

Authority: Executive Committee Item EX31.8, as adopted by City of Toronto Council on May 20 and 21, 2026 and Item MM43.45, as adopted by City of Toronto Council on July 29, 30 and 31, 2026

CITY OF TORONTO

Bill 1113

BY-LAW -2026

To amend City of Toronto Municipal Code Chapter 219, Records, Corporate (Local Boards), to amend the records retention schedule for the Toronto Transit Commission, and make necessary changes to Chapter 219, Article II, Toronto Transit Commission, to allow for the implementation of the amended retention schedule.

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 local boards of the City must be retained and preserved; and

Whereas the Corporate Records Retention Committee has approved the establishment or amendment of the retention schedules of the Toronto Transit Commission;

Whereas City Council has exercised the authority to establish or amend a retention schedule, to amend the retention schedules affecting the records of a local board, specifically the Toronto Transit Commission to establish one new retention schedule for records Solicitor to submit by-laws directly to Council for the implementation of these amendments; and

Whereas Council has authorized changes to Municipal Code Chapter 219, Records, Corporate (Local Boards), to establish amended retention periods with respect to the records of the Toronto Transit Commission and to allow for the implementation thereof;

The Council of the City of Toronto enacts:

1. The City of Toronto Municipal Code Chapter 219, Records, Corporate (Local Boards) is amended by deleting the existing Article II, Toronto Transit Commission, thereof, and replacing it in its entirety with the following:

ARTICLE II Toronto Transit Commission

§ 219-4. Definitions.

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

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

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

COUNCIL - The Council of the City of Toronto.

CONVENIENCE COPIES – Copies of records created for interim or intermediary activities and utilized solely for convenience of reference during the undertaking of such activities.

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

FUNCTION – Group of activities that fulfil the major responsibilities for achieving the strategic goals of the TTC and include: Administration, Assets and Property/Equipment Management /Maintenance, Communications, Promotion and External Relations, Environment, Safety and Sustainable Resources, Financial Management, Governance, Human Resources, Information Management and Technology, Legal and Licensing, and Works/Operations

RECORD - 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.

RECORD SERIES - A group of records that support a particular Toronto Transit Commission 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 Toronto Transit Commission 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) A convenience copy or other duplicative record 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 Toronto Transit Commission business transactions;
- (4) Not an integral part of a Toronto Transit Commission record;
- (5) Not required to meet statutory obligations or to sustain administrative or operational functions;
- (6) A draft which is not relevant to decision-making processes or audit trails (e.g. showing historic trail of activities or decisions), and/or changes to legislation affecting the TTC; or,
- (7) Not related to Toronto Transit Commission business.

- B. As used in the retention schedule in Schedule D 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.

DESTROY - The destruction of a record or transfer of a record to the City Archives

AR or ARCHIVAL REVIEW - Destroy the records after review by an archivist, except for selected records that are transferred for permanent retention in the City Archives, based on appraisal criteria.

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

P or PERMANENT - As defined below in the definition of "P or Permanent," the records are never destroyed.

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 Toronto Transit Commission department or unit responsible for maintaining and managing the records series and the retention and disposition of each record therein throughout its lifecycle.

P or PERMANENT - A record that is never destroyed.

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

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

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

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

§ 219-4.2. Responsibility for records.

The records of the Toronto Transit Commission shall be retained and may only be destroyed as set out in the retention schedule in Schedule D to this article.

§ 219-4.3. Responsibility of Toronto Transit Commission staff, volunteers and members.

All Toronto Transit Commission 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 Toronto Transit Commission, and not to individual staff, Toronto Transit Commission 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 Article;
- E. Ensure that records in their custody or control are protected from inadvertent destruction or damage, and ensure that records, other than transitory records or duplicate records, are destroyed only with the authorization of designated staff in the applicable Originating Office;
- 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.

§ 219-5. 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 Toronto Transit Commission 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 convenience copy of a record may be destroyed at any time if the original is subject to a retention period established by this article.

§ 219-5.1. Archival review period.

- A. At the end of the archival review period, a record, convenience copy or other transitory record:
 - (1) Shall be transferred to the City Archives if it possesses archival value; or
 - (2) Shall otherwise be destroyed if it does not possess archival value and if there is no further business or legal requirement to retain the record.
- B. The archival review period shall be deemed to end on the date that the City Archivist or designate certifies that the archival review is complete and the record has no archival value.
- 2. The City of Toronto Municipal Code Chapter 219 is amended by deleting the Schedule D, Art. II, Records Retention Schedule (Toronto Transit Commission) thereof, and replacing it in its entirety with Schedule 1 to this by-law.

Enacted and passed on July , 2026.

Frances Nunziata,
Speaker

John D. Elvidge,
City Clerk

(Seal of the City)

SCHEDULE 1**New Schedule D, Article II, Records Retention Schedule (Toronto Transit Commission) to
Toronto Municipal Code Chapter 219, Records, Corporate (Local Boards)****Schedule D, Art. II, Records Retention Schedule (Toronto Transit Commission)**

AD	Functional Category: Administration Records relating to administrative function of all departments such as records relating to general office information such as activity reports, executive correspondence, office administration records, associations, committee meetings, minutes, agendas, contact lists, office supplies, vendors and consultants, as well as the management of access requests under MFIPPA.
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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
AD-001	Access to Information and Personal Information Protection – Access Requests Records relating to the receipt and processing of access requests for information and appeals under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Records will include Freedom of Information requests, Consultation requests, and appeals to the Information and Privacy Commissioner. Types of documents will include access applications, copies of original and released records, third party notifications, decision letters, Information and Privacy Commissioner appeal documentation and media to reports, notices of inquiry, Information and Privacy Commissioner Orders. Note: If an appeal is filed on an access decision, the appeal file will remain open until appeal process is complete.	Commission Services	T	5	T+5	D	Comments: T = Completion of Access Requests and Appeal Process. Legislation/Regulation: Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56., as amended.
AD-002	Administrative Records - Executive Records Executive records are the administrative and operational records of the offices of senior managers to the level of Director. Certain positions below this level may be designated as executive records based on the nature of	All	T	10	T+10	AR	Comments: T = File closed at Executive's discretion. Note: 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.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
	the office and its level of independent decision-making capability.						
AD-003	Administrative Records - Office Administration Records Records relating to routine office administration functions and subjects of the business unit not covered elsewhere. This may include daily correspondence and chronological files, routine administrative queries, procedural advice, staff summary sheets, management of office subscriptions, products or services, monthly and annual planning calendars, monthly activity or status reports, completed request forms, mail registries or logs.	All	C+2	0	C+2	D	
AD-004	Associations and Organizations Records relating to internal and external professional associations, clubs, societies, and organizations in which the institution has membership, interest, or official capacity. Documents may include minutes of meetings, association annual reports, membership lists and registration, and correspondence.	All	C+1	1	C+2	D	
AD-006	Contact lists Listing of contacts and/or mailing lists of individuals who are employees or have dealings with the TTC. May be a database of employee contact information to be used in case of an emergency.	All	S	0	S	D	
AD-007	Courier, Postal and Custom Services Records relating to the use of hard-copy mail and courier services by the TTC. Includes postal and mail functions with Canada Post, courier services, freight services, and customs information such as clearance	All	C	2	C+2	D	Legislation/Regulation: Transportation of Dangerous Goods Regulations (SOR/2001-286) as amended. s. 3.11. – Keeping Shipping Document Information A consignor must be able to produce a copy of any shipping document

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
	and related documentation. Documents may include mailing lists, logbooks, shipment permits, mailing lists, copies of post office regulations, and reports on lost or damaged mail/courier packages.						(a) for two years after the date the shipping document or an electronic copy of it was prepared or given to a carrier by the consignor.
AD-008	Divisional Daily Activity Reports Records relating to documenting daily work activities as part of the TTC operations. This may include but not limited to transit control daily files, ticket and information clerks' files such as shifts, deposits, over/short detail, and any other activity reports that track or outline the day's work or employees' responsibilities.	All	C+1	2	C+3	D	
AD-009	Facility, Vehicle, and Room Bookings Records relating to selecting, reserving, using and providing vehicles or rooms, workstations and other facilities for individual or team meetings, seminars and other such gatherings.	All	C+1	1	C+2	D	
AD-010	Meetings and Committees Records relating to meetings and committees of TTC 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. Union meetings would be included. Excludes: Corporate Records - Commission (GV-003); Corporate Records - Subsidiary Companies (GV-004);	All	C+3	0	C+3	D	
AD-011	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	All	C+1	0	C+1	D	

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
	and purchase requisitions, copies of cheque requisitions, copies of supplies catalogues, and correspondence.						
AD-012	Operational Reviews/Assessments Records relating to the production and use of operational reviews and/or assessing the feasibility of a new service, routes, products, etc. These are intended to provide objective and constructive assessments of such issues as customer relations, staff communications, resource management, performance measurement, hazard assessments and other topics of significant concern for the TTC. Operational reviews may range from TTC-wide reviews to reviews focused specifically on a single activity or unit. Documents include operational review reports and supporting correspondence.	All	T	7	T+7	AR	Comments: T = File closed upon termination of project.
AD-013	Planning – Annual Business Records relating to the production and use of operational plans, which clearly match the implementation of TTC's strategic plans against specific objectives. Annual business 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	C+3	7	C+10	D	
AD-014	Planning - Strategic Records relating to strategic planning for departments, divisions, units, and overall TTC. Strategic planning is a management tool designed to assess and adjust TTC's direction and determine its	All	C+3	7	C+10	AR	

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
	visions and future objectives. Includes information on seminars, 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.						
AD-016	Policies, Procedures, Standards and Guidelines – Administrative/Routine Records related to administrative and routine policies, procedures, directives and manuals that address internal departmental functions such as standard operating procedures.	All	S+1	0	S+1	D	
AD-017	Travel Arrangements Records relating to the arrangement and conduct of visits and travel by TTC employees. 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+2	0	C+2	D	
AD-019	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	All	C	5	C+5	D	

