

Authority: Administration Committee Report No. 6, Clause No. 27,
as adopted by City of Toronto Council on July 19, 20, 21 and 26, 2005
Enacted by Council: July 21, 2005

CITY OF TORONTO

BY-LAW No. 690-2005

To amend City of Toronto Municipal Code Chapter 217, Corporate Records (City), to reflect the City's administrative reorganization, to adopt new record retention schedules, to amend certain record series and to adopt a new schedule format.

WHEREAS revisions are required to Municipal Code Chapter 217, Corporate Records (City), to reflect the City's administrative reorganization as authored by Additional Matter, Report dated November 24, 2004, from Mayor Miller, entitled "Review of the City's Administrative Structure", adopted as amended by City of Toronto Council on November 30, December 1 and 2, 2004; and

WHEREAS as set out in Clause 27 of Administration Committee Report 6, as adopted by City of Toronto Council on July 19, 20 and 21, 2005 Council has adopted the new record retention schedules set out in Appendix 3 and has authorized amendments to record series as set out in Appendix 2 and the adoption of a new schedule format; and

WHEREAS under section 255 of the *Municipal Act, 2001* a municipality may, subject to the approval of the municipal auditor, establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved; and

WHEREAS as the result of the establishment of the Auditor General position and Internal Audit division, the City's external auditor is now the "municipal auditor" for the purposes of subsection 255(3) of the *Municipal Act, 2001*; and

WHEREAS the City's external auditor has approved the retention periods set out in Schedule A; and

WHEREAS under § 169-26B of the Municipal Code Council has authorized the City Solicitor in consultation with the City Clerk to introduce bills to Council to make technical amendments to the Municipal Code and other by-laws and, among other matters, amendments are required to reflect the new P/AR disposition designation and the change in title of the "Director, Corporate Records Systems, and City Archivist" to "Director, Corporate Records, Archives, Printing and Distribution";

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

1. Chapter 217, Corporate Records (City), of The City of Toronto Municipal Code is amended as follows:
 - A. Section 217-2C is amended by deleting "Systems, and City Archivist" and substituting ", Archives, Printing and Distribution".

B. Section 217-4A is amended as follows:

- (1) By deleting the definition of “Archives” and substituting the following:

ARCHIVES — The City of Toronto Archives, a program of the City Clerk’s Office situated at 255 Spadina Road in the City of Toronto, or any other location that is established as an extension or replacement location.

- (2) By adding the following definitions in alphabetical order:

DIVISION:

- A. An organizational unit of the City, whether or not it is called a division or office, that is headed by a division head.
- B. Includes the offices of the City Manager, a Deputy City Manager, the Deputy City Manager and the Chief Financial Officer, the Treasurer and the Chief Corporate Officer.

DIVISION HEAD:

- A. Any General Manager or any director or executive director reporting to the City Manager, a Deputy City Manager, the Deputy City Manager and Chief Financial Officer, the Treasurer or the Chief Corporate Officer.
- B. The Auditor General, the City Clerk, the City Solicitor and the Medical Officer of Health.
- C. For the purposes of their office’s records, the City Manager, a Deputy City Manager, the Deputy City Manager and the Chief Financial Officer, the Treasurer and the Chief Corporate Officer.
- D. A person authorized to act in the place of an official listed in Subsections A, B or C by Council or by the City Manager or another official under delegated authority.

C. The definition of “disposition” in § 217-4B is deleted and the following substituted:

- (1) AR or ARCHIVAL REVIEW — Destroy the records after review by an archivist, except for selected records that are transferred for permanent retention in the Archives, based on appraisal criteria.
- (2) D or DESTROY — The records are destroyed once the total retention period has expired.

- (3) P or PERMANENT — As defined below in the definition of “P or Permanent”, the records are never destroyed, and for purposes of the definition of “disposition” only, are stored in the Archives for preservation purposes.
 - (4) P/AR or PERMANENT/ARCHIVAL REVIEW — The records will be held indefinitely in the Archives for preservation purposes or, if Council changes the retention period total from “permanent” in the future, the records will only be destroyed after archival review.
- D. By amending the definition of “INACTIVE” by inserting “I or” before “INACTIVE”.
- E. By adding the following:

§ 217-4.1. Responsibility for records.

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

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

B. Permanent.

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

C. Permanent/archival review.

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

F. Section 217-5 is amended as follows:

- (1) Subsections B, C and D are amended in each case by deleting “Systems, and City Archivist” and substituting “, Archives, Printing and Distribution”.
- (2) Subsection C is also amended by deleting “departments” and substituting “divisions”.

