Workplace Safety and Insurance Board
Y2K R.D.D.	Year 2000 Record of Due Diligence
Y.O.A.	Young Offenders Act

- B. "+ current year" where used in Column 4 of all Schedules means the additional period between the anniversary of the commencement of the retention period in the calendar year which is the stated number of years the record is to be retained and the end of such calendar year.
- C. Where "stored" or "storage" is part or all of the retention period, the record shall be retained either in its original form or in another form utilized by the Toronto Police Service to preserve the record's integrity.
- D. Where a number follows T.P.S. or M.T.P., the number refers to the number of the form used by the Toronto Police Service and its replacement from time to time.

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§ 219-2. Records to be retained; time periods.

The Toronto Polices Services Board shall retain the receipts, vouchers, instruments, rolls or other documents, records and papers described under Columns 2 and 3 of Schedule A (General), Schedule B (Financial) and Schedule C (Human Resources) to this article within the classifications set out under Column 1 for the period set out opposite such descriptions in Column 4 and may thereafter destroy them.

§ 219-3. Destruction of certain records.

Notwithstanding § 219-2 of this article, records identified under the classification entitled "INTELLIGENCE FILES" in Column 1 of Schedule A to this article may only be destroyed with the authorization of the Unit Commander of Intelligence Services for the Toronto Police Service or any other official of said Service approved by the Toronto Police Services Board from time to time.

ARTICLE II
Toronto Transit Commission
[Adopted 1998-11-26 by By-law 867-1998³]

§ 219-4. Records to be maintained; time periods.

The Commission shall retain the receipts, vouchers, instruments, rolls or other documents, records and papers classified in Column 1 and described under Column 2 of Schedule D to this article, for the period set out in Column 3 opposite such description, and may thereafter destroy them.

§ 219-5. Destruction of certain records.

[Amended 2015-10-02 by By-law 1002-2015]

The Commission's receipts, vouchers, instruments, rolls and all other documents, records and papers described in Schedule D may be destroyed within the scheduled retention period if they are also available in microfilm, electronic or digital form. Thereafter, such microfilm, electronic or digital records shall be retained for the balance of the scheduled retention period and shall be deemed to be the original record.

³ Editor's Note: This by-law was passed under the authority of subsection 116(1) of the Municipal Act, R.S.O. 1990, c. M.45. Pursuant to this by-law, Schedule "A" to Municipality of Metropolitan Toronto By-law 2696, as amended, is amended by repealing By-law 73-89.

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ARTICLE III⁴

Toronto Public Library Board
[Adopted 2006-04-27 by By-law 260-2006⁵]

§ 219-6. Definitions.

- A. As used in this article and in Schedule F to this article, the following terms shall have the meanings indicated:

ARCHIVAL REVIEW PERIOD - The period of time during which a qualified archivist conducts a systematic appraisal of records having potential archival value.

ARCHIVAL VALUE - The evidential and informational value of records, which is determined during appraisal and justifies the records' preservation as archives.

COMPUTER SYSTEM - A device or a group of interconnected or related devices, one or more of which:

- (1) Contains computer programs or other data; and
- (2) Pursuant to computer programs, performs logic and control, and may perform any other function.

CONTENT, CONTEXT or STRUCTURE:

- (1) That which conveys information, including text, data, symbols, numerals, images and sound;
- (2) The appearance and arrangement of the content, including relationships between fields, entities, language, style, fonts, page and paragraph breaks, links and other editorial devices;
- (3) Fields, entities, language, style, fonts, page and paragraph breaks, links and other editorial devices; or
- (4) Background information that enhances understanding of technical and business environments to which the data relates, such as metadata, application software, logical business models and the origin, such as address, title, link to function or activity, agency, program or section.

COUNCIL - The Council of the City of Toronto.

⁴ Editor's Note: Former Art. III, Acquisition of Non-Government Records, adopted July 29, 1999 by By-law 458-1999, as amended, was repealed October 28, 2004 by By-law 989-2004; see now Ch. 217, Records, Corporate (City). Section 3 of said By-law 989-2004 provided that it comes into force upon approval by the City's external auditor; approval was given by the City's external auditor October 28, 2004.

⁵ Editor's Note: This by-law was passed under the authority of section 255 of the Municipal Act, 2001, S.O 2001, c. 25.

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DATA - Representations of information or of concepts, in any form, that are recorded or stored on any medium in or by a computer system or other similar device and that can be read or perceived by a person or a computer system or other similar device, including a display of that data.

DISPOSE - To destroy a record or to transfer a record to the Library Archives.

LIBRARY ARCHIVES - The Toronto Public Library Archives.

ORPHAN DATA:

- (1) Data that is not machine readable by any of the Library's computer systems because the data exists with no identifiable computer application that can retrieve the data; or
- (2) Data that is machine readable but does not have sufficient content, context or structure to render it understandable by an experienced Library employee who is knowledgeable about the business function or functions to which the data relates.

RECORD - The same meaning as in subsection 1(1) of the Municipal Act, 2001. [This meaning is noted as follows for reference purposes only:

"record" means information however recorded or stored, whether in printed form, on film, by electronic means or otherwise, and includes documents, financial statements, minutes, accounts, correspondence, memoranda, plans, maps, drawings, photographs and films;]

RECORDS SERIES - A group of records that support a particular Library program or operation, that are filed together, and need to be retained for the same period of time.

RETENTION PERIOD - The period of time during which a specific records series must be kept by the Library before records in that records series may be disposed of.

RETENTION SCHEDULE - The schedule prescribing how long a specific records series must be retained before they may be disposed of.

TRANSITORY RECORD - A record that is:

- (1) Retained solely for convenience of reference;
- (2) Required solely for the completion of a routine action, or the preparation of another record;
- (3) Of insignificant or no value in documenting Library business transactions;
- (4) Not an integral part of a Library record;
- (5) Not filed regularly with records or filing systems;

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- (6) Not required to meet statutory obligations or to sustain administrative or operational functions;
- (7) About social events that are not special Library events;
- (8) Not related to Library business; or
- (9) A voice mail message.

B. As used in the retention schedule in Schedule F to this article, the following abbreviations and terms shall have the meanings indicated:

A or ACTIVE - The period of time in years, unless otherwise stated, that the records must be kept in the active records office area.

C or CURRENT YEAR - The calendar year in which the records were created.

DISPOSITION - The destruction of a record or transfer of a record to the Library Archives, as indicated in a retention schedule by one of the following designations which have the meanings indicated:

- (1) AR or ARCHIVAL REVIEW - Destroy the records after review by an archivist, except for selected records that are transferred for permanent retention in the Library Archives, based on appraisal criteria.
- (2) D or DESTROY - The records are destroyed once the total retention period has expired.
- (3) P or PERMANENT - As defined below in the definition of "P or Permanent," the records are never destroyed, and for purposes of the definition of "disposition" only, are stored in the Library Archives for preservation purposes.
- (4) P/AR or PERMANENT/ARCHIVAL REVIEW - The records will be held indefinitely in the Library Archives for preservation purposes or, if Council changes the retention period total from "permanent" in the future, the records will only be destroyed after archival review.

I or INACTIVE - The period of time in years, unless otherwise stated, that the records must be kept following the active period, other than in the active records office area.

M or MONTHS - The period of months that a record must be retained.

MEDIA:

- (1) The physical format of the records series, for example, paper, electronic, microfilm.
- (2) If the retention schedule indicates "all media," records in any format are included.

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OFFICE OF RECORD - The Library department or unit responsible for maintaining the records series.

P or PERMANENT - A record that is never destroyed.

RECORDS SERIES TITLE - The title and detailed description of the types of records included in each records series.

S or SUPERSEDED - A record that is replaced by an updated record.

T or TERMINATED - A retention period that is calculated from a specific type of event, as explained under each records series.

TOTAL RETENTION - The total retention period, including active and inactive retention periods.

§ 219-7. Responsibility for records.

Responsibility for records that are not destroyed after the inactive retention period is based on the disposition set out in the retention schedule as follows:

A. Archival review.

- (1) This disposition is used if preliminary archival analysis indicates that the records have considerable historical and research significance and should be retained, either in their entirety or subject to selection to preserve only those records that possess enduring value.
- (2) After the inactive retention period, responsibility for the records is transferred from the business unit to the custody and control of the Archives.
- (3) After the transfer, the Library Archives is solely responsible for providing access to the records under any provincial or federal access and privacy legislation, including the listing of personal information banks and general classes of records, and for compliance with other legislation.
- (4) The records will be reviewed and processed to archival standards.
- (5) Records culled by the archivists may be destroyed, with the approval of the City Librarian or designate, without further notice to the business unit that created these records.

B. Permanent.

- (1) This disposition is used if there are operational or legal requirements to retain the records for an indefinite period.

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- (2) Despite the storage of the records in the Library Archives for preservation purposes, the records remain under the full custody and control of the business unit that created them.
- (3) The business unit is solely responsible for providing access to the records under any provincial or federal access and privacy legislation, including the listing of personal information banks and general classes of records, and for compliance with other legislation.

C. Permanent/archival review.

- (1) This disposition is used if there are operational or legal requirements to retain the records for an indefinite period and if the records have also been identified as records that should only be destroyed after archival review if Council changes the retention period total from "permanent" in the future.
- (2) Despite the storage of the records in the Library Archives for preservation purposes, the records remain under the full custody and control of the business unit that created them.
- (3) The business unit is solely responsible for providing access to the records under any provincial or federal access and privacy legislation, including the listing of personal information banks and general classes of records, and for compliance with other legislation.
- (4) If, as a result of changes in operational needs or statutory requirements, the inactive, "permanent" retention period is reduced by Council, then the records will be transferred to the custody and control of the Library Archives at the end of the retention period and Subsection A applies with necessary changes.