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
	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. Excludes: Project Management (AD-023);						
AD-020	Investigations into Privacy Complaints and Breaches Records relating to a privacy investigation following reports or complaints that personal information was disclosed and/or destroyed in a manner that is not in compliance with the MFIPPA and/or the Personal Health Information Protection Act (PHIPA). Resolutions may be mediated between the complainant and the TTC and/or may require involvement of the Information and Privacy Commissioner. Documents may include complaint correspondence and submissions, responses from internal or external parties, letters of notification to affected parties, briefing notes, submissions to the Information Privacy Commission, investigation reports, briefing notes, findings and recommendations, interview documents, and other supporting documents.	Commission Services	T	15	T+15	D	Comments: T = File closed upon completion of investigation. Legislation/Regulation: Limitations Act, 2002, SO 2002, c 24, Sch B., as amended. 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, R.R.O. 1990, Reg. 823: General as amended. Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56 as amended.
AD-021	Access and Privacy Consultations Records relating to advice and recommendations by Commission Services and Occupational Health to program areas to ensure compliance with MFIPPA and PHIPA legislation. Contains many consultation subject areas, may contain personal information and legal	Commission Services Occupational Health	C+5	0	C+5	D	Legislation/Regulation: Limitations Act, 2002, SO 2002, c 24, Sch B., as amended. 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

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
	opinions. Each case is defined by the department requesting advice. The case is closed when advice is provided by Commission Services or Occupational Health.						on which the claim is based took place. Municipal Freedom of Information and Protection of Privacy Act, R.R.O. 1990, Reg. 823: General., as amended. Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56., as amended.
AD-023	Project Management Records relating to the collection, usage, and maintenance of documentation concerned with the effective management, control, and governance of all corporate, Information Technology, and system-wide projects conducted by and/or for the TTC. Documents may include information pertaining to the planning and management of resources, project proposals, facilities, integrations, scope, time, cost, quality controls, financials, communications, change management, risks and issues, safety, contracts, lessons learned and training. Includes information relating to organizational structures, process, decision rights, accountability framework, project status reporting, planning and estimating, progress tracking, quality assurance, and contingencies May include copies of financial reporting (i.e. vendor timesheets), procurement documentation (i.e. requests for proposals, purchase orders, contracts), memorandums, presentations, and all supporting correspondence. Excludes: Construction and Renovation (AS-002); Engineering	All	T+1	4	T+5	D	Comments: T = Completion of project.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
	Development and Planning (AS-003); Engineering Design Development Documentation (AS-004); Environmental Assessments (EV-005); Attendance and Scheduling (FM-005); Contracts and Agreements (LL-004); Work Orders and Material Requisitions (WO-016);						
Retention Legend: A = Active; I = Inactive; AR = Archival Review; C = Current Year; D = Destroy; P = Permanent; S = Superseded; T = Termination – Based on Specific Criteria							

AS	Functional Category: Assets and Property/Equipment Management/Maintenance Records relating to the engineering design and development, construction, renovation, operation, and maintenance of TTC's physical assets and property and equipment, which it owns or leases and the associated professional standards, drawings and specifications. This may include buildings, facilities, lands, vehicles, uniforms and any other assets that must be maintained according to legislation and best practices.
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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
AS-001	Building and Vehicle Operation and Maintenance Records relating to the monitoring and scheduling of condition and maintenance of buildings/structures, vehicles, streetcars, subways and systems. Consists also of monitoring and maintaining components forming part of the property systems in accordance with manufacturer's recommendations, industry standards, legislated requirements and best practices. Property systems may include (but not limited to): heating and cooling system (incl. chillers	Operations and Infrastructure Transportation and Vehicles	T+2	5	T+7	D	Comments: T = File closed after the asset has been decommissioned.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
	HVAC, compressors, cooling towers, boilers), elevating devices, electrical wiring, plumbing, fire alarm, emergency backup (especially, power generation), etc. Records may include maintenance manuals, technical reports, technical bulletins, prototype notices and building and equipment operating manuals for the maintenance of the equipment.						
AS-002	Construction and Renovation Records relating to construction and renovation of TTC buildings and all subway locations including works for the City and other external parties. Documents may include specifications, 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 and drawing release letters. Excludes: Energy Efficiency (EV-003); Permits - Building Permits and Inspections (LL-011);	Operations and Infrastructure Engineering, Construction and Expansion Innovation and Strategic Projects	T	20	T+20	AR	Comments: T = File closed after the site has been decommissioned. Legislation/Regulation : Limitations Act, 2002, SO 2002, c 24, Sch B., as amended. 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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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
	Contracts and Agreements (LL-004); Legal and Claims (LL-002);						
AS-003	Engineering Development and Planning Records relating to the development and planning of engineering projects. This includes projects undertaken both by TTC, the City and private sector organizations. Includes copies of site-specific engineering drawings, engineering proposals, application reviews, copies of agreements and contracts, and engineering and special studies. Excludes: Energy Efficiency (EV-003);	Engineering, Construction and Expansion Innovation and Strategic Projects	T+2	5	T+7	AR	Comments: T = File closed after the site has been decommissioned.
AS-004	Engineering Design Development Documentation Records related to the engineering design development of a specific project/contract. May include field notes and drawings for property survey, in-house and consultant engineering reports, development review records, design notes, utilities identification reports, design documentation, and cost estimates. Excludes: Energy Efficiency (EV-003); Utility Applications, Plans and Permits (WO-013);	All	T+2	5	T+7	AR	Comments: T = File closed after the site has been decommissioned.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
AS-005	Design Standards Records relating to engineering design standards and master specifications for TTC infrastructure.	Engineering, Construction and Expansion	S+2	P	P	P	
AS-006	Employee Uniforms Records relating to the management, evolution and inventory control of special, safety, protective, and required clothing and footwear for TTC employees. This includes information on designated uniforms for operators, supervisors, inspectors, security, cleaning staff, labourers and other unionized and non-union workers and TTC summer staff. Documents may include clothing specification sheets, order tracking reports, complaints, copies of purchase orders, copies of invoices, and correspondence.	People and Culture	C+1	1	C+2	D	
AS-007	Inventory Management - Surplus Assets, Stock Codes, Material Requisitions Declaration for surplus assets, sales delivery slips authorization for surplus material sold and inventory requests for the creation of stock codes.	Materials Management	C+1	6	C+7	D	
AS-008	Property Design Planning Records relating to internal initiatives intended to ensure effective construction and renovation of TTC	Operations and Infrastructure Engineering, Construction and Expansion	C+2	17	C+19	AR	

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
	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, technical and development reviews, noise and signage studies, safety plans or studies, consultant selection criteria, staffing layout plans, detailed needs analysis reports, and copies of capital budget statements. Excludes: Permits - Building Permits and Inspections (LL-011); Contracts and Agreements (LL-004); Legal and Claims (LL-002);						
AS-010	Property/Equipment Maintenance and Inspection Reporting Records relating to the ongoing and scheduled maintenance and inspections of TTC buildings, assets, property and vehicle	Operations and Infrastructure Transportation and Vehicles Safety and Environment	T	20	T+20	D	Comments: T = Inspection date. Legislation/Regulation : Limitations Act, 2002, SO 2002, c 24, Sch B., as amended. s. 15. (2) - No proceeding shall be commenced in respect of any claim after the

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			A	I	Total	Disposition	
	components such as brakes, new wheels, decals, farebox etc. May include information on building, station, escalator, elevator inspections, yearly inspection of physical security measures and janitorial services. Documents may include inspection reports including those after a patron injury, call reports for elevator stoppages, preventive maintenance reports, Technical Standards and Safety Authority (TSSA) corrective repairs, inspection test and record logbooks, maintenance logs, deficiency reports, copies of work orders, copies of contracts and supporting agreements, and correspondence. Excludes: Building and Vehicle Operation and Maintenance (AS-001); Plumbing and Drainage Maintenance (WO-006); Contracts and Agreements (LL-004); Work Orders and Material Requisitions (WO-016);						15th anniversary of the day on which the act or omission on which the claim is based took place.
AS-011	Public Art and Art in Public Transit Facilities Records relating to art which is owned or licensed and displayed by the TTC. Art may include paintings, etchings, pictures, tapestries, statuary,	Engineering, Construction and Expansion Commission Services	T	10	T+10	AR	Comments: T = Decommissioning of artwork.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
	memorial and monument artworks, and other works of art with artistic and/or historical value. May include information relating to artists, designers, competition judges, and the acquisition of art via donations or commissions. Documents may include inventories of public and transit facilities art collections, photographs relating to the inventory, conservation reports, copies of agreements and contracts, and correspondence.						
AS-013	Video Recordings - Closed Circuit Television Recordings Closed circuit television recordings made at designated locations such as owned, operated or leased vehicles, TTC property, etc. Applies to all recording mediums used with a closed circuit system except those retained for management within another record series in accordance with the record retention schedule. Video recordings are used to guard against damage, unauthorized entry, and to ensure safety. Information collected by a video recording system will be retained, unless	Video Services Unit	3 Days	0	3 Days	D D D	Comments: 3 days for streetcars, light rail transit systems, bus surface vehicles, subway cars, or within the subway systems. 7 days for Wheel Trans vehicles and Wheel Trans infrastructure (e.g. Hubs). T+3 for video that has been secured by Video Services Unit, where T = Date of incident (i.e. Footage from date of incident that was secured, not date of download).

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
	otherwise requested, for the periods stated. See Also: Body-Worn and In-Car Camera Recordings (Audio and Video) (AS-018); Legal and Claims (LL-002); Complaint Investigations Involving Special Constable and Revenue Protection Personnel (LL-003); Provincial Offences (LL-012); Criminal Offences (LL-014);						
AS-014	Recordings – Carhouse Transmission Audio Recordings The intended purpose is to ensure strict radio protocol adherence to carhouse transmissions for car houses.	Operations and Infrastructure Transportation and Vehicles	C+1	0	C+1	D	
AS-015	Security Records relating to the physical security of TTC buildings, properties, 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, and security services personnel and employee evacuations. Documents may include security clearance files, key distribution lists, security logs, reports and other records	Special Constable Service	C+2	4	C+6	D	

