

Authority: Administration Committee Report No. 19, Clause No. 41,
as adopted by City of Toronto Council on October 3, 4 and 5, 2000
Enacted by Council: October 5, 2000

CITY OF TORONTO

BY-LAW No. 689-2000

**To establish a schedule of retention periods for records of the
Toronto Police Services Board.**

WHEREAS subsection 116(1) of the *Municipal Act* provides that a local board, as defined in the *Municipal Affairs Act*, shall not destroy any of its records or documents except with the approval of the Ministry of Municipal Affairs or in accordance with a by-law passed by the municipality and approved by the auditor of the municipality establishing retention periods for such records and documents; and

WHEREAS the Toronto Police Services Board (the “Board”) is a local board as defined in the *Municipal Affairs Act*; and

WHEREAS the former Municipality of Metropolitan Toronto enacted By-law No. 58-92 establishing a schedule of retention periods for records of the Board and by By-law No. 113-97 amended such by-law; and

WHEREAS at its meeting held on July 10, 1998, the Council of the City of Toronto adopted By-law No. 378-1998, effectively re-enacting By-law No. 58-92 of the former Municipality of Metropolitan Toronto as a by-law of the City of Toronto; and

WHEREAS at its meeting held on January 26, 2000, the Board, by Minute No. 14/00, approved a new record retention schedule for records of the Board and the Toronto Police Service and requested that the Council of the City of Toronto pass a by-law, as approved by the City Auditor, to reflect such new record retention schedule;

The Council of the City of Toronto HEREBY ENACTS as follows:

1. In this By-law
 - (a) the abbreviations in Column A have the same meaning as the expression set out opposite under Column B below:

Column A	Column B
A.C.C.S.	Access Control & Command System
A.N.I./A.L.I.	Automatic Number Identification/Automatic Location Identification
A.P.S.	Automated Parade System
A.T.S.	Applicant Tracking System

C.A.D.	Computer Assisted Dispatching
C.A.S.C.	Computer Assisted Scheduling of Courts
C.C.R.	Communications Report
C.D.I.U.	Central Drug Information Unit
C.I.C.B.	Criminal Injuries Compensation Board
C.I.P.S.	Crime Information Processing System
C.I.S.	Corporate Information Services
C.I.S.O.	Criminal Intelligence Services Ontario
C.O.P.S.	Centralized Occurrence Processing System
C.P.I.C.	Canadian Police Information Centre
C.P.O.	Crime Prevention Office
F.A.C.	Firearms Acquisition Certificate
H.R.M.S.	Human Resources Management System
I./C.A.D.	Intergraph Computer Aided Dispatch System
M.A.N.I.X.	Master Name Index
M.T.P.	Metropolitan Toronto Police
O.I.C.	Officer in Charge
O.M.E.R.S.	Ontario Municipal Employees Retirement System
P.A.R.I.S.	Police Automated Registration Information System
P.B.F.	Police Benefit Fund
P.S.A.	Police Services Act
S.A.S.	Special Address System
T.P.S.	Toronto Police Service
W.S.I.B.	Workplace Safety and Insurance Board

Y2K R.D.D. Year 2000 Record of Due Diligence

Y.O.A. Young Offenders Act

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

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

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

4. City of Toronto By-law No. 378-1998 is repealed.

5. This By-law shall come into force on the date of its enactment.

ENACTED AND PASSED this 5th day of October, A.D. 2000.

