

Authority: Executive Committee Item EX23.13, as  
adopted by City of Toronto Council on May 21, 22 and 23,  
2025

## **CITY OF TORONTO**

**Bill 417**

**BY-LAW -2025**

**To amend City of Toronto Municipal Code Chapter 219, Records, Corporate (Local Boards), to establish a records retention schedule for the Board of Management for Swansea Town Hall.**

Whereas under section 201 of the City of Toronto Act, 2006, the City may establish retention periods during which the records of the City and its local boards must be retained and preserved; and

Whereas the Board of Management for Swansea Town Hall approved the Board's records retention schedule on September 26, 2024; and

Whereas Council has authorized changes to Municipal Code Chapter 219, Records, Corporate (Local Boards), to establish records retention periods for the Board;

The Council of the City of Toronto enacts:

1. City of Toronto Municipal Code Chapter 219, Records, Corporate (Local Boards) is amended by:
  - (a) adding a new Article X, Board of Management for Swansea Town Hall, as set out in Schedule A of this by-law.
  - (b) adding a new Schedule L, Art. X, Records Retention Schedule (Board of Management for Swansea Town Hall), as set out in Schedule B of this by-law.
2. This by-law shall come into force on the day it is passed.

Enacted and passed on May , 2025.

Frances Nunziata,  
Speaker

John D. Elvidge,  
City Clerk

(Seal of the City)

Schedule A

**ARTICLE X**  
**Board of Management for Swansea Town Hall**

**§ 219-37. Definitions.**

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

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

BOARD - Board of Management for Swansea Town Hall.

BOARD ARCHIVES - The location where the Board's permanent records are stored.

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

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

CONTENT, CONTEXT or STRUCTURE:

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

COUNCIL - The Council of the City of Toronto.

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

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

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

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

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

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

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

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

TRANSITORY RECORD - A record that is:

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

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

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

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

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

- (1) AR or ARCHIVAL REVIEW - The records are reviewed by the Executive Director or designate who determines whether the records will be destroyed or deemed permanent.
- (2) D or DESTROY - The records are destroyed once the total retention period has expired.
- (3) P or PERMANENT - the records are never destroyed, and for purposes of the definition of "disposition" only, are stored in the Board Archives for preservation purposes.

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

ORIGINATING OFFICE - The Board office or title responsible for creating and/or maintaining the records series. Any reference to a particular Board office or title used will be read to include the person responsible for that office or holding that title and will also include any successor to that office or title. Reference to the Board as a whole will refer to the Executive Director on behalf of the Board or their successor or designate.

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

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

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

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

## **§ 219-38. Responsibility for records.**

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

A. Permanent.

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

B. Archival Review.

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

**§ 219-39. Retention schedule.**

- A. The records of the Board shall be retained and may only be destroyed as set out in the retention schedule in Schedule L to this article.
- B. The Executive Director of the Board or designate shall develop and administer the retention schedule.
- C. In determining the retention period for a records series, the Executive Director or designate, on behalf of the Board, shall consult with the Board or staff as appropriate, the City Solicitor and the City's municipal auditor.
- D. The Executive Director of the Board or designate shall:
  - (1) Review and recommend amendments and additions to the retention schedule, for approval by the Board and Council; and

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

**§ 219-40. Responsibility of Board staff, volunteers and members.**

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

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

**§ 219-41. Principles of records destruction.**

The following principles govern the destruction of records:

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

**§ 219-42. Destruction of orphan data.**

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

**§ 219-43. Documentation prior to destruction of orphan data.**

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

- A. A written description of the data containing, to the extent that such information is obtainable, the following:
  - (1) The title of the system;
  - (2) The identification of the Board office or title that is responsible for the creation or use of the data;

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

**§ 219-44. Retention of documentation.**

The documents described in §§ 219-41D(1) and (2) and §§ 219-43A and B shall be submitted to, and kept by, the Executive Director or designate, on behalf of the Board, as required by this article.