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
	related to security matters.						
AS-016	Video Recording Logs Records related to tracking or logging video surveillance recordings. This class of records includes logbooks, inventories, and accompanying control data, from tracking systems, such as requests by Toronto Police Services to secure a recording for law enforcement purposes or internal access requests.	Special Constable Service Revenue Protection Video Services Unit	C	11	C+11	D	
AS-017	Wheel Trans Customer Files Records relating to information of Wheel Trans customers. Documents include customer applications, approvals and rejections, audits, medical history, etc.	Wheel Trans	T	3	T+3	D	Comments: T = Termination of service. Note* Termination may occur after a prolonged period of account inactivity.
AS-018	Body-Worn and In-Car Camera Recordings (Audio and Video) Recordings relating to security, transit enforcement or revenue protection activities by Special Constable Service or Revenue Protection. Recordings may be used to: Enhance public and Officer safety; Capture an accurate record of Officer interactions with individuals relating to law enforcement or investigations; Provide supplementary evidence for investigations,	Special Constable Service Revenue Protection	T	3	T+3	D	Comments: T = Date of offence/creation of file. If a recording is secured to document a particular incident, it is then retained for management in accordance with the record retention schedule.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
	oversight and other legal purposes; Ensure the accountability of the TTC and Officer through internal and public oversight systems; Provide data to improve transit enforcement and support training. Recordings may contain: Time, date, statement by officer(s) and other individuals (witness etc.), video of scene, audio of involved persons, etc. Footage produced may be used as evidence in civil and/or criminal investigations, reviewed administratively for officer compliance with TTC policies, used as a tool in law enforcement training, or utilized as a reference in incident documentation, to enhance agency transparency, to document encounters between TTC officers and the public, and to investigate and resolve complaints. Excludes: Video Recording Logs (AS-016); Legal and Claims (LL-002); Complaint Investigations Involving Special Constable and Revenue Protection Personnel (LL-003); Provincial Offences (LL-012); Criminal Offences (LL-014);						

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
CO-001	Customer Information Programs Records relating to implementation of communication strategies and programs designed to inform the public about the TTC's services and initiatives such as the Ride Guide, PoleCards, Maps, Brochures, etc.	Strategy and Customer Experience	C+2	4	C+6	AR	
CO-002	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, educational programming materials, brochures and/or posters, press releases, and copies of exhibit reviews.	All	T+1	10	T+11	AR	Comments: T = File closed upon completion or closure of exhibit.
CO-003	Film Productions Records relating to the production of individual films for or at TTC locations, which may include commercials, music videos, television programs, movies, and all other film production initiatives. May include information relating to filming locations,	Strategy and Customer Experience	C+2	8	C+10	D	Legislation/Regulation: Municipal Code Chapter 459, Filming., as amended.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
	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.						
CO-004	Inquiries, Complaints and Commendations Includes records regarding general inquiries, suggestions, complaints and commendations regarding TTC service or operations including complaints and commendations regarding operators, collectors, fare or service. Also includes inquiries from councillors, concerns about the services provided by the TTC and responses to these inquiries.	Strategy and Customer Experience	C+1	2	C+3	D	
CO-005	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 TTC customers with the aim being to ensure high-quality services. Documents may include correspondence, questionnaires, surveys, market research reports, memoranda, and other	Strategy and Customer Experience	T	3	T+3	AR	Comments: T = File closed upon completion of project.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
	supporting documentation.						
CO-006	Marketing Communications, Advertising and Promotion and Programs Records relating to implementation of communication strategies that support business objectives, advertising of TTC products, services and events and the liaison activities with external groups. Includes all brochures, websites, events, advertising and promotion of those events.	Strategy and Customer Experience	C+5	5	C+10	AR	
CO-007	Media Relations Records relating to the promotion of the TTC 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.	Strategy and Customer Experience	C+2	4	C+6	D	
CO-008	Speeches, Presentations, Receptions, Award Ceremonies, and Events - Internal Records relating to the preparation, delivery, and performance protocol for speeches,	Strategy and Customer Experience	C+2	4	C+6	AR	

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
	presentations, receptions, and awards ceremonies hosted by the TTC. These may include employee recognitions, inaugurations, events, milestones, official openings, etc... Includes speech notes, formal addresses, photographs, video and audio recordings, arrangement correspondence and memoranda. See Also: Exhibits (CO-002);						
CO-009	Official Statements/Corporate Publications Records relating to the development and production of media releases, official statements announcements and corporate publications by the TTC. Includes corporate publications like the Coupler and Branch and Corporate notices. Documents may also include supporting correspondence and memoranda.	Strategy and Customer Experience	C+2	4	C+6	AR	
CO-010	External Events Support Records relating to the promotional support provided by the TTC for externally-produced cultural, communities, City of Toronto and Tourism Toronto special events. May include, parades, and festivals. TTC support is in the form	Strategy and Customer Experience	C+5	0	C+5	AR	

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
	of consulting and promoting transit to large city events.						
CO-011	Special Events Planning and Programming Records relating to the planning and programming of cultural, community, historical and special events that are directly produced by the TTC. This may include events such as, Doors Open, Subway Musicians program, etc. May include information on event logistics, plans, and co-ordination, background research concerning respective events, and proposals and suggestions for new events. Documents may include photographs, memoranda, contact lists, event brochures, event schedules, information kits, lists of volunteer requirements, safety and crowd control reports, volunteer sign-in sheets, event itineraries and schedules, lists of contact persons, event proposals and purpose statements, background research documentation, and all supporting correspondence. TTC may assist external organizations to hold events on TTC property (subway stations, etc.) Support	Strategy and Customer Experience	C+5	0	C+5	AR	

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
	provided by the TTC may include providing information and approval to hold events on TTC property. See Also: Exhibits (CO-002);						
CO-012	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 the TTC or external agencies. May include information relating to exhibit layout and design, TTC 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	D	
CO-013	TTC Support Person Assistance Card Program Records relating to applications for the TTC's Support Person	Strategy and Customer Experience	C	5	C+5	D	

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
	Assistance Card Program.						
Retention Legend: A = Active; I = Inactive; AR = Archival Review; C = Current Year; D = Destroy; P = Permanent; S = Superseded; T = Termination – Based on Specific Criteria							

EV	Functional Category: Environment, Safety and Sustainable Resources Records relating to environmental services and the safety of our environment. Records include the assessment, preservation and conservation of not only the natural environment, natural life forms and natural resources but also the physical working environment of staff to reduce stress and remain healthy. Includes records on environmental approvals and compliance, fire safety, ergonomics, air and water records, pollution, conservation and energy efficiency, pollution, hazardous materials and waste recycling.
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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
EV-001	Air Quality Records relating to the monitoring of indoor and outdoor air quality. Includes information on emissions such as smog, aerosols, asbestos, ozone, particulates, and toxic airborne substances. Documents include copies of air quality standards and guidelines, copies of announcements and warnings, brochures, complaints, and inquiries.	Safety and Environment Innovation and Strategic Projects	T	7	T+7	D	Comments: T = File closed upon completion of report or investigation of case. Legislation/Regulation: Environmental Protection Act, R.S.O. 1990, c. E.19 – O. Reg. 419 / 05: Air Pollution – Local Air Quality., as amended. s. 27. (1) - A person who prepares or updates a report that is required to be prepared or updated in accordance with section 26 shall keep a copy of the report at the place to which the report relates for at least five years.
EV-002	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,	Safety and Environment Engineering, Construction and Expansion Innovation and Strategic Projects	T	7	T+7	AR	Comments: T = File closed upon termination of study. Legislation/Regulation: Lakes and Rivers Improvement Act, R.S.O. c. L. 3., as amended. s. 21. - All plans, orders and reports shall be kept on file in the ministry.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposit ion	
	including soil, water, wildlife, and vegetation.						Environmental Protection Act Regulation (Records of Site Condition) O. Reg. 153/04 – PART XV.1 OF THE ACT as amended. s. 18. (1) (Retention and storage of reports) - the prescribed period for the retention of a report is seven years after the date the record of site condition listing the report is filed.
EV-003	Energy Efficiency Records relating to the conservation and efficient use of energy (heat, electricity, and other natural resources, such as water). May include information on utility consumption, solar energy, geothermal energy, wind energy, building retrofitting, and energy-efficient appliances. Documents include educational materials, feasibility reports and studies, and supporting correspondence.	All	S	7	S+7	AR	
EV-004	Environmental Applications and Approvals Any facility that releases emissions into the atmosphere, discharges contaminants to ground or surface water, provides potable water supplies, or stores, transports or disposes of waste, must have a Certificate of Approval from the Ministry of the Environment (MOE) before it can operate lawfully. It is the	All	T+2	T+5	T+7	D	Comments: T = Life of asset. Legislation/Regulation: Environmental Assessment Act, R.S.O. 1990, c. E. 18., as amended. s. 30. (1) - maintain a record for every undertaking in respect of which an application is submitted.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposit ion	
	responsibility of owners and operators of these facilities to apply for and obtain Certificates of Approval. Records include applications and approvals for air and noise, waste disposal site approvals, waste management system approvals, sewage work approvals, municipal and non-municipal drinking water approvals. Toronto and Region Conservation Authority (TRCA) applications and requirements are included within this series. Approvals from all other federal, provincial or municipal governments would be included here.						
EV-005	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 transit infrastructure expansion, water, air, climate change studies, and other environmental issues. Documents include special studies such as diesel emissions and reports, heritage assessments, environment planning documents, engineering	All	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 as amended. s. 30. (1) - maintain a record for every undertaking in respect of which an application is submitted. Ontario Heritage Act, R.S.O. 1990, c. O.18., as amended.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
	plans, and correspondence. Excludes: Soil/Geotechnical Reports (EV-014);						
EV-007	Fire Emergency Incident Reports Records containing incident date, event times, vehicles assigned, and any other pertinent information involved at the incident. This report is completed for all responses by Fire and Ambulance Services to incidents.	Safety and Environment	T+5	2	T+7	D	Comments: T = File to remain active until resolution/closure of case.
EV-008	Fire Prevention Inspection Reports Records relating to both routine and requested inspections of buildings and properties 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.	Safety and Environment	T+3	18	T+21	D	Comments: T = Completion of inspection, with any violations and outstanding issues fully resolved. Legislation/Regulation: City of Toronto Municipal Code Chapter 79, Fire Services., as amended. §79-18 - Inspection of premises and by-law enforcement. Fire Protection and Prevention Act, 1997, O. Reg. 213/70: Fire Code as amended. s.1.1.2.2. - Retention of records (1)(a) - records shall be retained for a period of at least two years after being prepared. Fire Protection and Prevention Act, S.O. 1997 Inspections as amended. PART VI Inspections s. 19. (9) – A 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.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposit ion	
EV-009	Fire Safety Planning Records relating to documenting the planning and preparation necessary so that individual buildings 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, owner responsibilities, and firefighting equipment inspection and maintenance. Documents include fire safety plan reports, self-compliance surveys, risk assessments and all supporting correspondence.	Safety and Environment	S	15	S+15	D	Comments: S = Approval of an updated fire safety plan. Legislation/Regulation: Fire Protection and Prevention Act, 1997, O. Reg. 213/07: Fire Code., as amended. s. 2.8. - Emergency Planning.
EV-010	Pollution and Pollution Control Records relating to pollution as a result of chemical spills, industrial waste disposal, etc. This includes the contamination of soil, air, surface water, underground water. Also includes information on treatment initiatives to minimize or eliminate the effects of pollution. Records relating to initiatives undertaken by the TTC to minimize	All	C+2	7	C+9	AR	Legislation/Regulation: Environmental Protection Act 1990, O. Reg.153/04: Records of Site Condition - PART XV.1 of The Act., as amended. s. 18. (1) - (Retention and storage of reports) - the prescribed period for the retention of a report is seven years after the date the record of site condition listing the report is filed.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
	or eliminate pollution from contaminating water supplies. Includes complaints, reports and studies, and correspondence.						
EV-011	Hazardous Materials Records relating to the storage, transportation, and handling of hazardous materials (raw materials or products purchased from a supplier). 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 such as oil, petroleum, gases, propane, etc. Documents include disposal instructions, health and safety measures documentation, hazard assessment reports, and recommendations, and correspondence.	All	C	2	C+2	D	
EV-012	Hazardous Wastes Records relating to the collection and processing of hazardous wastes (materials generated as wastes from processes from our facilities) that pose a health and safety hazard, such as paint, batteries, antifreeze, and adhesives. May include information brochures, collection schedules and collection reporting statistics.	Safety and Environment	C+1	3	C+4	D	