§ 219-8. Retention schedule.

- A. The records of the Library shall be retained and may only be destroyed as set out in the retention schedule in Schedule F to this article.
- B. The City Librarian or designate shall develop and administer the retention schedule.
- C. In determining the retention period for a records series, the City Librarian or designate shall consult with other Library staff as appropriate, the City Solicitor and the City's municipal auditor.
- D. The City Librarian or designate shall:
 - (1) Review and recommend amendments and additions to the retention schedule, for approval by the Library Board and Council; and
 - (2) Ensure that the retention schedule complies with all relevant legislative, financial and historical requirements for records retention.

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- E. A retention period for a records series shall be based on the following:
- (1) The administrative value of the records based on the period of time during which the Library uses a record to perform its functions;
 - (2) The legal value of the records, based on the period of time necessary to meet statutory or other regulatory requirements, requirements imposed by an agreement, permit or similar document, or to ensure that records are available in case of litigation or investigation;
 - (3) The audit value of the records, based on the period of time required for audit or tax purposes; and
 - (4) The archival value of the records, based on the long-term value of the records to document past events or the origins and history of the Library.

§ 219-8.1. Responsibility of Library staff, volunteers and members.

All Library staff, volunteers and Board members who work with, create or manage records shall:

- A. Manage and maintain records in their custody or control as corporate assets that belong to the Library, and not to individual staff, Library business units or departments that have custody of those records;
- B. Comply with the retention periods in the retention schedule;
- C. Apply retention periods and dispose of records only in accordance with the retention schedule;
- D. Ensure preservation and security of records as directed under this chapter;
- E. Ensure that records in their custody or control are protected from inadvertent destruction or damage, and ensure that records, other than transitory records or duplicate records, are destroyed only with the authorization of designated staff in the department that has custody or control of the records;
- F. Retain and preserve records in an accessible manner so that the records can be retrieved within a reasonable time and are in a format that allows the content of the records to be readily ascertained by a person inspecting the records; and
- G. Ensure that transitory and duplicate records in their custody or control are destroyed when they are no longer needed for short-term reference.

§ 219-8.2. Principles of records destruction.

The following principles govern the destruction of records:

- A. When there are no further legal or business reasons for retaining records, the records shall be destroyed as a class rather than selectively.

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- B. Records pertaining to pending or actual litigation or investigation shall not be destroyed with the class of records to which they relate.
- C. Records shall be destroyed in a way that preserves the confidentiality of any information they contain.

§ 219-8.3. Destruction of orphan data.

Orphan data in the custody or control of the Library may be destroyed.

§ 219-8.4. Documentation prior to destruction of orphan data.

Prior to the destruction of any orphan data, the following documents are required:

- A. A written description of the data containing, to the extent that such information is obtainable, the following:
 - (1) The title of the system.
 - (2) The identification of the business unit that is responsible for the creation or use of the data.
 - (3) A brief description of the system's purpose.
 - (4) A brief description of any subsystems, their purpose and relationship to the main system or other subsystems.
 - (5) The name of the technical contact person who is responsible for documenting the system.
- B. The written approval of the department head or designate who is responsible for the business function to which the data relates.
- C. Where applicable to satisfy the provisions of the Income Tax Act (Canada), the Employment Insurance Act (Canada) or the Canada Pension Plan, an exemption from the requirement to keep records in an electronically readable format from the Minister of National Revenue, on such terms and conditions as are acceptable to the Minister.

§ 219-8.5. Retention of documentation.

The documents described in §§ 219-8.4A and B shall be submitted to, and kept by, the City Librarian or designate, as required by this article.

§ 219-8.6. Transitory and duplicate records.

- A. Despite the remainder of this article, but subject to the Municipal Freedom of Information and Protection of Privacy Act, this section applies to the retention of all records created or received by Library staff, volunteers, and Board members.

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- B. A transitory record may be deleted or otherwise destroyed on the same day that the record was created or received.
- C. A copy of a record may be destroyed at any time if the original is subject to a retention period established by this article.
- D. A micrographic copy of a record shall be deemed to be the original for the purposes of this article.

§ 219-8.7. Archival review period.

- A. At the end of the archival review period, a record, other than a copy of the record or a transitory record:
 - (1) Shall be transferred to the Library Archives if it possesses archival value; or
 - (2) Shall be destroyed if it does not possess archival value and if there is no further business or legal requirement to retain the record.
- B. The archival review period shall be deemed to end on the date that the City Librarian or designate certifies that the archival review is complete and the record has no archival value.

ARTICLE IV⁶
The Board of Governors of Exhibition Place
[Adopted 2006-07-27 by By-law 688-2006]

§ 219-9. Definitions.

- A. As used in this article and in Schedule G to this article, the following terms shall have the meanings indicated: **[Amended 2008-12-03 by By-law 1303-2008⁷]**

ARCHIVAL REVIEW PERIOD - The period of time during which a qualified archivist working under the direction of the Manager, Records and Archives, Exhibition Place conducts a systematic appraisal of records having potential archival value.

ARCHIVAL VALUE - The evidential and informational value of records, which is determined during appraisal and justifies the records preservation as archives.

ARCHIVES - The Board of Governors of Exhibition Place's Archives.

⁶ Editor's Note: Former Art. IV, Destruction of Certain Computer Data; Transitory and Duplicate Records, adopted November 25, 1999 by By-law 780-1999, as amended, was repealed October 28, 2004 by By-law 989-2004; see now Ch. 217, Records, Corporate (City). Section 3 of said By-law 989-2004 provided that it comes into force upon approval by the City's external auditor; approval was given by the City's external auditor October 28, 2004.

⁷ Editor's Note: This by-law came into force July 27, 2006.

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BOARD - The Board of Governors of Exhibition Place.

DISPOSE - To destroy a record or to transfer a record to the Archives.

RECORD - The same meaning as in subsection 1(1) of the Municipal Act, 2001.
[This meaning is noted as follows for reference purposes only:

"record" means information however recorded or stored, whether in printed form, on film, by electronic means or otherwise, and includes documents, financial statements, minutes, accounts, correspondence, memoranda, plans, maps, drawings, photographs and films;]

RECORDS SERIES - A group of records that support a particular Board program or operation, that are filed together, and need to be retained for the same period of time.

RETENTION PERIOD - The period of time during which a specific records series must be kept by the Board before records in that records series may be disposed of.

RETENTION SCHEDULE - The schedule prescribing how long a specific records series must be retained before they may be disposed of.

TRANSITORY RECORD - A record that is:

- (1) Retained solely for convenience of reference;
- (2) Required solely for the completion of a routine action, or the preparation of another record;
- (3) Of insignificant or no value in documenting Board business transactions;
- (4) Not an integral part of a Board record;
- (5) Not filed regularly with records or filing systems;
- (6) Not required to meet statutory obligations or to sustain administrative or operational functions;
- (7) About social events that are not special Board events;
- (8) Not related to Board business; or
- (9) A voice mail message.

UNUSABLE RECORD - A record that is not legible or, if only part of the record is legible, the legible part does not have sufficient content, context or structure to render it understandable by an experienced Board employee who is knowledgeable about the business function or functions to which the record relates. **[Added 2008-12-03 by By-law 1303-2008]**

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- B. As used in the retention schedule in Schedule G to this article, the following abbreviations and terms shall have the meanings indicated: **[Amended 2008-12-03 by By-law 1303-2008⁸]**

ACTIVE - The period of time in years, unless otherwise stated, that the records must be kept in the active records office area.

C or CURRENT YEAR - The calendar year in which the records were created.

CNE - Canadian National Exhibition.

CODE - The reference number for each records series, based on the corporate records classification system (CRCS).

DISPOSITION - The destruction of a record or transfer of a record to the Archives, as indicated in a retention schedule by one of the following designations which have the meanings indicated:

- (1) AR or ARCHIVAL REVIEW - Destroy the records after review by an archivist, except for selected records that are transferred for permanent retention in the Archives, based on appraisal criteria.
- (2) D or DESTROY - The records are destroyed once the total retention period has expired.
- (3) P or PERMANENT - As defined below in the definition of "P or Permanent", the records are never destroyed, and for purposes of the definition of "disposition" only, are stored in the Archives for preservation purposes.
- (4) P/AR or PERMANENT/ARCHIVAL REVIEW - The records will be held indefinitely in the Archives for preservation purposes or, if Council changes the retention period total from "permanent" in the future, the records will only be destroyed after archival review.

EXP - Exhibition Place.

INACTIVE - The period of time in years, unless otherwise stated, that the records must be kept in the Records Centre, following the active period.

MEDIA:

- (1) The physical format of the records series, for example, paper, electronic, microfilm.

⁸ Editor's Note: This by-law came into force July 27, 2006.

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- (2) If the retention schedule indicates "all media", records in any format are included.

NTC - National Trade Centre.

ORIGINATING OFFICE - A business unit (including a service area) of one of the following three programs that make up Exhibition Place, that is responsible for creating and maintaining the records:

- (1) Exhibition Place (EXP);
- (2) Canadian National Exhibition (CNE); and
- (3) National Trade Centre (NTC).

P or PERMANENT - A record that is never destroyed.

RECORDS SERIES TITLE - The title and detailed description of the types of records included in each records series.

S or SUPERSEDED - A record that is replaced by an updated record.

T or TERMINATED - A retention period that is calculated from a specific type of event, as explained under each records series.

TOTAL - The total retention period, including active and inactive retention periods.

§ 219-10. Responsibility for records.

