

RECORDS RETENTION SCHEDULE

By-laws 688-2006, 1303-2008, 700-2014 and 248-2019

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
A	Functional Category: Assets and Property Management						
	Description: Records relating to the construction, operation, and maintenance of Exhibition Place's physical assets and property, which it owns or leases. This may include buildings, facilities, lands, vehicles, office and computer equipment, trees, uniforms, artifacts and heritage sites, and office supplies.						
XA0033	Artifacts Records relating to the collection and preservation of artifacts with historical, heritage, or symbolic value, which may include flags, plaques, photographs, and tools. These artifacts are preserved as evidence of Exhibition Place's historical culture. Includes information on the acquisition, accessioning, and inventory of Exhibition Place-owned artifacts. Documents may include artifact historical statements, accession lists, historical artifact appraisals, monetary artifact appraisals, and donation statements and memoranda.	EXP - Corporate Secretary EXP - Operations	P	0	P	P/AR	Comments: File to remain active until artifact no longer in existence Legislation: Ontario Heritage Act, R.S.O. 1990, c. O.18, s. 27 - Register of designated properties.
XA0035	Properties Renaming Records relating to the renaming of Exhibition Place streets, parks, areas, and buildings. Renaming is usually associated with the commemoration of individuals, events, and areas of historical significance. Includes commemorative certificates, reports, civilian correspondence, proposals, and copies of plans and drawings.	EXP - Corporate Secretary	C+2	7	C+9	AR	Legislation/Regulation: Ontario Heritage Act, R.S.O. 1990, c. O.18, s. 27 - Register of designated properties.

Retention Legend: A = Active; I = Inactive; AR = Archival Review; C = Current Year; DY = Days; D = Destroy; M = Month(s); P = Permanent; P/AR = Permanent/Archival Review; S = Superseded; T = Termination – based on specific criteria; AP = Archival and Permanent

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XA0046	<p>Archaeological Assets</p> <p>Records relating to the examination, appropriation, and display of Exhibition Place-owned archaeological findings. Archaeological assets provide physical evidence for the understanding and appreciation of humanity's past and may include coins, tools, and ancient artifacts. Documents may include historical appraisals of findings and supporting correspondence.</p>	EXP – Corporate Secretary	P	0	P	P/AR	<p>Comments: File to remain active until artifact no longer in existence</p> <p>Legislation/Regulation: Ontario Heritage Act, R.S.O. 1990, c. O.18, s. 27 - Register of designated properties.</p>
XA0047	<p>Archaeological Sites</p> <p>Records relating to archaeological sites within the boundaries of Exhibition Place which mark locations of archaeological significance, such as the remains of ancient, pre-industrial, and industrial settlements. Archaeological excavations are often conducted on such sites in order to locate and retrieve archaeological assets. May include information on land expropriation and locations of artifact findings. Documents may include excavation planning materials, site maps and drawings, applications for archaeological licences, copies of archaeological budgetary statements and reports, archaeological assessment reports, letters of clearance, newspaper clippings, and correspondence.</p>	<p>EXP – Operations</p> <p>EXP – Corporate Secretary</p>	P	0	P	P/AR	<p>Comments: File to remain active until archaeological site no longer in existence</p> <p>Legislation/Regulation: Ontario Heritage Act, R.S.O. 1990, c. O.18, s. 27 - Register of designated properties.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
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XA0100	Public Art and Monument Collection relating to the Public Art and Monuments Collection displayed in public spaces acquired through capital projects, commissions and donation. Records will include: information about the collection management, conservation and maintenance, artist selection process; fabrications and decommissioning of artworks, if any and partnerships with internal and external stakeholders. Documents will include: The Collection Inventory and photographs; RFPs/RFQs; curatorial information such as: artist biography, artist statement; copies of legal agreements; public art plans; conservation and maintenance manual for each collection; treatment records; communication and publicity plans including catalogues and brochures and all supporting correspondence. Records are organized by collection name.	Chief Financial Officer & Corporate Secretary	T + 8	10	T + 18	AR	T - Until the Artwork / Collection is decommissioned
XA0167	Books and Subscriptions Records relating to office subscriptions, books, and digital publications purchased by staff of Exhibition Place and its departments or divisions. This includes subscriptions for professional newsletters, printed and electronic journals, business and news periodicals, and book orders. Subscriptions may be used for reference, research, or display purposes. Documents may include completed subscription order forms, copies of financial invoices, and correspondence.	All	C+1	1	C+2	D	

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XA0172	Office Supplies Records relating to the provision of office supplies and consumables, including stationery and letterhead. Documents may include completed material requisition forms, copies of purchase orders and purchase requisitions, copies of cheque requisitions, copies of supplies catalogues, and correspondence.	All	C+1	1	C+2	D	
XA0173	Operational Equipment and Furnishings Records relating to the management and tracking of operational equipment and furnishings routinely used in Exhibition Place buildings and properties. This may include information on file cabinets, shelving units, cash registers, desks, chairs and kitchen equipment. Documents may include copies of purchase orders, user guidelines, operations manuals, maintenance and repair history files, asset inventories, copies of contracts and service agreements, and copies of warranties.	All	C+2	T	T	D	Comments: T = Life of Asset Legislation/Regulation: Occupational Health and Safety, R.S.O. 1990, c. O.1, s. 55 - Order to inspect physical condition of a workplace.
XA0176	Employee Uniforms Records relating to the management and inventory control of special, safety, protective, and required clothing and footwear for Exhibition Place employees. This includes information on designated uniforms for security, cleaning staff, labourers and other unionized and non-union workers and CNE summer staff. Documents may include clothing specification sheets, order tracking reports, complaints, copies of purchase orders, copies of invoices, and correspondence.	EXP – Finance EXP – Operations CNE – Operations NTC – Finance	C+1	1	C+2	AR	

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XA0270	Computer System Implementation & Management Records relating to the development, implementation, and support of computer system applications used by Exhibition Place. This may include information on computer resources, technical design, systems development, user requirements, project definitions, and database management. Documents may include project management reports, copies of purchase orders and requests for proposals, system testing statements, and correspondence.	EXP – Finance – IT NTC – Finance – IT	S	7	S+7	AR	
XA0271	Telecommunications and Electronic Communication Systems Records relating to the installation, maintenance, operation, and use of telecommunications equipment and systems. Includes information on telephone, cable, fibre optics, electronic mail, voice mail, fax, pager, cell phone, and emergency systems and processes. Documents include requests for installation or maintenance, change requests, copies of service contracts and maintenance agreements, copies of purchase orders, and service call requests to service providers.	EXP – Finance – IT NTC – Finance – IT	S	7	S+7	D	

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XA0272	Computer Hardware Records relating to installing and maintaining computer hardware, which is the physical equipment used in computer systems. Hardware includes laptop and notebook computers, personal computers, network hardware, and peripheral hardware. May include information on hardware replacements, specifications, and capacity planning. Documents include copies of purchase orders, copies of license agreements, hardware manuals, requests for installation and maintenance, and hardware inventories.	EXP – Finance – IT NTC – Finance – IT	S	7	S+7	D	
XA0273	Computer Software Records relating to computer software, which are computing programs that can be used in conjunction with various computer and operating systems. May include information on tracking of software upgrades, sign-in authorization codes, and software development. Documents may include upgrade notifications, requests for additional site/user licenses on network applications, recommendations or reports regarding specific software products, user lists, copies of purchase orders, copies of license agreements, software user manuals, requests for software installation, and software inventories.	EXP – Finance – IT NTC – Finance – IT	S	7	S+7	D	

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XA0290	Computer Systems Networks Records relating to Exhibition Place's interconnected computing systems and components, which are cables and other devices that connect workstation computers with one another for the purposes of data transmission and sharing. Includes the establishment and ongoing management of local area networks (LAN). Documents may include network functional review statements and reports, user complaints, network needs specifications, and correspondence.	EXP – Finance – IT NTC – Finance – IT	S	7	S+7	D	
XA0500	Property Design Planning Records relating to internal initiatives intended to ensure effective construction and renovation of Exhibition Place property, including buildings and other structures, through analysis of, and compliance with, all issues that may affect the actual work. This is performed prior to the construction or renovation work actually being undertaken. May include information on floor load capacity, space planning, need for ventilation, and other design requirements. Documents may include project proposals, structural investigation reports, feasibility studies, preventative maintenance studies, noise and signage studies, consultant selection criteria, staffing layout plans, detailed needs analysis reports, and copies of capital budget statements.	EXP – Operations	C+2	17	C+20	AR	Legislation/Regulation: Planning Act, R.S.O. 1990, c. P.13, s. 41(4) approval of proposed plans, drawings and designs

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XA0501	Construction and Renovation Records relating to construction and renovation of Exhibition Place buildings and park lands. Documents may include renderings for specification guidelines, reports, commentary, guidelines, architectural and engineering drawings, consultant reports, land appraisals, photographs, material and environment testing reports, and building phase reports. May also include copies of contracts, building permits, and insurance damage claims.	EXP – Operations	T	20	T+20	AR	Comments: T = File closed upon completion of construction and/or renovation project Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B., s. 15 (2) - No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place.
XA0502	Property Maintenance Records relating to the ongoing and scheduled maintenance of Exhibition Place buildings and property. May include information on building and elevator inspections and janitorial services. Documents may include inspection reports, preventive maintenance reports, maintenance logs, copies of work orders, copies of contracts and supporting agreements, and correspondence.	EXP – Operations NTC— Operations	T	20	T+20	D	Comments: T = File closed upon expiration of contract Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B., s. 15 (2) - No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place.

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XA0503	<p>Property Demolitions</p> <p>Records relating to the physical demolition of lands, buildings and other structures at Exhibition Place. May include information relating to removal of debris, demolition contractors, explosives, property clean-up, types of structures, and disposal of structural materials. Documents may include site inspection reports, copies of demolition contracts and purchase orders, demolition project status reports, and all supporting correspondence.</p>	<p>Chief Executive Officer</p> <p>Operations</p>	T	15	T+15	AR	<p>Comments: File closed once demolition project is completed.</p> <p>Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B., s 15(2) - No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place. Building Code Act, S.O. 1992, c.23, s.8(1) last amendment 2009, c.33, Sched. 21 s.2. No person shall construct or demolish a building or cause a building to be constructed or demolished unless a permit has been issued therefor by the chief building official.</p>
XA0504	<p>Parks Title Histories</p> <p>Records relating to the history of Exhibition Place parks, parkettes, and green spaces. Documents may include original drawings, plans, and proposals for park creations; dedications for existing and obsolete parks; opening ceremony reports and memoranda; and documentation describing the land use before park creation. Also may include deeds, leases, and license arrangements specifically pertaining to existing or obsolete parks.</p>	<p>EXP – Corporate Secretary</p>	P	0	P	P/AR	<p>Comments: File to remain active until park no longer in existence</p> <p>Legislation/Regulation: Formerly Public Parks Act, R.S.O. 1990 c. P.46, s. 9 - Keep all books, maps, plans, papers and documents, until its repeal on January 1, 2003.</p>

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XA0505	<p>Parks Management</p> <p>Records relating to the management and routine operation of Exhibition Place park land, playgrounds, and open spaces. May include information on park staffing requirements, park conditions, facility statistics, and suggested improvements, such as path paving and lighting. Documents may include proposals for suggested land use, public complaints, requests for improvements, public commendations, copies of park inspection reports, park facility inventories, and supporting correspondence.</p>	<p>EXP – Corporate Secretary</p> <p>EXP – Operations</p>	C +2	4	C+6	AR	
XA0508	<p>Facility and Room Bookings</p> <p>Records relating to selecting, reserving, using and providing in-house services (electrical, HVAC, labour, cleaning, parking, etc.) for Exhibition Place facilities used for meetings, instructional seminars, exhibits, trade and consumer shows and other purposes. Documents may include facility and room availability schedules, facility booking schedules event data sheets, cleaning staff schedules, copies of rental and service agreements, special instructions and correspondence.</p>	<p>EXP – Operations</p> <p>EXP – Business Development</p> <p>NTC – Events & Facility Services</p>	C+2	5	C+7	D	

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XA0510	Workplace Space Planning and Moves Records relating to determining workplace space requirements, planning and implementing moves of office equipment and employees to different locations, and designing and implementing workplace consolidation initiatives. May include information relating to space allocation, tenancy expiry, and corporate organizational moves. Documents may include reports and statistics concerned with current and future space accommodation requirements, expansion plans, space inventories, move schedules, floor plans for all move stages, detailed needs analyses of client groups impacted by moves, copies of committee minutes and agendas, and all supporting correspondence.	All	S	5	S+5	D	
XA0512	Park Dedication Records relating to parkland and open space dedications, which officially ensure that designated land is reserved for parkland or open space. May include information on parkland dedication requirements, planning, and scheduled activities. Documents may include proposals, parkland requirements reports and statistics, and correspondence.	EXP – Corporate Secretary EXP – Operations	C+2	7	C+9	AR	Legislation/Regulation: Formerly Public Parks Act, R.S.O. 1990 c. P.46, s. 9 - Keep all books, maps, plans, papers and documents, until its repeal on January 1, 2003.