CASE OOTES,
Deputy Mayor

NOVINA WONG,
City Clerk

(Corporate Seal)

SCHEDULE "A"
RECORD RETENTION SCHEDULE
GENERAL

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

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

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

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

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

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

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

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

(Column 1) Grouping	(Column 2) Subject	(Column 3) Description	(Column 4) Retention
FINGERPRINTS	Scenes of crime	Major - unsolved	Permanent
		Major – solved (Indictable offences) Murder, Attempt Murder, Manslaughter & Infanticide	Permanent
		Robbery, Swarm, Sexual Assault, Kidnap, Abduction and serious assault	5 years, upon conclusion, including appeal and litigation, (with selective storage in conjunction with Confidential Instructions Crown Counsel retention)
		Minor (Indictable offences - other)	5 years + current year (with selective storage)
	Consent	Elimination purposes	2 years (if eliminated)
FIREARM (also see PROPERTY & EVIDENCE MANAGE- MENT)	Applicant Investigation File (Special Investigation Services)	Applications, permits, certificates, prohibit and seizure orders (hard copy)	Permanent
	Firearm Discharge Report	Form M.T.P. 586	2 years + current year
FLEET & MATERIAL MANAGEMENT	Clothing, equipment and supplies	Requisitions	1 year + current year
		Receipts for stores	1 year
	Handcuffs & Firearms Transfer of stores	Master serial record	Duration of service + 1 year 1 year

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

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(Column 1) Grouping	(Column 2) Subject	(Column 3) Description	(Column 4) Retention
		Access audit log	3 years
		User code security reports	On-line current data
		User code security tapes	1 year
	Network	Server login/logout records	1 year
		Security server transactions	1 year
		Mail logs	1 year
		Server monitoring reports	1 year + current year
	Off-line search	Internal investigations (off-line computer system search)	Until concluded + 1 year (including any disciplinary process being completed)
		Administrative & operational investigations	Until concluded + 1 year
	Security Reports	All security-related correspondence dealing with users, units & systems	1 year + current year or, if related to a further action, until concluded
INJURY REPORT		Form M.T.P. 105	2 years + current year
INTAKE INFORMATION FORM	Probation Orders	Service	Until expiry + 2 months
INTELLIGENCE FILES	Unrestricted reports		Until inactive + 3 years
	Restricted reports		Until inactive + 5 years
	Third Party Reports		Review after 3 months, (downgrade to restricted, unrestricted or place in dossier file)
	Requests for information		1 year + current year
	Physical surveillance reports		Surveillance finished + 3 years

(Column 1) Grouping	(Column 2) Subject	(Column 3) Description	(Column 4) Retention
	Privacy Act reports		Until inactive or subject of another investigation + 10 years, unless subject(s) form part of a dossier file
	Intelligence Services Dossier File		Until inactive + 20 years or date of death + 10 years with relevant information being transferred to active dossier files
	C.I.S.O. Dossier File		Until inactive + 20 years or date of death + 10 years with relevant information being transferred to active dossier files
	Major Case File		Until inactive + 5 years unless subject(s) form part of a dossier file
	Resource Information		2 years + current year
LEGAL	Legal Service files	Legal opinions	2 years after closure of file
MAJOR NEWS REPORT	Daily	Major crimes, arrests & fatalities – Unit Service (electronic disc - Held at C.I.S. - Operations)	6 months Permanent
M.A.N.I.X.	Arrest cards Criminal records		Current year + 1 year Until age 75 –other - than pardons & exceptions
	General information	T.P.S. 208	1 year
	Adult/youth caution	T.P.S. 208	1 year (from issued date)

(Column 1) Grouping	(Column 2) Subject	(Column 3) Description	(Column 4) Retention
	Suspected Emotional Disturbed		2 years
	Not 'finger-printed' records (includes Young Offenders)	Convictions Absolute Discharge Conditional Discharge	5 years – date of disposition 1 year - date of disposition 3 years - date of disposition
	Peace Bonds	Adult & Young Offender	Until expiry
	Finger-printed Young Offenders (may be retained beyond these periods but cannot be disclosed except under provisions of the Y.O.A.)	Acquittal (other than by insanity finding) Dismissal (other than acquittal) withdrawal or stay Alternative measures disposition, after consent Summary Conviction	4 months - date of disposition 1 year - date of disposition
		Indictable conviction	2 years - date of disposition 3 years – date of sentence & conditions completed 5 years. - date of sentence & conditions completed
		Absolute discharge	1 year - date of disposition
		Conditional discharge	3 years - date of disposition
		Conviction - with unknown	3 years - date of sentence
		Crown proceeding	& condition(s) completed
MAPS & GRAPHICS	Master copies	(held at Corporate Planning)	While valid + 2 years