Responsibility for records that are not destroyed after the inactive retention period is based on the disposition set out in the retention schedule as follows:

A. Archival review.

- (1) This disposition is used if preliminary archival analysis indicates that the records have considerable historical and research significance and should be retained, either in their entirety or subject to selection to preserve only those records that possess enduring value.
- (2) After the inactive retention period, responsibility for the records is transferred from the business unit to the custody and control of the Archives.
- (3) After the transfer, the Archives is solely responsible for providing access to the records under any provincial or federal access and privacy legislation, including the listing of personal information banks and general classes of records, and for compliance with other legislation.
- (4) The records will be reviewed and processed to archival standards.

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- (5) Records culled by the archivists may be destroyed, with the approval of the Manager, Records and Archives, Exhibition Place without further notice to the business unit that created these records.

B. Permanent.

- (1) This disposition is used if there are operational or legal requirements to retain the records for an indefinite period.
- (2) Despite the storage of the records in the Archives for preservation purposes, the records remain under the full custody and control of the business unit that created them.
- (3) The business unit, in conjunction with the Freedom of Information and Protection of Privacy Coordinator, is responsible for providing access to the records under any provincial or federal access and privacy legislation, including the listing of personal information banks and general classes of records, and for compliance with other legislation.

C. Permanent/archival review.

- (1) This disposition is used if there are operational or legal requirements to retain the records for an indefinite period and if the records have also been identified as records that should only be destroyed after archival review if Council changes the retention period total from "permanent" in the future.
- (2) Despite the storage of the records in the Archives for preservation purposes, the records remain under the full custody and control of the business unit that created them.
- (3) The business unit, in conjunction with the Freedom of Information and Protection of Privacy Coordinator, is responsible for providing access to the records under any provincial or federal access and privacy legislation, including the listing of personal information banks and general classes of records, and for compliance with other legislation.
- (4) If, as a result of changes in operational needs or statutory requirements, the inactive, "permanent" retention period is reduced by Council, then the records will be transferred to the custody and control of the Archives at the end of the retention period and Subsection A applies with necessary changes.

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§ 219-11. Retention schedule.

[Amended 2008-12-03 by By-law 1303-2008⁹]

The records of the Board shall be retained and may only be destroyed as set out in the retention schedule in Schedule G to this article.

§ 219-12. Transitory and duplicate records.

- A. Despite § 219-11, but subject to the Municipal Freedom of Information and Protection of Privacy Act and the Personal Health Information Protection Act, 2004, this section applies to the retention of all records created or received by Board employees.
- B. A transitory record may be deleted or otherwise destroyed on the same day that the record was created or received.
- C. A copy of a record may be destroyed at any time if the original is subject to a retention period established by this article.
- D. A micrographic copy of a record shall be deemed to be the original for the purposes of this article and the records that have been microfilmed may be destroyed at any time, subject to § 219-13.

§ 219-12.1. Destruction of unusable records.

[Added 2008-12-03 by By-law 1303-2008]

- A. Despite § 219-11 or a records retention by-law of the former Municipality of Metropolitan Toronto, an unusable record in the custody or control of the Board may be destroyed.
- B. Prior to the destruction of any unusable record, the following documents are required:
 - (1) A written description of the unusable record containing, to the extent that such information is applicable or obtainable, the following:
 - (a) The title of the records series.
 - (b) The identification of the business unit that is responsible for the creation or use of the unusable record.
 - (c) A brief description of the purpose of the unusable record.

⁹ Editor's Note: This by-law came into force July 27, 2006.

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- (2) The written approval of the division head or designate who is responsible for the business function to which the unusable record relates, if the division head can be identified.
 - (3) Where applicable to satisfy the provisions of the Income Tax Act (Canada), the Excise Tax Act (Canada), the Employment Insurance Act (Canada) or the Canada Pension Plan, an exemption from the requirement to keep records in an electronically readable format from the Minister of National Revenue, on such terms and conditions as are acceptable to the Minister.
- C. The documents described in Subsection B shall be submitted to and kept by the Manager, Records and Archives, Exhibition Place, as required under § 219-11, or if applicable, a records retention by-law of the former Municipality of Metropolitan Toronto.

§ 219-13. Archival review period.

- A. At the end of the archival review period, a record that has been microfilmed, other than a copy of the record or a transitory record:
 - (1) Shall be transferred to the custody and control of the Archives if the original record possesses archival value; or
 - (2) Shall be destroyed if it does not possess archival value, and if there is no further business or legal requirement to retain the record.
- B. For the purposes of this section, the archival review period shall be deemed to end on the date the Manager, Records and Archives, Exhibition Place certifies that the archival review is complete and the record has no archival value.

§ 219-13.1. Conflicting provisions.

In the case of a conflict between this article and the records retention provisions of any policy of the Board or by-law of the former Municipality of Metropolitan Toronto, this article prevails.

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ARTICLE V

Motor Vehicle Licence Plate Registrant Information
[Adopted 2000-08-03 by By-law 520-2000¹⁰]

§ 219-14. Retention of receipts, vouchers, instruments, rolls and other documents, records and papers.

The City of Toronto shall retain the receipts, vouchers, instruments, rolls or other documents, records and papers described under Column 1 of Schedule E to this article, for the period set out opposite such description in Column 2 and may thereafter destroy them.

§ 219-15. Conflicting provisions.

In the case of any conflict between this article and any other by-law of the City of Toronto, of the former Borough of East York, the former Cities of Etobicoke, North York, York, Scarborough or Toronto, or the former Municipality of Metropolitan Toronto, this article shall prevail.

ARTICLE VI

TO Live

[Adopted 2019-06-19 by By-law 942-2019]

§ 219-16. Retention Schedule.

TO Live shall retain records classified in Column 1 and described under Column 2 of Schedule H to this article for the period set out in Column 3 opposite such description, and may thereafter destroy them.

¹⁰ Editor's Note: This by-law was passed under the authority of subsection 116(1) of the Municipal Act, R.S.O. 1990, c. M.45; and the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, and Regulation 823 made thereunder. This by-law provided that it come into effect upon approval of the City Auditor, and approval of the City Auditor was received August 15, 2000.

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ARTICLE VII
Waterfront Neighbourhood Centre Board of Management

[Added 2022-06-16 by By-law 546-2022]

§ 219-17. Definitions.

- A. As used in this article and in Schedule I to this article, the following terms shall have the meanings indicated:

ARCHIVAL VALUE - The evidential and informational value of records, which is determined during appraisal and justifies the records' preservation as archives.

BOARD - the Waterfront Neighbourhood Centre Board of Management.

BOARD ARCHIVES - The Board Archives.

COMPUTER SYSTEM - A device or a group of interconnected or related devices, one or more of which:

- (1) Contains computer programs or other data; and
- (2) Pursuant to computer programs, performs logic and control, and may perform any other function.

CONTENT, CONTEXT or STRUCTURE:

- (1) That which conveys information, including text, data, symbols, numerals, images and sound;
- (2) The appearance and arrangement of the content, including relationships between fields, entities, language, style, fonts, page and paragraph breaks, links and other editorial devices;
- (3) Fields, entities, language, style, fonts, page and paragraph breaks, links and other editorial devices; or
- (4) Background information that enhances understanding of technical and business environments to which the data relates, such as metadata, application software, logical business models and the origin, such as address, title, link to function or activity, agency, program or section.

COUNCIL - The Council of the City of Toronto.

DATA - Representations of information or of concepts, in any form, that are recorded or stored on any medium in or by a computer system or other similar device and that can be read or perceived by a person or a computer system or other similar device, including a display of that data.

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DISPOSE - To destroy a record or to transfer a record to the Board Archives.

ORPHAN DATA:

- (1) Data that is not machine readable by any of the Board's computer systems because the data exists with no identifiable computer application that can retrieve the data; or
- (2) Data that is machine readable but does not have sufficient content, context or structure to render it understandable by an experienced Board employee who is knowledgeable about the business function or functions to which the data relates.

RECORD - The same meaning as in subsection 3(1) of the City of Toronto Act, 2006. [This meaning is noted as follows for reference purposes only]:

"record" means information however recorded or stored, whether in printed form, on film, by electronic means or otherwise, and includes documents, financial statements, minutes, accounts, correspondence, memoranda, plans, maps, drawings, photographs and films

RECORDS SERIES - A group of records that support a particular Board program or operation, that are filed together, and need to be retained for the same period of time.

RETENTION PERIOD - The period of time during which a specific records series must be kept by the Board before records in that records series may be disposed of.

RETENTION SCHEDULE - The schedule prescribing how long a specific records series must be retained before they may be disposed of.

TRANSITORY RECORD - A record that is:

- (1) Retained solely for convenience of reference;
- (2) Required solely for the completion of a routine action, or the preparation of another record;
- (3) Of insignificant or no value in documenting Board business transactions;
- (4) Not an integral part of a Board record;
- (5) Not filed regularly with records or filing systems;
- (6) Not required to meet statutory obligations or to sustain administrative or operational functions;
- (7) About social events that are not special Board events;
- (8) Not related to Board business; or

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(9) A voice mail message.

B. As used in the retention schedule in Schedule I to this article, the following abbreviations and terms shall have the meanings indicated:

A or ACTIVE - The period of time in years, unless otherwise stated, that the records must be kept in the active records office area.

C or CURRENT YEAR - The calendar year in which the records were created.

DISPOSITION - The destruction of a record or transfer of a record to the Board Archives, as indicated in a retention schedule by one of the following designations which have the meanings indicated:

(1) D or DESTROY - The records are destroyed once the total retention period has expired.