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XA0513	Urban Forestry Planning and Management Records relating to the management and preservation of trees and green areas at Exhibition Place. This includes information relating to the planting, maintenance, protection, and removal of trees. May also include information on mineral deposits, tree diseases, soil analysis, pesticide spraying, pruning, and planting regimens. Documents may include tree canopy reports, tree health reports, trees species inventories, and news clippings.	EXP – Operations	T+2	18	T+20	AR	Comments: T = File closed upon completion of project Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B., s. 15 (2) - No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place.
XA0518	Security and First Aid Records relating to the physical security of Exhibition Place buildings, properties, parks, and facilities. Security measures are intended to guard against damage and unauthorized intrusion and to ensure personal safety. May include information on identification tags, security and alarm systems, authorized use of keys and access cards, first aid treatment as administered by security personnel and employee evacuations. Documents may include security clearance files, security logs & security user guide books.	EXP – Human Resources EXP – Operations CNE – Operations NTC – Event Facility Services	C+2	18	C+20	D	

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Code	Records Title	Originating Office	Retention				Comments/Legislation
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XA0526	Security Investigation Records Audio tapes and closed-circuit television recordings documenting particular incidents and retained for law enforcement purposes. Also includes all other documentation relating to an incident including notes, reports, written request to review audio or closed –circuit recordings and requests by Toronto Police Services to remove a recording for law enforcement purposes.	Ex Place Operations - Security	T	20	T +20	Destroy	Recordings retained for law enforcement purposes. File closed at termination of investigation.
XA0527	Security Audio Recordings – Grounds Recordings relating to security surveillance at Exhibition Place including audio recordings of incoming calls to Exhibition Place Security. Audio tapes will be re-used within a specified time period except where a recording, documenting a particular incident, is retained for law enforcement purposes.	Ex Place Operations - Security	24hrs	0	24hrs	Destroy	Comments: Applies to audio recordings except those retained for law enforcement purposes.
XA0528	Security Closed Circuit Recordings – Grounds Closed- circuit television recordings made at designated locations across the grounds. In each case, recording mediums (VHS tapes, DVDs, CDs, audio tapes, etc) will be re-used within a specified time period except where a recording, documenting a particular incident, is retained for law enforcement purposes. Does not include closed circuit recordings made in the CNE Casino (see XR0502).	Ex Place Operations - Security	30 days	0	30 days	Destroy	Applies to all recording mediums used with a closed circuit system (VHS, CD, DVD) except those retained for law enforcement purposes.

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XA1401	Heritage Properties Records relating to Exhibition Place properties of historical significance which are protected from demolition and whose architectural styles are preserved for future generations. May include legal descriptions of the designated properties, information on listed properties, information on visitors, and property history files (including property name and address). Documents include copies of applications for inclusion on the City's inventory of heritage properties, requests for grants, building plans, copies of designation by-laws, copies of council reports and agendas, heritage property reports, correspondence from architects, and letters received from property owners and lawyers.	EXP – Operations	C+2	17	C+20	AR	Legislation/Regulation: Ontario Heritage Act, R.S.O. 1990, c. O.18, s. 27 – Register of designated properties Limitations Act, S.O. 2002, c. 24, Sched. B., s. 15 (2) - No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place.
XA1410	Requests for Heritage Properties Inclusion Records relating to requests to have Exhibition Place buildings and structures included in the City's heritage properties inventory listing on account of their historical significance. These requests may be made by City staff, historians, or the general public. May include information on heritage property profiles, property historical background and significance, surrounding buildings and neighbourhood profiles, building architectural contexts, and property descriptions. Documents may include heritage designation submission requests and recommendations, research notes, copies of building permits and City by-laws, copies of minor variance applications, lists of properties not currently listed in the heritage properties inventory, copies of public notices, and correspondence.	EXP – Operations	P	0	P	P/AR	Comments: File to remain active until further notice from the Division Legislation: Ontario Heritage Act, R.S.O. 1990, c. O.18, s. 27 - Register of all designated properties.

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XA1412	<p>Rejected Heritage Properties</p> <p>Records relating to Exhibition Place buildings and structures that have not been listed or designated as heritage properties as they do not meet the necessary criteria concerning historical significance. May include information on rejected property profiles. Documents may include copies of requests and recommendations for inclusion on the City's inventory of heritage properties, building evaluation sheets, copies of building demolition applications and City by-laws, copies of council reports, copies of committee reports, photographs and slides, and correspondence.</p>	EXP – Operations	P	0	P	P/AR	<p>Comments: File to remain active until further notice from the Division</p> <p>Legislation: Ontario Heritage Act, R.S.O. 1990, c. O.18, s. 27 - Register of all designated properties.</p>

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XA1418	Heritage Conservation District Studies Records relating to internally and externally-produced studies and reports concerning the City's older residential districts and neighbourhoods, including both private properties and public areas such as streets and parks (e.g. Exhibition Place) within a district. These studies are conducted to determine if heritage status should be allocated to all structures and areas, including both residential and commercial properties, in a specific residential district. If the report's recommendations are approved, City Council will pass a bylaw to grant the entire district as having heritage status. May include information on landscape character, planning conservation and development, architectural and building conditions, study area boundaries, historical development of the districts, and public participation in the process. Documents may include area site plans, photographs, heritage conservation studies and reports, property survey assessments, building inventories, copies of policies and procedures, copies of by-laws, and supporting correspondence.	EXP – Operations	P	0	P	P/AR	Comments: File to remain active until further notice from the Division Legislation: Ontario Heritage Act, R.S.O. 1990, c. O.18, s. 2 - policies, priorities and programs for the conservation, protection and preservation of the heritage of Ontario.

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XA1544	Work Orders and Internal Requisitions Records relating to the creation and processing of Work Orders and Material Requisitions. Work Orders are initiated internally and issued to Exhibition Place employees indicating required tasks to be performed on Exhibition Place property. Material Requisitions are used to obtain goods or services from Stores in executing Work Orders or for general maintenance purposes. Includes cyclical, emergency, preventive, non-emergency and maintenance completed Work Order and Material Requisition forms, estimates, summaries and final charges.	EXP – Finance EXP – Operations CNE – Operations NTC – Finance	C+2	5	C+7	D	
XA1545	Vehicle Pre-Trip Inspections Records relating to the regular and ongoing automotive inspections of Exhibition Place's licensed commercial motor vehicles. These inspections examine the mechanical and operating conditions of vehicles prior to them being used for daily trips and tasks. Inspection results and recommendations are recorded in inspection reports. Documents may also include supporting correspondence.	All	6M	0	6M	D	Legislation/Regulation: Highway Traffic Act, (Commercial Motor Vehicle Inspections) R.R.O. 1990, Reg. 575, ss 11(b) - Keep inspection report that does not show a defect(s) for three months after report is completed.

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XA1550	Backup Data Records relating to data stored by the Information Services and Telecommunication unit as annual network backups, annual and monthly Outlook backups, and unique or one-time backups, e.g. when a server is de-commissioned. This series includes the backed up data as well as the associated backup metadata. Backup data is created primarily for long-term system recovery requirements, such as loss or damage to computer hardware. In certain circumstances backup/recovery data is used to recover individual data files or forensically for investigations. Unique or one-time backups may be created by Information Services and Telecommunications for various reasons, e.g., to mitigate against the risk of unsuccessful data migration or unanticipated failure of a new production system. Backup data and media are organized or classified by the backup application.	Information Services and Telecommunications	2	0	2	D	Comments: Retention applies to electronic records.
D	Functional Category: Development and Planning Description: Records relating to the management of economic and business development initiatives, conducted both directly by Exhibition Place and by independent parties; and the planning and development of Exhibition Place buildings, facilities, parks and properties, prior to actual construction. Includes records relating to rezoning, business improvement initiatives, and building and land development plans.						

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XD0003	<p>Development and Planning Studies & Research</p> <p>Records relating to background studies and research on development and planning issues. This is done to determine economic feasibility, environmental suitability and cultural issues as they relate to development and planning projects and initiatives. Includes studies and research on economic, urban, regional, heritage preservation, commercial development and parking facilities development. Also includes general development control planning issues such as approaches to site plan control. Documents may include consultant and internal reports, planning and research notes, development statistics, and correspondence.</p>	<p>Chief Executive Officer</p> <p>Operations</p> <p>Sales and Event Management</p>	T	50	T+50	AR	<p>Comments:</p> <p>File closed upon completion of project.</p>
XD0021	<p>Maps and Aerial Photographs</p> <p>Records relating to the maps (site plans) and aerial photographs of Exhibition Place. These documents may be used to monitor site development and environmental changes.</p>	Operations	C + 2	17	C + 19	AR	<p>Legislation/Regulation:</p> <p>Registry Act Regulations (Surveys, Plans and Descriptions of Land, O. Reg. 43/96, Part VIII - Properties and Property Maps, s. 46 - Maintain property maps, street names, current municipal names and boundaries, the number of sheets in the map illustrating the block, property indexing purposes, dimensions of the property boundaries recorded plans and documents and map show major easements.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XD0026	<p>Parks and Open Spaces Development</p> <p>Records relating to the planning and development of parklands and open spaces for recreational purposes. This includes information about determining the necessity and feasibility of proposed land conversion or installation of recreational structures, including recommendations for additional facilities. Documents may include external and internal studies, public comments and surveys, and correspondence.</p>	EXP – Operations	T	P	P	P/AR	<p>Comments: T = File closed upon termination of project</p> <p>Legislation/Regulation: Ontario Planning and Development Act, 1994, S.O. 1994, c. 23, Sched. A., s. 3 (a) (iii) - Land use areas and the provision of parks and open space.</p>

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
E	Functional Category: Emergency Planning and Preparedness						
	Description: Records relating to services and programs designed to ensure compliance with laws and legal regulations and to assist Exhibition Place in planning against emergency situations. Includes records relating to disaster prevention; law enforcement; fire and emergency contingency planning.						
XE0401	Fire Prevention Inspection Reports	Operations	T+3	18	T+21	D	<p>Comments: T=completion of inspection, with any violations and outstanding issues fully resolved.</p> <p>Legislation: Municipal Code Chapter 79, s79-18 Inspection of premises and by-law enforcement. Fire Protection and Prevention Act, 1997, Regulation (Fire Code), O. Reg. 388/97, amended by: O. Reg. 650/05 ss19(6) Conduct tests, take and remove samples, take photographs and make videotapes and other images, electronic or otherwise, that are relevant to the inspection. Fire Protection and Prevention Act, S.O. 1997, PART VI Inspections, ss 19(9). Copy of a document that purports to be certified by an inspector as being a true copy of the original is admissible in evidence to the same extent as the original and has the same evidentiary value.</p>
	Records relating to both routine and requested inspections of buildings within Exhibition Place in order to assess compliance with mandated fire safety provisions. This reporting involves making observations, documenting the existence of any fire safety violations, and reporting on what must be performed in order to ensure compliance with fire safety provisions. Documents may include completed inspection referral forms, testing and inspection reports, and all supporting correspondence.						

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XE0404	Fire Safety Records relating to documenting the planning and preparation necessary so that individual buildings within Exhibition Place will comply with required fire safety provisions. May include information relating to firefighting equipment locations within buildings, fire alarm systems, locations of exits and staircases, evacuation and emergency guidelines, names of emergency contact personnel, vehicle access to the respective building, locations of elevators and firefighting equipment inspection and maintenance. Documents include fire safety plan reports and all supporting correspondence.	Operations	S	15	S+15	D	Comments: S = Approval of an updated file safety plan. Legislation: Fire Protection and Prevention Act, 1997, Regulation (Fire Code), O. Reg. 388/97, amended by: O. Reg. 650/05.

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Disposition	Comments/Legislation
			A	I	Total			
F Functional Category: Financial Management								
Description: Records relating to finances and accounting processes at Exhibition Place, including the receipt, control, and expenditure of funds. Includes records relating to liability, risk management, payroll, taxation, treasury, insurance and purchasing.								
XF0045	Fees Administration	All	C+2	4	C+6	AR	Legislation/Regulation: Municipal Act, S.O. 2001, c. 25, s. 392 - list available for public inspection indicating which services and activities and the use of which properties will be subject to fees or charges and the amount of each fee or charge.	
	Records relating to the determination and administration of fees charged for services and activities provided and/or managed by Exhibition Place for the use of Exhibition Place property. This may include information on fees charged by other municipalities for similar services; and discounts for senior citizens, students, and residents living on fixed incomes. These fees serve as a source of revenue for Exhibition Place. Documents may include fee schedules for permits and licenses, user fees determination studies and reports, lists of approved fees, and correspondence.							
XF0169	Fundraising and Donations	All	C+2	5	C+7	AR	Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 - Records and books of account to determine tax payable, accounts and vouchers to verify information to be kept six years from the end of last tax year to which they relate.	
	Records relating to the development and organization of fund-raising activities and donation solicitations. Includes information on charitable campaigns and financial donations, including donated funds, received by Exhibition Place or the CNE Association from various organizations and individuals. Documents include copies of committee minutes and agendas, activity planning schedules and itineraries, donation receipts, and correspondence.							

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XF0400	Capital Assets Records relating to Exhibition Place capital and fixed assets, which are long-term assets that are not purchased or sold in the normal course of business. May include information on capital assets such as machinery, land and land improvements, equipment, works of art and historical treasures, infrastructure, and vehicles. Documents include capital assets inventories, capital depreciation statements, and capital asset reports.	All	T	7	T+7	AR	Comments: T= Life of Asset Legislation/Regulation: Municipal Affairs Act, R.S.O. 1990, c. M.46, s. 3 (c) - Municipal Audit of accounts, registers, records, vouchers, receipts and other books and documents relating to the assets, liabilities, revenues, expenditures, funds and money of municipalities and the reports, returns, statements and information to be made and furnished by municipal auditors and otherwise with respect to the performance of their duties. Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 - Records and books of account to determine tax payable, accounts and vouchers to verify information to be kept six years from the end of last tax year to which they relate.