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(Column 1) Grouping	(Column 2) Subject	(Column 3) Description	(Column 4) Retention
MEDICAL (see HUMAN RESOURCES – Occupational Health Services)			
MEMOR-ANDUM BOOKS	Officer's record of activity	Actively serving, services terminated (any reason)	8 years from last entry
NOTES	Working papers, used in preparation of other records (rough notes, notations, draft reference only, telephone slip, etc.)	(hard copy or data base initiated) Non-investigative matters Criminal investigation – no charge Criminal investigation - charge	Completion of final record Refer to retention for Occurrence(s) Refer to retention for Confidential Instruction Crown Counsel
OCCURRENCE (S) (Also see C.I.P.S. and C.O.P.S.)	Duplicate copies of all occurrences	In occurrence file (at division level)	1 year
	Record of Arrest (#1 copy)	Hard copy C.I.P.S. (database)	Refer to Occurrence retention (by offence type) Permanent
	Bicycle, tricycle	Concluded Outstanding	1 year 10 years
	Drugs	Concluded	5 years + current year
	Firearms	Concluded Outstanding	5 years Permanent
	Fraudulent (document etc.)	Under \$50,000 \$50,000 & greater	5 years Permanent

(Column 1) Grouping	(Column 2) Subject	(Column 3) Description	(Column 4) Retention
	General - (Major)	Robbery, Arson, Sexual type (sexual assault, potential sex offender, etc.), Kidnapping-Abduction, Arrests – prohibitions attached	Permanent Held at C.I.S. – Operations and specific unit/squad where applicable (i.e. Sexual Assault & Hold-up Units)
	General - (Minor)	Theft, Break & Enter, Mischief, Assault, Threatening, Driving Offences, Weapons Offences, Mental Health Act etc.	5 years + current year
	Homicide	Murder, Attempt Murder, Manslaughter, Infanticide	Permanent (held at C.I.S. - Operations & Homicide Unit where applicable)
	Liquor	Concluded	1 year + current year
	Lost and Found	Concluded Outstanding	1 year + current year 5 years
	Missing Persons	Concluded Outstanding	1 year + current year Permanent
	Motor Vehicle	Concluded Outstanding	4 years 5 years
	Sudden Death	Unit Service	1 year + current year 3 years after conclusion of investigation
	Suicides	Unit	1 year + current year after conclusion of investigation
	Attempt suicides		1 year + current year
	Suicides	Service	5 years + current year (stored)
	Attempt suicides		4 years + current year

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(Column 1) Grouping	(Column 2) Subject	(Column 3) Description	(Column 4) Retention
	Tow Card (report)	Unit Service	1 month 3 years
PARKING TAGS	Officer's copy		18 months
	Record of tags	Held for defective meter check	3 months
PAWN SHEETS	Property (pawn shops)	Pawn data base	2 years
		Special Investigation Services (hard copy)	3 years
PAY DUTY	Record of	(also see Financial Schedule 'B')	7 years
PEACE BONDS		Hard copy	Until expiry + 2 months.
PERMITS	Parades & filming	Unit	While valid
		Service (filed at Traffic Services)	1 year + current year
	Radio Transmissions (licences issued to)	Information Technology Service (copy of each licence)	Upon annual replacement on April 1
PERSON INVESTIGATED	T.P.S. 208	Hard copy (division) (Service - see M.A.N.I.X.)	1 year
PERSONNEL RECORDS (see HUMAN RESOURCES - Employee Records)			
PHOTOGRAPHS (Scenes of crime, Victims, etc.)	Negatives - (major indictable offences) Homicide,	Unsolved – (major)	As retention - Occurrences (with selective storage)