- G. Section 217-6A is amended by deleting “departments” and substituting “divisions”.
- H. Section 217-7 is amended as follows:
- (1) The title of the section is amended by deleting “and City Archivist” and substituting “, Archives, Printing and Distribution”.
 - (2) The first line of the section is amended by deleting “Systems and City Archivist” and substituting “, Archives, Printing and Distribution”.
 - (3) Subsection A is amended by deleting “departments” and substituting “divisions”.
 - (4) Subsection C is amended by deleting “department” and substituting “division”.
- I. Section 217-10B is amended by deleting “department” and substituting “division”.
- J. Section 217-11 is amended by deleting “Systems, and City Archivist” and substituting “, Archives, Printing and Distribution”.
- K. Section 217-13B is amended by deleting “Systems, and City Archivist” and substituting “, Archives, Printing and Distribution”.
- L. Schedule A to Article II is deleted and “Schedule A to Chapter 217, Art. II”, as set out in Schedule A at the end of this by-law is substituted.

ENACTED AND PASSED this 21st day of July, A.D. 2005.

DAVID R. MILLER,
Mayor

ULLI S. WATKISS
City Clerk

(Corporate Seal)

SCHEDULE A TO BY-LAW No. 690-2005

SCHEDULE A TO CH. 217, ART. II

RECORDS RETENTION SCHEDULE

A Functional Category: Assets and Property Management

Description: Records relating to the construction, operation, and maintenance of the City's physical assets and property, which it owns or leases. This may include buildings, facilities, lands, vehicles, office and computer equipment, trees, uniforms, artifacts and heritage sites, and office supplies

Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
A0033	Artifacts Records relating to the collection and preservation of artifacts with historical, heritage, or symbolic value, which may include flags, plaques, photographs, and tools. These artifacts are preserved as evidence of the City's historical culture. Includes information on the acquisition, accessioning, and inventory of City-owned artifacts. Documents may include artifact historical statements, accession lists, historical artifact appraisals, monetary artifact appraisals, and donation statements and memoranda.	Economic Dev. & Culture	P	0	P	P/AR	Comments: File to remain active until artifact no longer in existence Legislation: Ontario Heritage Act, R.S.O. 1990, c. O.18, s. 27 - Register of designated properties.
A0035	City Properties Renaming Records relating to the renaming of City streets, parks, areas, and community centres and arenas. Renaming is usually associated with the commemoration of individuals, events, and areas of historical significance. Includes commemorative certificates, reports, civilian correspondence, proposals, and copies of plans and drawings.	Economic Dev. & Culture	C+2	7	C+9	AR	Legislation/Regulation: Ontario Heritage Act, R.S.O. 1990, c. O.18, s. 27 - Register of designated properties.

Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
A0046	Archaeological Assets Records relating to the examination, appropriation, and display of City-owned archaeological findings. Archaeological assets provide physical evidence for the understanding and appreciation of humanity's past and may include coins, tools, and ancient artifacts. Documents may include historical appraisals of findings and supporting correspondence.	Economic Dev. & Culture	P	0	P	P/AR	Comments: File to remain active until artifact no longer in existence Legislation/Regulation: Ontario Heritage Act, R.S.O. 1990, c. O.18, s. 27 - Register of designated properties.
A0047	Archaeological Sites Records relating to archaeological sites within the City's boundaries, which mark locations of archaeological significance, such as the remains of ancient, pre-industrial, and industrial settlements. Archaeological excavations are often conducted on such sites in order to locate and retrieve archaeological assets. May include information on land expropriation and locations of artifact findings. Documents may include excavation planning materials, site maps and drawings, applications for archaeological licences, copies of archaeological licences, copies of archaeological budgetary statements and reports, archaeological assessment reports, letters of clearance, newspaper clippings, and correspondence.	Economic Dev. & Culture	P	0	P	P/AR	Comments: File to remain active until archaeological site no longer in existence Legislation/Regulation: Ontario Heritage Act, R.S.O. 1990, c. O.18, s. 27 - Register of designated properties.

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Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
A0167	Books and Subscriptions Records relating to office subscriptions, books, and digital publications purchased by City staff and City departments. This includes subscriptions for professional newsletters, printed and electronic journals, business and news periodicals, and book orders. Subscriptions may be used for reference, research, or display purposes. Documents may include completed subscription order forms, copies of financial invoices, and correspondence.	City Clerk's Office	C+1	1	C+2	D	
A0172	Office Supplies Records relating to the tracking and provision of office supplies and consumables, including stationery and letterhead. Documents may include tracking worksheets, completed materials store warehouse supply forms, copies of purchase orders, copies of supplies catalogues, and correspondence.	City Clerk's Office	C+1	1	C+2	D	
A0173	Operational Equipment and Furnishings Records relating to the management and tracking of operational equipment and furnishings routinely used in City-owned and leased buildings and properties. This may include information on file cabinets, shelving units, cash registers, vote tabulating machines, desks, chairs, and lawn mowers. Documents may include copies of purchase orders, user guidelines, operations manuals, maintenance and repair history files, asset inventories, copies of contracts and service agreements, and copies of warranties.	Facilities & Real Estate	C+2	T	T	D	Comments: T = Life of Asset Legislation/Regulation: Occupational Health and Safety, R.S.O. 1990, c. O.1, s. 55 - Order to inspect physical condition of a workplace.