(2) ED - The records are reviewed by the Executive Director who determines whether the records will be destroyed or deemed permanent.

(3) P or PERMANENT - As defined below in the definition of "P or Permanent," the records are never destroyed, and for purposes of the definition of "disposition" only, are stored in the Board Archives for preservation purposes.

I or INACTIVE - The period of time in years, unless otherwise stated, that the records must be kept following the active period, other than in the active records office area.

MEDIA:

(1) The physical format of the records series, for example, paper, electronic, microfilm.

(2) If the retention schedule indicates "all media," records in any format are included.

ORIGINATING OFFICE - The Board office or title responsible for maintaining the records series. Any reference to a particular Board office or title used will be read to include the person responsible for that office or holding that title and will also include any successor to that office or title.

P or PERMANENT - A record that is never destroyed.

RECORDS TITLE - The title and detailed description of the types of records included in each records series.

S or SUPERSEDED - A record that is replaced by an updated record.

T or TERMINATED - A retention period that is calculated from a specific type of event, as explained under each records series.

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TOTAL - The total retention period, including active and inactive retention periods.

§ 219-18. Responsibility for records.

Responsibility for records that are not destroyed after the inactive retention period is based on the disposition set out in the retention schedule as follows:

A. Permanent.

- (1) This disposition is used if there are operational or legal requirements to retain the records for an indefinite period.
- (2) Despite the storage of the records in the Board Archives for preservation purposes, the records remain under the full custody and control of the Board office or person holding the listed title that created them.
- (3) The Board office or person holding the listed title is solely responsible for providing access to the records under any provincial or federal access and privacy legislation, including the listing of personal information banks and general classes of records, and for compliance with other legislation.

B. Executive Director Review.

- (1) This disposition is used if there is a need for the Executive Director to review the records and determine if they should be destroyed or deemed permanent because of operational or legal requirements to retain the records for an indefinite period.
- (2) Despite the storage of the records in the Board Archives for preservation purposes, the records remain under the full custody and control of the Board office or person holding the listed title that created them.
- (3) The Board office or person holding the listed title is solely responsible for providing access to the records under any provincial or federal access and privacy legislation, including the listing of personal information banks and general classes of records, and for compliance with other legislation.

§ 219-19. Retention schedule.

- A. The records of the Board shall be retained and may only be destroyed as set out in the retention schedule in Schedule I to this article.
- B. The Executive Director of the Board or designate shall develop and administer the retention schedule.
- C. In determining the retention period for a records series, the Chair of the Board or designate shall consult with other Board staff as appropriate, the City Solicitor and the City's municipal auditor.

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- D. The Executive Director of the Board or designate shall:
- (1) Review and recommend amendments and additions to the retention schedule, for approval by the Board and Council; and
 - (2) Ensure that the retention schedule complies with all relevant legislative, financial and historical requirements for records retention.
- E. A retention period for a records series shall be based on the following:
- (1) The administrative value of the records based on the period of time during which the Board uses a record to perform its functions;
 - (2) The legal value of the records, based on the period of time necessary to meet statutory or other regulatory requirements, requirements imposed by an agreement, permit or similar document, or to ensure that records are available in case of litigation or investigation;
 - (3) The audit value of the records, based on the period of time required for audit or tax purposes; and
 - (4) The archival value of the records, based on the long-term value of the records to document past events or the origins and history of the Board.

§ 219-20. Responsibility of Board staff, volunteers and members.

All Board staff, volunteers and Board members who work with, create or manage records shall:

- A. Manage and maintain records in their custody or control as corporate assets that belong to the Board, and not to individual staff, Board business units or departments that have custody of those records;
- B. Comply with the retention periods in the retention schedule;
- C. Apply retention periods and dispose of records only in accordance with the retention schedule;
- D. Ensure preservation and security of records as directed under this chapter;
- E. Ensure that records in their custody or control are protected from inadvertent destruction or damage, and ensure that records, other than transitory records or duplicate records, are destroyed only with the authorization of the Board office or title that has custody or control of the records;
- F. Retain and preserve records in an accessible manner so that the records can be retrieved within a reasonable time and are in a format that allows the content of the records to be readily ascertained by a person inspecting the records; and

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- G. Ensure that transitory and duplicate records in their custody or control are destroyed when they are no longer needed for short-term reference.

§ 219-21. Principles of records destruction.

The following principles govern the destruction of records:

- A. When there are no further legal or business reasons for retaining records, the records shall be destroyed as a class rather than selectively.
- B. Records pertaining to pending or actual litigation or investigation shall not be destroyed with the class of records to which they relate.
- C. Records shall be destroyed in a way that preserves the confidentiality of any information they contain.
- D. Prior to the destruction of any record, other than orphan data or a transitory record or duplicate record, the following documents are required:
 - (1) A written description of the record containing, to the extent that such information is obtainable, the following:
 - (a) The title of the record;
 - (b) The identification of the Board office or title that is responsible for the creation or use of the record; and
 - (c) A brief description of the record's purpose.
 - (2) The written approval of the Board office or title who is responsible for the creation or use of the record.
 - (3) Where applicable to satisfy the provisions of the Income Tax Act (Canada), the Employment Insurance Act (Canada) or the Canada Pension Plan, an exemption from the requirement to keep records in an electronically readable format from the Minister of National Revenue, on such terms and conditions as are acceptable to the Minister.

§ 219-22. Destruction of orphan data.

Orphan data in the custody or control of the Board may be destroyed.

§ 219-23. Documentation prior to destruction of orphan data.

Prior to the destruction of any orphan data, the following documents are required:

- A. A written description of the data containing, to the extent that such information is obtainable, the following:

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- (1) The title of the system;
 - (2) The identification of the Board office or title that is responsible for the creation or use of the data;
 - (3) A brief description of the system's purpose;
 - (4) A brief description of any subsystems, their purpose and relationship to the main system or other subsystems; and
 - (5) The name of the technical contact person who is responsible for documenting the system.
- B. The written approval of the department head or designate who is responsible for the business function to which the data relates.
- C. Where applicable to satisfy the provisions of the Income Tax Act (Canada), the Employment Insurance Act (Canada) or the Canada Pension Plan, an exemption from the requirement to keep records in an electronically readable format from the Minister of National Revenue, on such terms and conditions as are acceptable to the Minister.

§ 219-24. Retention of documentation.

The documents described in §§ 219-21D(1) and (2) and §§ 219-23A and B shall be submitted to, and kept by, the Chair of the Board or designate, as required by this article.

§ 219-25. Transitory and duplicate records.

- A. Despite the remainder of this article, but subject to the Municipal Freedom of Information and Protection of Privacy Act, this section applies to the retention of all records created or received by Board staff, volunteers, and Board members.
- B. A transitory record may be deleted or otherwise destroyed on the same day that the record was created or received.
- C. A copy of a record may be destroyed at any time if the original is subject to a retention period established by this article.
- D. A micrographic copy of a record shall be deemed to be the original for the purposes of this article.

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**Schedule A, Art. I,
Records Retention Schedule, General (Police Services Board)**

[Amended 2000-10-05 by By-law 689-2000; 2000-10-05 by By-law 869-2000]

(Column 1) Grouping	(Column 2) Subject	Schedule A (Column 3) Description	(Column 4) Retention
ACCIDENTS	Marine	Unit	1 year
		Service	1 year + current year
	Motor Vehicle	Reportable & non-reportable	1 year + current year then stored 4 years
		Fatalities	Permanent
	Incidents Register	T.P.S. current number Unit	1 year + current year 1 year + current year
AGREEMENTS	Bilateral	Other services & agencies	Until obsolete or superseded
ANNUAL REPORTS	Toronto Police Services Board		Permanent
ARCHIVES	Museum records	Of historical value	Permanent
AUDIO (see TAPES)			
AUDITS	Service audits & special reports (operational)	Internal Audit & Program Review Unit	Permanent (stored when superseded)
	Financial		7 years
	General	Other	Superseded + 1 year
AUXILIARY		Unit (Resource Services)	Duration of service + 1 year
		Service & applicant files	(as per Personnel Records)
BAIL RECEIPT BOOK	Current number Series		7 years (from last receipt)
BICYCLE	Registration	Database	10 years
BLOCK PARENTS	Applicant list	Unit (Community Policing Support)	1 year

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(Column 1) Grouping	(Column 2) Subject	Schedule A (Column 3) Description	(Column 4) Retention
BREATH TESTING	Alcohol standard, etc. & intoxilyzer Maintenance log	Traffic Services	5 years
BULLETINS	Circulars, wanted posters, (crimes, rewards, etc.)	Unit Service	1 year (if active) 2 years then stored
BY-LAWS	Police Services Board Others		Permanent (reference) Until superseded/ repealed
CAMPAIGNS (CANVASSING)	Blood donors, Charitable drives	Canadian Blood Services, United Way, etc.	Current campaign plus previous one
C.I.P.S.	Information database	Arrests/Charges	Permanent
CLEARANCE (see WAIVER)			
CODING	Guns, police property	Stolen or lost - identifiable	Permanent
COLLECTIVE BARGAINING	Contracts, Arbitrations etc.	Human Resources (labour relations)	Permanent
COLLEGE - C. O. BICK (see HUMAN RESOURCES - Training & Education)			
COLLISION(S) (see ACCIDENTS)			