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposit ion	
EV-014	Soil/Geotechnical Reports Records include geotechnical and soil reports.	Engineering, Construction and Expansion	T+3	P	P	P	Comments: T = Termination of project/contract.
EV-015	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. 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 and Infrastructure Transportation and Vehicles Safety and Environment	C+6	0	C+6	D	
EV-016	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.	Safety and Environment Operations and Infrastructure Innovation and Strategic Projects	C	16	C+16	D	
EV-017	Weed Control Records relating to the control of weeds, for aesthetic and safety reasons and to protect	Operations and Infrastructure Transportation and Vehicles Safety and Environment	C+2	4	C+6	D	Legislation/Regulation: Weed Control Act, R.S.O. 1990, c. W.5., as amended.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
	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.	Innovation and Strategic Projects					s. 15. (2) - Record of expenses of weed inspector. Pesticides Act, R.S.O. 1990, c.P11, O. Reg. 63/09: General, as amended. s. 62. 2. 4. (Indoor fumigations under coverings or inside sealed containers) - keep the record for a period of at least two years after the fumigation is complete; s. 65. (2) (c) (Outdoor fumigations of soil) - keep the record for at least two years after the fumigation is complete; s. 73. (4) (Aerial application, land) - keep the record for a period of at least two years after the extermination is complete; s. 85. (3) (Aerial application, water) - keep the record for a period of at least two years after the extermination is complete.
Retention Legend: A = Active; I = Inactive; AR = Archival Review; C = Current Year; D = Destroy; P = Permanent; S = Superseded; T = Termination – Based on Specific Criteria							

FM	Functional Category: Financial Management Description: Records relating to finances and accounting processes at the TTC and its subsidiaries, including the receipt, control, and expenditure of funds. Includes records relating to liability, risk management, payroll, taxation, treasury, purchasing, budgeting and financial reporting.
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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
FM-001	Annual Reports Records relating to internally-produced annual reports concerning the TTC's annual and long-term goals, as well as	Finance	C+2	4	C+6	P/AR	

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
	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 such as TTC and EAC Consolidated Year-end reports, Work Order Closing – TTC – Year-end.						
FM-002	Accounting and Finance Administration Records relating to the overall management of TTC's financial and accounting functions and processes. May include information on accounting systems, workflow reports and diagrams, chart of accounts, financial signing authority, copies of federal and provincial guidelines and compliance requirements, and correspondence. Work Order accounts, approvals, Accounts Data base Listing – TTC and EAC Consolidated Project Reports/Year-end TTC (after work order closing).	Finance	C	7	C+7	D	Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), as amended. 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 as amended.
FM-003	Accounts Payable Records relating to the processing of payments made by TTC to external suppliers of goods and services. May include information on advance payments of expenses. Source documents initiating payments include vendor invoices, receipts such as returns of fare media, payment certificates,	Finance	C+1	6	C+7	D	Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), as amended. 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

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
	cheque requisitions, and miscellaneous transaction data. May also include accounts payable control reports and payment vouchers and ticket sales payables to tenant carriers. May include information on the administration and receipt of refunds and credits/credit notes received from vendors for return of materials/products. Note: Originating Departments are responsible for maintaining records related to reconciliation of accounts payable financial records (e.g. proof of delivery documents).						from the end of the last taxation year to which the records and books of account relate. Electronic Commerce Act, 2000, S.O. 2000, c. 17., as amended. s. 12. - Legal requirement to retain a document satisfied by the retention of certain electronic documents. Canada Evidence Act, R.S.C., 1985, c. C-5., as amended. s. 30. (1) - a record made in the usual and ordinary course of business that contains information in respect of that matter is admissible in evidence under this section in the legal proceeding on production of the record.
FM-004	Accounts Receivable Records relating to revenues received by the TTC through the sale of goods or services rendered including point of sale. 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 received from vendors for return of materials/products. 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 and Service Agreements, Rental and Service Order	Finance	C+2	5	C+7	D	Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), as amended. 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. City of Toronto Act, S.O. 2006, c.11., as amended. s. 138. (1) (a) - collecting money payable to the City and issuing receipts for those payments.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
	Forms and all supporting correspondence.						
FM-005	Attendance and Scheduling Records relating to the attendance and scheduling for TTC 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. This data and information are kept as part of the official record collection in Pay Period Processing (FM-021). Documents may include vacation requests, attendance registers, shift schedules, notes for extended leave, time sheets, crew cards and all supporting correspondence. Note: These records should only be kept at the office as identified as part of the active retention and should not be prepared and transferred for inactive storage to the Records Centre. Some departments may maintain paper records whereas other divisions maintain electronic records as a direct upload to OARS (Online Attendance Reporting System), SAP (Systems Applications and Products), etc... Excludes: Pay Period Processing (FM-021) for Master Payroll;	All	C+3	0	C+3	D	Legislation/Regulation: Employment Standards Act, S.O. 2000, c.41., as amended. s. 15. (5) - The employer shall retain the records of the information required for the following periods: - three years after the day or week to which the information relates; - three years after the information was given to the employee.
FM-006	Bank Statements and Reconciliations Records relating to the receipt and use of bank statements and reconciliations. Bank	Finance	C+2	5	C+7	D	Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), as amended. s. 230. (4) (b) - Every person required to keep

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
	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 TTC records with the balance appearing in the banks' records and explain any discrepancies. Documents also include transfers, notices of stop payments returned/cancelled cheques, copies of financial policies and procedures, and correspondence.						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.
FM-007	Budget – Capital Records relating to the management and administration of the capital budget account. The Five-year 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 the TTC. Documents may include budget submissions, contractor and hard costs data, and internal chargeback costs directives.	Finance	T	7	T+7	AR	Comments: T = File closed from end of the last year in which the capital project budget is expended. Legislation/Regulation: City of Toronto Act, S.O. 2006 c.11, Sched. A., as amended. s. 228. - The City shall in the year or the immediately preceding year prepare and adopt a budget including estimates of all sums required during the year for the purposes of the City. City of Toronto Municipal Code Chapter 71, Article II, Budgets, § 71-7 Capital Budget., as amended.
FM-008	Budget – Operating 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	Finance	C+2	5	C+7	D	Legislation/Regulation: City of Toronto Act, S.O. 2006 c.11, Sched. A., as amended. s. 228. - The City shall in the year or the immediately preceding year prepare and adopt a budget including estimates of all sums required during the year

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
	fiscal year, for all TTC 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.						for the purposes of the City. City of Toronto Municipal Code Chapter 71, Financial Control, Article II, Budgets, § 71-6. Operating Budget., as amended.
FM-009	Budget - Subsidiaries Records relating to the budgets and monitoring of budgets for subsidiary companies, and external entities. (e.g. Toronto Coach Terminal Inc. and Toronto Transit Commission Insurance Company Ltd.)	Finance	C+2	5	C+7	D	Legislation/Regulation: City of Toronto Act, 2006., as amended.
FM-010	Capital Assets Records relating to TTC capital and fixed assets, which are long-term assets that are not purchased or sold in the normal course of business. Also includes records with respect to declaring a property surplus to TTC requirements. 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, capital asset reports and capital acquisition project summary.	Finance	T	7	T+7	AR	Comments: T = Life of Asset. Legislation/Regulation: Municipal Affairs Act, R.S.O. 1990, c. M.46., as amended. 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.), as amended. s. 230. (4) (b) - Every person required to keep

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
							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.
FM-011	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 the TTC and external entities, or among internal TTC 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.	Finance	T+2	10	T+12	D	Comments: T = Termination of cost sharing project.
FM-012	Employment Workforce Statistics Records relating to the forecasts for growth and attrition rates of the TTC. Statistics taken from the actual versus budget figures supplied by departments. Statistics relating to the level, type and rate of growth of employment within the TTC. Includes unemployment statistics,	Finance Employee Services and Systems	C+5	10	C+15	D	