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Disposition	Comments/Legislation
			A	I	Total			
XF1301	Employee Payroll Files Records relating to individual employees' pay history profiles. Includes information on rates of pay, hours of work, reported absences, garnishments, pay rate changes, and both elected and mandatory payroll deductions for each employee. Documents include completed payroll notification forms concerning newly hired staff, completed benefit enrolment forms, completed federal record of employment forms, tax credit return statements, previous pay adjustment sheets, copies of court orders, and all supporting correspondence.	Finance	T	6	T+7	D permission for their disposal is given by the Minister	<p>Comments: T= Termination of employment, or termination of retirement benefits, whichever is longer.</p> <p>Legislation/Regulation: Employer Health Tax Act, R.S.O. 1990, c. E.11 ss 12(4) - records, books of account shall, until permission for their disposal is given by the Minister, retain each such record and book of account and every primary source document required to support and verify the entries and information in records and books of account. Employment Insurance Act (Canada), 1996, c. 23, s 87 - Records, books of account to determine premiums, accounts and voucher to verify information to be kept six years from which records kept. Employment Standards Act, S.O. 2000, c.41, ss 15(5) - records to be kept three years after the employee ceased to be employed. Canada Pension Plan (Canada), R.S.C. 1985, c. C-8, s 24 -records, books of account to determine contributions, accounts and vouchers to verify information.</p>	

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XF1325	<p>Pay Period Processing</p> <p>Records relating to the administration and processing of employee salary and expense payments during regularly-scheduled pay periods. May include information relating to payroll generation, overriding deductions, year-end payroll reporting, and payroll variance reporting. Documents may include payroll registers, time sheets, job tickets, employee expense reports, time cards, original and amended T4 statements, payroll adjustment and variance reports, and all supporting correspondence.</p>	<p>EXP – Finance</p> <p>EXP – Human Resources</p> <p>EXP – Operations (Cleaning and Parking)</p>	C+2	5	C+7	D	<p>Legislation:</p> <p>Employment Insurance Act (Canada), 1996, c. 23, s. 87 - Records, books of account to determine premiums, accounts and voucher to verify information to be kept six years from which records kept.</p> <p>Employment Standards Act, S.O. 2000, c.41, s. 15(5) - records to be kept three years after the employee ceased to be employed.</p>
XF1500	<p>Accounting and Finance Administration</p> <p>Records relating to the overall management of Exhibition Place's financial and accounting functions and processes. May include information on accounting systems, workflow reports and diagrams, financial signing authority, copies of federal and provincial guidelines and compliance requirements, and correspondence.</p>	<p>EXP – Finance</p> <p>NTC – Finance</p>	C+2	5	C+7	AR	<p>Legislation/Regulation:</p> <p>Municipal Act, S.O. 2001, c. 25, s. 286 - records and accounts of municipality's financial affairs.</p>

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XF1541	Purchasing of Goods and Services Records relating to the procurement and acquisition of goods and services from external contractors and vendors. May include information on manufacturing requirements and delivery time frames. Documents may include purchase orders, purchase requisitions, requests for proposals (RFPs), quotation requests, vendor proposals, and tenders.	EXP – Finance – Purchasing	T	7	T+7	D	Comments: T=File closed upon termination or expiry of agreement. Legislation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 - Records and books of account to determine tax payable accounts and vouchers to verify information to be kept six years from end of last tax year to which they relate.
XF1560	Petty Cash Records relating to the management of petty cash accounts, which consist of tangible cash stored in departments and offices. Petty cash funds are used for the purchase of inexpensive, out-of-pocket goods and/or services, for which immediate reimbursement can be claimed. Documents include petty cash account reconciliations, requests for reimbursement, receipts, and initial requests for access to petty cash funds.	EXP – Finance NTC – Finance	C+2	5	C+7	D	Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 – Records and books of account to determine tax payable accounts and vouchers to verify information to be kept six years from end of last tax year to which they relate.
XF1562	Personal Expense Claims Records relating to Exhibition Place employees' claims for reimbursement for financial expenses. Personal expenses may be incurred in the course of normal business operations, including air travel, attending conferences, and vehicle use. Documents may include receipts, invoices, expense claims statements, and correspondence.	EXP – Finance NTC – Finance	C+2	5	C+7	D	Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 - Records and books of account to determine tax payable accounts and vouchers to verify information to be kept six years from end of last tax year to which they relate.

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XF1570	Accounts Receivable Records relating to revenues received by Exhibition Place through the sale of goods or services rendered. This includes revenues generated from charging parking, permits and other fees. May include information on the administration and receipt of refunds and credits/credit notes. Documents may include hand-written and machine-readable receipts, payment balancing stubs, invoices documenting the receipt of payment from customers, accounts receivable and revenue reconciliation statements, copies of cheques, payment batch reports, cash reports, Rental & Service Agreements, Rental & Service Order Forms and all supporting correspondence.	Finance Sales and Event Management	C+2	5	C+7	D	Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 - Records and books of account to determine tax payable accounts and vouchers to verify information to be kept six years from end of last tax year to which they relate. City of Toronto Act, 2006, s.138 (Municipal Act, S. O. 2001, c. 25, s. 286) - receipts for money payable to the municipality.
XF1575	Write-Offs Records relating to the dismissal of unpaid debts owed to Exhibition Place. These debts are considered to be not collectible owing to such factors as customer bankruptcy or business closure. Documents may include invoices and correspondence.	EXP – Finance NTC – Finance	T	7	T+7	D	Comments: T = File closed when occurrence of making debt uncollectible or date decision made to write off Legislation/Regulation: Municipal Act, S.O. 2001, c.25, s. 354 (2) - Remove unpaid taxes on recommendation of treasurer, writes off the taxes as uncollectible, longer payable or court decision.

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XF2157	Financial Statements and Reports Records relating to the production and use of financial statements and reports, which are sources of financial information for a wide variety of public users (auditors, creditors, provincial and federal government agencies, etc.). These documents provide summaries, details, and analyses of the financial position of Exhibition Place. Documents may include balance sheets, income statements, funding statements, liability statements, net assets sheets, auditors reports and financial statements and expense statements.	EXP – Finance NTC – Finance	C+2	P	P	P	Legislation/Regulation: Health Protection and Promotion Act, R.S.O. 1990, c. H.7, s. 59 - annual financial statements. Homes for the Aged and Rest Homes Act Regulations (General), R.R.O. 1990, Reg. 637, s. 23 - annual financial statement, auditor's report. Municipal Act, S.O. 2001, c.25, s.296. (1) - audit of account, financial statements.
XF2207	Cheque Register Reports Records relating to the administration and use of cheque register reports at Exhibition Place. These reports document the pertinent details concerning expenditures and expense vouchers. They also provide coding for each cheque issued and may be used to track cheques administered by Exhibition Place. Includes information on cheque dates, purpose of payment, amounts paid, and running balance. Documents include void cheques, cheque run reconciliation reports, daily cheque summary reports, lists of cheques issued, and daily cheque registers.	EXP – Finance NTC – Finance	C+2	5	C+7	D	Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 - Records and books of account to determine tax payable accounts and vouchers to verify information to be kept six years from end of last tax year to which they relate.

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XF2240	Charge Backs Records relating to the assessment of financial charges billed by Exhibition Place departments to other Exhibition Place departments or to other City agencies, boards, and commissions. Charge backs are designed to recover the costs associated with the use of goods and services, including office usage, labour, and materials. Documents may include copies of financial policies and procedures, charge back analysis statements, chargeback schedules, and supporting correspondence.	Finance	C+2	4	C+6	D	Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), s 230 - Records and books of account to determine tax payable accounts and vouchers to verify information to be kept six years from end of last tax year to which they relate.
XF2301	Bank Statements and Reconciliations Records relating to the receipt and use of bank statements and reconciliations. Bank statements provide information on withdrawals from, and deposits into, bank accounts over a given period of time, and they also indicate a bank account's current financial status. Reconciliations compare the balance of a bank account in Exhibition Place records with the balance appearing in the banks' records and explain any discrepancies. Documents also include notices of cancelled cheques, copies of financial policies and procedures, and correspondence.	EXP – Finance NTC – Finance	C+2	5	C+7	D	Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 - Records and books of account to determine tax payable accounts and vouchers to verify information to be kept six years from end of last tax year to which they relate.

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XF2303	Cheques Records relating to the management and processing of Exhibition Place and other cheques. Includes information on the issuance of cheques by Exhibition Place to other organizations. Also includes information relating to Exhibition Place-issued cheques and external cheques that are returned to Exhibition Place after they have been cashed by banking and financial institutions, or if they have been dishonoured. Documents include cancelled, processed, and dishonoured cheques; cheque reports, and supporting correspondence.	EXP – Finance NTC – Finance	C+2	5	C+7	D	Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 - Records and books of account to determine tax payable accounts and vouchers to verify information to be kept six years from end of last tax year to which they relate. Municipal Act, 2001, c. 25, s. 288 - endorsement of cheques by treasurer and head of council.
XF2313	General Ledger Accounts Records relating to the administration and accounting control of general ledger accounts. A general ledger account serves as a repository of transactions from all sources, including the General Journal, and is used to produce financial statements. Includes copies of accounting entries and back-up working papers.	EXP – Finance NTC – Finance	C+2	P	P	P/AR	Legislation/Regulation: Income Tax Regulations (Canada), C.R.C. 1978, c. 945, s. 5800 - General ledger or other book of final entry to be kept two years after dissolution of corporation.
XF2350	Journal Entries Records relating to the production and use of journal entries. These documents record the purchase or sale of goods and services (from Exhibition Place to outside agencies and also between Exhibition Place departments), transfer revenue and charges, and correct posted transaction errors. Documents may include completed journal entry forms, transaction journals, copies of invoices and receipts, and correspondence.	EXP – Finance NTC – Finance	C+2	5	C+7	D	Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 - Records and books of account to determine tax payable, accounts and vouchers to verify information to be kept six years from end of last year to which they relate.

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XF2401	Accounts Payable Records relating to the processing of payments made by Exhibition Place to external suppliers of goods and services. May include information on advance payments of expenses. Source documents initiating payments include vendor invoices, payment certificates, cheque requisitions, and miscellaneous transaction data. May also include accounts payable control reports and payment vouchers.	EXP – Finance NTC – Finance	C+1	6	C+7	D	Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 – Records and books of account to determine tax payable, accounts and vouchers to verify information to be kept six years from end of last year to which they relate.
XF2801	Employee Payroll Benefits Records relating to the management of employee benefits plans which provide full or partial financial coverage of various benefits to Exhibition Place employees and/or their relatives. Benefits coverage may include health and dental plans, group life insurance, long term disability coverage, and accidental death and dismemberment plans. May include information relating to insurance or benefits carriers' policies and directives, deducting benefits coverage from the Exhibition Place payroll, and types of benefits coverage. Documents may include copies of insurance or benefits carriers' policies, managerial directives and reports, benefits coverage notifications, benefits coverage statistical reports, and all supporting correspondence.	EXP – Human Resources EXP – Finance NTC – Finance	T	10	T+10	D	Comments: T=File closed upon termination of employment or cessation of benefits. Legislation: Canada Pension Plan, R.S.C. 1985, c. C-8, s. 24 – Records, books of account to determine contributions, accounts and vouchers to verify information to be kept six years from end of year for which records kept.

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XF3100	Risk Management Records relating to the initiatives undertaken to identify, measure, and effectively manage Exhibition Place's risks (exposures to loss). Risk management is intended to minimize the costs of risks on the operating functions of Exhibition Place. Documents may include copies of claims risk management policies and procedures, reports, and supporting correspondence.	EXP – Finance NTC – Finance	C+2	18	C+20	AR	Legislation: Municipal Act, S.O. 2001, c. 25, s. 299 (3) Information to be provided relating to the efficiency and effectiveness of the municipality's operations.
XF3264	Cost Sharing Records relating to the sharing of total costs for sponsored corporate projects between two or more parties, even if only one party directly benefits from the project. Cost sharing arrangements may be between Exhibition Place and external entities, or among internal Exhibition Place units. May include information on direct and indirect costs calculation, verification of cost sharing among sponsors, cost sharing allocation, individual project accounts, carryovers of project monies into other accounting cycles, and cost sharing tracking. Documents may include cost sharing request forms, cost sharing budget sheets, cost sharing project applications, and all supporting correspondence.	All	T+2	10	T+12	D	Comments: T = File remains active 2 years after cost sharing project closes.

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XF3305	Capital Budget Records relating to the management and administration of the capital budget account. The capital budget controls the allocation and appropriation of funds planned to be expended for capital items in a given fiscal year. Capital budgeting is necessary to construct or acquire fixed assets for Exhibition Place. Documents may include budget submissions, contractor and hard costs data, and internal chargeback costs directives.	EXP – Finance EXP – Operations	T	7	T+7	AR	Comments: T = File closed from end of the last year in which the capital budget is expended. Legislation/Regulation: Municipal Act, S.O. 2001, c. 25, s. 290 - each year prepare and adopt a budget including estimates of all sums required during the year. Police Services Act, R.S.O. 1990, c.P.15, s. 39 - Annual estimates of board.
XF3307	Operating Budget Records relating to the management and administration of the operating budget accounts. The operating budget concerns the allocation and appropriation of funds necessary to finance all operating expenses for a fiscal year, for all Exhibition Place divisions, departments and offices. Operating expenditures are used during a particular period directly in support of daily operations, such as wages, office supplies, and maintenance costs. Includes copies of budget process procedures, directives, variance reports, expenditure forecasts and reports, and budget submissions.	EXP – Finance NTC – Finance	C+2	5	C+7	D	Legislation/Regulation: Municipal Act, S.O. 2001, c. 25, s. 290 - each year prepare and adopt a budget including estimates of all sums required during the year. Police Services Act, R.S.O. 1990, c.P.15, s. 39 - Annual estimates of board.