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(Column 1) Grouping	(Column 2) Subject	Schedule A (Column 3) Description	(Column 4) Retention
COMMUNICA- TIONS	A.N.I./A.L.I.	Location, name, phone number (hard copy backup to I./C.A.D.)	1 month
	I./C.A.D.	Dispatch Record System (archive & reports, includes A.N.I. / A.L.I., S.A.S. & A.P.S.)	5 years
	Hand-written dispatch records	Includes pursuit cards	5 years
	A.P.S.	Availability (name/badge)	5 years
	Divisional Parade Sheets	Hard copy (not entered on A.P.S.)	3 months
	Voice Logging	Reel-to-reel tapes	Until request rescinded
	Tapes	(held by request - stored as of 94.10.24) Digital audio tape cartridges (replaced reel-to-reel tapes)	1 year - extended upon request
	Master Audio Tapes	Extracts from logging tapes (upon request)	Until request rescinded
	Master Request Files	Hard copy - (prepared on request)	Until request rescinded
	Staff Administration	Internal program	Until superseded/obsolete
	Statistics	Hard copy for internal usage (Switchboard Daily Volume & C.C.R. Performance Interval Reports)	1 year plus current year

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(Column 1) Grouping	(Column 2) Subject	Schedule A (Column 3) Description	(Column 4) Retention
	Training Files	Staff tests & appraisals (time/date/subject)	7 years
COMMUNITY POLICING SUPPORT	Educational and Promotional materials		Until superseded/obsolete
COMPLAINTS	P.S.A. (public complaints)	Less serious (concluded informal, discipline by unit commander)	Upon conclusion 2 years from last entry (including appeal/litigation)
		Serious (investigation commenced - a hearing/trial possible)	5 years (after conclusion including appeal/litigation)
		Policy or service provided by T.P.S. Action item Non-action item	Until superseded 2 years from conclusion
CONDITIONAL RELEASE FORM		Corporate Information Services (Operations)	Conclusion of court case
CONFERENCES	Chief of Police	Agenda, etc.	2 years
CONFIDENTIAL INSTRUCTIONS CROWN	Indictable offence (proceed by)	Homicide (Murder, Attempt Murder, Manslaughter & Infanticide) Robbery (Division is assigned unit)	Permanent 7 years (after conclusion & expiry of appeal period with selective storage re parole, civil litigation, etc. beyond normal retention)

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(Column 1) Grouping	(Column 2) Subject	Schedule A (Column 3) Description	(Column 4) Retention
		(Hold-Up Squad is assigned unit)	10 years (after conclusion & expiry of appeal period - with selective storage re parole, civil litigation, etc. beyond normal retention)
		SEXUAL TYPE OFFENCES (Division is assigned unit)	7 years (after conclusion & expiry of appeal period - with selective storage re parole, civil litigation, etc. beyond normal retention)
		(Sexual Assault Unit is assigned unit)	25 years (after conclusion & expiry of appeal period - with selective storage re parole, civil litigation etc. beyond normal retention)
		Aggravated Assault (All)	10 years (after conclusion & expiry of appeal period - with selective storage re parole, civil litigation etc. beyond normal retention)
		Other (indictable)	5 years (after conclusion & expiry of appeal period - with selective storage re parole, civil litigation etc. beyond normal retention)

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(Column 1) Grouping	(Column 2) Subject	Schedule A (Column 3) Description	(Column 4) Retention
	Non-Indictable Offence (proceed by summary)		1 year + current year (after conclusion & expiry of appeal period)
	Municipal By-laws		1 year (after conclusion)
	Provincial Statutes	Highway Traffic Act, etc.	1 year (after conclusion & expiry of appeal period)
C.O.P.S.	Occurrence processing system		3 years + current year (stored)
CORONER'S INQUEST FILES		Jury recommendations and service responses	Permanent
CORRESPONDENCE	Registers & logs	Internal and external mail (service-wide) C.I.S. (hard copy - chronic correspondent)-	1 year + current year 5 years (from date of last correspondence)
COURT ATTENDANCE	Police personnel	Record of attendance	1 year + current year
COURT CALENDARS	Provincial court (docket - disposition)	Court Officer's copy Service	1 year + current year 2 years + current year
COURT NOTIFICATION	C.A.S.C. Criminal Court Minor traffic Minor traffic (work copy) Accident Civil/Criminal and quasi-judicial proceedings (W.S.I.B., C.I.C.B., etc.)	History tape (includes statement request) C.I.S. 5 (posted copy) C.I.S. 6 (officer excused) (computer generated) C.I.S. 8 (list of court dates) (computer generated) Subpoena	3 years 1 year + current year 6 months 6 months 6 months 1 year

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(Column 1) Grouping	(Column 2) Subject	Schedule A (Column 3) Description	(Column 4) Retention
C.P.I.C. (also see INFORMATION SECURITY)			
C.P.I.C.	Traffic	Message log sheet - unit	1 month + current month
		Message log sheet - Service	2 years
		Toronto/Zone alert	2 weeks
		Narrative messages - unit	6 months + current month
		Headquarters (terminal - Service)	1 month + current month
		Province/Canada alerts - unit	2 weeks
		Province/Canada alerts - Service	6 months + current month
CRIMINAL RECORDS	Criminal dossiers (at C.I.S.)	Description sheet	Upon disposition
		Record of arrest #3 copy	Upon disposition
		Criminal record (C.R.I.M. 9) Part A & B	5 years + current year (stored)
	Appeal letters: re sentence/conviction	Letter from district court: results of appeal	Upon disposition
	Request for record destruction	Fingerprints & photographs	1 year from Service's last response
DANGEROUS OFFENDER (Application for finding) (see CONFIDENTIAL INSTRUCTIONS CROWN COUNSEL)			
DIRECTIVES (see POLICIES)			
DISCIPLINE	P.S.A. Trials	Tapes, transcripts, related	5 years - discipline free

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(Column 1) Grouping	(Column 2) Subject	Schedule A (Column 3) Description	(Column 4) Retention
		documents, etc.	(upon conclusion, including appeal period, civil litigation & arbitration)
		Trial dockets	1 month
DOCUMENT EVIDENCE	Originals or copies of cheques, invoices or other document evidence	Concluded & outstanding (financial documents of which owner does not want returned)	1 year + current year (upon conclusion of case, appeal period & any civil litigation)
DOCUMENTA-TION (see HUMAN RESOURCES - Employee Records)			
DOPE SHEETS (see CONFIDENTIAL INSTRUCTIONS CROWN COUNSEL)			
EMERGENCY PLANNING	Emergency By-law (plans - formulation & implementation of)	Plans, minutes, etc. of emergency measures planning	5 years (selective storage)
EMPLOYMENT (see HUMAN RESOURCES)			
EVENTS	Personnel Deployment, etc.	Service District	5 years (selective storage) 3 years (selective storage)
FINGERPRINTS	Scenes of crime	Major - unsolved	Permanent
		Major - solved	Permanent

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(Column 1) Grouping	(Column 2) Subject	Schedule A (Column 3) Description	(Column 4) Retention
		(Indictable offences) Murder, Attempt Murder, Manslaughter & Infanticide	
		Robbery, Swarm, Sexual Assault, Kidnap, Abduction and serious assault	5 years, upon conclusion, including appeal and litigation, (with selective storage in conjunction with Confidential Instructions Crown Counsel retention)
		Minor (Indictable offences - other)	5 years + current year (with selective storage)
	Consent	Elimination purposes	2 years (if eliminated)
FIREARM (also see PROPERTY & EVIDENCE MANAGEMENT)	Applicant Investigation File (Special Investigation Services)	Applications, permits, certificates, prohibit and seizure orders (hard copy)	Permanent
	Firearm Discharge Report	Form M.T.P. 586	2 years + current year
FLEET & MATERIAL MANAGEMENT	Clothing, equipment and supplies	Requisitions	1 year + current year
	Receipts for stores		1 year
	Handcuffs & Firearms	Master serial record	Duration of service + 1 year
	Transfer of stores		1 year
HONOURS	T.P.S. employees	Hard copy - unit personnel file	Service career (then transfer to Human Resources, Employee Records)

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(Column 1) Grouping	(Column 2) Subject	Schedule A (Column 3) Description	(Column 4) Retention
		Human Resources database	Duration of service (then stored)
HUMAN RESOURCES (see SCHEDULE C)			
INCIDENT (see ACCIDENTS)			
INFORMANT FILE	General C.D.I.U.	Current T.P.S. form (dormant - 2 years)	2 years after case concluded - transfer to Special Investigation Services Unit (inactive/status change)
INFORMATION SECURITY	Computer Access C.P.I.C.	System access requests	1 year
		Intergraph C.P.I.C. - communications;	On-line: 5 day log
		Intergraph C.P.I.C. - M.D.T. access (field units)	Historical: 5 years
		C.P.I.C. 3.1 interface	2 years
		C.O.P.S. to C.P.I.C. interface (maintenance audit log)	2 years
		Log tapes including P.A.R.I.S. log tapes (traffic)	2 years
	Intergraph	Narrative messaging	On-line: 5 day log
		Login/logout records	Historical: 5 years
		Flat file	5 years
		I/C.A.D. audit log reports	5 years
	M.A.N.I.X.	Search records	On-line: 30 days Historical: 1 year
	Mainframe	Login/logout records	1 year
		Access audit log	3 years
	Network	User code security reports	On-line current data
		User code security tapes	1 year
		Server login/logout records	1 year
		Security server transactions	1 year

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CHAPTER 219, RECORDS, CORPORATE (LOCAL BOARDS)