**§ 219-45. Transitory and duplicate records.**

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



**Schedule B**

**Toronto Municipal Code Chapter 219, Records, Corporate (Local Boards)  
Schedule L, Art. X, Records Retention Schedule (Board of Management for Swansea Town Hall)**

**BOARD OF MANAGEMENT FOR  
SWANSEA TOWN HALL**

**RECORDS RETENTION  
SCHEDULE**

Code	Records Title	Originat ing Office	Retention				Comments
			A	I	Total	Disposition	
A	<b>Functional Category: Assets and Property management</b>  <b>Description: Records relating to the construction, operation, and maintenance of Swansea Town Hall’s physical assets and property, whether owned or leased. These may include facilities, office and computer equipment, artifacts, and office supplies</b>						
STH A0033	Artifacts/History  Records relating to the collection and preservation of artifacts with historical, heritage or symbolic value, which may include photographs, videos, art, AGM reports, strategic plans, board minutes, program guides, flyers, press clippings, property design/planning, building plans, meeting minutes, and media articles. Artifacts are preserved as evidence of STH’s historical culture.	Office	P	0	P	P	To be stored onsite only
STH A0049	Accident and Incident Reports  Records relating to the City's reporting of accidents or incidents that have occurred on City properties, including parks and recreational facilities, and that may involve members of the public, City staff, and buildings and structures. Accident reporting	Program	T+2	2/18	T+ 4/20	D	Comments: T = date of last recorded action. Inactive retention in Records Centre for adults additional 2 Years; for minors additional 18 Years.

Code	Records Title	Originat ing Office	Retention				Comments
			A	I	Total	Disposition	
	concerns events such as vandalism, arson, vehicle accidents, and personal injuries that have occurred. Incident reporting concerns events that had the potential to be accidents, but were not accidents, and are used for tracking hazardous trends. May also include detailed investigative reports for individual accidents or						Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B s. 4 - a proceeding shall not be commenced in
STH A0049	incidents, which document synopses of events, probable causes, and recommendations for improvement. Documents may include completed accident and incident report forms, detailed investigative full and summary reports, and all supporting correspondence.  Note (1): In case of insurance claim or litigation a copy of the report will be forwarded to the appropriate division to become part of the case file under this division.  Note (2): Accident and incident reports about City staff are created and kept electronically in the City's incident, health and safety management system.						respect of a claim after the second anniversary of the day on which the claim was discovered. s.6 – The limitation period established by s.4 does not run during any time in which the person with the claim, (a) is a minor; and (b) is not represented by a litigation guardian in relation to the claim
STH A0271	Telecommunications and Electronic Communication Systems	Office	S	7	S+7	D	

Code	Records Title	Originat ing Office	Retention				Comments
			A	I	Total	Disposition	
	Records relating to installation, maintenance, operation and use of telecommunications equipment and systems. Includes information on telephone, electronic mail, voice mail, and cell phone systems and processes. Documents include requests for installation or maintenance agreements, copies of purchase orders, and service call requests.						
STH A0272	Computer Hardware  Records relating to installing and maintaining computer hardware, which includes laptops, notebooks and personal computers, network hardware and peripheral hardware. Documents include copies of purchase orders, copies of license agreements, hardware manuals, installation requests, maintenance and inventories.	Office	S	7	S+7	D	
STH A0273	Computer Software  Records relating to computer software. May include information on tracking of software upgrades and sign-in authorization codes. Documents may include upgrade notifications, requests for additional site/user licenses, user lists, copies of purchase orders, copies of license agreements, software user manuals, requests	Office	S	7	S+7	D	

Code	Records Title	Originat ing Office	Retention				Comments
			A	I	Total	Disposition	
	for software installation, and software inventories.						
STH A0501	Construction and Renovation  Records relating to construction and renovation of STH. Documents may include renderings, commentary, guidelines, architectural and engineering drawings, consultant reports, photographs, material and environment testing reports and building reports. May include copies of contracts, building permits and insurance damage claims.	Office	T	20	T+20	D	
STH A0502	Property Maintenance  Property Maintenance (may include inspection reports, work orders, correspondence) Records relating to ongoing and scheduled maintenance of STH. May include information on building and elevator inspections, and janitorial services. Documents may include inspection reports, preventive maintenance reports, maintenance logs, copies of contracts, supporting agreements and correspondence.	Office	C	20	C+ 20	D	
STH A0508	Facility Bookings  Records relating to selecting and reserving STH facilities or individual rooms for meetings, instructional seminars, and other professional purposes.	Office	C	3	C+3	D	

Code	Records Title	Originat ing Office	Retention				Comments
			A	I	Total	Disposition	
	Documents may include facility, rental agreements and room availability schedules, facility and room booking schedules.						
STH A0518	Security  Information about keys and safes. Records relating to the physical security of STH. Security measures are intended to guard against damage and unauthorized intrusion and to ensure personal safety. May include information on identification and authorized use of keys.	Office	S	7	S+7	D	
STH A0525	Video Surveillance Recordings	Office	C	45d	C+45 d	D	Until recording is full
STH A1550	Backup Data  Records relating to data stored by the Technology Services Division as annual network backups, and unique or one-time backups, e.g. when a server is de-commissioned. Series excludes data backups of records of Elected Officials and Accountability Officers. 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	Office	2	0	2	D	