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XF4307	<p>Insurance Claims</p> <p>Records relating to first party claims made by Exhibition Place to the Exhibition Place Insurer(s) (for example, property and crime losses), and third party liability claims that are made against Exhibition Place. Third party liability claims may arise from alleged negligence or omission by Exhibition Place, for example, its failure to clear ice and snow from roads, falling trees, potholes and collisions involving Exhibition Place vehicles. Documents include copies of claims and affidavits, damage and injury reports, medical reports, and all supporting correspondence.</p>	<p>EXP – Finance</p> <p>NTC – Finance</p>	T	15	T+15	D	<p>Comments: T=File closed upon resolution of case</p> <p>Legislation: Limitations Act, S.O. 2002, c. 24, Sched. B. s.14. (1), (2), 15 (2) - serve notice of possible claim on another person; describe injury, loss or damage and extent; no proceeding shall be commenced of any claim after the 15th anniversary of the day which the act on which the claim took place. Insurance Act. R.S.O. 1990, c. I.8, 300 - notice and proof of claim</p>
XF5857	<p>Grants and Subsidies</p> <p>Records relating to subsidies and grants received and administered by Exhibition Place. Includes information on obtaining and distributing federal, provincial, and municipal subsidies and grants. Documents include follow-up spending evaluation reports, grant applications, review and decision statements, correspondence, and supporting documentation relating to Exhibition Place's entitlement to subsidies and grants.</p>	All	C+2	5	C+7	AR	<p>Legislation/Regulation: Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 - Records and books of account to determine tax payable, accounts and vouchers to verify information to be kept six years from end of the last tax year to which they relate. Audit Act, R.S.O. 1990, c. A.35, s. 13 - Financial statement of disposition of grant payment.</p>

Retention Legend

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XF6200	Reserve Funds Records relating to reserve funds held by the City on behalf of Exhibition Place. For reserves and reserve funds, this includes copies of inflows to and outflows from each reserve and reserve fund; copies of quarterly reports to Council; copies of reports recommending the establishment or closure of reserve funds; copies of contribution and withdrawal policies; copies of disposition of remaining funds on account closure.	CEO Finance	C+2	5	C+7	D	Legislation/Regulation: City of Toronto Act, 2006 Regulation (Financial Activities) O. Reg. 610/06, s 54 – Reports to Council. Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), clause 230(4)(b) - Records and books of account to determine tax payable accounts and vouchers to verify information to be kept six years from end of last tax year to which they relate. Municipal Act Regulations (Eligible Investments), O. Reg. 438/97, amended by O. Reg. 655/05 s 8 - Treasurer to provide council an annual investment report. Limitations Act, S.O. 2002, c. 24, Sched. B., s 4, ss 5(1) - A proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered

Retention Legend

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
G	Functional Category: Governance						
	Description: Records relating to the ways in which the City and/or Exhibition Place are governed and regulated to ensure efficiency, effectiveness, and compliance with statutory requirements. Includes records of the City's legislative process, such as the agendas and minutes of Council, its standing committees and community councils; City bylaws and the Municipal Code; agendas and minutes of the Board of Governors of Exhibition Place and its standing committees; Exhibition Place bylaws; City and Exhibition Place policies and procedures; Exhibition Place annual reports and City annual reports of departments and special purpose bodies. Also includes all legislation and other municipal by-laws that might affect the City and Exhibition Place; records relating to non-municipal government bodies; election records; and records relating to provincially-mandated services that the City provides, such as birth and death registrations.						
XG0001	City Council Records relating to the meetings, duties, and functions of the City Council acquired by Exhibition Place for direction in administrative and operational functions or for general reference. City Council is the legislative body responsible for enacting ordinances and resolutions, adopting the City budget, representing the City, and carrying out a variety of municipal responsibilities. Includes copies of Council certificates of amendments (resolutions), agendas, minutes of meetings, bills index, correspondence, memoranda, notices of motions, and committee reports.	Chief Financial Officer & Corporate Secretary CEO	C + 4	15	20	AR	Legislation/Regulation:City of Toronto Act, S.O. 2006 c.11, Schedule A (Last amendment 2016, c.5, Schedule 5) Part VI - Practices and Procedures

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XG0002	<p>City Municipal Code and By-laws</p> <p>Records relating to chapters of the Municipal Code and by-laws as passed by City Council acquired by Exhibition Place for direction in administrative and operational functions or for general reference. The Municipal Code consists of all regulatory and administrative ordinances and is adopted by City Council, and by-laws constitute the City's rules or laws. Includes copies of by-laws from the former municipalities that were amalgamated to form the current City.</p>	<p>Chief Financial Officer & Corporate Secretary</p> <p>CEO</p>	S	15	S + 15	AR	<p>S - Until Superseded Legislation/Regulation: City of Toronto Act, S.O. 2006 c.11, Sched. A (Last amendment 2016, c.5, Sched. 5)s.132. (3) - A power of the City, including the City's capacity, rights, powers and privilege sunder section 7, shall be exercised by by-law unless the City is specifically authorized to do otherwise.</p> <p>City of Toronto Municipal Code Chapter 1, General Provisions, Article II, Adoption of Code (City of Toronto By-law No. 871-2000), § - 8A Municipal Code book to be kept up to date. The City Clerk shall keep up to date the certified copy of the book containing the Municipal Code.</p>
XG0003	<p>City Committees of Council</p> <p>Records relating to the meetings, duties, and functions of boards, standing committees and other committees of City Council acquired by Exhibition Place for direction in administrative and operational functions or for general reference. Documents include minutes of meetings, agendas, reports, and correspondence.</p>	<p>EXP – Corporate Secretary</p> <p>EXP – GM &CEO</p>	C+3	3	C+6	AR	

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XG0004	City Sub-Committees, Task Forces and Special Committees of Council Records relating to the meetings, duties, and functions of the sub-committees, task forces, and special committees of City Council acquired by Exhibition Place for direction in administrative and operational functions or for general reference. Documents include minutes of meetings, agendas, reports, and correspondence.	EXP – Corporate Secretary EXP – GM &CEO	C+3	3	C+6	AR	
XG0005	City Community Councils Records relating to the meetings, duties, and functions of the City's community councils acquired by Exhibition Place for direction in administrative and operational functions or for general reference. These are committees of the City Council that provide a forum for local input into the Council's decision-making process. They may make recommendations on local planning, development, and neighbourhood matters. Documents include agendas, minutes of meetings, correspondence, and committee reports.	EXP – Corporate Secretary EXP – GM &CEO	C+3	3	C+6	AR	
XG0006	City Local Boards/Exhibition Place Records relating to the meetings, duties, and functions of City local boards including Exhibition Place. This may also include other agencies, boards, commissions, special bodies, or local authorities (e.g., planning and zoning boards). These local boards administer various services to City residents. Documents may include minutes of meetings, agendas, correspondence, and reports of the Board of Governors of Exhibition Place and its committees.	Chief Financial Officer & Corporate Secretary CEO	C + 4	15	20	AR	

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XG0009	Intergovernmental Organizations Records relating to the meetings and functions of agencies, boards, and commissions that are independent of the City but nevertheless have an impact on the City's or Exhibition Place's administration and operations. Intergovernmental organizations are not funded by, or directly answerable to, the City. Documents may include minutes of meetings, agendas, correspondence, and reports.	All	C+2	4	C+6	AR	
XG0020	Provincial Ministries and Agencies Records relating to Ontario provincial government ministries and agencies whose functions may impact on, or be involved with, the City's or Exhibition Place's administration and operations. Subjects may include the exchange of information, routine notifications and inquiries, and offers of service. Documents may include provincial government strategy and planning reports, provincial government funding statements, and correspondence.	All	C+2	4	C+6	AR	
XG0030	Federal Government Departments and Agencies Records relating to federal government departments and agencies whose functions may impact on, or be involved with, the City's or Exhibition Place's administration and operations. Subjects may include the exchange of information, routine notifications and inquiries, and offers of service. Documents may include federal government strategy and planning reports, federal government funding statements, and correspondence.	All	C+2	4	C+6	AR	

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XG0035	Foreign Government Departments and Agencies Records relating to all foreign government departments and agencies whose functions may affect, or be involved with, the City's or Exhibition Place's administration and operations. Subjects may include the exchange of information, routine notification and inquiries, and offers of service. Documents may include government strategy and planning reports, foreign government funding statements, and correspondence.	All	C+2	4	C+6	AR	
XG0040	Other Municipal Government Departments and Agencies Records relating to the departments and agencies of other municipal governments whose functions may impact on, or be involved with, the City's or Exhibition Place's administration and operations. Subjects may include exchange of information, routine notifications and inquiries, and offers of service. Documents may include municipal government strategy and planning reports, municipal government funding statements, and correspondence.	All	C+2	4	C+6	AR	

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XG0080	<p>City Amalgamation</p> <p>Records relating to the processes and initiatives concerned with amalgamating the former borough of East York; the former cities of York, Etobicoke, North York, Scarborough, and Toronto; and the former Regional Municipality of Metropolitan Toronto; into the current City. Includes information about proposed new City services and functions, department and services amalgamation, realignment and cost reductions. Documents may include amalgamation planning reports and studies, complaints, copies of Council minutes, and correspondence.</p>	All	T	P	P	P/AR	<p>Comments:</p> <p>T = File closed upon the City's completion of the amalgamation processes</p>
XG0130	<p>City Departments</p> <p>Records relating to the overall mandates, administration, and initiatives of City departments or offices acquired by Exhibition Place for direction in administrative and operational functions or for general reference. Includes routine and ongoing communication and liaison between various departments. Documents may include correspondence, memoranda, department annual reports, and supporting reference materials.</p>	<p>EXP – Corporate Secretary</p> <p>EXP – GM &CEO</p>	C+2	4	C+6	D	

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XG0150	Legislation and Other Municipal By-laws Records relating to acts, legislation, and regulations from provincial, territorial, aboriginal, and federal governments. These acts and legislation may impact on the City's or Exhibition Place's administration and operations. Also includes copies of by-laws pertaining to municipalities other than the City of Toronto.	EXP – Corporate Secretary EXP – GM &CEO	S	7	S+7	D	
XG0244	Policies, Procedures, Standards and Guidelines Records relating to the production and formal approval of official corporate and departmental policy statements, procedures, standards, guidelines, and manuals. May also include information on corporate and departmental program reviews, benchmarking and corporate performance management, and other issues related to corporate governance.	All	S	20	S+20	AR	Legislation: Limitations Act, S.O. 2002, c. 24, Sched. B., s. 15 (2) - No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place.
XG0250	Annual Reports Records relating to internally-produced annual reports concerning the City's or Exhibition Place's annual and long-term goals, as well as financial and other reporting data. These reports describe activities and results over the past year in reference. They discuss management findings and analysis, financial statements, independent auditing results, financial highlights, and other related financial and management information. May also include interim reports.	EXP – Corporate Secretary EXP – GM & CEO	C+2	4	C+6	AR	

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XG0260	<p>Access to Information and Personal Information Protection – Compliance</p> <p>Records relating to strategies and initiatives undertaken to ensure Exhibition Place is in compliance with the public’s right of access to Exhibition Place records and the protection of personal information resources. Documents may include impact assessments, copies of policies and guidelines, data-sharing checklists, and supporting correspondence.</p>	EXP – Corporate Secretary	T	2	T+2	AR	<p>Comments: T= File closed upon completion of case</p> <p>Legislation/Regulation: Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, s. 4, 5, 6, 7, 8, 9, 10, 12, 13, 14, 15 - Compliance with right of access, obligation to disclose, exemptions, advice or recommendations, law enforcement, relations with governments, third party information consent to disclosure, solicitor-client privilege, danger to safety or health, personal privacy, limitation, information to be published.</p>

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XG0261	<p>Access to Information and Personal Information Protection – Access Requests</p> <p>Records relating to the receipt and processing of access requests for Exhibition Place records and privacy complaints. Documents may include formal and informal requests for information, consultation documentation, correspondence, access decisions, fee estimates, third party notices, written appeal submissions to the Information and Privacy Commissioner of Ontario (IPC), IPC orders and decisions, and IPC compliance findings and recommendations.</p>	EXP – Corporate Secretary	T	5	T+5	D	<p>Comments: T = File closed upon completion of case</p> <p>Legislation/Regulation: Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, s.17, 18, 19, 20, 21, 22, 43, 45 - Request, notice of forwarding or transfer, notice of decision, notice of extension, notice to affected person, notice of refusal, notice of order, estimate of costs.</p>

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XG0265	<p>Investigations into Privacy Complaints and Breaches</p> <p>Records relating to formal and informal privacy complaints and breach investigations. The Municipal Freedom of Information and Protection of Privacy Act provides a privacy protection scheme which Exhibition Place must follow to protect an individual's right to privacy. The scheme includes rules regarding the collection, retention, use, disclosure and disposal of personal information in its custody or control. A Privacy Breach - occurs when personal information is collected, used, disclosed and or destroyed in ways that are not in accordance with the privacy provisions of the Municipal Freedom of Information and Protection of Privacy Act. Documents may include complaint correspondence, submissions to the Information Privacy Commission, investigation reports, briefing notes, recommendations, and interview documents.</p>	Corporate Secretary	T	15	T + 15	AR	<p>Comments: File closed upon completion of case.</p> <p>Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B., s. 15(2) - No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place. Municipal Freedom of Information and Protection of Privacy Act, (General) R.R.O. 1990, Reg. 823, am. to O. Reg. 93/07. Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, PART II Protection of Individual Privacy.</p>
XG0269	<p>Access to Information Request Appeals</p> <p>Records relating to the processing of request appeals under MFIPPA. Request appeal status may be tracked electronically by unique request identification number. Copies of appeals documentations are filed in paper format, arranged by their respective request number. Documents include access request forms and supporting documentation, copies of responsive records, decision letters, Mediator's report, Notice of enquiry, appeals representations, IPC Order and all supporting correspondence.</p>	Corporate Secretary	T	15	T+15	AR	<p>Comments: Conclusion of appeal process.</p> <p>Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B., s. 15(2) - No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place.</p>

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XG5001	Corporate Governance	All	C+2	4	C+6	AR	Records relating to the planning and management of corporate governance goals and initiatives. Corporate governance provides the framework for the principles and issues by which the City and Exhibition Place are directed and controlled. Corporate governance seeks to ensure financial viability, consideration of the interests of all relevant parties affected by the City's and Exhibition Place's activities, and the rights and responsibilities of different stakeholders. Documents may include questionnaires, copies of public opinion surveys, corporate governance reports, consultation documentation, and supporting correspondence.
H	Functional Category: Human Resources						Description: Records relating to Exhibition Place employees and personnel services. Includes records relating to training, labour relations, health and safety, staff benefits, salary administration, and professional associations.
XH0135	Associations and Organizations	All	C+1	1	C+2	AR	Records relating to internal and external professional associations, clubs, societies, and organizations in which an employee or Exhibition Place has membership, interest, or official capacity. Documents may include minutes of meetings, association annual reports, membership lists, and correspondence.

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XH1200	Human Resources Administration Records relating to the general and overall administration of human resources at Exhibition Place. May include general information relating to human resources management, processes, systems, and functions. Documents may include copies of federal and provincial guidelines, copies of personnel policies and procedures, and supporting correspondence.	Human Resources	C+2	4	C+6	D	
XH1202	Employee Medical Data Records relating to the medical status, conditions, and recovery of individual Exhibition Place employees. This includes situations concerning the sustainment of physical injuries and the development of medical conditions causing disability or impairment, both work and non-work related. May include information relating to clarification of medical conditions, mental health status, determination of whether and/or when an employee should return to work, and confirmation of job duties the employee is and is not capable of performing. Documents may include doctors' notes and referrals, copies of resumes and training certificates, medical progress notes, and all supporting correspondence.	EXP – Human Resources	T	7	T+7	D	Comments: T=File closed upon termination of employment Legislation: Occupational Health and Safety Act, R.S.O. 1990, c. O.1, s. 12 - Annual summary of fatalities, lost workday, illnesses and injuries.