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Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
A0176	Employee Uniforms Records relating to the management and inventory control of special, safety, protective, and required clothing and footwear for City employees. This includes information on designated uniforms for law enforcement, paramedic, housekeeping, works, fleet, and fire-fighting staff. Documents may include clothing specification sheets, order tracking reports, complaints, copies of purchase orders, copies of invoices, and correspondence.	City Clerk's Office	C+1	1	C+2	AR	
A0270	Computer System Implementation & Management Records relating to the development, implementation, and support of computer system applications used by the City. This may include information on computer resources, technical design, systems development, user requirements, project definitions, and database management. Documents may include project management reports, copies of purchase orders and requests for proposals, system testing statements, and correspondence.	City Clerk's Office	S	7	S+7	AR	
A0271	Telecommunications and Electronic Communication Systems Records relating to the installation, maintenance, operation, and use of telecommunications equipment and systems. Includes information on telephone, cable, fibre optics, electronic mail, voice mail, fax, pager, cell phone, and emergency systems and processes. Documents include requests for installation or maintenance, change requests, copies of service contracts and maintenance agreements, copies of purchase orders, and service call requests to service providers.	Information & Technology	S	7	S+7	D	

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Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
A0272	Computer Hardware Records relating to installing and maintaining computer hardware, which is the physical equipment used in computer systems. Hardware includes laptop and notebook computers, personal computers, network hardware, and peripheral hardware. May include information on hardware replacements, specifications, and capacity planning. Documents include copies of purchase orders, copies of license agreements, hardware manuals, requests for installation and maintenance, and hardware inventories.	City Clerk's Office	S	7	S+7	D	
A0273	Computer Software Records relating to computer software, which are computing programs that can be used in conjunction with various computer and operating systems. May include information on tracking of software upgrades, sign-in authorization codes, and software development. Documents may include upgrade notifications, requests for additional site/user licenses on network applications, recommendations or reports regarding specific software products, user lists, copies of purchase orders, copies of license agreements, software user manuals, requests for software installation, and software inventories.	City Clerk's Office	S	7	S+7	D	

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Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
A0290	Computer Systems Networks Records relating to the City'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), wide area networks (WAN), and the metropolitan area network (MAN). Documents may include network functional review statements and reports, user complaints, network needs specifications, and correspondence.	City Clerk's Office	S	7	S+7	D	
A0500	Property Design Planning Records relating to internal initiatives intended to ensure effective construction and renovation of City-owned property, including buildings and other structures, through analysis of, and compliance with, all issues that may affect the actual work. This is performed prior to the construction or renovation work actually being undertaken. May include information on floor load capacity, space planning, need for ventilation, and other design requirements. Documents may include project proposals, structural investigation reports, feasibility studies, preventative maintenance studies, noise and signage studies, consultant selection criteria, staffing layout plans, detailed needs analysis reports, and copies of capital budget statements.	Facilities & Real Estate	C+2	17	C+20	AR	Legislation/Regulation: Planning Act, R.S.O. 1990, c. P.13, s. 41(4) approval of proposed plans, drawings and designs

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Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
A0501	<p>Construction and Renovation</p> <p>Records relating to construction and renovation of City-owned or leased buildings and parks. Also includes information relating to the construction and renovation of buildings and properties which the City does not own or lease but may help operate. Documents may include renderings for specification guidelines, reports, commentary, guidelines, architectural and engineering drawings, consultant reports, land appraisals, photographs, material and environment testing reports, and building phase reports. May also include copies of contracts, building permits, and insurance damage claims.</p>	City Clerk's Office	T	20	T+20	AR	<p>Comments: T = File closed upon completion of construction and/or renovation project</p> <p>Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B., s. 15 (2) - No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place.</p>
A0502	<p>Property Maintenance</p> <p>Records relating to the ongoing and scheduled maintenance of City-owned buildings and property, and the scheduled and ongoing landscaping and maintenance of City parks. May include information on lawn-mowing, building and elevator inspections, and janitorial services. Documents may include inspection reports, preventive maintenance reports, maintenance logs, copies of work orders, copies of contracts and supporting agreements, and correspondence.</p>	City Clerk's Office	T	20	T+20	D	<p>Comments: T = File closed upon expiration of contract</p> <p>Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B., s. 15 (2) - No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place.</p>

Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
A0504	<p>Parks Title Histories</p> <p>Records relating to the history of the City's parks, parkettes, and greenspaces. Documents may include original drawings, plans, and proposals for park creations; dedications for existing and obsolete parks; opening ceremony reports and memoranda; and documentation describing the land use before park creation. Also may include deeds, leases, and license arrangements specifically pertaining to existing or obsolete parks.</p>	Economic Dev. & Culture	P	0	P	P/AR	<p>Comments: File to remain active until park no longer in existence</p> <p>Legislation/Regulation: Formerly Public Parks Act, R.S.O. 1990 c. P.46, s. 9 - Keep all books, maps, plans, papers and documents, until its repeal on January 1, 2003.</p>
A0505	<p>Parks Management</p> <p>Records relating to the management and routine operation of municipal parkland, playgrounds, and open spaces. May include information on park staffing requirements, park conditions, facility statistics, and suggested park improvements, such as path paving and lighting. Documents may include civic proposals for suggested park use, public complaints, requests for improvements, public commendations, copies of park inspection reports, park facility inventories, and supporting correspondence.</p>	Parks, Forestry & Recreation	C+2	4	C+6	AR	
A0508	<p>Facility and Room Bookings</p> <p>Records relating to selecting and reserving City office facilities or individual rooms for meetings, instructional seminars, and other professional purposes. Documents may include facility and room availability schedules, facility and room booking schedules, and correspondence.</p>	Facilities & Real Estate	C+1	1	C+2	D	

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Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
A0510	<p>Workplace Space Planning and Moves</p> <p>Records relating to determining workplace space requirements, planning and implementing moves of office equipment and employees to different locations, and designing and implementing workplace consolidation initiatives. May include information relating to space allocation, tenancy expiry, and corporate organizational moves. Documents may include reports and statistics concerned with current and future space accommodation requirements, expansion plans, space inventories, move schedules, floor plans for all move stages, detailed needs analyses of client groups impacted by moves, copies of committee minutes and agendas, and all supporting correspondence.</p>	Facilities & Real Estate	S	5	S+5	D	
A0512	<p>Park Dedication</p> <p>Records relating to parkland and open space dedications, which officially ensure that designated land is reserved for parkland or open space. May include information on parkland dedication requirements, planning, and scheduled activities. Documents may include proposals, parkland requirements reports and statistics, and correspondence.</p>	Parks, Forestry & Recreation	C+2	7	C+9	AR	Legislation/Regulation: Formerly Public Parks Act, R.S.O. 1990 c. P.46, s. 9 - Keep all books, maps, plans, papers and documents, until its repeal on January 1, 2003.

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Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
A0513	<p>Urban Forestry Planning and Management</p> <p>Records relating to the management and preservation of trees and forests located in City of Toronto parks and streets. This includes information relating to the planting, maintenance, protection, and removal of trees. May also include information on mineral deposits, tree diseases, soil analysis, pesticide spraying, pruning, and planting regimens. Documents may include tree canopy reports, tree health reports, trees species inventories, and newsclippings.</p>	Parks, Forestry & Recreation	T+2	18	T+20	AR	<p>Comments: T = File closed upon completion of project</p> <p>Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B., s. 15 (2) - No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place.</p>
A0518	<p>Security and First Aid</p> <p>Records relating to the physical security of City of Toronto-owned buildings, properties, parks, and facilities. Security measures are intended to guard against damage and unauthorized intrusion and to ensure personal safety. May include information on identification tags, security and alarm systems, authorized use of keys and access cards, first aid treatment as administered by City security personnel and employee evacuations. Documents may include security clearance files, security logs & security user guide books.</p>	Facilities & Real Estate	C+2	4	C+6	D	

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Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
A1401	<p>City Heritage Properties</p> <p>Records relating to City properties of historical significance which are protected from demolition and whose architectural styles are preserved for future generations. May include legal descriptions of the designated properties, information on listed properties, information on visitors, and property history files (including property name and address). Documents include copies of applications for inclusion on the City's inventory of heritage properties, requests for grants, building plans, copies of designation by-laws, copies of council reports and agendas, heritage property reports, correspondence from architects, and letters received from property owners and lawyers.</p>	Economic Dev. & Culture	C+2	17	C+20	AR	<p>Legislation/Regulation: Ontario Heritage Act, R.S.O. 1990, c. O.18, s. 27 – Register of designated properties Limitations Act, S.O. 2002, c. 24, Sched. B., s. 15 (2) - No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place.</p>
A1410	<p>Requests for Heritage Properties Inclusion</p> <p>Records relating to requests to have City properties, including buildings and lands, included in the City's heritage properties inventory listing on account of their historical significance. These requests may be made by City staff, historians, or the general public. May include information on heritage property profiles, property historical background and significance, surrounding buildings and neighbourhood profiles, building architectural contexts, and property descriptions. Documents may include heritage designation submission requests and recommendations, research notes, copies of building permits and City by-laws, copies of minor variance applications, lists of properties not currently listed in the heritage properties inventory, copies of public notices, and correspondence.</p>	Economic Dev. & Culture	P	0	P	P/AR	<p>Comments: File to remain active until further notice from the Division</p> <p>Legislation: Ontario Heritage Act, R.S.O. 1990, c. O.18, s. 27 - Register of all designated properties.</p>