Code	Records Title	Originat ing Office	Retention				Comments
			A	I	Total	Disposition	
	individual data files or forensically for investigations. Unique or one-time backups may be created by Technology Services Division for various reasons, e.g., to mitigate against the risk of unsuccessful data migration or unanticipated failure of a new production system. This will also apply to user deleted email in the Microsoft 365 migration process. Backup data and media are organized or classified by the backup application.						
<b>F</b>	<b>Functional Category: Financial Management</b> <b>Description: Records relating to finances and accounting processes at STH, including the receipt, control, and expenditure of funds. Includes records relating to liability, risk management, payroll, taxation, treasury, insurance and purchasing</b>						
STH F0169	Fundraising and Donations  Records relating to development and organization of fundraising activities and donation solicitations. Includes information on financial donations, including donations received from organizations and individuals. Documents may include committee minutes and agendas, activity schedules, donation receipts and correspondence.	Finance	C	8	C+8	AR	
STH F1301	Employee Payroll Files  Records relating to individual employee pay history profiles. Includes information on rates of pay, hours of work,	Finance	T	7	T+7	D	T = termination of employment or retirement benefits, whichever is greater

Code	Records Title	Originat ing Office	Retention				Comments
			A	I	Total	Disposition	
	reported absences, garnishments, pay rate changes, and all payroll deductions for each employee. Documents include payroll notification forms for newly hired staff, completed benefit enrolment forms, completed federal record of employment forms, tax credit return statements, previous pay adjustment sheets, performance pay transition sheets, copies of court orders and supporting correspondence.						
STH F1303	Attendance and Scheduling  Records relating to individual employee attendance and scheduling. These records document hours of work, overtime hours, lieu time, vacation time, statutory holidays, sick leave and related correspondence. 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, requests for leave and supporting correspondence.	Program	C	4	C+4	D	
STH F1325	Pay Period Processing  Records relating to administration of employee salary and expense payments	Finance	C	7	C+7	D	

Code	Records Title	Originat ing Office	Retention				Comments
			A	I	Total	Disposition	
	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 registers, timesheets, employee expense reports, T4 statements, payroll adjustment and variance reports and supporting correspondence.						
STH F1541	Purchasing of Goods and Services  Consulting Contracts and Work - Records relating to procurement and acquisition of goods and services from external contractors and vendors. May include purchase orders, purchase requisitions, requests for proposals (RFPs), quotation requests, vendor proposals, and tenders.	Office	T	7	T+7	D	T = termination or expiry of agreement
STH F1560	Petty Cash  Records relating to management of petty cash accounts, which consist of cash used for the purchase of inexpensive, out-of-pocket goods and/or services for which immediate reimbursement can be	Finance	C	8	C+8	D	



Code	Records Title	Originat ing Office	Retention				Comments
			A	I	Total	Disposition	
	claimed. Documents include petty cash account reconciliations, requests for reimbursement and receipts.						
STH F1562	<p>Personal Expense Claims</p> <p>Records relating to STH employees' claims for reimbursement for financial expenses. Personal expenses may be incurred in the course of normal business operations, including attending workshops, and vehicle use. Documents may include receipts, invoices, expense claims statements, and correspondence.</p>	Finance	C+2	5	C+7	D	<p>Legislation/Regulation: Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.) s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.</p>
STH A0173	Assets - Records related to the procurement and acquisition of information technology, equipment and other assets.	Finance	T	7	T+7	D	T = termination or expiry of agreement
STH H0135	Memoranda of Understanding / Letters of Agreement - Records related to service or partnership agreements	Executive	T	7	T+7	D	T = termination or expiry of agreement

Code	Records Title	Originat ing Office	Retention				Comments
			A	I	Total	Disposition	
	with groups and organizations.						
STH A0172	Purchasing - Records relating to purchase of supplies, materials or services, including employee claims for reimbursement for expenses.	Finance	T	7	T+7	D	T = termination or expiry of agreement
STH F1570	Accounts Receivable  Records relating to revenues received by STH for provision of programs and rentals, and by fundraising, donations and grants. May include information on administration and receipt of refunds and credits. Documents may include receipts, payment balancing stubs, invoices documenting receipt of payment from STH clients, reconciliation statements, receipt books, copies of cheques, payment batch reports and supporting correspondence.	Finance	C	8	C+8	D	
STH F2157	Financial Statements and Reports  Records relating to production and use of financial statements and reports for a variety of public users (auditors, creditors, provincial and federal government agencies, etc.). These documents provide summaries, details, and analyses of STH's financial position. Documents include financial statements, bank statements and	Finance	C+7	P	P	P	