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XH1205	Corporate Organization and Organizational Charts Records relating to the development and ongoing maintenance of the Exhibition Place organizational framework and structure. Documents include departmental function statements, mission statements, organizational charts, reorganization plans, and related correspondence.	Human Resources	S	5	S+5	AR	
XH1207	Salary Administration Records relating to the establishment, administration, and scheduling of employee salaries. Documents include salary grids, comparison studies, and salary reviews and revisions.	Human Resources	C+2	4	C+6	AR	
XH1208	Employee Performance Management Records relating to the performance management program for Exhibition Place employees. This program provides employees with a clear understanding about what is expected on the job, and the skills that need to be developed or enhanced in order to effectively conduct assigned work duties. Includes information on career development planning, interim and merit increment review, and evaluation processes. Documents may include performance planners, project status reports, and correspondence.	Human Resources	T	7	T+7	D	Comment: File closed upon termination of employment

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XH1209	Job Classifications Records relating to the classification of employment positions within the Exhibition Place organizational hierarchy. Job classification assigns jobs into grades based on a number of categories, including required education, work experience, and supervisory skills. Documents include employee skills inventories, copies of job descriptions, job classification history files, and job classification action requests and appeals.	Human Resources	S	5	S+5	AR	
XH1210	Staff Competition and Recruitment Records relating to the recruitment of staff for existing or future jobs and appointments at Exhibition Place. This includes permanent, seasonal, and contract job postings. May include information on applicant screening and testing, conducting interviews, and acceptance and rejection of candidates. Documents may include completed request for employment forms, job postings, solicited resumes and employment applications, job skills test sheets, interview questions and sheets, scoring matrices, competition lists, reference checks, and all supporting correspondence.	Human Resources	T	6	T+6	D	Comments: File closed upon closing of competition. Legislation/Regulation: Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, s. 30(4) (last amendment: 2007, c. 13), s. 45 Dispose of personal information under the control of the institution accordance with the regulations.

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XH1211	Police Reference Checks	Common	C+1	0	C+1	D	<p>Police Reference Checks are used to assist in determining the suitability of successful candidate's positions of employment or volunteer work where the primary duties require direct contact with children and/or vulnerable adults. In these circumstances, an individual's rights to equal treatment with respect to employment are not infringed if employment is refused due to the candidate's record of offences. This policy applies to all new external hires being considered for identified positions and those individuals volunteering for positions at Exhibition Place. Police Reference Check information is subject to the privacy provisions of the Municipal Freedom of Information and Protection of Privacy Act.</p>

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XH1213	<p>Secondments and Acting Assignments</p> <p>Records relating to staff secondments to or from the City of Toronto or within Exhibition Place. Secondments enable employees to work in other departments or in other capacities for a fixed period of time (during which they are exempt from their normal work duties). Documents include reimbursement schedules, copies of payroll notification forms (PNFs), and correspondence.</p>	Human Resources	T	6	T+6	D	<p>Comments: File closed upon termination of employee's secondment or assignment.</p> <p>Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B., s. 4 (last amendment: 2010, c. 16, Sched. 4, s. 27), s. 27 A proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered. Employment Standards Act, S.O. 2000, c.41 (last amendment: 2010, c.16, Sched. 9, s. 1), 15(5) The employer shall retain or arrange for some other person to retain the records of the information required for three years after the employee ceased to be employed by the employer.</p>
XH1215	<p>Applications and Resumes – Unsolicited</p> <p>Records relating to the receipt and processing of unsolicited resumes and applications for employment opportunities that are either not presently existent and/or not advertised. Documents may include resumes, completed application forms, and related correspondence.</p>	All	1	0	1	D	<p>Legislation: Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, s. 30 - Dispose of personal information under the control of the institution accordance with the regulations.</p>

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XH1240	<p>Training and Development</p> <p>Records relating to the design, delivery, and follow-up activities associated with training and skills development opportunities provided to Exhibition Place employees. This includes seminars, workshops, and conferences. May include information relating to review and quality control of training course materials, training fees, and statistical data such as course attendance figures. Documents may include training materials such as workbooks and answers to exercises, lists of attendees, training course statistical reports, training course calendars, and all supporting correspondence.</p>	<p>Human Resources</p> <p>Common</p>	C+2	4	C+6	AR	

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XH1241	Record of Training Records relating to the registration of employee training, certification and qualifications for equipment operation, hazardous material handling and emergency procedures, technical and machine training. Documents may include: pre-requisite certification; registration application forms; copies of certificates; test and result information; registration billing information; employee sign off sheets indicating that employees have received training; instruction sheets; copies of hazardous material data sheets; informational materials, reports; and all other related documentation and correspondence.	Operations Human Resources	T	21	T+21	D	Comments: File closed upon termination of employment Legislation/Regulation: Occupational Health and Safety Act, R.S.O. 1990, c. O.1, s 25. Maintain record of participant (employee) training on technical and hard skills. Occupational Health and Safety Act, R.S.O. 1990, c. O.1, s 54 (materials concerning content, frequency and manner of instruction of any training program). Current (for employment duration of employee) + 1 active + 4 inactive. Transportation of Dangerous Goods Regulations (Canada), SOR/2001, s 6.6 - certificates of training to be kept 2 years after expiration.

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XH1242	<p>Safety and Technical Training Program</p> <p>Records relating to the administration and development of technical training programs and skills development opportunity offered to employees. Includes information on training programs such as: equipment operation, handling of hazardous material, transportation of dangerous goods, training programs on safety and accident prevention on the work site. Documents may include program sign off sheets, instruction sheets, authorized instructors competency certificate or declaration, detailed session plan and program change logs, teaching aid package, test questions and answers, required fees, material price list and contact names, employee sign off sheets, template used to indicating that employees have received training, copies of hazardous material data sheets, informational materials, and all supporting correspondence.</p>	Health and Safety	T	21	T+21	AR	<p>Comments: File closed upon termination of employment</p> <p>Legislation/Regulation: Occupational Health and Safety Act, R.S.O. 1990, c. O.1, s 54 - materials concerning content, frequency and manner of instruction of any training program. Current (for employment duration of employee) + 1 active + 4 inactive Transportation of Dangerous Goods Regulation (Canada), SOR/85-77, s 4.27 - shipping documents, manifests, other documents for transportation of dangerous goods to be kept 2 years, s 9.6 - certificates of training to be kept 2 years after expiration.</p>

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XH1246	Labour Negotiations Records relating to conducting labour negotiations, which involve discussions and meetings between Exhibition Place and employee groups, such as unions, to achieve resolution on a wide range of issues pertaining to unionized employees. These issues may include staff reductions and layoffs, staff recalls, promotions and wage increases, working conditions, disciplinary actions, seniority rights, and department restructuring. May include information on collective bargaining, dispute mediation, and conflict resolution. Documents may include proposals and final collective agreements; employment contracts; union contracts; and any other negotiated agreements between Exhibition Place and the respective unions or workers' representatives. All official negotiated documentation is prepared by the respective unions. The information is shared by Exhibition Place and respective unions or worker representatives.	Human Resources Facility Services	T	21	T+21	AR	Comments: File closed upon resolution or settlement of case. Legislation/Regulations: Labour Relations Act, 1995, c. 1, Sched. A, amended as 2006, c. 35, Sched. C, s. 57, s90, 91 – Collective agreements to be filed. Labour Relations Act Regulation (General), O. Reg. 94/7 amended as O. Reg. 259/07, ss1(2) - A record of all awards filed shall be maintained

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XH1250	Grievances and Arbitrations Records relating to complaints received from Exhibition Place unionized employees concerning workplace and personal treatment, benefits, discipline, promotions, and any other issues as defined in the collective agreement. Includes information on addressing and resolving the grievances, such as mediation and formal adjudication hearings involving arbitrators. Documents may include completed grievance forms, copies of meeting minutes, adjudication hearing schedules, arbitration notices, minutes of settlements, and all supporting correspondence.	Human Resources Facility Services	T	21	T+21	AR	Comments: T = File closed upon resolution or settlement of case Legislation: Occupational Health and Safety Act, R.S.O. 1990, c. O.1 (last amendment: 2009, c. 33, Sched. 20, s. 3), s. 49(2) A complaint must be filed not later than 30 days after the event to which the complaint relates. Limitations Act, S.O. 2002, c. 24, Sched. B, s. 15(2) No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place.

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XH1260	Human Rights Complaints and Investigations Records relating to receiving, investigating, and resolving complaints from Exhibition Place staff or from members of the public, service recipients, or visitors to the site concerning discrimination and/or harassment based on human rights protected grounds, as listed in the Exhibition Place's Human Rights and Anti-Harassment/Discrimination Policy. May include information on both informal and formal complaints, as well as advice and consultation on human rights-related subject matters such as policy development, communication tools and training. Documents may include statements of complaint and completed complaint forms, investigation reports and recommendations, witness interview notes, copies of policies, research, and all supporting documentation and correspondence regarding the exploration and resolution of complaints and consultations.	Human Resources	T	10	T+10	AR	Comments: T = File closed upon resolution of investigation.
XH1261	Pay Equity Records relating to the evaluation of job positions by comparing duties, skills, and responsibilities of similar positions. The objective is to ensure equal pay for work of equal value. Documents may include copies of policies, classification ratings, job evaluation information, position description questionnaires, action plans, and information about designated worker groups.	EXP – Human Resources	S	7	S+7	AR	Legislation: Pay Equity Act, R.S.O. 1990, c. P.7, s. 13 - Pay equity plans be prepared to provide equity in each establishment and for job classes to which the plan applies.

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XH1275	Occupational Health and Safety Records relating to Exhibition Place's responsibility to provide its employees with a safe and healthy workplace through assessment of occupational hygiene, ergonomics, and safety issues. A number of records contain confidential health information and personal information of employees. Records may also include correspondence regarding concerns, employee surveys, research materials, data collection, analytical results, and reports. Occupational hygiene records include employee concerns related to workplace exposure to chemical, physical (e.g., noise, temperature, radiation, etc.) and/or biological (e.g., mould) agents. Ergonomics records include a) employee concerns related to workstation and furniture design and configuration and addressing employee accommodation issues, b) consultation regarding furniture, equipment, vehicles, workplace design and work practices, and developing ergonomics guidelines, and c) job demands analyses. Safety records include general safety concerns, monitoring of compliance with legislative requirements (e.g., WHMIS, First Aid provisions, traffic control, and protective equipment), and activities related to the establishment and maintenance of the Joint Health and Safety Committee.	Human Resources Health and Safety	C+9	7	C+16	AR	Legislation: Occupational Health and Safety Act, R.S.O. 1990, c. O.1, s. 9 Joint health and safety committee, certifications, recommendations, responses, minutes, scheduled inspections, inspection reports. s. 26 Records of handling, storage, use and disposal of agents, records of exposure of workers; records of monitoring levels in workplace. Workplace Safety and - Insurance Act, 1997 Every employer shall keep a record of all circumstances respecting an accident as described by the injured worker, the date and time of its occurrence, the names of witnesses, the nature and exact location of the injuries to the worker and the date, time and nature of each first aid treatment given.

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XH1303	Attendance and Scheduling Records relating to the attendance and scheduling for Exhibition Place employees. These records document an employee's hours of work, overtime hours, lieu time, vacation time, statutory holidays, sick leave and other related correspondence. The media format for these records is paper and electronic. These reports are kept as part of the official record collection in Pay Period Processing (F1325). Documents may include vacation requests, attendance registers, shift schedules, notes for extended leave, time sheets, crew cards and all supporting correspondence. NOTE: Most divisions will maintain paper records where as other divisions maintain electronic records as a direct upload to the electronic payroll system. This system provides support to Payroll staff who use the data to produce payroll outputs in the form of pay period processing reports.	Common	C + 2	1	C + 3	D	Legislation/Regulation: An employer shall record the following information with respect to each employee, including an employee who is a homeworker: 1. The employee's name and address. 2. The employee's date of birth, if the employee is a student and under 18 years of age. 3. The date on which the employee began his or her employment. 4. The number of hours the employee worked in each day and each week. 5. The information contained in each written statement given to the employee. Retention of records (5) The employer shall retain or arrange for some other person to retain the records of the information required under this section for the following periods: 1. For information referred to in paragraph 1 or 3 of subsection (1), three years after the employee ceased to be employed by the employer. 2. For information referred to in paragraph 2 of subsection (1), the earlier of, i. three years after the employee's 18 th

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XH1303	Attendance and Scheduling (Cont'd)						birthday, or ii. three years after the employee ceased to be employed by the employer. 3. For information referred to in paragraph 4 of subsection (1) or in subsection (3), three years after the day or week to which the information relates. 4. For information referred to in paragraph 5 of subsection (1), three years after the information was given to the employee.
XH1355	Workers' Compensation and Disability Management Records relating to tracking and monitoring of all individual employees' claims for financial and/or medical compensation as a result of personal injuries, illness, or other medical conditions preventing employees from fulfilling regular job duties. This includes workers' compensation and long term disability claims. Documents may include injury report forms, copies of long term disability and workers' compensation claims that have been submitted, disability recurrence continuity reports, completed summary claims information cards, and all supporting correspondence.	Human Resources Health and Safety	T	7	T+7	AR	Comments: T = File closed upon termination of employment Legislation: Workplace Safety and - Insurance Act, 1997, R.R.O. 1990, Reg. 1101, First Aid Requirements, s. 5 Every employer shall keep a record of all circumstances respecting an accident as described by the injured worker, the date and time of its occurrence, the names of witnesses, the nature and exact location of the injuries to the worker and the date, time and nature of each first aid treatment given.

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	

I Functional Category: Information, Communications, and Administration

Description: Records relating to the management of all Exhibition Place formal communications, including press releases, media releases, promotional advertising, and speeches. Also includes records to the production and/or management of information-related resources and initiatives, both by Exhibition Place and by external parties, including libraries, films and movies, online web site data, corporate records management, and archival collections. Finally, includes records relating to a wide variety of general administrative matters, such as committees not related to City or Exhibition Place governance activities, office administration, audits, travel arrangements, trade shows, and operational and strategic planning.