(Column 1) Grouping	(Column 2) Subject	Schedule A (Column 3) Description	(Column 4) Retention
		Mail logs	1 year
		Server monitoring reports	1 year + current year
	Off-line search	Internal investigations (off-line computer system search)	Until concluded + 1 year (including any disciplinary process being completed)
		Administrative & operational investigations	Until concluded + 1 year
	Security Reports	All security-related correspondence dealing with users, units & systems	1 year + current year or, if related to a further action, until concluded
INJURY REPORT		Form M.T.P. 105	2 years + current year
INTAKE INFORMATION FORM	Probation Orders	Service	Until expiry + 2 months
INTELLIGENCE FILES	Unrestricted reports		Until inactive + 3 years
	Restricted reports		Until inactive + 5 years
	Third Party Reports		Review after 3 months, (downgrade to restricted, unrestricted or place in dossier file)
	Requests for information		1 year + current year
	Physical surveillance reports		Surveillance finished + 3 years
	Privacy Act reports		Until inactive or subject of another investigation + 10 years, unless subject(s) form part of a dossier file

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CHAPTER 219, RECORDS, CORPORATE (LOCAL BOARDS)

(Column 1) Grouping	(Column 2) Subject	Schedule A (Column 3) Description	(Column 4) Retention
	Intelligence Services Dossier File		Until inactive + 20 years or date of death + 10 years with relevant information being transferred to active dossier files
	C.I.S.O. Dossier File		Until inactive + 20 years or date of death + 10 years with relevant information being transferred to active dossier files
	Major Case File		Until inactive + 5 years unless subject(s) form part of a dossier file
	Resource Information		2 years + current year
LEGAL	Legal Service files	Legal opinions	2 years after closure of file
MAJOR NEWS REPORT	Daily	Major crimes, arrests & fatalities - Unit Service (electronic disc - Held at C.I.S. - Operations)	6 months Permanent
M.A.N.I.X.	Arrest cards Criminal records		Current year + 1 year Until age 75 - other - than pardons & exceptions
	General information	T.P.S. 208	1 year
	Adult/youth caution	T.P.S. 208	1 year (from issued date)
	Suspected Emotional Disturbed		2 years
	Not 'finger-printed' records (includes Young	Convictions Absolute Discharge	5 years - date of disposition 1 year - date of disposition

TORONTO MUNICIPAL CODE
CHAPTER 219, RECORDS, CORPORATE (LOCAL BOARDS)

(Column 1) Grouping	(Column 2) Subject	Schedule A (Column 3) Description	(Column 4) Retention
	Offenders)	Conditional Discharge	3 years - date of disposition
	Peace Bonds	Adult & Young Offender	Until expiry
	Finger-printed Young Offenders (may be retained beyond these periods but cannot be disclosed except under provisions of the Y.O.A.)	Acquittal (other than by insanity finding) Dismissal (other than acquittal) withdrawal or stay	4 months - date of disposition 1 year - date of disposition
		Alternative measures disposition, after consent Summary Conviction	2 years - date of disposition 3 years - date of sentence & conditions completed
		Indictable conviction	5 years. - date of sentence & conditions completed
		Absolute discharge	1 year - date of disposition
		Conditional discharge	3 years - date of disposition
		Conviction - with unknown	3 years - date of sentence & condition(s) completed
		Crown proceeding	
MAPS & GRAPHICS	Master copies	(held at Corporate Planning)	While valid + 2 years
MEDICAL (see HUMAN RESOURCES - Occupational Health Services)			
MEMORAND-UM BOOKS	Officer's record of activity	Actively serving, services terminated (any reason)	8 years from last entry

TORONTO MUNICIPAL CODE
CHAPTER 219, RECORDS, CORPORATE (LOCAL BOARDS)

(Column 1) Grouping	(Column 2) Subject	Schedule A (Column 3) Description	(Column 4) Retention
NOTES	Working papers, used in preparation of other records (rough notes, notations, draft reference only, telephone slip, etc.)	(hard copy or data base initiated) Non-investigative matters Criminal investigation - no charge Criminal investigation - charge	Completion of final record Refer to retention for Occurrence(s) Refer to retention for Confidential Instruction Crown Counsel
OCCURRENCE (S) (Also see C.I.P.S. and C.O.P.S.)	Duplicate copies of all occurrences	In occurrence file (at division level)	1 year
	Record of Arrest (#1 copy)	Hard copy C.I.P.S. (database)	Refer to Occurrence retention (by offence type) Permanent
	Bicycle, tricycle	Concluded Outstanding	1 year 10 years
	Drugs	Concluded	5 years + current year
	Firearms	Concluded Outstanding	5 years Permanent
	Fraudulent (document etc.)	Under \$50,000 \$50,000 & greater	5 years Permanent
	General - (Major)	Robbery, Arson, Sexual type (sexual assault, potential sex offender, etc.), Kidnapping-Abduction, Arrests - prohibitions attached	Permanent Held at C.I.S. - Operations and specific unit/squad where applicable (i.e. Sexual Assault & Hold-up Units)
	General - (Minor)	Theft, Break & Enter, Mischief, Assault, Threatening, Driving Offences, Weapons Offences,	5 years + current year

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(Column 1) Grouping	(Column 2) Subject	Schedule A (Column 3) Description	(Column 4) Retention
		Mental Health Act etc.	
	Homicide	Murder, Attempt Murder, Manslaughter, Infanticide	Permanent (held at C.I.S. - Operations & Homicide Unit where applicable)
	Liquor	Concluded	1 year + current year
	Lost and Found	Concluded Outstanding	1 year + current year 5 years
	Missing Persons	Concluded Outstanding	1 year + current year Permanent
	Motor Vehicle	Concluded Outstanding	4 years 5 years
	Sudden Death	Unit Service	1 year + current year 3 years after conclusion of investigation
	Suicides	Unit	1 year + current year after conclusion of investigation
	Attempt suicides		1 year + current year
	Suicides	Service	5 years + current year (stored)
	Attempt suicides		4 years + current year
	Tow Card (report)	Unit Service	1 month 3 years
PARKING TAGS	Officer's copy Record of tags	Held for defective meter check	18 months 3 months

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CHAPTER 219, RECORDS, CORPORATE (LOCAL BOARDS)

(Column 1) Grouping	(Column 2) Subject	Schedule A (Column 3) Description	(Column 4) Retention
PAWN SHEETS	Property (pawn shops)	Pawn data base	2 years
		Special Investigation Services (hard copy)	3 years
PAY DUTY	Record of	(also see Financial Schedule 'B')	7 years
PEACE BONDS		Hard copy	Until expiry + 2 months.
PERMITS	Parades & filming	Unit Service (filed at Traffic Services)	While valid 1 year + current year
	Radio Transmissions (licences issued to)	Information Technology Service (copy of each licence)	Upon annual replacement on April 1
PERSON INVESTIGATED	T.P.S. 208	Hard copy (division) (Service - see M.A.N.I.X.)	1 year
PERSONNEL RECORDS (see HUMAN RESOURCES - Employee Records)			
PHOTOGRAPHS (Scenes of crime, Victims, etc.)	Negatives - (major indictable offences) Homicide, Robbery, Swarm, Sexual Assault, Kidnap, Abduct, Serious Assault	Unsolved - (major)	As retention - Occurrences (with selective storage)
		Solved	Final disposition + 5 years (with selective storage)

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CHAPTER 219, RECORDS, CORPORATE (LOCAL BOARDS)

(Column 1) Grouping	(Column 2) Subject	Schedule A (Column 3) Description	(Column 4) Retention
	Negatives Minor indictable offences (other than above Majors)	Solved & unsolved	5 years
PLANS	Long and short term service planning	Procedural analysis, special projects	Permanent
POLICIES	Directives	Unit Service	Until superseded or cancelled Permanent
	Unit Instructional Manual	Guidelines or procedures issued by Unit Commander	Superseded or cancelled + 1 year
	Routine Orders	Unit (hard copy) Service (electronic format)	6 months Permanent
POLYGRAPH	Forms used in conjunction with tests conducted by Investigative Squad	Homicides Sexual assaults Other offences	Permanent 10 years 5 years
PROBATION ORDERS (see INTAKE INFORMATION FORM)			
PROPERTY AND EVIDENCE MANAGEMENT UNIT	Property Receipt Tag T.P.S. 405	Found Property Other	Upon disposition of property 1 year + current year Refer to Confidential

TORONTO MUNICIPAL CODE
CHAPTER 219, RECORDS, CORPORATE (LOCAL BOARDS)

(Column 1) Grouping	(Column 2) Subject	Schedule A (Column 3) Description	(Column 4) Retention
			Instruction to Crown Counsel/source document retention (i.e. occurrence) Permanent
	Destruction Record Firearm Storage File	Destruction of firearm (Firearm seized, found or for safekeeping)	
PURGE	Destruction of Records	T.P.S. 649 describing records destroyed	1 year + current year
PURSUIT		Pursuit Report (as required by P.S.A.) Corporate Planning Unit	5 years
SCENES OF CRIME (see FINGERPRINTS or PHOTOGRAPHS or TAPES)			
SPECIAL INVESTIGATION SERVICES	Special projects (confidential)		Until inactive (Relevant information being transferred to active files)
	International Fugitives		Conclusion (upon review) (selective storage)
STATIONERY AND PRINTING	Requisitions		1 year + current year
STATISTICS		Crime etc. History tapes (Statistical Information Centre)	1 year + current year 8 years

TORONTO MUNICIPAL CODE
CHAPTER 219, RECORDS, CORPORATE (LOCAL BOARDS)