Code	Records Title	Originat ing Office	Retention				Comments
			A	I	Total	Disposition	
	reconciliations, balance sheets, income  statements, funding statements, liability statements, net assets sheets and expense statements.						
STH F230 1	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 the Swansea Town Hall's 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	Finance	C+7	P	P	P	
STH F2313	General Ledger Accounts  Records relating to administration and accounting control of general ledger accounts.	Finance	C+7	P	P	P	

Code	Records Title	Originat ing Office	Retention				Comments
			A	I	Total	Disposition	
	A general ledger account serves as a repository of transactions from all sources and is used to produce financial statements. Includes copies of year end and audit files, accounting entries, and back-up working documents.						
STH F2350	Journal Entries	Finance	C+2	5	C+7	D	
STH F2401	Accounts Payable  Records relating to the processing of payments made by STH to external suppliers of goods and services. May include information on advance payments, vendor invoices, payment certificates, cheque requisitions, and miscellaneous transaction data. May include accounts payable control reports, payment vouchers.	Finance	C	8	C+8	D	
STH F2430	Taxation  Records relating to federal and provincial taxes, and other taxation matters. Includes the Goods and Services Tax (GST) and Provincial Sales Tax (PST). Documents include monthly returns and supporting documents, tax rebate claims, tax refund claims, slips and summaries, reports and correspondence.	Finance	C	8	C+8	D	
STH F3307	Operating Budget  Records relating to management and	Finance	C	7	C+7	D	

Code	Records Title	Originat ing Office	Retention				Comments
			A	I	Total	Disposition	
	administration of STH operating budget accounts. Includes copies of budget process procedures, directives, variance reports, expenditure forecasts and reports, and budget submissions.						
<b>G</b>	<b>Functional Category: Governance</b>  <b>Description: Records relating to the ways in which STH is governed and regulated to ensure efficiency, effectiveness, and compliance with statutory requirements. Includes records of STHs decision making process, such as the agendas and minutes of The Board and its standing committees; annual reports; adopted/approved policies.</b>						
STH G0006	Local Board Proceedings  Records relating to the meetings, duties, and functions of STH's Board of Management and Board of Directors. Includes meeting and Annual General Meeting agendas and minutes, board packages, reports, nomination forms and correspondence and supporting documents. Note: Signed board minutes should be coded as A0033 (Artifacts/History).	Board	P	P	P	P	To be stored onsite only
STH G0051	History of Committees of Council, City Agencies & Corporations  Records relating to the history of the STH. Documents include historical accounts of the establishment of the Swansea Town Hall; copies of council and committee decisions establishing the bodies; reports; letters; appointment documents	Board	T	3	T+3	AR	

Code	Records Title	Originat ing Office	Retention				Comments
			A	I	Total	Disposition	
	and all supporting correspondence. Records may exist in both paper and electronic format.						
STH G0055	<p>Public Appointments to City Boards, Committees, Tribunals &amp; Other Bodies</p> <p>Records relating to the process of appointment of members to STH Board of Management, Committees, Other Bodies. All public appointments are guided by the principles of the City of Toronto Public Appointment Policy. This will include information about the conflict of interest, eligibility requirements and restrictions; terms of office; and the recruitment, application &amp; selection process. Records may include: applicant information; letter to the applicant; onboarding of appointed members; application package for the nominating panels; eligibility disclosure documentation; interview schedule and skills matrix; member resignation letter; correspondence with agencies and other bodies; outreach activities; recruitment advertisements and other public appointment materials as required. Records are organized by decision body name. Note: Appointed</p>	Board	T+8	4	T+12	D	T = date of last recorded action or event specified by the Board of Management.