XI0001	Souvenirs and Presentations Items	All	C+1	5	C+6	AR
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Records relating to souvenirs and presentation items used at Exhibition Place and community events, receptions, awards ceremonies, presentations, parades, and festivals. Documents may include design proposals, inventory supply records, and catalogue samples.

XI0005	Office Administration	All	C+1	5	C+6	AR
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Records relating to general office administration functions and subjects not covered elsewhere. This may include daily correspondence and chronological files, monthly and annual planning calendars, information on word-processing, and day timers.

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XI0020	Audits Records relating to developing, administering, and conducting audits of business and financial processes at Exhibition Place. The goal of audits is to analyze operating processes to determine compliance with objective and recognized performance standards and measurements, and to make recommendations for improvement. May include audit information on personnel, systems, environment, structure, and other functions. Includes internal audits, federal audits, and Auditor General audits. Documents include audit reports, audit statements, and correspondence.	All	T	7	T+7	AR	<p>Comments: File closed upon termination of the audit process.</p> <p>Legislation/Regulation: Auditor General Act, R.S.O. 1990, c. A.35, s10. City of Toronto Act, S.O. 2006, c.11, ss179 (1),(2),(3) - The City, its local boards (restricted definition) and the city-controlled corporations and grant recipients referred to in subsection 178 (3) shall give the Auditor General such information regarding their powers, duties, activities, organization, financial transactions and methods of business as the Auditor General believes to be necessary to perform his or her duties under this Part.) The Auditor General is entitled to have free access to all books, accounts, financial records, electronic data processing records, reports, files and all other papers, things or property belonging to or used by the City, the local board (restricted definition), the city-controlled corporation or the grant recipient, as the case may be, that the Auditor General believes to be necessary to perform his or her duties under this Part.</p>

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XI0040	Communications Management Records relating to the management and control of language usage within Exhibition Place communications. This includes information on the use of language within correspondence, presentations, and publications. Documents may include directives and style sheets on language format, style, terminology, and quality.	All	C+2	4	C+6	AR	
XI0060	Travel Arrangements Records relating to the arrangement and conduct of visits and travel by Exhibition Place employees and formal visitors. May include visits to, or visitors from, local, provincial, national, and international locations. Documents include travel itineraries, transportation and accommodation booking arrangements, correspondence with travel agents, hotel and airfare price lists, and documentation on individual visits and tours.	All	C+1	1	C+2	D	
XI0075	Vendors and Consultants Records relating to reference information discussing the various products and services offered by external consultants, contractors, vendors, and supply companies. Documents may include company brochures, supply catalogues, vendor announcements, external press releases, vendor price lists, and supporting correspondence.	All	C+1	1	C+2	D	

Retention Legend

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XI0161	Meetings and Committees Records relating to meetings and committees of Exhibition Place staff that are not related to governance issues. May include regular or interim meetings held with external and internal client groups or individuals. Documents may include meeting agendas, minutes of meetings, and committee reports.	All	C+1	4	C+6	AR	
XI0173	Postal and Courier Services Records relating to the use of hard-copy mail and courier services by Exhibition Place. Includes postal and mail functions with Canada Post, courier services, freight services, and customs information. Documents may include mailing lists, logbooks, shipment permits, mailing lists, copies of post office regulations, and reports on lost or damaged mail/courier packages.	EXP – Corporate Secretary	C	2	C+2	D	
XI0186	Speeches, Presentations, Receptions and Awards Ceremonies Records relating to the preparation, delivery, and performance protocol for speeches, presentations, receptions, and awards ceremonies hosted by Exhibition Place. These events may include employee recognitions, inaugurations, and centennial events. Includes speech notes, formal addresses, and arrangement correspondence and memoranda.	All	C+1	5	C+6	AR	

Retention Legend

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XI0188	Proclamations and Official Greetings Records relating to proclamations and official greetings given or received by Exhibition Place. These formal announcements may involve ceremonies, dedications, and visitor relations. Documents may also include copies of payment receipts and invoices, copies of pledge card legal agreements, and correspondence.	All	C+1	5	C+6	AR	
XI0198	Promotional Event Ballots Ballots completed and submitted to Exhibition Place by members of the public as part of a promotional event organized and administered by Exhibition Place staff or administered by Exhibition Place staff in conjunction with a sponsor or client. Ballots may be paper-based or electronic. Does not include competition entry forms, such as Horse Show entry forms.	CNE Marketing Ex Place Marketing and Sales	6M	6M	1	Destroy	
XI0199	Sponsorship Records relating to the development of sponsorship relationships. This involves sponsorship efforts and funding for activities produced or promoted by Exhibition Place, such as the CNE, parades, festivals, awards ceremonies, and special events. Documents may include research information, presentation kits (including power point), correspondence, and copies of promotional information designed for the procurement of sponsorship.	All	C+2	18	C+20	AR	

Retention Legend

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XI0200	Promotion and Marketing Records relating to advertising and promotional work used to foster education and awareness of Exhibition Place programs and services. Methods of promotion and marketing include souvenirs, brochures, manuals, user guides, directories, periodicals articles, radio, Internet web pages, advertisements, and television. Documents may include action plans, marketing statistics, and correspondence.	All	C+2	4	C+6	AR	
XI0201	News Releases and Official Statements Records relating to the development and production of media releases, official statements, and announcements by Exhibition Place. These statements and announcements are intended to alert the media to newsworthy events associated with Exhibition Place. Documents may also include supporting correspondence and memoranda.	All	C+2	4	C+6	AR	
XI0203	Media Relations Records relating to the promotion of Exhibition Place through fostering positive and ongoing relationships with local, provincial, national, and international news media. Includes information on print, radio, television, and other types of news reporting. May also include information on media promotion projects. Documents may include media contact lists, lists of standard media interview questions, and correspondence.	All	C+2	4	C+6	AR	

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XI0204	Market Research Records relating to the development and administration of market research initiatives. Market research is conducted to obtain information about the needs and wants of Exhibition Place customers and exhibitors with the aim being to ensure high-quality services. Documents may include correspondence, questionnaires, surveys, market research reports, memoranda, and other supporting documentation.	All	T	3	T+3	AR	Comments: File closed upon completion of project.
XI0220	Public Education and Awareness Records relating to programs and seminars designed to educate and enlighten the public, including adults and children, on Exhibition Place services and a wide range of subjects of topical interest. May include information on educational tours and outreach programs, and program planning and preparation. Documents may include educational kits, questionnaires, educational statistics, notes and scripts, copies of presentation speeches, evaluations, and correspondence.	All	C+2	4	C+6	AR	
XI0230	Libraries, Reference Desks, and Resource Centres Records relating to the management and functions of libraries, including reference kiosks and resource centres. Libraries may be found in Exhibition Place departments, divisions, or business units. Includes acquisition inventories, holdings inventories, circulation lists, requests for library materials, and recommendations for collections.	EXP – Corporate Secretary	C+2	4	C+6	AR	

Retention Legend

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XI0240	Records Classification Records relating to the logical and systematic arrangement of Exhibition Place's corporate information resources, so as to allow for ease of records access and retrieval. This includes all information relating to the development and revision of the records classification system, file naming conventions, cross-referencing, and subject indexing. Documents may include the records classification system, records inventory sheets, style sheets discussing spelling and grammar conventions, and all supporting correspondence.	EXP – Corporate Secretary	C+2	4	C+6	AR	
XI0243	Forms Management Records relating to the design and production of Exhibition Place forms. Includes information on forms analysis, identification, and authorization. Documents may include requests for forms to be developed, correspondence, and original artwork	EXP – Corporate Secretary	S	3	S+3	AR	
XI0249	Archives Records relating to the administration and operation of the Exhibition Place/CNE archives. The archives serves as the repository for records with scholastic and historical value which are retained in perpetuity. May include information on special archival projects. Documents may include copies of transfer authorizations for archival custody, archives usage reports and statistics, and correspondence.	EXP – Corporate Secretary	C+2	4	C+6	AR	

Retention Legend

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XI0250	Records Retention and Disposition Records relating to the development and implementation of the records retention and disposition scheduling initiatives. Includes information relating to all issues that may affect the development and approval of the Exhibition Place records retention schedules, which officially govern for how long information is kept and whether it is destroyed. Documents may include records retention schedules, copies of current and former by-laws, copies of municipal, federal and provincial legislation, records inventories, and all supporting correspondence.	Chief Financial Officer & Corporate Secretary	C+2	97 Y	100	D	Legislation/Regulation: City of Toronto Act, S.O. 2006 c.11, Schedule A (Last amendment 2016, c.5, Schedule 5) s.201. (3) – Retention periods, - establish retention periods during which the records of the City and its local boards must be retained and preserved.
XI0253	Records Destruction Certificates Records relating to records destruction certificates, which authorize the destruction of Exhibition Place records in accordance with formally-approved records retention schedules. Includes destruction of paper, microform, and electronic records. Documents include records destruction certificates, applications for records destruction, destruction notices, and records destruction statistics and reports.	Chief Financial Officer & Corporate Secretary	C + 2	97 Y	100	D	Legislation/Regulation: City of Toronto Act, S.O. 2006 c.11, Schedule A (Last amendment 2016, c.5, Schedule 5) s.201. (2) (a) – the retention period has expired; s.201. (2) (b) - the record is a copy of the original record.s.201. (3) - records of the City may be destroyed if a retention period for the record has been established under this section

Retention Legend

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XI0265	Corporate Records Management Records relating to initiatives and projects concerning records throughout all phases of the records' life cycle. May include information relating to records management needs analysis, files conversion, digital imaging, record media formats, records management implementation assistance, records purging, filing equipment determination requirements, records space planning requirements, file plan development, integrated document management, compliance audit reports, and records management workflow analysis. Documents may include file lists and indexes, records conversion and implementation action plans and analysis reports, copies of requests for proposals and purchase orders, staff interview questions and notes, and all supporting correspondence.	EXP – Corporate Secretary	C+2	4	C+6	D	
XI0270	Records Centre Operations Records relating to the operations and management of the Exhibition Place records storage facility. May include information relating to inactive records retrieval and storage locations. Documents may include completed records transfer lists, disposition notifications, copies of records destruction certificates, and all supporting correspondence.	Chief Financial Officer & Corporate Secretary	C	6	7	D	

Retention Legend

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XI0280	Exhibits Records relating to all aspects of planning and mounting exhibits. Documents may include research notes, information on design, layout, implementation, and promotions of exhibits, lists of didactics and labels, correspondence, copies of exhibit materials, photographs of exhibits, information about supplies, information relating to exhibit openings (catering services, invitation lists, speeches), educational programming materials, brochures and/or posters, press releases, and copies of exhibit reviews.	All	T	P	P	P	Comments: File closed upon completion or closure of exhibit.
XI0300	Internet and Intranet Development Records relating to the development and maintenance of the Exhibition Place internet and intranet online web sites and services. Internet resources are made available to the public at large and can be hosted both locally and on external servers, whereas Intranet resources are hosted only locally on an Exhibition Place server solely for internal employee access. Includes information on website development, technical design information, and user requirements. Documents may include Internet and Intranet review statements and reports, user complaints, website information content specifications, and correspondence.	All	S	7	S+7	AR	

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XI0320	Computer System Access and Security Records relating to the security and confidentiality of Exhibition Place's online information resources. Includes information about computer security practices and tools. Documents may include access requests, computer monitoring reports, and user authorization lists.	Information & Technology	S	7	S+7	D	
XI0340	Internal Computer Systems Documentation Records relating to the use of internally-produced supporting documentation concerning computer systems and software used by Exhibition Place. This applies to both internally-developed and externally-purchased software and computer systems. May include information on standard macros, sign-on procedures, indexing, and other pertinent subject material. Documents may include manuals, user guides and reports, and correspondence.	Information & Technology	S	7	S+7	AR	

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XI0455	Trade Shows Records relating to the planning of, and participation in, trade shows, which are exhibitions held for members of a common or related industry or profession. This includes trade shows organized and presented by either Exhibition Place or external agencies. May include information relating to exhibit layout and design, Exhibition Place employee participation, registration, and event production. Documents may include copies of public relations packages, attendance lists, copies of supply lists, copies of catering requests and forms, invitation lists, brochures, copies of press releases, posters, explanatory labels for exhibit items, copies of research notes, and supporting correspondence.	All	C+2	4	C+6	AR	
XI0470	Trademarks Records relating to the use of Exhibition Place trademarks, which are words and/or symbols that identify, and are associated with, Exhibition Place services. Exhibition Place trademarks are unique from those belonging to any other municipality or organization and may include the Exhibition Place, CNE or NTC logos. May include information on trademark availability, registration, and infringement. Documents may include completed applications for trademark registration, lists descriptions of trademarks, trademark uses criteria and supporting correspondence.	EXP – Corporate Secretary	C+2	P	P	P/AR	Legislation: Trade-marks Act (Canada), R.S.C. 1985, c. T-13, s. 30 - Application for registration of trade-mark.

Retention Legend

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XI0489	Strategic Planning Records relating to strategic planning for departments, divisions, units, and overall Exhibition Place. Strategic planning is a management tool designed to assess and adjust Exhibition Place's direction and determine its visions and future objectives. Includes information on retreats, strategy planning sessions, and mission statements. Documents include objectives statements, long and short-term strategic planning reports, copies of financial statements and reports, five-year business planning notes, reports, and correspondence.	All	S	5	S+5	AR	
XI0495	Operational Planning Records relating to the production and use of operational plans, which clearly match the implementation of Exhibition Place's strategic plans against specific objectives. Operational plans may include information on what activities staff has to undertake, specific time frames for each activity, and key events and issues. May range from simple timetables to complex plans. Documents may include financial spreadsheets, planning reports, work plans, service level agreements, and supporting correspondence.	All	T	7	T+7	AR	Comments: T=File closed upon termination of project

Retention Legend

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XI0500	Operational Reviews Records relating to the production and use of operational reviews. These reviews are intended to provide objective and constructive assessments of such issues as customer relations, staff communications, resource management, performance measurement, and other topics of significant concern for Exhibition Place. Operational reviews may range from Exhibition Place-wide reviews to reviews focussed specifically on a single unit. Documents include operational review reports and supporting correspondence.	All	T	7	T+7	AR	Comments: T=File closed upon termination of project.
XI1000	Executive Records Executive records are the administrative and operational records of the offices of senior managers down to the level of director. Certain positions below this level may be designated as executive records based on the nature of the office and its level of independent decision-making capability Included are records in all formats and media and records classified and scheduled under all primaries of the Records Classification System (RCS). This special classification and schedule for executive records takes precedence over retention periods and final dispositions indicated in the RCS.	All	T	10	T+10	AR	Comments: File closed at Executive's discretion Caution: Executives will be advised that these files should not contain any original documents in their work area that are subject to a special statutory retention period.