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
	growth rate, composition of work force, etc.						
FM-013	Fares and Transit Records relating to the management and disbursement of TTC and regional carriers' fares and passes. Includes records relating to fares and passes issued to special groups using TTC transit. Includes charter applications, reconciliations, working papers and related documentation.	Finance	C+2	5	C+7	D	Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), as amended. 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.
FM-014	Fare Media Destruction Certificates Records relating to the daily summary of collectors' returns of fare media for destruction. Includes fare media destruction certificates for fare media such as Metropass, tokens, etc... to validate and confirm destruction of this media.	Operations and Infrastructure Transportation and Vehicles	C+2	5	C+7	D	Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), as amended. 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.
FM-015	Financial Management Reports Records relating to the operational levels of the TTC, where the transaction processing systems capture important financial events such as accounts payable, accounts receivables, purchasing, selling activities, account activities. Includes monthly accounting detail, cost allocations, monthly financial analysis, new cost centre /account documentation rationale for new cost centres. Records include: Overhead reports, HST rebate monthly reports, accounts payable details-consolidated, project reports (3 rd extract), JBCS activity by account, project reports, All GL Extracts/Reports	Finance	C+2	8	C+10	D	Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), as amended. 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.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
	except the GL Database (see FM-19). Also, Accruals, Fringes, Labour Transfers, etc. for Capital Accounting only.						
FM-016	Annual/Periodic Financial Statements and Reports (TTC and Subsidiaries) 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 the TTC and its subsidiaries. Documents may include leadsheets, schedules, working papers, provision binder, deferred revenue analysis, auditors' reports and financial statements and notes.	Finance	C+2	P	P	P	Legislation/Regulation: City of Toronto Act, S.O. 2006, c.11, Sched. A., as amended. s. 138. (1) - Treasurer responsible for handling all of the financial affairs of the City; s. 138. (1) (d) - maintaining accurate records and accounts of the financial affairs of the City; s. 231 - Annual financial statements; s. 233 - Auditing of financial statements. City of Toronto Municipal Code Chapter 71, Financial Control (City of Toronto By-law No. 152-2000).
FM-017	Fundraising and Donations Records relating to the development and organization of fund-raising activities such as the United Way and donation solicitations. Includes information on charitable campaigns and financial donations, including donated funds, received by the TTC from various organizations and individuals. Documents include copies of committee minutes and agendas, activity planning schedules and itineraries, donation receipts, and correspondence.	All	C+2	5	C+7	D	Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), as amended. 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.
FM-018	General Ledger Accounts (TTC and Subsidiaries) Records relating to the administration and	Finance	C+2	P	P	P/AR	Legislation/Regulation: Income Tax Regulations (Canada), C.R.C., c. 945., as amended.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
	accounting control of general ledger accounts. A general ledger account serves as a repository of transactions from all sources, including the General Journal, (by corporation) is used to produce financial statements. Records include GL Database.						s. 5800 - General ledger or other book of final entry to be kept two years after dissolution of corporation.
FM-019	Journal Entries (TTC and Subsidiaries) Records relating to the production and use of journal entries. These documents record the purchase or sale of goods and services (e.g. from TTC to outside agencies and also between TTC departments), transfer revenue and charges, and correct posted transaction errors. Documents may include completed journal entry forms, transaction journals, cash books, copies of invoices and receipts, and correspondence back-up working papers.	Finance	C+2	5	C+7	D	Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), as amended. 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.
FM-020	Payroll Benefits (Employee) Records relating to the management of employee benefits plans which provide full or partial financial coverage of various benefits to TTC employees and/or their relatives. Records include completed benefit enrolment forms. Benefits coverage may include health and dental plans, tuition coverage for courses, group life insurance, long term disability coverage, and accidental death and dismemberment plans, sick benefits from the Sick Benefit Association. May include information relating to insurance or benefits	Finance People and Culture	T	7	T+7	D	Comments: T = File closed upon termination of employment or cessation of benefits. Legislation/Regulation: Personal Health Information Protection Act, 2004, S.O. 2004, c. 3, Sched. A., as amended.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
	carriers' policies and directives, deducting benefits coverage from the TTC 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. People and Culture is responsible for determining eligibility for benefits, determining what benefits are provided to TTC employees, administering the Sick Benefit plan, etc.						
FM-021	Pay Period Processing Records relating to the administration and processing of employee salary and expense payments during regularly scheduled pay periods for union and non-union employees. 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, timecards, original and amended T4 statements, payroll adjustment and variance reports, unclaimed wages and all supporting correspondence. See Also: Attendance and Scheduling (FM-005) for departmental payroll entries;	Finance	C+2	5	C+7	D	Legislation/Regulation: Employment Insurance Act (Canada), 1996, c. 23., as amended. 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., as amended. s. 15(5) - records to be kept three years after the employee ceased to be employed.
FM-025	Personal Expense Claims Records relating to TTC employees' claims for reimbursement for financial	Finance	C+2	5	C+7	D	Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), as amended.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
	expenses. Personal expenses may be incurred in the course of normal business operations, including travel, attending conferences, and vehicle use. Documents may include receipts, invoices, expense claims statements, and correspondence.						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.
FM-026	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.	Finance	C+2	5	C+7	D	Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), as amended. 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.
FM-027	Property Tax Evaluation and Appeal Records relating to evaluation, assessment, appeal, modification and cancellation of municipal property taxes. Includes the assessment evaluation of individual commercial and residential properties by the City, the assessment appeal process under the Assessment Act, and the tax appeal process under the Municipal Act for cancellation, refund or reduction of tax. Documents include summaries of assessments, aerial photographs, inspection reports, rental income statements,	Finance	C+2	5	C+7	D	Legislation/Regulation: Limitations Act, 2002, SO 2002, c 24, Sch B., as amended. 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.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
	appraisals, recalculation of property taxes, minutes of settlement.						
FM-028	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, company evaluation forms, vendor proposals, and tender contracts. Records relate to both pre-award and post award contracts.	Finance Procurement and Category Management	T	7	T+7	D	Comments: T = File closed upon termination or expiry of agreement. Note*Unsuccessful bids are kept for three years after contract award. Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), as amended. 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.
FM-029	Reconciliation Daily Records Records relating to reconciling the accounts to ensure complete and accurate records of the transactions initiated for the accounts. Records relating to but not limited to the daily operation of the Main Vault, Pass Vending Machines, Token Vending Machines, Coin Counting Machines and all other working funds (e.g. Ticket Agents, Suppliers and Collectors. These records are filed daily or by period and include cash summaries, balance of funds with cash reconciliation, receipts, transaction summaries and account balances.	All	C+1	6	C+7	D	Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), as amended. 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., as amended. s. 286 - receipts for money payable to the municipality.
FM-030	Subsidies/Grants/Funding	Finance	C+2	5	C+7	D	Legislation/Regulation:

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
	Records relating to subsidies, and grants received and administered by the TTC. 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, calculations, account statements correspondence, and supporting documentation relating to the TTC's entitlement to subsidies and grants. Includes funding programs such as Infrastructure stimulus fund, Canada strategic Infrastructure Fund, Transit Secure Funding, Government/Transit Technology and Infrastructure program other federal/provincial/city funding programs.						Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.), as amended. 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., as amended. s. 13 - Financial statement of disposition of grant payment.
FM-031	Taxation Records relating to federal and provincial taxes, and other taxation matters such as tax provision reports prepared prior to the preparation/issuing of the quarterly financial report. Includes Income Tax Payable Roll forward documentation, cost information, deferred revenue schedules, tax memos, etc. Includes the Harmonized sales tax (HST), fuel and gasoline tax rebates for non-licensed equipment such as backhoes, lawnmowers, and power take-off units. Documents include monthly tax returns and supporting documents, tax rebate claims, tax refund	Finance	C+2	5	C+7	D	Legislation/Regulation: Excise Tax Act (Canada), R.S.C. 1985, c. E-15., as amended. s. 286. (3) - Keep records until the expiration of six years after the end of the year to which they relate. Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), as amended. 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

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
	claims, annual income tax returns, T4ANR slips and summaries, reports, and correspondence. Also includes tax provision reports.						records and books of account relate. Fuel Tax Act, R.S.O. 1990, c.F.35., as amended. s. 6. 1 (2) - shall retain the records and books of account, as well as any other documents necessary to verify the information in the records and books of account, for a period of seven years following the end of the fiscal period to which the records and books of account relate, unless written permission for their disposal is received from the Minister. Fuel Tax Act Regulations (General), R.R.O. 1990, Reg. 464., as amended. s. 9. (2) (e) - maintain records, invoices, books of account or other documents need not maintain records, invoices, books of account or other documents where (e) a period of seven years has expired since the end of the calendar year to which the records, invoices, books of account or other documents relate.
FM-032	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, pension administration and both elected and mandatory payroll deductions for each employee. Documents include completed payroll notification forms concerning newly hired	Finance Employee Services and Systems	T	7	T+7	D	Comments: T = Termination of employment, or termination of retirement benefits, whichever is longer. Legislation/Regulation: Employer Health Tax Act, R.S.O. 1990, c. E.11., as amended. s. 12. (4) - records, books of account shall, until permission for their disposal is given by the Minister, retain each such record and book of

Retention Legend: A = Active; I = Inactive; AR = Archival Review; C = Current Year; D = Destroy; P = Permanent; S = Superseded; T = Termination – Based on Specific Criteria

GV	Functional Category: Governance Records relating to the ways in which the TTC is governed and regulated to ensure efficiency, effectiveness, and compliance with statutory requirements. Includes records of the TTC's legislative process, bylaws, and agendas and minutes of the commission and its committees. Also includes information received from federal, provincial and other municipal governments.
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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
GV-001	Access and Privacy – Compliance Records relating to strategies and initiatives undertaken to ensure TTC is in compliance with the public's right of access to TTC records and the protection of personal information resources. Documents may include privacy impact assessments, risk analysis, copies of policies and guidelines, business case, project proposals, data-sharing checklists, and any supporting correspondence.	Commission Services	S	2	S+2	D	Legislation/Regulation: Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56., as amended.
GV-002	Audits Records relating to developing, administering, and conducting audits of TTCs business and financial processes. 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, contracts, contractors, systems, environment, structure, and other functions. Includes internal audits, external audits, federal audits, and Auditor General audits. Documents include audit reports, audit statements, and correspondence.	Audit, Risk and Compliance	T	7	T+7	AR	Comments: T = File closed upon completion of the audit process. Legislation/Regulation: City of Toronto Act, S.O. 2006, c.11., as amended. s. 179. (1) - 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;

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
							s. 179. (2) - 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; s. 179 (3) - A disclosure to the Auditor General under subsection (1) or (2) does not constitute a waiver of solicitor-client privilege, litigation privilege or settlement privilege.
GV-003	Corporate Records - Commission The function of governing the organization and the exercise of authority and control to ensure good corporate governance. Records relating to the meetings, duties, and functions of the TTC. Includes resolutions, agendas, minutes of meetings, correspondence, memoranda, video/audio recordings, and committee reports.	Commission Services	C+10	0	C+10	AR	
GV-004	Corporate Records - Subsidiary Companies Records related to agendas, meeting minutes, directorships, corporate registers, by-laws and history of TTC's subsidiary companies and affiliates. (e.g. Toronto Coach Terminal Incorporated, TTC Insurance Company Limited, Sick Benefit Association)	Commission Services	C+10	0	C+10	AR	