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Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
A1412	<p>Rejected Heritage Properties</p> <p>Records relating to City properties, including buildings and land, that have not been listed or designated as heritage properties as they do not meet the necessary criteria concerning historical significance. May include information on rejected property profiles. Documents may include copies of requests and recommendations for inclusion on the City's inventory of heritage properties, building evaluation sheets, copies of building demolition applications and City by-laws, copies of council reports, copies of committee reports, photographs and slides, and correspondence.</p>	Economic Dev. & Culture	P	0	P	P/AR	<p>Comments: File to remain active until further notice from the Division</p> <p>Legislation: Ontario Heritage Act, R.S.O. 1990, c. O.18, s. 27 - Register of all designated properties.</p>
A1418	<p>Heritage Conservation District Studies</p> <p>Records relating to internally and externally-produced studies and reports concerning the City's older residential districts and neighbourhoods, including both private properties and public areas such as streets and parks within a district. These studies are conducted to determine if heritage status should be allocated to all structures and areas, including both residential and commercial properties, in a specific residential district. If the report's recommendations are approved, City Council will pass a bylaw to grant the entire district as having heritage status. May include information on landscape character, planning conservation and development, architectural and building conditions, study area boundaries, historical development of the districts, and public participation in the process. Documents may include area site plans, photographs, heritage conservation studies and reports, property survey assessments, building inventories, copies of policies and procedures, copies of by-laws, and supporting correspondence.</p>	Economic Dev. & Culture	P	0	P	P/AR	<p>Comments: File to remain active until further notice from the Division</p> <p>Legislation: Ontario Heritage Act, R.S.O. 1990, c. O.18, s. 2 - policies, priorities and programs for the conservation, protection and preservation of the heritage of Ontario.</p>

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Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
A1544	Work Orders and Internal Requisitions	City Clerk's Office	C+2	4	C+6	D	
	Records relating to the creation and processing of work orders and internal requisitions. Work orders are issued to City employees or contractors and indicate required tasks to be performed on City property, whereas internal requisitions are used to obtain goods or services from a City department. Includes cyclical, emergency, preventive, non-emergency, and maintenance completed work order forms and internal requisition forms. Arrange case files numerically by work order or internal requisition number.						

D Functional Category: Development and Planning

Description: Records relating to the management of economic and business development initiatives, conducted both directly by the City and by independent parties; and the planning and development of City buildings, facilities, parks and properties, prior to actual construction. Includes records relating to rezoning, business improvement initiatives, and building and land development plans.

D0026	Parks and Open Spaces Development	Parks, Forestry & Recreation	T	P	P	P/AR	Comments: T = File closed upon termination of project
	Records relating to the planning and development of parklands and open spaces for recreational purposes. This includes information about determining the necessity and feasibility of proposed land conversion or installation of recreational structures, including recommendations for additional facilities. Documents may include external and internal studies, public comments and surveys, and correspondence.						Legislation/Regulation: Ontario Planning and Development Act, 1994, S.O. 1994, c. 23, Sched. A., s. 3 (a) (iii) - Land use areas and the provision of parks and open space.

Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
F	Functional Category: Financial Management						
	Description: Records relating to the City's finances and accounting processes, including the receipt, control, and expenditure of funds. Includes records relating to liability, risk management, payroll, taxation, treasury, insurance and purchasing.						
F0045	Fees Administration	All	C+2	4	C+6	AR	Legislation/Regulation: Municipal Act, S.O. 2001, c. 25, s. 392 - list available for public inspection indicating which services and activities and the use of which properties will be subject to fees or charges and the amount of each fee or charge.
	Records relating to the determination and administration of fees charged for services and activities provided and/or managed by the City, or for the use of City property. This may include information on fees charged by other municipalities for similar services; and discounts for senior citizens, students, and residents living on fixed incomes. These fees serve as a source of revenue for the City. Documents may include fee schedules for permits and licenses, user fees determination studies and reports, lists of approved fees, and correspondence.						
F0169	Fundraising and Donations	All	C+2	5	C+7	AR	Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 - Records and books of account to determine tax payable, accounts and vouchers to verify information to be kept six years from the end of last tax year to which they relate.
	Records relating to the development and organization of fund-raising activities and donation solicitations. Includes information on charitable campaigns and financial donations, including donated funds, received by the City from various organizations and individuals. Documents include copies of committee minutes and agendas, activity planning schedules and itineraries, donation receipts, and correspondence.						