Code	Records Title	Originating Office	Retention				Comments
			A	I	Total	Disposition	
	members' records will be filed in their respective decision body meeting files, governed by schedule G0001- Council and Committee Proceedings and, or schedule G0006-Local Board Proceedings.						
STH G0244	<p>Policies, Procedures, Standards, and Guidelines</p> <p>Records relating to the production and formal approval of STH official policy statements, policies, procedures, standards, guidelines, and manuals. May also include information on program reviews, benchmarking and performance management, and other issues related to governance.</p>	Executive	S	20	P+20	AR	
STH G0250	<p>Annual Reports</p> <p>Annual Report Records relating to internally-produced annual reports, as well as financial and other reporting data. These reports describe annual STH activities and results, management findings and analysis, financial statements, independent auditing results, financial highlights, and other related information. May also include interim reports.</p>	Board	P	P	P	P	T = Completion of Access and Appeal Process.
STH G0261	Access to Information Requests	Board	T	5	T+5	AR	

Code	Records Title	Originating Office	Retention				Comments
			A	I	Total	Disposition	
	Record of communication and copies of material released						
STH G0269	Access to Information Request Appeals  Record of communication and copies of material released	Board	T	15	T+15	D	
<b>H</b>	<b>Functional Category: Human Resources</b>  <b>Description: Records relating to STH employees and personnel services. Includes records relating to hiring, training, labour relations, health and safety, staff benefits, salary administration, and professional associations.</b>						
STH H1201	Employee Records  Employee/personnel files may include resumes, hiring, performance reviews, discipline, benefits, OMERS, retirement and police check information. May include performance management records as applicable.	Office	T	20	T+20	D	T = termination of employment or retirement benefits, whichever is greater
STH H1208	Employee Performance Management  Records relating to the performance management program for STH 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	Office	T	7	T+7	D	T= Termination of employment



Code	Records Title	Originat ing Office	Retention				Comments
			A	I	Total	Disposition	
	on career development planning, interim and merit increment review, and evaluation processes. Documents may include performance planners, project status reports, and correspondence.						
STH H1210	<p>Staff Competition and Recruitment</p> <p>Records relating to staff recruitment. May include information on applicant screening and testing, interviews and candidate acceptance and rejection. Documents may include job postings, resumes and applications, interview and skills test questions and sheets, scoring sheets, reference checks and supporting correspondence.</p>	Office	T	20	T+20	D	T = date file closed on project completion
STH H1214	<p>Special Employment Programs and Placements</p> <p>Includes STH Volunteer Program and Coop Programs/Students/ Internships/Placement Students. Records may include job descriptions, police record checks, registration and statistics.</p>	Office	T	6	T+6	D	
STH H1240	<p>Training and Development</p> <p>Records relating to design, delivery, registration, certification and follow-up related to employee training and professional/skills development activities. May include camp</p>	Office	C	7	C+7	D	

Code	Records Title	Originat ing Office	Retention				Comments
			A	I	Total	Disposition	
	training, program specific training, human resources training, etc. May include information relating to course materials, fees and statistical data. Documents may include materials such as annual training logs, training workbooks, lists of attendees, statistical reports, test results, training calendars and supporting correspondence.						
STH H1246	Labour Negotiation  Records relating to conducting labour negotiations to achieve resolution on a range of issues pertaining to unionized employees. Issues may include staff reductions and layoffs, staff recalls, promotions and wage increases, working conditions, disciplinary actions, seniority rights, and restructuring. May include information on collective bargaining, dispute mediation and conflict resolution. Documents may include proposals, final collective agreements, contracts and any other negotiated agreements.	Executi ve	T	21	T+21	D	T = date of resolution or settlement of case
H1250	Grievances and Arbitration  Records relating to complaints received from STH unionized employees about workplace and personal treatment, benefits,	Executi ve	T	21	T+21	D	T = date of resolution or settlement of case

Code	Records Title	Originating Office	Retention				Comments
			A	I	Total	Disposition	
	discipline, promotions and other issues defined in the collective agreement. Includes information on addressing and resolving grievances. Documents may include grievance forms, meeting minutes, adjudication hearing schedules, arbitration notices, minutes of settlements and supporting correspondence.						
STH H1260	<p>Human Rights Complaints and Investigations</p> <p>Records relating to receiving, investigating, and resolving complaints from STH staff, volunteers, participants and others concerning discrimination and/or harassment based on human rights protected grounds. May include information on informal and formal complaints and advice/consultation on matters such as policy development, communications and training. Records may include statements of complaint and complaint forms, investigation reports and recommendations, interview notes, copies of policies, research, supporting documentation and correspondence.</p>	Executive	T	10	T+ 21	D	T = date of resolution of investigation
STH H1261	Pay Equity	Executive	S	7	S+7	D	