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
GV-006	Government Departments and Agencies Records relating to federal, provincial, municipal government departments and agencies whose functions may impact or be involved with the TTC's administration and operations. Subjects may include the exchange of information, routine notifications and inquiries, and offers of service. Documents may include government strategy and planning reports, government funding statements, government submissions and correspondence.	All	C+3	0	C+3	D	
GV-007	TTC By-laws Records relating to the development, review, and City Council approval and adoption of TTC By-laws. May include information on by-law harmonization, consolidation, replacement, analysis, or amendments.	Commission Services Legal	S	0	15	AR	
GV-008	Risk Management Records relating to the initiatives undertaken to identify, measure, and effectively manage TTC's risks (exposures to loss). Risk management is intended to minimize the costs of risks on the operating functions of the TTC. Documents may include copies of claims risk management policies and procedures, reports, audits such ISO, APTA – American Professional Transportation Society and supporting correspondence.	All	C+2	4	C+6	AR	Legislation/Regulation : City of Toronto Act, S.O. 2006, c.11 Sched. A., as amended. Z s. 237. (2) - Information be provided relating to the efficiency and effectiveness of the City's operations.
GV-009	Policies, Procedures, Standards and Guidelines – Governance Records relating to the production and formal approval of official corporate statements, such as corporate policy, emergency plan, corporate security escalation plan, strike	All	S	20	S+20	AR	Legislation/Regulation : Limitations Act, 2002, SO 2002, c 24, Sch B., as amended. s. 15. (2) - No proceeding shall be commenced in respect of any claim after the

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
	plan, environmental management manual, etc. May also include information on corporate and departmental program reviews, benchmarking and corporate performance management, and other issues related to corporate governance.						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; D = Destroy; P = Permanent; S = Superseded; T = Termination – Based on Specific Criteria							

HR	Functional Category: Human Resources Records relating to TTC employees and personnel services. Includes records relating to recruiting, training, labour relations, health and safety, staff benefits, and salary administration.
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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
HR-002	Application File - Employee Special Constable Status Records relating to the application process which occurs every five years to Toronto Police to renew their status as a special constable. Records may include application for hire or renewal, personal history forms, police checks, police waiver forms, recommendation letters, driver's licence copy and related correspondence.	People and Culture Special Constable Service	T+1	6	T+7	D	Comments: T = File closed upon termination of employment. Legislation/Regulation: Employment Standards Act, S.O. 2000, c. 41., as amended. s. 15.
HR-003	Corporate Organization and Organization Charts Records relating to the development and ongoing maintenance of the TTC's organizational framework and structure. Documents include departmental function statements, mission statements, organizational charts, reorganization plans, and related correspondence.	Finance Employee Services and Systems	S	5	S+5	AR	
HR-004	Employee Activities/Programs Records relating to employee activities and programs such as pensioners' reception, long service and seasonal functions/	All	C+2	0	C+2	AR	

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
	receptions. Records may include invitations, menus, itineraries, programs plans, etc.						
HR-005	Employee Alcohol and Drug Test Results and Documentation Positive alcohol and drug test results and related investigation documentation and forms including alcohol test forms, employer's copy of the controlled substances test chain of custody and control form and consent forms. All unannounced test results and schedules. Documentation of refusals to take required alcohol and/or drug tests. Annual summary reports on drug and alcohol test results. Negative drug test results which include dilute negative and cancelled certification, reasonable cause and post-incident alcohol and drug test results and related investigation documentation and forms including alcohol test forms, employer's copy of the controlled substances test chain of custody and control form and consent forms.	Human Resources	C	5	C+5	D	
HR-006	Employee History Data Records relating to TTC employees' work history. May also include information on retirements, layoffs, and resignations. Documents may include resumes, offer letters, successful job call results, previous employment reference checks, criminal record checks, photocopies of degrees and diplomas, educational transcripts, letters of discipline, employee contact information sheets, performance appraisals, accident/incident reports, copies of employment letters, return to work notifications, absence history reports, promotions, commendations, complaints, training records and personal contact information sheets.	Human Resources	T+1	6	T+7	D	Comments: T = File closed upon termination of employment. Legislation/Regulation: Employment Standards Act, S.O. 2000, c. 41., as amended.

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
HR-007	Employee Intelligence Files TTC employees who could be potentially involved in criminal activity. Records relating to CPIC (Canadian Police Information Reports), general occurrence and arrest reports and Toronto Police memo book entry.	Human Resources Investigative Services	C+7	0	C+7	D	
HR-008	Employee Medical Data Records relating to the medical status, conditions, and recovery of individual TTC 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.	Human Resources	T	20/40	T+20/40	D	Comments: T = File closed upon termination of employment. Prior to inactive storage files are separated according to: - the period of 40 Years from the time records were first made, or - the period of 20 Years from the time the last of the records were made. Legislation/Regulation: Occupational Health and Safety Act, R.S.O. 1990, c. O.1., as amended. s. 26. (1) (d) - accurately keep and maintain and make available to the worker affected such records of the exposure of a worker to biological,

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
							chemical or physical agents; Occupational Health and Safety Act, O. Reg. 490/09 (Designated Substances), as amended. s. 30. (1) 1. - The 40th anniversary of the date the first record was created in the personal exposure; 2. The 20th anniversary of the date the last record was added to the personal exposure record. s. 31. (1) 1. - The 40th anniversary of the date the first record was made; 2. The 20th anniversary of the date last record was made. Personal Health Information Protection Act, 2004, S.O. 2004, c. 3, Sched. A., as amended. Regulated Health Professionals Act, 1991, S.O. 1991, c.18., as amended. Workplace Safety and Insurance Act, 1997, S.O. 1997, c.16, Sched. A., as amended. Human Rights Code, R.S.O. 1990, c. H.19., as amended.
HR-009	Employee Awards Records relating to employee recognition awards and other rewards such as award of excellence, safety awards, staff recognition award, zero absence	Strategy and Customer Experience	C+3	0	C+3	D	

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
	award.						
HR-010	Employee Suggestion Plan Records relating to suggestions by employees for improvements to the operations of the TTC such as methodologies for productivity improvement and improving customer service.	All	C+3	0	C+3	D	
HR-011	Grievances and Arbitrations Records relating to complaints received from TTC 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, memorandum of settlement and all supporting correspondence.	Human Resources	T	21	T+21	D	Comments: T = File closed upon resolution or settlement of case. Legislation/Regulation: Labour Relations Act, 1995, S.O. 1995, c. 1, Sched. A., as amended. Occupational Health and Safety Act, R.S.O 1990, c. O.1., as amended. s. 49(2), s.3. a complaint must be file not later than 30 days after the event to which the complaint relates. Limitations Act, 2002, SO 2002, c 24, Sch B., as amended. 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.
HR-012	Human Rights Complaints and Investigations Records relating to receiving, investigating, and resolving complaints from TTC employees and TTC customers concerning discrimination, harassment or violence as set	Human Rights	T	10	T+10	D	Comments: T = File closed upon resolution of investigation. Legislation/Regulation: Occupational Health and

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
	out in TTC Policy. May include information on accommodation requests, 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.						Safety Act, R.S.O. 1990, c. O.1., as amended.
HR-013	Job Bid Documents Record of employee bids. Sign-up for available posted work/bump information which may be used for audit and potential grievances.	Operations and Infrastructure Transportation and Vehicles Employee Services and Systems	C+2	0	C+2	D	
HR-014	Job Classifications Records relating to the classification of employment positions within the TTCs 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.	Talent Management	S	10	S+10	AR	
HR-015	Labour Negotiations Records relating to conducting labour negotiations, which	Human Resources	T	21	T+21	AR	Comments: T = Resolution or settlement of case. Records are

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
	involve discussions and meetings between the TTC 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 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 the TTC and the respective unions or workers' representatives.						often required for a long duration to investigate the history of an issue in order to defend positions taken. Legislation/Regulation: Labour Relations Act, 1995, c. 1, Sched. A., as amended. s. 90. - Collective agreements to be filed. Labour Relations Act, 1995, Regulation (General), O. Reg. 94/7., as amended. (2) - A record of all awards filed shall be maintained.
HR-016	Occupational Health and Safety Records relating to the TTC'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. Occupational hygiene records include concerns related to workplace exposure to chemical, ergonomic, physical (e.g., noise, temperature, radiation) and/or biological (e.g., mould) agents. Ergonomic records include: a) employee concerns related to workstation and furniture design and configuration and assisting the disability management team with addressing	Safety and Environment Human Resources	C+9	7	C+16	AR	Legislation/Regulation: Occupational Health and Safety Act, R.S.O. 1990, c. O.1., as amended. s. 9. (2) - joint health and safety committee; s. 9. (12) - certification requirement; s. 9. (20) - response to recommendations within 21 days; s. 9. (22) - maintain and keep minutes; s. 9. (28) - scheduled inspections; s. 9. (30) - inspection reports; s. 26. (1) (c) - keep and maintain records of handling, storage, use and disposal of agents;

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
	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, workplace inspection reports, provincial workplace safety boards' records, safety audit reports, safety statistic reports, research materials, employee surveys, data collection, analytical results and reports, monitoring of compliance with legislative requirements (e.g., WHMIS, First Aid provisions, material safety data sheets (MSDS), and protective equipment), activities related to the establishment and maintenance of the TTC's Joint Health and Safety Committees, and supporting correspondence.						s. 26. (1) (d) - accurately keep and maintain and make available to the worker affected such records of the exposure of a worker to biological, chemical or physical agents; s. 26. (1)(f) - post records of monitoring levels in workplace. Workplace Safety and Insurance Act 1997, Regulation, (First Aid Requirements) R.R.O. 1990, Reg. 1101., as amended. 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.
HR-017	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	Talent Management	S	7	S+7	D	Legislation/Regulation: Pay Equity Act, R.S.O. 1990, c. P.7., as amended. s. 13. - Pay equity plans be prepared to provide equity in each establishment and for job classes to which the plan applies.