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Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
F0400	Capital Assets	All	T	7	T+7	AR	<p>Comments: T= Life of Asset</p> <p>Legislation/Regulation: Municipal Affairs Act, R.S.O. 1990, c. M.46, s. 3 (c) - Municipal Audit of accounts, registers, records, vouchers, receipts and other books and documents relating to the assets, liabilities, revenues, expenditures, funds and money of municipalities and the reports, returns, statements and information to be made and furnished by municipal auditors and otherwise with respect to the performance of their duties. Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 - Records and books of account to determine tax payable, accounts and vouchers to verify information to be kept six years from the end of last tax year to which they relate.</p>

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Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
F1325	<p>Pay Period Processing</p> <p>Records relating to the administration and processing of employee salary and expense payments during regularly-scheduled pay periods. May include information relating to payroll generation, overriding deductions, year-end payroll reporting, and payroll variance reporting. Documents may include payroll registers, time sheets, employee expense reports, crew cards, original and amended T4 statements, payroll adjustment and variance reports, and all supporting correspondence.</p>	Pension, Payroll & Employee Benefits	C+2	5	C+7	D	<p>Legislation: Employment Insurance Act (Canada), 1996, c. 23, s. 87 - Records, books of account to determine premiums, accounts and voucher to verify information to be kept six years from which records kept.</p> <p>Employment Standards Act, S.O. 2000, c.41, s. 15(5) - records to be kept three years after the employee ceased to be employed.</p>
F1500	<p>Accounting and Finance Administration</p> <p>Records relating to the overall management of the City's financial and accounting functions and processes. May include information on accounting systems, workflow reports and diagrams, financial signing authority, copies of federal and provincial guidelines and compliance requirements, and correspondence.</p>	Treasurer	C+2	5	C+7	AR	<p>Legislation/Regulation: Municipal Act, S.O. 2001, c. 25, s. 286 - records and accounts of municipality's financial affairs.</p>

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Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
F1541	<p>Purchasing of Goods and Services</p> <p>Records relating to the procurement and acquisition of goods and services from external contractors and vendors. May include information on manufacturing requirements and delivery time frames. Documents may include purchase orders, purchase requisitions, requests for proposals (RFPs), quotation requests, vendor proposals, and tenders.</p>	Purchasing & Materials Management	T	7	T+7	D	<p>Comments: T=File closed upon termination or expiry of agreement.</p> <p>Legislation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 - Records and books of account to determine tax payable accounts and vouchers to verify information to be kept six years from end of last tax year to which they relate.</p>
F1560	<p>Petty Cash</p> <p>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.</p>	Treasurer	C+2	5	C+7	D	<p>Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 – Records and books of account to determine tax payable accounts and vouchers to verify information to be kept six years from end of last tax year to which they relate.</p>
F1562	<p>Personal Expense Claims</p> <p>Records relating to City employees' claims for reimbursement for financial expenses. Personal expenses may be incurred in the course of normal business operations, including air travel, attending conferences, and vehicle use. Documents may include receipts, invoices, expense claims statements, and correspondence.</p>	Treasurer	C+2	5	C+7	D	<p>Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 - Records and books of account to determine tax payable accounts and vouchers to verify information to be kept six years from end of last tax year to which they relate.</p>

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Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
F1570	Accounts Receivable Records relating to revenues received by the City through the sale of goods or services rendered. This includes revenues generated from charging parking, permit, landfill dumping, and other user fees. May include information on the administration and receipt of refunds and credits. Documents may include hand-written and machine-readable receipts, payment balancing stubs, invoices documenting the receipt of payment from City customers, accounts receivable and revenue reconciliation statements, copies of cheques, payment batch reports, and all supporting correspondence.	Treasurer	C+2	5	C+7	D	Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 - Records and books of account to determine tax payable accounts and vouchers to verify information to be kept six years from end of last tax year to which they relate. Municipal Act, S. O. 2001, c. 25, s. 286 - receipts for money payable to the municipality.
F1575	Write-Offs Records relating to revenues received by the City through the sale of goods or services rendered. This includes revenues generated from charging parking, permit, landfill dumping, and other user fees. May include information on the administration and receipt of refunds and credits. Documents may include hand-written and machine-readable receipts, payment balancing stubs, invoices documenting the receipt of payment from City customers, accounts receivable and revenue reconciliation statements, copies of cheques, payment batch reports, and all supporting correspondence.	Accounting Services	T	7	T+7	D	Comments: T = File closed when occurrence of making debt uncollectible or date decision made to write off Legislation/Regulation: Municipal Act, S.O. 2001, c.25, s. 354 (2) - Remove unpaid taxes on recommendation of treasurer, writes off the taxes as uncollectible, longer payable or court decision.

Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
F2157	Financial Statements and Reports Records relating to the production and use of financial statements and reports, which are sources of financial information for a wide variety of public users (auditors, creditors, provincial and federal government agencies, etc.). These documents provide summaries, details, and analyses of the City's financial position. Documents may include balance sheets, income statements, funding statements, liability statements, net assets sheets, and expense statements.	Accounting Services	C+2	P	P	P	Legislation/Regulation: Health Protection and Promotion Act, R.S.O. 1990, c. H.7, s. 59 - annual financial statements. Homes for the Aged and Rest Homes Act Regulations (General), R.R.O. 1990, Reg. 637, s. 23 - annual financial statement, auditor's report. Municipal Act, S.O. 2001, c.25, s.296. (1) - audit of account, financial statements.
F2207	Cheque Register Reports Records relating to the administration and use of the City's cheque register reports. These reports document the pertinent details concerning expenditures and expense vouchers. They also provide coding for each cheque issued and may be used to track cheques administered by the City. Includes information on cheque dates, purpose of payment, amounts paid, and running balance. Documents include void cheques, cheque run reconciliation reports, daily cheque summary reports, lists of cheques issued, and daily cheque registers.	Accounting Services	C+2	5	C+7	D	Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 - Records and books of account to determine tax payable accounts and vouchers to verify information to be kept six years from end of last tax year to which they relate.

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F2301	Bank Statements and Reconciliations Records relating to the receipt and use of bank statements and reconciliations. Bank statements provide information on withdrawals from, and deposits into, bank accounts over a given period of time, and they also indicate a bank account's current financial status. Reconciliations compare the balance of a bank account in the City's records with the balance appearing in the banks' records and explain any discrepancies. Documents also include notices of cancelled cheques, copies of financial policies and procedures, and correspondence.	Accounting Services	C+2	5	C+7	D	Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 - Records and books of account to determine tax payable accounts and vouchers to verify information to be kept six years from end of last tax year to which they relate.
F2303	Cheques Records relating to the management and processing of City and other cheques. Includes information on the issuance of cheques by the City to other organizations. Also includes information relating to City-issued cheques and external cheques that are returned to the City after they have been cashed by banking and financial institutions, or if they have been dishonoured. Documents include cancelled, processed, and dishonoured cheques; cheque reports, and supporting correspondence.	Accounting Services	C+2	5	C+7	D	Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 - Records and books of account to determine tax payable accounts and vouchers to verify information to be kept six years from end of last tax year to which they relate. Municipal Act, 2001, c. 25, s. 288 - endorsement of cheques by treasurer and head of council.
F2313	General Ledger Accounts Records relating to the administration and accounting control of general ledger accounts. A general ledger account serves as a repository of transactions from all sources, including the General Journal, and is used to produce financial statements. Includes copies of accounting entries and back-up working papers.	Accounting Services	C+2	P	P	P/AR	Legislation/Regulation: Income Tax Regulations (Canada), C.R.C. 1978, c. 945, s. 5800 - General ledger or other book of final entry to be kept two years after dissolution of corporation.

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Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
F2350	Journal Entries Records relating to the production and use of journal entries. These documents record the purchase or sale of goods and services (from the City to outside agencies and also between City departments), transfer revenue and charges, and correct posted transaction errors. Documents may include completed journal entry forms, transaction journals, copies of invoices and receipts, and correspondence.	Accounting Services	C+2	5	C+7	D	Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 - Records and books of account to determine tax payable, accounts and vouchers to verify information to be kept six years from end of last year to which they relate.
F2401	Accounts Payable Records relating to the processing of payments made by the City to the external suppliers of goods and services. May include information on advance payments of expenses. Source documents initiating payments include vendor invoices, payment certificates, cheque requisitions, and miscellaneous transaction data. May also include accounts payable control reports and payment vouchers. Case files are arranged numerically by accounting system-generated document numbers.	Accounting Services	C+1	6	C+7	D	Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 – Records and books of account to determine tax payable, accounts and vouchers to verify information to be kept six years from end of last year to which they relate.