(Column 1) Grouping	(Column 2) Subject	(Column 3) Description	(Column 4) Retention
	Robbery, Swarm, Sexual Assault, Kidnap, Abduct, Serious Assault	Solved -	Final disposition + 5 years (with selective storage)
PHOTOGRAPHS (Scenes of crime, Victims, etc.) CONT.	Negatives	Solved & unsolved	5 years
	Minor indictable offences (other than above Majors)		
PLANS	Long and short term Service planning	Procedural analysis, special projects	Permanent
POLICIES	Directives	Unit	Until superseded or cancelled
		Service	Permanent
	Unit Instructional Manual	Guidelines or procedures issued by Unit Commander	Superseded or cancelled + 1 year
	Routine Orders	Unit (hard copy)	6 months
		Service (electronic format)	Permanent
POLYGRAPH	Forms used in conjunction with tests conducted by Investigative Squad	Homicides Sexual assaults Other offences	Permanent 10 years 5 years
PROBATION ORDERS (see INTAKE INFORMATION FORM)			

(Column 1) Grouping	(Column 2) Subject	(Column 3) Description	(Column 4) Retention
PROPERTY AND EVIDENCE MANAGEMENT UNIT	Property Receipt Tag T.P.S. 405	Found Property	Upon disposition of property 1 year + current year
		Other	Refer to Confidential Instruction to Crown Counsel/source document retention (i.e. occurrence)
	Destruction Record Firearm Storage File	Destruction of firearm (Firearm seized, found or for safekeeping)	Permanent
PURGE	Destruction of Records	T.P.S.649 describing records destroyed	1 year + current year
PURSUIITS		Pursuit Report (as required by P.S.A.) Corporate Planning Unit	5 years
SCENES OF CRIME (see FINGERPRINTS or PHOTOGRAPHS or TAPES)			
SPECIAL INVESTI- GATION SERVICES	Special projects (confidential)		Until inactive (Relevant information being transferred to active files)
	International Fugitives		Conclusion (upon review) (selective storage)
STATIONERY AND PRINTING	Requisitions		1 year + current year

(Column 1) Grouping	(Column 2) Subject	(Column 3) Description	(Column 4) Retention
STATISTICS		Crime etc. History tapes (Statistical Information Centre)	1 year + current year 8 years
STORES (see FLEET & MATERIAL) MANAGEMENT			
SUBPOENA	Records, occurrences & criminal information	Accepted by C.I.S. (Information Access Security)	1 year
SUMMONS	Application for, and personal service	Record of service Officer's copy for court	1 year + current year Conclusion of case & expiration of appeal period
	Withdrawn Inquiries Journal	Record of Provincial offence ticket books issued	1 year + current year 1 year + current year 1 year + current year
SUSPENSIONS	Ledger	Record of 12 hour suspensions served	1 month + current month
TAPES (INCLUDES VIDEO) also see COMMUNI- CATIONS, INFORMATION SECURITY			
TAPES	Master compiled video or audio tapes; Original evidentiary source tapes; Other source	Outstanding Concluded – Indictable Homicide (Murder, Attempt Murder, Manslaughter & Infanticide)	Refer to 'Occurrence' retention (by offence type) Refer to 'Confidential Instruction Crown Counsel' (by offence type)

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

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(Column 1) Grouping	(Column 2) Subject	(Column 3) Description	(Column 4) Retention
	Records of Personnel Duties: unit	Computerized	2 years (on-line)
	Record of Personnel Duties: Service	Computerized	2 years (on-line) (then electronic storage)
USE OF FORCE REPORT	Reg. 926 Form 1 – 1993/01	Part A Part B	2 years from incident date 30 days from incident date
VEHICLES	General maintenance, repairs, procurement, etc.	Unit Service	1 year + current year Duration vehicle in service + 1 year
	Individual Ledgers	Vehicle record log book Parts, materials, record of goods used, received	Disposal of vehicle + 1 year 7 years
	Gasoline and Oil (Used by Service)	Unit Service	3 months + current month 1 year + current year
VIDEO (see TAPES)			
VOLUNTEERS	Community Policing Support Unit	Form C.P.S.U. 1 Application/waiver Form C.P.S.U. 2 Personal History Form C.P.S.U. 4 Application/Waiver & Release Form – for Committee Membership	Upon termination of volunteer status (and conclusion of any litigation & appeals) + 3 years
WAIVER	Waiver and Release	To accompany police on duty	7 years