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
	designated worker groups.						
HR-018	Staff Competition and Recruitment Records relating to the recruitment of staff for existing or future jobs and appointments within the TTC. 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 requests for employment forms, job postings, solicited resumes and employment applications, job skills test sheets, interview questions and sheets, scoring matrices, competition lists, reference checks, background for awarding positions such as health service notices and all supporting correspondence.	Talent Management	T	6	T+6	D	T = File closed upon closing of competition. Legislation/Regulation: Toronto Municipal Code, c. 169., as amended. s. 5. - 6 years after file closed upon closing of competition then destroyed.
HR-019	Training and Development Records relating to the design, delivery, and follow-up activities associated with training and skills development opportunities provided to TTC employees. This includes seminars, workshops, and conferences including orientation training for new employees. 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. Excludes: Training Program – Safety and	All	S+2	5	S+7	D	

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
	Technical (HR-021);						
HR-020	Training / Certification – Record of 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; driver abstracts, commercial vehicle operator records (CVOR), 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.	People and Culture	T	21	T+21	D	Comments: T = File closed upon termination of employment. Legislation/Regulation: Occupational Health and Safety Act, R.S.O. 1990, c. O.1., as amended. s. 25. - Maintain record of participant (employee) training on technical and hard skills. 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 (SOR/2001-286., as amended. Part 6 – Training s. 6.1 to s. 6.8 (Training Certificate Requirements and Showing Proof of Training: Employer's and Person's Responsibility).
HR-021	Training Program - Safety and Technical 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	People and Culture	S	21	S+21	D	Legislation/Regulation: Occupational Health and Safety Act, R.S.O. 1990, c. O.1., as amended. s. 7.5 (1) - collect information about a worker's successful

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
	operation, handling of hazardous material, transportation of dangerous goods, training programs on safety, security and accident prevention on the work site. Documents may include source files, owner 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, reports; and all supporting correspondence. See Also: Training/Certification - Record of (HR-020);						completion of an approved training program for the purpose of maintaining a record of workers who have successfully completed approved training programs; s. 54. (p) - materials concerning content, frequency and manner of instruction of any training program. Transportation of Dangerous Goods Regulation (SOR/2001-286., as amended. Part 6 – Training s. 6.1 to s. 6.8 (Training Certificate Requirements and Showing Proof of Training: Employer's and Person's Responsibility).
HR-022	Workers' Compensation and Disability Management Records relating to tracking and monitoring of all individual TTC 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	T	7	T+7	D	Comments: T = Termination of employment. Legislation/Regulation: Workplace Safety and Insurance Act, 1997, Regulation (First Aid Requirements) R.R.O. 1990, Reg. 1101., as amended. 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,

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
							the nature and exact location of the injuries to the worker and the date, time and nature of each first aid treatment given. Personal Health Information Protection Act, 2004, S.O. 2004, c. 3, Sched., as amended.
Retention Legend: A = Active; I = Inactive; AR = Archival Review; C = Current Year; D = Destroy; P = Permanent; S = Superseded; T = Termination – Based on Specific Criteria							

IM	Functional Category: Records, Archives and Information Management, Information Management, and Information Technology Records relating to the TTC's information technology environment including systems, supports, hardware, software, applications and telecommunications systems, CADD technology, industrial computing, internet/intranet and website development and maintenance. Additionally, records and information management services such as records and archival management.						
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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
IM-001	Backup Data Records relating to data stored by Information Technology Services as annual network backups, annual and monthly backups, and unique or one-time backups, e.g. when a server is decommissioned. This series includes 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 ITS for various reasons, e.g., to mitigate against the risk of unsuccessful data migration or	Information Technology Services	C+1	0	C+1	D	Comments: Daily, weekly and monthly are transitory. NOTE: The idea that system backups suffice as an electronic recordkeeping system is a persistent misconception. There is a difference between backing up for disaster recovery and preserving electronic records for future retrieval. Preserving involves the proper application of

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
	unanticipated failure of a new production system. Backup data and media are organized or classified by the backup application.						records retention schedules and the preservation, in viable and usable formats, of records with permanent or long-term value.
IM-002	Computer Hardware and Software Records relating to computer software and hardware, 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, requests for hardware installations, hardware inventories, software inventories and software installation. May include recommendations or reports regarding specific software products, user lists, copies of purchase orders, copies of license agreements, and software user manuals.	Information Technology Services	S	7	S+7	D	
IM-003	Computer Systems Networks Records relating to the TTC'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.	Information Technology Services	S	7	S+7	D	
IM-004	Computer System Access and Security Records relating to the security	Information Technology Services	S	7	S+7	D	

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
	and confidentiality of the TTC's online information resources. Includes information about computer security practices and tools. Documents may include access requests, computer monitoring reports, and user authorization lists, accounts schema, privileges and computer security, threat assessments and justification for reasons (including request forms) for alternative security practices or configurations.						
IM-005	Computer Solutions Documentation Records relating to the use of internally produced supporting documentation concerning the development and maintenance of computer solutions used by the TTC. This applies to both internally developed and externally purchased software computer solutions. May include information on the planning, implementation, testing, documentation, deployment and maintenance of the IT solution. Documents may include feasibility studies, requirements or analysis, use cases, architecture, information security, design, development, testing, implementation, manuals, operating procedures, TTC specific installation and configuration instructions, user guides and reports, post implementation and closeout documentation and all supporting correspondence.	Information Technology Services	S	7	S+7	D	
IM-006	Computer Systems Operations Records from vendors and external organizations such as standards, procedures and operating instructions on the operation and maintenance of computer hardware and software. Includes user guides, maintenance support materials, desktop service manuals and instructions, backup instructions	Information Technology Services	T	0	T	D	Comments: T = Life of System

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
	and related documentation for the maintenance of the mainframe.						
IM-008	Information Technology Services Requests Records relating to tracking computer end-user problems and requests and the action taken to resolve the problems or requests. Help Desk and service requests such requests for technical assistance on software use, requests for additional hardware or software, service call information on hardware and/or software.	Information Technology Services	C+1	1	C+2	D	
IM-009	Internet and Intranet Development Records relating to the development and maintenance of the TTC's 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 a TTC 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. Previous versions of the website are evaluated for archival value.	Information Technology Services Strategy and Customer Experience	S	7	S+7	D	
IM-010	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	Information Technology Services	S	7	S+7	D	

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
	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.						
IM-011	Archives Management Records relating to the administration and operation of the TTC 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.	Commission Services	C+2	4	C+6	D	
IM-012	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.	Commission Services	T	7	T+7	AR	Comments: T = Date material is deaccessioned. Legislation/Regulation: Ontario Heritage Act, R.S.O. 1990, c. O.18., as amended. s. 23. - shall keep a Register.
IM-013	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 TTC's 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, and municipal legislation, records inventories,	Commission Services	T	10	T+10	D	Comments: T = Completion of review. Legislation/Regulation: City of Toronto Act 2006., as amended.

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
	and all supporting correspondence.						
IM-014	Records Disposition Management Records relating to records transfer lists, box content listings and destruction certificates, which authorize the destruction of TTC records in accordance with formally approved records retention schedules. Includes destruction of paper, microform, electronic media devices and electronic records. Documents include records transfer forms, file description lists, disposition notifications, destruction certificates, applications for records destruction, destruction notices, records destruction statistics and reports and supporting correspondence.	Commission Services	C	99	C+99	D	Legislation/Regulation: City of Toronto Act, 2006., as amended.
IM-015	Records Centre Operations Records relating to the operations and management of the TTC's records storage facilities. These facilities provide cost and space-effective storage for inactive records, which are seldom referred to but cannot yet be destroyed. May include information relating to inactive records retrieval and storage locations.	Commission Services	C	7	C+7	D	
IM-016	Disaster Recovery and Business Continuity Records relating to the development and implementation of comprehensive disaster recovery or business continuity plans, which document the response and recovery procedures for TTC services and applications in the event of a disruption or disaster. Includes information relating to the actions taken in the event of an actual disaster or emergency exercise. Documents may include photographs, status	All	S	3	S+3	D	

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
	reports, disaster recovery and business continuity plans, phone lists of key persons to contact in the event of disasters, lists of vital records, and all supporting correspondence.						
Retention Legend: A = Active; I = Inactive; AR = Archival Review; C = Current Year; D = Destroy; P = Permanent; S = Superseded; T = Termination – Based on Specific Criteria							

LL	Functional Category: Legal and Licensing Records relating to legal matters involving the TTC. Includes permits, leases, deed agreement, contracts, licenses, insurance policies. Also includes records relating to lawsuits and legal issues, such as copyright protection
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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
LL-001	Accident/Occurrence and Incident Reports Records relating to the TTC's reporting of accidents or incidents that have occurred on TTC properties and that may involve members of the public, staff, and buildings and structures. Accident reporting 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 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, 24-hour reports, on-call summaries and all supporting correspondence. See Also: Fire Emergency Incident	All	C+1	6	C+7	D	Comments: Any and all reports involving TTC employees should be filed within the Employee History Data –HR-006.

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
	Reports (EV-007); Fire Prevention Inspection Reports (EV-008);						
LL-002	Legal and Claims Records relating to the administration of, and consultation for, legal and claims matters, insurance claims, contractual claims or extensions and litigation affecting or initiated by employees or other parties. This may include information on legal opinions and decisions, litigation fees, legal challenges and issues, by-law enforcement court cases, personal injury, and judicial decisions. Documents may include accident benefit files, damage and injury reports, medical reports, subpoenas, copies of contracts and legislation, copies of property plans, legal exhibits such as photographs, legal research documentation, and supporting correspondence.	Legal	T	15	T+15	D	Comments: T = Expiry of a limitation period, resolution by settlement, dismissal or judgement. T = Matter involving infant with no Litigation Guardian. Legislation/Regulation : Limitations Act, 2002, SO 2002, c 24, Sch B., as amended.
			T	21	T+21	D	
LL-003	Complaint Investigations Involving Special Constable and Revenue Protection Personnel Records relating to the investigation of complaints related to the performance of TTC Special Constables and Revenue Protection Personnel. Records may include letters of complaint, statements, investigation reports, summary reports, evidence, photos, video recordings and all supporting correspondence.	Special Constable Service Revenue Protection People and Culture	C+1	6	C+7	D	
LL-004	Contracts and Agreements Records relating to the negotiation, formation, and use of all official contracts and agreements, which are typically used to establish a legal relationship governing goods and services, the use or transfer of property, and the performance of obligations. Contracts and agreements may	Legal	T+1	2	T+3	AR	Comments: T = Expiry of contract. Legislation/Regulation : Limitations Act, 2002, SO 2002, c 24, Sch B., as amended.