(Column 1) Grouping	(Column 2) Subject	Schedule A (Column 3) Description	(Column 4) Retention
STORES (see FLEET & MATERIAL) MANAGEMENT			
SUBPOENA	Records, occurrences & criminal information	Accepted by C.I.S. (Information Access Security)	1 year
SUMMONS	Application for, and personal service	Record of service	1 year + current year
		Officer's copy for court	Conclusion of case & expiration of appeal period
	Withdrawn		1 year + current year
	Inquiries		1 year + current year
	Journal	Record of Provincial offence ticket books issued	1 year + current year
SUSPENSIONS	Ledger	Record of 12-hour suspensions served	1 month + current month
TAPES (INCLUDES VIDEO) also see COMMUNICA- TIONS, INFORMATION SECURITY			
TAPES	Master compiled video or audio tapes;	Outstanding	Refer to 'Occurrence' retention (by offence type)
	Original evidentiary source tapes;	Concluded - Indictable Homicide	Refer to 'Confidential Instruction Crown Counsel' (by offence type)
	Other source tapes (scenes of crime, victim or witness statements, etc.)	(Murder, Attempt Murder, Manslaughter & Infanticide) Robbery, Sexual Type Offences, Aggravated Assault, Other	

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CHAPTER 219, RECORDS, CORPORATE (LOCAL BOARDS)

(Column 1) Grouping	(Column 2) Subject	Schedule A (Column 3) Description	(Column 4) Retention
		Concluded / Non-indictable (Summary)	Refer to 'Confidential Instruction Crown Counsel' (by offence type)
		Municipal By-laws Provincial Statutes	
	Mobile video system (patrol tape)	Stand alone tape with no investigation/arrest associated	1 year
	Training, press release, demonstration or events		Until obsolete or 5 years (selective storage)
TEMPORARY ABSENCE PERMITS	Granted to prisoners	Held at reporting centres	1 year + current year
TEMPORARY RELEASES (notice)	Young Offenders on temporary release in Toronto	Community programs	1 year + current year
TOW CARD (report) see OCCURRENCES			
UNIT COMMAND- ER'S FILES	Administrative and housekeeping	Per Appendix 'C' Service regulations, with added unit - specific files	1 year + current year
UNIT DUTY BOOK	Records of Personnel Duties: unit	Not computerized	1 year plus current year
	Record of Personnel Duties: Service	Not computerized	7 years (then stored)
	Records of Personnel Duties: unit	Computerized	2 years (on-line)
	Record of Personnel Duties: Service	Computerized	2 years (on-line) (then electronic storage)

TORONTO MUNICIPAL CODE
CHAPTER 219, RECORDS, CORPORATE (LOCAL BOARDS)

(Column 1) Grouping	(Column 2) Subject	Schedule A (Column 3) Description	(Column 4) Retention
USE OF FORCE REPORT	Reg. 926 Form 1 - 1993/01	Part A Part B	2 years from incident date 30 days from incident date
VEHICLES	General maintenance, repairs, procurement, etc.	Unit Service	1 year + current year Duration vehicle in service + 1 year
	Individual Ledgers	Vehicle record log book Parts, materials, record of goods used, received	Disposal of vehicle + 1 year 7 years
	Gasoline and Oil (Used by Service)	Unit Service	3 months + current month 1 year + current year
VIDEO (see TAPES)			
VOLUNTEERS	Community Policing Support Unit	Form C.P.S.U. 1 Application/waiver Form C.P.S.U. 2 Personal History Form C.P.S.U. 4 Application/Waiver & Release Form - for Committee Membership	Upon termination of volunteer status (and conclusion of any litigation & appeals) + 3 years
WAIVER	Waiver and Release	To accompany police on duty	7 years
	Security Clearances	System access clearances and physical access authorization to T.P.S. sites	Pound contracts - 2 years Others - 1 year
	Required by the Service	Before action allowed/taken involving physical risk, phys. ed. etc.	7 years

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CHAPTER 219, RECORDS, CORPORATE (LOCAL BOARDS)

(Column 1) Grouping	(Column 2) Subject	Schedule A (Column 3) Description	(Column 4) Retention
WARRANTS	Information gathering and criminal record release	Criminal reference checks for approved agencies: reference authorizations by applicants for service employment	1 year + current year
	Arrest	Concluded	4 years date of execution
		Outstanding (Original held at C.I.S. - Operations)	Permanent unless rescinded
	Banks and Banking	Receipts, deposit slips, invoices	7 years
	Cheque Requisitions	Payable to provincial courts	7 years
		Payable to City of Toronto	7 years
	Committal	Outstanding	4 years (returned to Court)
		Executed (by payment)	Upon execution (then sent to courts)
		Executed (by arrest)	Upon execution (then sent to courts)
	Correspondence	General	1 year + current year
	Fail to Appear - (held by Community Programs)	Re: Support and Custody Order Enforcement Act	Until enforced or rescinded
	Inactive working cards	Showing warrants paid, returned, or executed by imprisonment of subject	1 year + current year
	Letters	Request for service or returned unable to serve	1 year + current year
	Receipts	For payment of	7 years
	Registers	Record of Warrants received from all sources for execution	7 years
	Release Slips	Receipts for warrants executed by incarceration	1 year + current year
	Search		7 years
	Statement of Execution	To cover service charges	5 years + current year

TORONTO MUNICIPAL CODE
CHAPTER 219, RECORDS, CORPORATE (LOCAL BOARDS)

(Column 1) Grouping	(Column 2) Subject	Schedule A (Column 3) Description	(Column 4) Retention
WORKING PAPERS (see NOTES)			
Y2K	Y2K R.D.D.	Year 2000 documents (includes all records related to Y2K inventory items, remediation & testing, business partner readiness, contingency & continuity plans. Includes any related documentation that establishes actions or decisions.)	7 years

TORONTO MUNICIPAL CODE
CHAPTER 219, RECORDS, CORPORATE (LOCAL BOARDS)

**Schedule B, Art. I,
Records Retention Schedule, Financial (Police Services Board)**

[Amended 2000-10-05 by By-law 689-2000]

Schedule B			
(Column 1) Grouping	(Column 2) Subject	(Column 3) Description	(Column 4) Retention
ACCOUNTS & ACCOUNTING (see also IMPREST ACCOUNTS)	General	Appropriations & disbursements, invoices, vouchers, etc.	7 years
	Cleaning vouchers		2 years + current year
	Records Revenue System	Daily transactions, refunds, Invoicing	7 years
AUDITS (also see GENERAL SCHEDULE)			
AUDITS	Finance	By Internal Audit & Program Review Unit & Finance	7 years
BANKING		Receipts, deposit slips, etc.	7 years
BONDING	Employees		Duration of service + 1 year
BUDGET		Unit	2 years
		Service	5 years
CLAIMS		By or against the Service	7 years
CONTRACTS		With individuals or firms, etc., for purchases, rentals & services, etc.	7 years

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CHAPTER 219, RECORDS, CORPORATE (LOCAL BOARDS)

Schedule B			
(Column 1) Grouping	(Column 2) Subject	(Column 3) Description	(Column 4) Retention
CREDIT UNION	Employee authorization	Deductions from salary	Until superseded
GRANTS	Educational & other		7 years
IMPREST ACCOUNTS		Petty cash, investigator expense, automobile mileage allowance, etc.	7 years
INCOME TAX	T-1 Form		Until superseded + 1 year
	T-4 Form		7 years
INSURANCE	Personnel	Employees hospital, life, medical, death benefits & other	While valid
	Automobile		7 years
	General	Fire, etc.	7 years
PAY DUTY (also see GENERAL SCHEDULE)			7 years
PENSIONS	O.M.E.R.S., P.B.F, Toronto City Employees' Benefit Fund, others		Duration of service + 2 years
RECEIPTS	Goods & services received	Service Unit	7 years 1 year + current year
REFUNDS			7 years
REQUISITIONS	Goods & services Received	Service	3 years
		Unit	1 year + current year

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CHAPTER 219, RECORDS, CORPORATE (LOCAL BOARDS)

Schedule B			
(Column 1) Grouping	(Column 2) Subject	(Column 3) Description	(Column 4) Retention
REVENUE	From all sources	Unit Service	1 year + current year 7 years
SALARIES		Including deductions, increases, revisions, acting paying, overtime, stoppages, etc.	2 years then stored
SICKNESS (Sickness/Injury) (also see HUMAN RESOURCES SCHEDULE)			
STATEMENTS	Financial	Reports, summaries, account statements, expenditures, etc.	7 years
TRAVEL	Personnel	Advances, claims for expenses	7 years

TORONTO MUNICIPAL CODE
CHAPTER 219, RECORDS, CORPORATE (LOCAL BOARDS)

**Schedule C, Art. I,
Records Retention Schedule, Human Resources (Police Services Board)**

[Added 2000-10-05 by By-law 689-2000]

Schedule C			
(Column 1) Grouping	(Column 2) Subject	(Column 3) Description	(Column 4) Retention
HUMAN RESOURCES	Compensation & Benefits	No Fault Insurance	Duration + 1 year
		Central Sick Leave Bank	2 years after closure
		Pensions	Service + 3 months
		Retirees - benefits	Duration + 3 months
		Retirement, resignation, services dispensed with	End of year + 3 months
	Employment	Civilian Transfer Application	1 year date of application
		Applicant Tracking System Database	5 years
		B-Pad video tapes	2 years + current year
		Files (other than police constable)	2 years + current year
		Files - police constable	2 years + current year
		Screened out applicants (initial stage due to qualifications not matching the position)	1 year
		Job Calls - external	2 years + current year
		Job Calls - internal	2 years + current year
	Employee Records	"A" Files - general	Completion service + 1 year (then scanned) - excluding evaluation & appraisal
		Evaluation & appraisal reports, includes probationary constable evaluations, Work Planning & Performance Development (W.P.P.D.)	1 year + current year (then scanned)
		"B" Files	7 years + current year
		Payroll & Benefits	Duration of service + 1 year & current year