Code	Records Title	Originating Office	Retention				Comments
			A	I	Total	Disposition	
	Records relating to evaluation of job positions to ensure equal pay for work of equal value. Documents may include copies of policies, classification ratings, job evaluation information, action plans, and information about designated worker groups.						
STH H1275	Occupational Health and Safety  Records relating to STH's responsibility to provide its employees with a safe and healthy workplace through assessment of occupational hygiene, ergonomics, and safety issues. A significant 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.	Executive	C	17	C+17	D	
STH H1355	Workers' Compensation and Disability Management  Records relating to tracking and monitoring employee claims for financial and/or medical compensation as a result of personal injury, illness, or other medical conditions preventing employees from fulfilling	Finance	T	7	T+20	D	T = termination of employment or retirement benefits, whichever is greater

Code	Records Title	Originating Office	Retention				Comments
			A	I	Total	Disposition	
	regular job duties. Includes workers' compensation and long term disability claims. Documents may include injury report forms, copies of long-term disability and workers' compensation claims submitted, disability recurrence continuity reports, completed summary claims information cards and supporting correspondence.						
<b>I</b>	<b>Functional Category: Information, Communications, and Administration</b>  <b>Description: Records relating to the management of all STH 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 including films and movies, online web site and social media 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 STH governance activities, office administration, audits, travel arrangements, trade shows, and operational and strategic planning.</b>						
STH I0005	Office Administration  Records relating to routine administration of the STH. May include records such as correspondence and administrative queries, procedural advice, reference materials used but not created by the office, admin activity reports which relate to routine activities and daily or weekly work assignments for admin staff.	Office	C	7	C+7	AR	
STH I0006	Program Administration  Records relating to the functions and activities of STH programs. Records are typically arranged by	Program	C	7	C+7	AR	

Code	Records Title	Originating Office	Retention				Comments
			A	I	Total	Disposition	
	activity or subject and include substantive correspondence relating to the establishment and operation of the function as well as policy decisions, correspondence with other program areas within STH, internal or external reports and documents relating to STH programs. May include planning, communications, reports, policies, minutes, and social media.						
STH I0007	Fraud and Waste Complaints or Investigations  Disclosure - Wrongdoing and Protection from Reprisal Policy	Executive	T	10	T+10	AR	T = date file closed
STH I0020	Audits  Records relating to developing, administering, and conducting audits of STH business and financial processes. May include information on personnel, systems, environment, structure, and other functions. Includes internal audits, federal audits, and Auditor General audits. Documents include audit reports, statements and correspondence.	Executive	P	P	P	P	
STH I0161	Meetings and Committees  Records related to non-board Committees and Working Groups	Executive	C	7	C+7	D	

Code	Records Title	Originat ing Office	Retention				Comments
			A	I	Total	Disposition	
	reporting to the Executive Director. May include meeting agendas and minutes, reports and supporting documentation and correspondence.						
STH 10200	Promotion and Marketing  Records relating to advertising and promotion of Swansea Tow Hall 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 & correspondence	Office	C+2	4	C+6	AR	
STH I0203	Media Relations  Records relating to the promotion of the Swansea Town Hall 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.	Office	C+2	4	C+6	AR	

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STH I0253	Records Destruction Files  Records relating to signed destruction packages. Includes cover sheet, summary information, authorization page, and inventory of boxes, and matching destruction certificates.	Office	C	100	C+100	D	
STH I0320	Computer System Access and Security  Records relating to the security and confidentiality of STH online information resources. Includes information about computer security practices and tools. Documents may include access requests, computer monitoring reports and user authorization.	Office	C	7	C+7	D	
STH I0340	Internal Computer Systems Documentation  Records relating to supporting documentation concerning computer systems and software used by STH. May include tech stack documentation, information on standard macros, sign-on procedures and other materials. Documents may include manuals, user guides, reports, and correspondence.	Office	S	7	S+7	D	
STH I0489	Strategic Planning	Executive	T	10	T+10	D	T = termination of strategic plan period



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Code	Records Title	Originating Office	Retention				Comments
			A	I	Total	Disposition	
	<b>Description: Records relating to legal matters involving STH. Includes permits, leases, deeds, agreements, contracts, and licenses. Also includes records relating to lawsuits and legal issues, such as copyright protection.</b>						
STH L2200	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. Also includes information on STH leasing out its own properties 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.	Executive	T/S	20	T/S+20	D	
STH L9000	Legal Matters and Cases  Records relating to legal inquiries and requests, issues, cases and proceedings that involve STH.	Executive	T	20	T+20	AR	