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
	be between the TTC and external organizations or individuals. Documents may include both draft and approved contracts and agreements, memoranda of understanding, and supporting correspondence. Record series includes software license agreements.						
LL-005	Copyright Records relating to copyright privileges issued to the TTC. Copyright is an exclusive legal right granted to publish, produce, sell, and distribute intellectual properties. May include information on copyright infringements and permission to use copyright materials. Documents include applications for copyrights, copyright approval statements, and supporting correspondence.	Legal	T	P	P	P/AR	Comments: T = File closed upon copyright authorization received. Legislation/Regulation: Copyright Act (Canada), R.S.C. 1985, c. C-42., as amended. s. 56. - Application for registration of copyright.
LL-006	Easements Records relating to the need for and issuance of easements, which are rights to use the TTC's or privately-owned land for a specific purpose, such as constructing a right-of-way, erecting structures. Documents may include requests for easements, official easement permits, copies of easement agreements, and supporting correspondence.	Property, Planning and Development	T	7	T+7	D	Comments: T = File closed upon expiration of right. Legislation/Regulation: Electricity Act, 1998, S.O. c. 15, Sched. A., as amended. s. 46. (1) - If, immediately before the repeal of section 48 of the Power Corporation Act under the Energy Competition Act, 1998, land was subject to a right referred to in subsection 48 (2) or (3) of the Power Corporation Act, the land continues to be subject to the right until the right expires or until it is released by the holder of the right. City of Toronto Municipal Code, Chapter 363, Article

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
							V, Right of Entry (City of Toronto By-law 1154-2008)., as amended.
LL-007	Employee Investigation Files Records relating to TTC employees who are under investigation or have been charged with an offence. Typically used in legal proceedings.	Legal People and Culture	T+1	6	T+7	D	Comments: T = Case settled or closed.
LL-008	External Legal Correspondence Records relating to routine inquiries received by the TTC from external lawyers and other external legal professionals. These inquiries are made to obtain information from TTC, 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, inquests from coroners, offers of assistance, responses to inquiries, and supporting correspondence.	Legal	T	4	T+4	D	Comments: T = File closed upon resolution or notice of decision.
LL-009	Filming Permits Records relating to TTC'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 TTC locations. 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. See Also:	Legal	T	13	T+13	D	Comments: T = File closed upon completion of film production. Legislation/Regulation : City of Toronto Municipal Code Chapter 459, Filming., as amended.

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
	Film Productions (CO-003); Contacts and Agreements (LL-004);						
LL-010	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 TTC to use properties, facilities, and vehicles belonging to external organizations on a temporary or ongoing basis. Also includes information on the leasing out TTC 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. See Also: Contracts and Agreements (LL-004);	Property, Planning and Development	T	20	T+20	D	Comments: T = File closed upon termination of lease. Legislation/Regulation: Limitations Act, 2002, SO 2002, c 24, Sch B., as amended. 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.
LL-011	Permits - Building Permits and Inspections Records relating to building permits and building inspections. These permits and inspections relate to all disciplines including but not limited to Heating/Ventilation/Air Conditioning, Plumbing, Architectural, including foundation, shoring, drain, site servicing. Also includes Conditional and Part Permits, demolitions, sign permit, bridge construction, tree cut, revoked permits and Occupancy permits. Inspection records include Inspection Status letters on building folders; Inspection clearance letters for occupancy; Inspection	Operations and Infrastructure Safety and Environment Engineering, Construction and Expansion	T+1	T+14	T+15	D	Comments: T = File closed upon completion of final inspection. Legislation/Regulation: City of Toronto Municipal Code Chapter 363, Building Construction and Demolition., as amended. Article I – Building Permits; § 363-10. Notification of inspections Limitations Act, 2002, SO 2002, c 24, Sch B., as amended. s. 15. (2) - No proceeding shall be commenced in respect of any claim after the 15th anniversary of

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
	Investigation Cards: fire damage inspection requests; outstanding inspections or deficiencies; orders; Inspection monitoring of Development Agreement/Undertakings. Documents may include permit applications, certified building plans, plan examiners and inspectors' notes, inspection reports, orders to comply, and building permits. See Also: Filming Permits (LL-009); Utility Applications, Plans and Permits (WO-013)						the day on which the act or omission on which the claim is based took place. Building Code Act, S.O. 1992, c. 23., as amended. s. 3. (9) - Every municipality and every upper-tier municipality that has jurisdiction for the enforcement of this Act shall retain such records as may be prescribed by regulation for the prescribed period of time.
LL-012	Provincial Offences Records relating to the production and processing of charges for cases specifically under provincial jurisdiction. Records cover all stages of the judicial process and may include conviction by payment out of court, trials, appeals, and cases where a defendant has failed to exercise their judicial options within a specified period of time. Records include textual, video and audio information that pertain to judicial offences (smoking, loitering, vandalism, refusal to pay, failure to comply with posted notices, etc.) under provincial jurisdiction (e.g. Trespass to Property Act, Liquor License and Control Act, 2019, Mental Health Act). Records may include information pertaining to types of offences occurring on TTC properties, charges laid, copies of by-law tickets issued, video and audio records of interactions, payments, trial hearings, court decisions, convictions, appeals and supporting correspondence.	Special Constable Service Revenue Protection	C	7	C+7	D	Legislation/Regulation: Highway Traffic Act, R.S.O. 1990, c. H.8., as amended. s. 205. (2) - Records kept in any manner or on any medium that allows information to be recorded, stored, retrieved and reproduced. Provincial Offences Act, Regulation (Electronic Documents and Remote Meetings), O. Reg. 67/12., as amended. s. 6. (5) (Use and retention of electronic records) - The period of time for which a document is to be retained is not affected by whether the document is filed or maintained in an electronic format. Provincial Memorandum of Understanding, Schedule 2, Operational Standards,

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WO	Functional Category: Works/Operations Records relating to the maintenance and administration of day-to-day TTC operations including records relating to garbage collection, parking, plumbing, metering, service log sheets, scheduling and service changes, waybills and ride guides, work orders, snow removal, utilities applications and plans and pre-trip inspections on vehicles.
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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
WO-001	Employee Check-in and Off-Duty Sheets Records related to the tracking of employees at each station. Check-in sheets are for day, afternoon and evening shifts. Off duty sheets record who is absent and why as well as who replaced the operator (and payment consequences for both). Records may be transferred to Legal for pending claims.	Operations and Infrastructure Transportation and Vehicles	C+1	2	C+3	D	
WO-002	Composting, Garbage and Recycling Collection Records relating to solid waste garbage, recycling, and composting at TTC locations. Composting refers to the decomposition of plant remains and other once-living materials, to form organic plant nutrients. Includes information on composter equipment. This also includes garbage and recycling collection from TTC tenants and from TTC events. Includes collection schedules, collection statistics and collection reports.	Operations and Infrastructure Transportation and Vehicles Innovation and Strategic Projects	C+2	2	C+4	D	
WO-003	Log Sheets Records relating to the use of log sheets for recording data about services performed by TTC departments and staff. Log sheets record information about time spent, location, employee name(s), and type(s) of services performed.	All	T	T+2	T+2	D	Comments: T = File closed upon last entry in Log Sheet.

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
WO-004	Metering Records relating to measuring the amount of water, hydro, etc. supplied and used by TTC assets. May include information relating to both current and previous consumption meter readings, meter reading issues, and routine and requested visits to record meter data. Documents may include copies of meter service orders and meter reading statistics.	Operations and Infrastructure Innovation and Strategic Projects	C+2	4	C+6	D	Legislation/Regulation : Municipal Chapter Code 849, Water and Sewage Services., as amended.
WO-005	Parking Records relating to the operations and administration of TTC parking areas. May include information on parking rates, disabled parking spot reservations, fire routes, parking facilities, and service reports.	Property Development	S	10	S+10	D	
WO-006	Plumbing and Drainage Maintenance Records relating to routine plumbing and drainage maintenance and inspections. This refers to work the TTC may perform on drains located in stations, buildings and adjacent properties. Includes copies of plumbing permits, engineering drawings, plumbing routing plans, and private drain location maps. See Also: Permits - Building Permits and Inspections (LL-011);	Operations and Infrastructure	T	7	T+7	D	Comments: T = File closed upon completion of maintenance inspection project. Legislation/Regulation : Municipal Code Chapter 681, Sewers., as amended. Article I, Sewage and Land Drainage.
WO-007	Schedules and Service Records relating to upcoming service details such as service changes and summaries describing these changes. Records form basis of work by schedule writers which becomes the communication device for customers' notification of changes in service.	Strategy and Customer Experience	C+2	17	C+19	AR	
WO-008	Signs, Banners and Canopies Records relating to the use and	All	T	5	T+5	D	Comments:

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
	display of signs, banners, and canopies. Documents may include sketches and drawings of banners and signs and accompanying correspondence.						T = When sign no longer in use or closed upon expiration of permit.
WO-009	Snow Removal Records relating to snow removal from TTC locations 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 and Infrastructure Transportation and Vehicles	C+2	13	C+15	D	Legislation/Regulation: City of Toronto Municipal Code Chapter 719, Snow and Ice Removal., as amended. Limitations Act, 2002, SO 2002, c 24, Sch B., as amended. 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.
WO-010	Traffic Signs and Signals Equipment Records relating to the manufacture, installation, and inspections of traffic signs and signals equipment. May include inspection reports, copies of vendor brochures and catalogues, product specifications, copies of purchase orders, and error reports.	Engineering, Construction and Expansion Operations and Infrastructure Strategy and Customer Experience	T+2	13	T+15	D	Comments: T = Decommissioning of signal system or traffic signs. Legislation/Regulation: Highway Traffic Act, R.S.O. 1990, c H.8., as amended. s. 144. (31) - approvals of erection of traffic control signals and signal systems. Limitations Act, 2002, SO 2002, c 24, Sch B., as amended. 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.
WO-011	Transit Control TETRA Communication Systems - Audio Recordings	Transit Control	C+3	0	C+3	D	

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
	Transit Control Communication Systems audio recordings are internally recorded calls initiated or received at either the Transit Control Centre or at the various offices and equipped transit vehicles across the entire TTC system. The audio recordings capture operational and emergency related communications on a 24-hour basis largely involving emergency response personnel, TTC operating personnel, supervisors and other authorized internal and external parties. Records may be transferred to Legal for pending claims.						
WO-012	Transportation Monitoring and Travel Survey Programs Records relating to travel surveys and monitoring of TTC operated transportation programs. Includes information on ridership statistics, monitoring programs and ridership indicators. Documents include travel and transportation studies, traffic assessments, statistical data and reports.	All	C+2	17	C+19	D	
WO-013	Utility Applications, Plans and Permits Records relating to applications for the installation of utilities on land properties and sites. This includes the routing of fibre-optics, phone lines, cable, power, and gas lines. Documents include construction reference drawings, applications, completed approval forms, utility permits, and copies of notices of hearings.	Engineering, Construction and Expansion Operations and Infrastructure	T+2	P	P	P	
WO-014	Vehicle Pre-Trip/Post Trip Inspections and Vehicle Sign-in sheet Records relating to the regular and ongoing automotive inspections of the TTC's revenue and non-revenue vehicles. These inspections examine the mechanical and operating conditions of vehicles prior to them being used for daily trips	All	C+3	0	C+3	D	Legislation/Regulation: Highway Traffic Act, (Commercial Motor Vehicle Inspections) R.R.O. 1990, Reg. 199/07., as amended. s. 15. - An operator shall keep the daily inspection reports

Retention Legend: A = Active; I = Inactive; AR = Archival Review; C = Current Year; D = Destroy; P = Permanent; S = Superseded; T = Termination – Based on Specific Criteria