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(Column 1) Grouping	(Column 2) Subject	Schedule C (Column 3) Description	(Column 4) Retention
		Applicant File - successful reference checks, tests, interview notes, background check, etc.)	2 years + current year
		H.R.M.S. Database Employee personal information (includes languages, equipment, discipline, meritorious services, etc.)	Permanent
		Senior Constables Database (personal information, appraisal & exam scores, evaluations, etc.)	Permanent
		Unit Personal File - Derogatory or no excuse	2 years from last concluded
		Photographs of members	negative documentation Duration of service (then to Employee Records)
		Documentation - complimentary	Duration of service (then to Employee Records)
		Individual records - in member's individual personnel file	Duration of service (then to Employee Records)
		Civilian & uniform evaluations and Work Planning & Performance Development	1 year (then to Employee Records)
		Uniform Performance Appraisal/Development Plan	5 years (then to Employee Records)
	Labour Relations	Secondary Activity (approved, denied & withdrawn)	Duration of service + 1 year

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(Column 1) Grouping	(Column 2) Subject	Schedule C (Column 3) Description	(Column 4) Retention
		Resigned & terminated files	Duration of service + 1 year
		Legal Indemnification	
		Approved	2 years + current year
		Denied	2 years + current year upon conclusion of any appeal
		Grievance & Appeals	Permanent
	Occupational Health Services	Medical records	20 years from date of leaving Service or 5 years after death
		W.S.I.B. (time lost through sick or injury)	Until death of member
		Workers' Compensation Services Personnel reports (status, election to claim & claim information)	5 years after death
	Staff Planning and Development	Promotional competitions (applications, examinations and interview notes)	1 year + current year (promotional process concluded and not on list for future promotion)
		Transfer application/records	1 year + current year
		Human resource policies & procedures, research documents etc.	Until superseded
	Human Rights	Inquiries	1 year + current year
		Investigative reports (less serious allegations - assigned to unit commander & includes informal resolutions)	2 years + current year
		Investigative reports (serious allegations - investigation commenced - a hearing or trial possible)	5 years + current year

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CHAPTER 219, RECORDS, CORPORATE (LOCAL BOARDS)

Schedule C			
(Column 1) Grouping	(Column 2) Subject	(Column 3) Description	(Column 4) Retention
	Work & Family Care	Leave of absence & secondment records	Upon conclusion + 5 years
		Job share/reduced hours - Application, memo understanding, O.M.E.R.S. form, Personnel Action Notice)	Upon conclusion + 5 years
	Training & Education	Certificates - driving (operate service motor vehicle, etc.)	Duration of service
		Driver training course - assessment (motor vehicle etc.)	Duration of service
		Driver training record (C.O.L. 3) (ongoing record - training & history)	Duration of service
		Handgun requalification members score (requalifying shoot)-	1 year + current year
		Firearms Training Record Card (C.O.L. 5) (member's record)	Duration of service
		Probationary Firearms Issue (receipt signed by recruit)	Duration of service
		Shoot Score Sheet - college (any)	7 years
		Annual inspection of unit emergency weapons (inventory)	2 years
		Decentralised training topics	Permanent
		Roll-call, parade, training scenarios	Permanent
		Course training standard	Permanent
	Training & Education (Cont.)	Individual fitness (continual record of body fat & vol. 02)	Duration of service

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Schedule C			
(Column 1) Grouping	(Column 2) Subject	(Column 3) Description	(Column 4) Retention
		Class (other than pre-Aylmer) T.P. Fitness Test Record Sheet	5 years 2 years
		Recruit fitness testing (pre-Aylmer)	
		Probationary Constables physical training results (recruit training progress)	Duration of service

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CHAPTER 219, RECORDS, CORPORATE (LOCAL BOARDS)

**Schedule D, Art. II,
Records Retention Schedule (Toronto Transit Commission)**

[Amended 2015-10-02 by By-law 1002-2015]

[Schedule D, Art. II, Records Retention Schedule \(Toronto Transit Commission\)](#)

TORONTO MUNICIPAL CODE
CHAPTER 219, RECORDS, CORPORATE (LOCAL BOARDS)

**Schedule E, Art. V,
Records Retention Schedule (Motor Vehicle Licence Plate Registrant Information)**

(Column 1)

Motor vehicle licence plate registrant information obtained from the Ministry of Transportation for Ontario

(Column 2)

30 days after completion of the authorized use of the information by the City of Toronto

TORONTO MUNICIPAL CODE
CHAPTER 219, RECORDS, CORPORATE (LOCAL BOARDS)

**Schedule F, Art. III,
Records Retention Schedule (Toronto Public Library)**

[Added 2006-04-27 by By-law 260-2006; amended 2016-02-04 by By-law 118-2016]

[Schedule F, Art. III, Records Retention Schedule \(Toronto Public Library\)](#)

TORONTO MUNICIPAL CODE
CHAPTER 219, RECORDS, CORPORATE (LOCAL BOARDS)

**Schedule G, Art. IV,
Records Retention Schedule (Board Of Governors Of Exhibition Place)**

[Added 2006-07-27 by By-law 688-2006; amended 2008-12-03 by By-law 1303-2008; 2014-07-11 by By-law 700-2014; 2019-01-31 by By-law 248-2019]

Schedule G, Art. IV, Records Retention Schedule (Board of Governors of Exhibition Place)

TORONTO MUNICIPAL CODE
CHAPTER 219, RECORDS, CORPORATE (LOCAL BOARDS)

**Schedule H, Art. VI,
Records Retention Schedule (TO Live)**

[Added 2019-06-19 by By-law 942-2019]

Schedule H

Department	Description	Retention Period	Trigger	Notes/*City reference
Management	Board minutes	20 years		G0006
	Contracts	15 years	File closed upon termination and/or superseded by new terms of condition of the particular contracts, agreements and/or warranties.	L6601, non-show related contracts
	Executive Records	11 years	File closed at Executive's discretion	I1000, non-Board records
Payroll	All payroll history	7 years	File closed upon termination of employment, or termination of retirement benefits, whichever is longer	F1301
	EI history	3 years		
	Attendance records	3 years		F1303
	Payroll process files	8 years		F1325
Accounting Department				
	Operating Budget	7 years		F3307
	Capital Budget	7 years		F3305
	Accounting and Finance Administration records	7 years		F1500: Records relating to the overall management of TO Live's financial and accounting functions and processes. May include information on accounting systems, workflow reports and diagrams, financial signing authority, copies

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Schedule H

Department	Description	Retention Period	Trigger	Notes/*City reference
				of federal and provincial guidelines and compliance requirements, and correspondence.
	Financial Statements	Permanent		F2157
	General Ledger Register	Permanent		F2313
	Show Files	Permanent		R0193: All documents related to performances, including show contracts
	Leases	21 years	Files closed at termination of lease	L2200, real estate files only
	GL journal entry and transition register	7 years		F2350
	Year-end working papers	7 years		
	Bank deposits and statements/reconciliations	7 years		F2301
	Ticket Statistics	10 years		
	Taxation file (GST/PST etc.)	7 years		F2430
	Federal Non-Resident Tax files	7 years		
Accounts Payable				
	Accounts payable invoices	7 years		F2401
	Purchasing of Goods and Services (POs)	7 years		F1541
	Cheque registers and reconciliation	7 years		F2207
	Cheques	7 years		F2303

TORONTO MUNICIPAL CODE
CHAPTER 219, RECORDS, CORPORATE (LOCAL BOARDS)

Schedule H

Department	Description	Retention Period	Trigger	Notes/*City reference
	Petty cash transaction files	7 years		F1560
	Personal expense claims	7 years		F1562
Accounts Receivable				
	Accounts Receivable customer database	7 years		F1570
	Accounts Receivable invoice files	7 years		F1570
	Cash receipts files	7 years		F1570
Concessions, Bars and Merchandising				
	Sales reports	7 years		F1570
	Cashier reports	7 years		F1570
	Inventories – Bar & Restaurant	3 years		F1570
Development				
	Fundraising & Donation files	7 years		F0169
	Tax Receipts	7 years		
	Sponsorship records	21 years		I0199
	Grants and Subsidy records	7 years		F5857
Human Resources				
	Benefit records	7 years	File closed upon Termination of employment or cessation of benefits	F2801
	Terminated employee records files	7 years	File closed on termination date of employee, or upon resolution of outstanding issues	H1201

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Schedule H

Department	Description	Retention Period	Trigger	Notes/*City reference
Other	Staff Competition & Recruitment	7 years	File closed at closing of competition	H1210
	Pension plan administration	7 years	File closed with termination of the last surviving beneficiary of the pension policy	F4000
	Labour Negotiation files	21 years	File closed at resolution or settlement of case	H1246
	Construction and Renovation	25 years	File closed at completion of construction and/or renovation project	A0501
	Property Maintenance records	25 years	File closed at expiration of contract	A0502
	Risk Management files	7 years		F3100
	Insurance claims	16 years	File closed upon resolution of case	F4307
	News Releases and Official Statements	7 years		I0201
	Media Releases	7 years		I0203

The above books, records and files of TO Live are to be retained as indicated in this table. Retention period starts when the file/year is closed, unless otherwise indicated.

*City reference is taken from Toronto Municipal Code Chapter 217, Records, Corporate (City) Schedule A. If more detailed explanation of retention policy as it relates to TO Live is required, it is included here.

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**Schedule I, Art. VII,
Records Retention Schedule (Waterfront Neighbourhood Centre Board of Management)**

[Added 2022-06-16 by By-law 546-2022]

[Records Retention Schedule \(Waterfront Neighbourhood Centre Board of Management\)](#)