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(Column 1) Grouping	(Column 2) Subject	(Column 3) Description	(Column 4) Retention
	Security Clearances	System access clearances and physical access authorization to T.P.S. sites	Pound contracts - 2 years Others - 1 year
	Required by the Service	Before action allowed/taken involving physical risk, phys.ed. etc.	7 years
	Information gathering and criminal record release	Criminal reference checks for approved agencies: reference authorizations by applicants for service employment	1 year + current year
WARRANTS	Arrest	Concluded	4 years date of execution
		Outstanding (Original held at C.I.S. – Operations)	Permanent unless rescinded
	Banks and Banking	Receipts, deposit slips, invoices	7 years
	Cheque Requisitions	Payable to provincial courts	7 years
		Payable to City of Toronto	7 years
	Committal	Outstanding	4 years (returned to Court)
		Executed (by payment)	Upon execution (then sent to courts)
		Executed (by arrest)	Upon execution (then sent to courts)
	Correspondence	General	1 year + current year
	Fail to Appear – (held by Community Programs)	Re: Support and Custody Order Enforcement Act	Until enforced or rescinded
	Inactive working cards	Showing warrants paid, returned, or executed by imprisonment of subject	1 year + current year
	Letters	Request for service or returned unable to serve	1 year + current year
	Receipts	For payment of	7 years
	Registers	Record of Warrants received from all sources for execution	7 years
	Release Slips	Receipts for warrants	1 year + current year

(Column 1) Grouping	(Column 2) Subject	(Column 3) Description	(Column 4) Retention
		executed by incarceration	
	Search		7 years
	Statement of Execution	To cover service charges	5 years + current year
WORKING PAPERS (see NOTES)			
Y2K	Y2K R.D.D.	Year 2000 documents (includes all records related to Y2K inventory items, remediation & testing, business partner readiness, contingency & continuity plans. Includes any related documentation that establishes actions or decisions.)	7 years

SCHEDULE "B"
RECORD RETENTION SCHEDULE
FINANCIAL

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

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(Column 1) Grouping	(Column 2) Subject	(Column 3) Description	(Column 4) Retention
IMPREST ACCOUNTS		Petty cash, investigator expense, automobile mileage allowance etc.	7 years
INCOME TAX	T-1 Form		Until superseded + 1 year
	T-4 Form		7 years
INSURANCE	Personnel	Employees hospital, life, medical, death benefits & other	While valid
	Automobile		7 years
	General	Fire, etc.	7 years
PAY DUTY (also see GENERAL SCHEDULE)			7 years
PENSIONS	O.M.E.R.S., P.B.F, Toronto City Employees' Benefit Fund, others		Duration of service + 2 years
RECEIPTS	Goods & services received	Service	7 years
		Unit	1 year + current year
REFUNDS			7 years
REQUISITIONS	Goods & services Received	Service	3 years
		Unit	1 year + current year
REVENUE	From all sources	Unit	1 year + current year
		Service	7 years
SALARIES		Including deductions, increases, Revisions, acting paying, overtime, stoppages, etc.	2 years then stored

(Column 1) Grouping	(Column 2) Subject	(Column 3) Description	(Column 4) Retention
SICKNESS (Sickness/Injury (also see HUMAN RESOURCES SCHEDULE)			
STATEMENTS	Financial	Reports, summaries, account statements, expenditures, etc.	7 years
TRAVEL	Personnel	Advances, claims for expenses	7 years

SCHEDULE “C”
RECORD RETENTION SCHEDULE
HUMAN RESOURCES

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

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

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

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

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