Retention Legend

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XI4110	Archival Acquisitions Records relating to the process of obtaining government and non-government records with historical significance for preservation in the archives. Archival materials may be acquired through donations, transfers from within Exhibition Place and the CNE Association and through purchases. May include information on the initial condition of acquired records, the administrative histories of the organizations which supplied the records, and potential acquisitions that are pending actual receipt. Documents may include copies of legal agreements and deeds of gift, monetary appraisal reports, archival appraisal reports, cultural property export review board applications, transfer sheets, finding aids, copies of accession records, and all supporting correspondence.	Chief Financial Officer & Corporate Secretary	T	7	T + 7	AR	T-Until the collection /material is deaccessioned
XI4111	Archival Accession Control Records relating to the transfer of legal and physical custody of records to the archives. Accession control involves documenting the titles, dates of receipt, donor information, size, general description, and location for each collection of similar types of records now in archival custody. Documents include accession control sheets, which list all records received by the archives on an annual basis.	Corporate Secretary	C+2	P	P	P/AR	Legislation/Regulation: Ontario Heritage Act, R.S.O. 1990, c. O.18, s 23 - shall keep a Register.

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XI4120	Archival Collection Assessment Initiatives Records relating to assessing the condition and quality of records which are either already in archival storage or in the process of being transferred to archival storage. Includes information on special assessment projects. Documents may include photographs, field assessment reports, archival materials collection reports, copies of grant applications, and supporting correspondence.	Corporate Secretary	C+2	P	P	P/AR	
XI4123	Records Conservation and Preservation Records relating to the processes and initiatives associated with ensuring the ongoing preservation of records and the restoration of damaged records. May include information on care and handling of archival materials and the transfer to alternative records media formats. Documents may include photographs taken during all stages of the preservation or restoration work, working notes, preservation and conservation statistics, recommendations on records storage requirements, condition and treatment reports, and all supporting correspondence.	Corporate Secretary	C+2	P	P	P/AR	

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XI4124	Records Disaster Contingency Planning and Recovery	Corporate Secretary	S	7	S+7	AR	
	Records relating to the development and implementation of a comprehensive records disaster contingency plan, which documents the backup and recovery procedures for all Exhibition Place records in the event of a records disaster. Also includes information relating to the actions taken in the event of actual records disasters. Documents may include photographs of damaged records, status reports, the records disaster contingency plan, phone lists of key persons to contact in the event of records disasters, lists of vital records, and all supporting correspondence.						

L Functional Category: Legal and Licensing

Description: Records relating to legal matters involving Exhibition Place. Includes permits, leases, deeds agreement, contracts, and licenses. Also includes records relating to lawsuits and legal issues, such as copyright protection.

XL0360	Parks and Recreational Facility Permits	EXP – Business Development	T	4	T+4	D	Comments: T = File closed upon expiration of permit
	Records relating to the issuance of permits for the use of Exhibition Place parks and recreational facilities for recreational purposes. Any group or person wishing to reserve space for a formal event, such as a wedding or a birthday party, is required to obtain a permit. Includes permit applications, booking lists, and correspondence.						Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B., s. 4 - a proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered.

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XL0420	Filming Permits Records relating to Exhibition Place's issuance of film permits, which are granted to companies and/or individuals involved in movie, television, video, and all other types of film production. These permits provide legal permission for the production company or individual to conduct filming at Exhibition Place. May include information relating to permit holder, filming location, location of production vehicles, and special film production instructions. Documents may include film permits, location filming vehicle permits, filming policy documents and supporting correspondence.	Sales and Event Management	T	13	T+13	D	Comments: T = File closed upon completion of film production Legislation/Regulation: Municipal Code Chapter 459, Filming
XL0520	Easements Records relating to the need for and issuance of easements, which are rights to use the City's or privately-owned land for a specific purpose, such as constructing a right-of-way road or erecting utility structures, for example. Includes information on both water and sewer easements and private easements over Exhibition Place property granted by the City or Exhibition Place to private parties. Documents may include requests for easements, official easement permits, copies of easement agreements, and supporting correspondence.	All	T	7	T+7	D	Comments: File closed upon expiration of right. Legislation/Regulation: Power Corporation Act, R.S.O. 1990, c. P. 18, s 48 – record of unregistered rights relating to land

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XL2200	Leases Records relating to obtaining and issuing leases, which convey the right to use, possess, or control property belonging to another party in exchange for financial compensation. Leases allow Exhibition Place to use properties, facilities, and vehicles belonging to external organizations on a temporary or ongoing basis. Also includes information on the leasing out Exhibition Place properties and buildings to other parties. Documents may include copies of financial arrangements, draft and approved lease agreements, applications for property transfer, memoranda of understanding, and supporting correspondence.	CEO Corp. Secretary Sales & Event Management	T	20	T + 20	D	Comments: File closed upon termination of lease. Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B., ss 15(2) - No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place.
XL3050	Copyright Records relating to copyright privileges issued to Exhibition Place. Copyright is an exclusive legal right granted to publish, produce, sell, and distribute intellectual properties, such as books and drawings. May include information on copyright infringements and permission to use copyright materials. Documents include applications for copyrights, copyright approval statements, and supporting correspondence.	Corp. Secretary	T	P	P	P/AR	Comments: File closed upon copyright authorization received. Legislation/Regulation: Copyright Act (Canada), R.S.C. 1985, c. C-42, s 56 - Application for registration of copyright.

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XL3085	External Legal Correspondence	CEO	T	4	T + 4	D	Comments: File closed upon resolution or notice of decision.

Records relating to routine inquiries received by Exhibition Place from external lawyers and other external legal professionals. These inquiries are made to obtain information from Exhibition Place, including documents such as outstanding work orders and zoning information compliance letters that may influence external legal cases and matters. Documents may include letters of inquiry and notifications, offers of assistance, responses to inquiries, and supporting correspondence.

N Functional Category: Natural Environment & Sustainable Resources

Description: Records relating to environmental services, and the assessment, preservation and conservation of the natural environment, natural life forms and natural resources. Natural environmental protection and conservation strategies combat pollution; promote conservation and sustainable management of land, ecosystems, water, horticulture, forestry, natural fish habitats, wildlife, atmosphere, and energy resources; protect natural landscape; and develop efficient uses of both energy and recyclable waste materials.

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XN0039	Air Quality Records relating to the monitoring of outdoor air quality. Includes information on smog, aerosols, ozone, particulates, and toxic airborne substances. Documents include copies of air quality standards and guidelines, copies of public announcements and warnings, public brochures, complaints, and inquiries.	Operations	T	7	T+7	AR	Comments: T = File closed upon completion of report or investigation of case. Legislation/Regulation: Environmental Protection Act Regulations (Airborne Contaminant Discharge Monitoring and Reporting), O. Reg. 127/01, amended by: O. Reg. 196/01 - copy of report and any records are kept for at least seven years after the day the report submitted and any other record required prepared under this Regulation is kept for at least seven years after the day the record is required to be prepared.
XN0041	Conservation Studies Records relating to studies and reports which discuss the conservation and preservation of the natural environment. This includes information on all ecological issues relating to conservation, including soil, water, wildlife, and vegetation.	Operations	T	7	T+7	AR	Comments: File closed upon termination of study. Legislation/Regulation: Lakes and Rivers Improvement Act, R.S.O. c. L. 13, s 21 - All plans, orders and reports shall be kept on file.
XN0045	Energy Efficiency Records relating to the conservation and efficient use of heat, electricity, and other natural resources. May include information on solar energy, geothermal energy, wind energy, and energy-efficient appliances. Documents include educational materials, reports and studies, and correspondence.	CEO Operations	S	7	S+7	AR	

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XN0046	Environmental Assessments Records relating to studies of environmental issues and impacts. These assessments are required by legislation and are responsible for determining the state of the current environment and the impacts that development activities might have on it. Includes information relating to soil, water, air, and other environmental issues. Documents include studies and reports, environment planning documents, engineering plans, and correspondence.	CEO Operations	T	7	T+7	AR	Comments: T = File closed upon completion of assessment Legislation/Regulation: Environmental Assessment Act, R.S.O. 1990, c. E. 18, ss 30(1), maintain a record for every undertaking in respect of which an application is submitted

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XN0048	Natural Heritage Records relating to the inventory and analysis of natural environment attributes or characters including environmentally sensitive areas. Much of the City's Natural Heritage attributes are found within the City's Parks and Open Space Areas as defined in the City's Official Plan but also includes the attributes on an eco-system basis. The Natural Heritage 'System' includes conservation of natural diversity in the environment by identifying ecologically important areas and its biodiversity, and setting priorities for the protection of environmentally sensitive areas. The natural heritage inventory is a comprehensive and dynamic database that tracks the location and status of rare species and natural communities, which includes plants, wildlife, landscape, and water resources. Environmentally sensitive areas provide crucial habitat for native vegetation and wildlife, including rare or endangered species, and may also enhance human health and activities. May include information on conservation priorities, preservation of natural resources and heritage, development densities, and related environmental issues. Documents include background studies and reports, planners' notes and comments, copies of Official Plan, copies of amendments, and supporting correspondence.	Operations	T	50	T+50	AR	Comments: File to remain active until study or project is completed Legislation/Regulation: Environmental Protection Act 1990 Regulations (Records of Site Condition – PART XV.1 of the Act), O.Reg.153/04, amended by: O. Reg. 366/05, ss 18(1),(2) - the retention of a report by a qualified person is seven years after the date the record of site condition listing the report is filed in the Registry, reasonable steps to ensure that a copy of the report is stored for the period referred

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XN0049	Ground Pollution Records relating to ground pollution as a result of chemical spills, agricultural runoff, and industrial waste disposal. This includes the contamination of soil, surface water, and underground water. Also includes information on treatment initiatives to minimize or eliminate the effects of ground pollution. Includes complaints, reports and studies, newspaper clippings, and correspondence.	Operations	C+2	7	C+9	AR	Legislation/Regulation: Environmental Protection Act 1990 Regulations (Records Of Site Condition - PART XV.1 Of The Act), O. Reg.153/04, amended by: O. Reg. 366/05, ss 18(1)(2) - the retention of a report by a qualified person is seven years after the date the record of site condition listing the report is filed in the Registry, reasonable steps to ensure that a copy of the report is stored for the period referred
XN0050	Hazardous Materials Records relating to the storage, transportation, and handling of hazardous materials. Hazardous materials are any substance or material which may result in health injuries, destruction of life and environmental conditions, and facility damage. This includes toxic, flammable, corrosive, and explosive materials. Documents include disposal instructions, health and safety measures documentation, reports and recommendations, and correspondence.	Operations	T	2	T+2	AR	Comments: T= File closed upon completion of statistical reporting. Legislation: Environmental Protection Act Regulations (General - Waste Management), R.R.O. 1990. Reg. 347, s. 18(8), (9), s. 23(5)(d), s. 16(5)(a), as am., O. Reg. 157/98, s. 6(2). A record may be disposed of after two years of the calendar year.
XN0053	Pollution Records relating to issues and initiatives concerning multiple types of pollution, including soil, water, air and noise. These records are used for reference purposes. Includes reports, studies, correspondence, and newspaper clippings.	CEO Operations	C+2	4	C+6	AR	Legislation/Regulations: Municipal Code Chapter 681, Sewers.

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XN0061	Weed Control Records relating to the control of weeds, for aesthetic and safety reasons and to protect the land's native biodiversity from invasive plant species. Methods of weed control may include fire, spraying, uprooting, and mowing. Includes weed complaints, destruction work orders, and charges for failure to control weeds in compliance with regulations and legislation.	Operations	C+2	4	C+6	D	Legislation/Regulation: Weed Control Act, R.S.O. 1990, c. W.5, s 15 - Record of expenses of weed inspector. Pesticides Act Regulations, (General), R.R.O. 1990, Reg. 914, ss 91(1), 118(2) - keep the record for a period of two years after the extermination is completed; records shall be kept by the holder of the vendor's licence for a period of two years.

P Functional Category: Public Health

Description: Records relating to public health programs and services undertaken at Exhibition Place. Includes records on food inspection, food handling, food safety and the health and wellbeing of staff and visitors to Exhibition Place.

XP3721	Premises Inspection – Food Safety Records relating to food premises inspection by external, third parties, including records on the processing, preparation, storage, handling, display, sale and distribution of food. Documents may include food inspection forms, supplement inspection reports, food premises profile, complaint/request for service reports, report of offences, order to close premises, test results, correspondence, etc.	CNE Operations	C+2	4	C+6	D	Legislation/Regulation: Municipal Code Ch. 545, Licensing (By-law 514-2002)
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R Functional Category: Recreation and Culture

Description: Records relating to the recreational and cultural programs and services offered by Exhibition Place to City of Toronto residents and visitors. Includes record relating to special events such as parades and festivals, tourism, charity casinos and fitness activities. Also includes information on the control of wildlife.

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XR0008	Admission Tickets Records relating to creating and selling tickets for admission entrance to Exhibition Place facilities and program events. Documents may include sales figures and statistics, program announcements, sales reports, and correspondence.	All	C	2	C+2	AR	
XR0013	Cycling Paths and Trails Records relating to the recreational use of Exhibition Place cycling paths and trails. May include paths and trails along Exhibition Place roads and parks. These paths and trails may be used for cycling, walking, rollerblading, and jogging. Documents include usage statistics, copies of maps indicating path or trail locations, copies of path design construction reports, and correspondence.	All	S	5	S+5	AR	Legislation/Regulation: Ontario Planning and Development Act, 1994, S.O. 1994, c. 23, Sched. A., s. 3 (a) (iii) - Land use areas and the provision of parks and open space.
XR0016	Fitness Club Membership Records relating to fitness club programs and memberships offered within City-owned or Exhibition Place-operated fitness clubs and facilities. Includes information on aerobics, weightlifting, and cardiovascular fitness programs. Also may include information on members' access to facility locker rooms. Documents may include fitness appraisal forms, membership attendance statistics, completed enrolment applications, fitness program descriptions, and correspondence.	All	C+2	2	C+4	D	Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B., s. 4 - a proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered.

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XR0030	<p>Recreational Programs</p> <p>Records relating to the administration and development of community recreational programs and services offered at Exhibition Place for both children and adults. This may include organized and individual sports offerings and lessons, school field trips, and arts and crafts lessons. May also include information on trips or visits to community centres, museums, parks, and City or Exhibition Place recreational facilities; recreational course locations; and recreational course start and end dates. Documents may include copies of recreational program policies and procedures, program instructors' training materials, recreational research studies, usage and program and course-related statistics, quality assurance reports, program descriptions and brochures, statistical data summaries, high-level recommendation reports, and all supporting correspondence.</p>	All	C+2	4	C+6	AR	Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B., s. 4 - a proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered.
XR0031	<p>Recreational Program Registration</p> <p>Records relating to individuals, including both children and adults, registering for various community recreational programs and services. This may include organized and individual sports offerings and lessons, school field trips, and arts and crafts lessons. Documents include completed enrolment applications, copies of program descriptions, enrolment usage statistics, call centre statistics, and correspondence.</p>	All	C+2	4	C+6	D	Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B., s. 4 - a proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered.

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XR0033	Wildlife Control and Management Records relating to the control and management of wildlife at Exhibition Place. This involves proactively and humanely ensuring that wildlife can exist within Exhibition Place but not interfere with human activities and health. May include information on public education, prevention awareness, insect spraying, and hands-on removal of identified pests. Documents may include complaints, insect spraying statistics, animal removal statistics, and correspondence.	EXP – Operations	C+2	P	P	P/AR	Legislation/Regulation: Fish and Wildlife Conservation Act, 1997 - O. Reg. 668/98
XR0034	Tourism Planning Records relating to planning and development of tourism activities and initiatives at Exhibition Place. May include information on sporting, cultural, and artistic activities. Documents may include tourism planning reports, action plans, tourism statistics, and correspondence.	EXP – Business Development CNE – Marketing	C+2	4	C+6	AR	Legislation/Regulation: Ministry of Tourism and Recreation Act, R.S.O. 1990, c. M.35, s. 4 - promote tourism and recreation by providing tourist facilities, attractions and services to the travelling and vacationing public.

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XR0045	<p>Tourism Events Procurement</p> <p>Records relating to actively soliciting and securing designated tourism events to take place at Exhibition Place. This may include sporting, cultural, and other tourism-related events that would generate positive economic and promotional opportunities. May include information on tourism event mandates, bidding processes and proponents, meetings with stakeholders, City Council acceptance or rejection, and facilitating approvals and agreements. Documents may include copies of event brochures, copies of meeting notes, status and recommendations reports, hosting agreements, and all supporting correspondence.</p>	<p>Chief Executive Officer</p> <p>Sales and Event Management</p>	T+1	6	T+7	AR	<p>Comments: Targeted tourism event has been lost or won (and event has concluded)</p>
XR0193	<p>Events Planning and Programming</p> <p>Records relating to the planning and programming of the Canadian National Exhibition held at Exhibition Place. May include information on logistics on organizing various programs. Documents may include program briefs and memoranda, contact lists, event schedules, information kits, lists of volunteer requirements, safety and crowd control reports and correspondence.</p>	All	C+2	18	C+20	AR	<p>Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B., s. 15 (2) - No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place.</p>

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XR0197	External Events Support Records relating to the support provided by Exhibition Place for externally-produced cultural, community, and special events. May include marathons, parades, and festivals. Exhibition Place may assist external organizations to hold events in Toronto. Support provided by Exhibition Place may include providing information and consultation on such issues as policing, venue locations, and required permits. Documents may include information packages, event lists and schedules, contact lists, and supporting correspondence.	All	C+2	18	C+20	D	Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B., s. 15 (2) - No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place.
XR0205	Media Arts Records relating to the media arts, which include visual, theatre, and electronic arts. Also includes records relating to Exhibition Place-sponsored or Exhibition Place partnerships in music, literacy, dance, and other cultural events. Documents may include copies of financial statements, copies of sponsorship agreements, reports, and news clippings.	All	C+2	4	C+6	AR	Legislation/Regulation: Arts Council Act, R.S.O. 1990, c. A.30, s. 6 - promote study, enjoyment and production of the arts, assist, provide grants, scholarships or loans for study or research and make awards for outstanding accomplishments.

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XR0430	<p>Film Productions</p> <p>Records relating to the production of individual films at Exhibition Place, which may include commercials, music videos, television programs, movies, and all other film production initiatives. May include information relating to filming locations, production companies and/or individuals, and types and subject content of film productions. Documents may include crew lists, production filming schedules, film permit applications, scripts, film listing logs, copies of film permits and supporting documentation, and all supporting correspondence.</p>	Sales and Event Management	C+2	P	P	P/AR	Legislation/Regulation: Municipal Code Chapter 459, Filming
XR0500	<p>Daily Computation Records</p> <p>Records relating to the daily operation of the casino tables, pits and cages. These records are filed by day and by “drop” site and include casino wins (hourly and daily summaries of wins/cash at table), cash summaries, cash and chip transfer sheets/slips, drop sheets, credit slips, fill slips, main cage closing procedures with cash reconciliation sheet, pit control sheets, drop box verifications, tip verifications, close chip control sheets, open chip control sheets and card check forms.</p>	Casino	C+1	6	C+7	Destroy	Legislation: Gaming Control Act, 1992, Ontario Regulation 197/95, par. 2 of s.8 - The supplier shall maintain, for a period of at least five years...the daily computations of the drop and win or loss for each game offered at the gaming premises.

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XR0501	Casino Security Log Sheets Records relating to the security of the casino. Includes Casino Sensor Log sheets (listing the date, time and reason for the tripping of an alarm), Surveillance Log sheets (listing the names of all persons who enter and leave the surveillance room and a summary of all activities monitored by persons engaged in surveillance at the gaming premises that are or appear to be illegal) and Surveillance Officer's Shift Log/Report sheets (listing by date and time all activities of individual officers including the changing of tapes in the videotape recorders and any malfunctions in the surveillance equipment). Does not include Casino security closed-circuit recordings (audio tape, VHS tape, DVD or CD).	Casino	C+1	6	C+7	Destroy	Legislation: The supplier shall maintain a log of surveillance activities available for inspection. O. Reg. 197/95 s. 5.

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XR0502	Security Recordings - Casino Recordings resulting from the operation of a closed-circuit television system within the gaming premises that is operated at all times during the hours of operation of the gaming premises. Recordings relating to security surveillance at the Casino including closed- circuit television recordings made at designated locations within the gaming premises. In each case, recording mediums (VHS tapes, DVDs, CDs, audio tapes, etc) will be re-used within a specified time period except where recordings documenting a particular incident are transferred to a law enforcement agency for investigation. As required by legislation, recordings of activities that are or appear to be illegal are not destroyed by reuse without the Registrar of Alcohol and Gaming's written approval. Does not include security recordings made elsewhere at Exhibition Place (see XA0528).	Casino	8 days	0	8 days	Destroy	Legislation: The supplier shall retain the master tape of all recordings...for at least seven days after they are made. O. Reg. 197/95 s. 4(1) and (2) and The supplier shall ensure that videotape recordings of activities that are or appear to be illegal are not destroyed without the Registrar of Alcohol and Gaming's written approval. O. Reg. 197/95, s. 4(3).

Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XR0503	Large Chip Redemption and Wagers Records relating to the documentation of the redemption of \$10,000 or more worth of chips for cash from one person in a transaction or the acceptance of \$10,000 or more in cash as a wager from one person at a gaming activity at which chips are not customarily used for wagering or selling in any transaction \$10,000 or more worth of chips to a person. Includes records noting the person's name, permanent address, name of document used to verify the person's name and address, date and amount of transaction, the name, position, signature of the person who completes the transaction and records the information on behalf of the casino.	Finance	C+1	5	C+6	Destroy	Legislation: Gaming Control Act, 1992, Ontario Regulation 197/95, s. 9. The information recorded shall be forwarded daily to the supplier's accounting department and shall be kept for five years.

W Functional Category: Works

Records relating to the construction, maintenance, and operations of Exhibition Place's infrastructure, including sewer, water, garbage, waste, solid waste, and transportation programs and systems. Includes records relating to roads and bridges, snow removal, water and air quality, and utilities. Also includes records relating to environmental assessment and protection, such as conservation, pollution, and recycling programs.

XW0004	Garbage Collection Records relating to solid waste garbage collection at Exhibition Place. This also includes garbage collection from Exhibition Place tenants and from shows and events at Exhibition Place. Includes collection schedules, collection statistics and collection reports.	Operations	C+2	2	C+4	D	
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Retention Legend

A-Active; I-Inactive; AR-Archival Review; C-Current Year; DY-Days; D-Destroy; M-Month(s); P-Permanent; P/AR-Permanent/Archival Review; S-Superseded; T-Termination (based on specific criteria); AP-Archival and Permanent

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XW0005	Hazardous Wastes Records relating to the collection and processing of hazardous wastes that pose a health and safety hazard, such as paint, batteries, antifreeze, and adhesives. May include information brochures, collection schedules and collection reporting statistics.	Operations	C+1	3	C+4	AR	Legislation/Regulation: Environmental Protection Act Regulations (Recycling and Composting of Municipal Waste), O. Reg. 101/94, s 10, 15, 23, 25, 31 - Annual report on blue box system; annual report on leaf and yard waste system; maps, site plans, operating plan, emergency response plans, contingency plans; record of waste processing to be kept onsite two years after event to which it relates; annual report on waste recycling site; record of composting mass to be kept three years.
XW0011	Waste Recycling Records relating to the reduction, reuse, recycling or diversion of solid and liquid waste materials. Includes the recycling of newspapers, cardboard, other curb side materials, automobile tires, white goods, scrap metal, and soil. May also include information about recycling operations at transfer stations. Documents may include copies of committee minutes and agendas, copies of recycling contracts, copies of public brochures and promotional materials, and lists of recyclable versus non-recyclable materials.	Operations	C+2	4	C+6	AR	

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XW0012	Banners, Canopies and Signs Records relating to the use and display of banners, canopies, and signs. This may include billboards, advertisements, and special event banners. Documents may include sketches and drawings of banners and signs and accompanying correspondence.	Operations CNE	T	5	T+5	D	
XW0014	Cycling Paths and Bike Lanes Records relating to the creation and maintenance of cycling paths and designated bike lanes at Exhibition Place. May include information on pedestrian and biker safety, parking, and impacts of bike lanes on road traffic. Documents include initial feasibility assessment studies, complaints, requests for bike lanes and cycling paths, and safety statistics and reports.	Operations	S	7	S+7	AR	
XW0018	Parking Records relating to the operations and administration of Exhibition Place parking areas. This includes parking facilities and street parking. May include information on disabled parking spot reservations, fire routes, parking facilities, parking meter service reports, and parking permits.	Operations Event Management Services	S	10	S+10	D	Legislation/Regulation: Municipal Code Chapter 950, Traffic and Parking

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XW0031	Snow Removal Records relating to snow removal from Exhibition Place streets which is undertaken to ensure public safety and to facilitate vehicle movement. Includes information on salting, sanding, snowploughing, snow blowing, and shovelling. Documents include snow removal schedules, snow route plans, and complaints.	Operations	C+2	4	C+6	D	Legislation/Regulation: Municipal Code Chapter 719, Snow and Ice Removal
XW0036	Traffic Control Records relating to the control of traffic at Exhibition Place, which includes all motorized road vehicles and bicycles. Methods of control include traffic signals, speed humps, stop and yield sign intersections, vehicle speed restrictions, and pedestrian crossover signals. May include parking, accident, and collision statistics; traffic count registers; copies of engineering drawings; and traffic studies.	Operations	C+2	4	C+6	AR	Legislation/Regulation: Highway Traffic Act, R.S.O. 1990, c. H.8, s 202 - reports on motor vehicle accidents statistics and traffic control
XW0044	Engineering Development and Planning Records relating to the development and planning of engineering projects within Exhibition Place boundaries. This includes projects undertaken both by Exhibition Place, the City and private sector organizations. Includes copies of site specific engineering drawings, engineering proposals, application reviews, copies of agreements and contracts, and engineering studies.	Operations	T	7	T+7	AR	Comments: File closed upon completion of project.

Retention Legend

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XW0086	Water Metering Records relating to measuring the amount of water supplied and used by Exhibition Place buildings. May include information relating to both current and previous water meter readings, meter reading issues, and routine and requested visits to record water meter data. Documents may include copies of water meter service orders and meter reading statistics.	Operations	C+2	4	C+6	D	Legislation/Regulation Municipal Chapter Code 849, Water and Sewage Services
XW0088	Water Quality Testing Records relating to the testing, control, and monitoring of drinking water quality. Water quality testing is undertaken to determine the types and quantities of contaminants in drinking water, such as lead and bacteria. Includes copies of policies and procedures, water testing results reports, water quality monitoring reports, complaints, and inquiries.	Operations	T	16	T+16	D	Comments: T = File closed upon completion of inspection and statistical reporting. Legislation/Regulation: Safe Drinking Water Act Regulations (Drinking-Water Systems), O. Reg. 170/03, ss 13(2) - owner of a drinking- water system shall ensure that documents and records are kept for at least 15 years.
XW0096	Engineering Standards, Policies, and Quality Assurance Records relating to standards, policies, and quality assurance for engineering projects. May include standards and best practices related to engineering design, construction and consulting, research and development, management, landscape architecture and streetscape improvement, infrastructure, major facilities, and engineering business processes and practices.	All	S	P	P	P/AR	

Retention Legend

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