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Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
F2801	<p>Employee Payroll Benefits</p> <p>Records relating to the management of employee benefits plans which provide full or partial financial coverage of various benefits to City employees and/or their relatives. Benefits coverage may include health and dental plans, group life insurance, long term disability coverage, and accidental death and dismemberment plans. May include information relating to insurance or benefits carriers' policies and directives, deducting benefits coverage from the City's 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.</p>	Pension, Payroll & Employee Benefits	T	7	T+7	D	<p>Comments: T=File closed upon termination of employment or cessation of benefits.</p> <p>Legislation: Canada Pension Plan, R.S.C. 1985, c. C-8, s. 24 – Records, books of account to determine contributions, accounts and vouchers to verify information to be kept six years from end of year for which records kept.</p>
F3100	<p>Risk Management</p> <p>Records relating to the initiatives undertaken to identify, measure, and effectively manage the City's risks (exposures to loss). Risk management is intended to minimize the costs of risks on the City's operating functions. Documents may include copies of claims risk management policies and procedures, reports, and supporting correspondence.</p>	Corporate Finance	C+2	18	C+20	AR	<p>Legislation: Municipal Act, S.O. 2001, c. 25, s. 299 (3) Information to be provided relating to the efficiency and effectiveness of the municipality's operations.</p>

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F3305	Capital Budget Records relating to the management and administration of the capital budget account. The capital budget controls the allocation and appropriation of funds planned to be expended for capital items in a given fiscal year. Capital budgeting is necessary to construct or acquire fixed assets for the City (e.g., a new subway line). Documents may include budget submissions, contractor and hard costs data, and internal chargeback costs directives.	Financial Planning	T	7	T+7	AR	Comments: T = File closed from end of the last year in which the capital budget is expended. Legislation/Regulation: Municipal Act, S.O. 2001, c. 25, s. 290 - each year prepare and adopt a budget including estimates of all sums required during the year. Police Services Act, R.S.O. 1990, c.P.15, s. 39 - Annual estimates of board.
F3307	Operating Budget Records relating to the management and administration of the operating budget accounts. The operating budget concerns the allocation and appropriation of funds necessary to finance all operating expenses for a fiscal year, for all City 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.	Financial Planning	C+2	5	C+7	D	Legislation/Regulation: Municipal Act, S.O. 2001, c. 25, s. 290 - each year prepare and adopt a budget including estimates of all sums required during the year. Police Services Act, R.S.O. 1990, c.P.15, s. 39 - Annual estimates of board.

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F4307	<p>City Insurance Claims</p> <p>Records relating to first party claims made by the City to the City Insurer(s) (for example, City property and crime losses), and third party liability claims that are made against the City. Third party liability claims may arise from alleged negligence or omission by the City, for example, its failure to clear ice and snow from roads, falling trees, potholes and collisions involving municipal vehicles. Documents include copies of claims and affidavits, damage and injury reports, medical reports, and all supporting correspondence.</p>	Corporate Finance	T	15	T+15	D	<p>Comments: T=File closed upon resolution of case</p> <p>Legislation: Limitations Act, S.O. 2002, c. 24, Sched. B. s.14. (1), (2), 15 (2) - serve notice of possible claim on another person; describe injury, loss or damage and extent; no proceeding shall be commenced of any claim after the 15th anniversary of the day which the act on which the claim took place. Insurance Act. R.S.O. 1990, c. I.8, 300 - notice and proof of claim</p>
F5857	<p>Grants and Subsidies</p> <p>Records relating to subsidies and grants received and administered by the City of Toronto. Includes information on obtaining and distributing federal, provincial, and municipal subsidies and grants. Documents include follow-up spending evaluation reports, grant applications, review and decision statements, correspondence, and supporting documentation relating to the City's entitlement to subsidies and grants.</p>	All	C+2	5	C+7	AR	<p>Legislation/Regulation: Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 - Records and books of account to determine tax payable, accounts and vouchers to verify information to be kept six years from end of the last tax year to which they relate. Audit Act, R.S.O. 1990, c. A.35, s. 13 - Financial statement of disposition of grant payment.</p>

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Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
G	Functional Category: Governance						
	Description: Records relating to the ways in which the City is governed and regulated to ensure efficiency, effectiveness, and compliance with statutory requirements. Includes records of the City's legislative process, such as the agendas and minutes of Council, its standing committees and community councils; City bylaws and the Municipal Code; formal policies and procedures; and annual reports of departments and special purpose bodies. Also includes all legislation and other municipal by-laws that might affect the City; records relating to non-municipal government bodies; election records; and records relating to provincially-mandated services that the City provides, such as birth and death registrations.						
G0001	City Council Records relating to the meetings, duties, and functions of the City Council. The City Council is the legislative body responsible for enacting ordinances and resolutions, adopting the City budget, representing the City, and carrying out a variety of municipal responsibilities. Includes Council certificates of amendments (resolutions), agendas, minutes of meetings, bills index, correspondence, memoranda, notices of motions, and committee reports.	City Clerk's Office	C+3	P	P	P/AR	Legislation/Regulation: Municipal Act, S.O. 2001, c. 25, s. 232, 228 - Declaration of office; resolutions, decisions, proceedings, by-laws and minutes.
G0002	City Municipal Code and By-laws Records relating to chapters of the Municipal Code and by-laws as passed by City Council. The Municipal Code consists of all regulatory and administrative ordinances and is adopted by City Council, and by-laws constitute the City's rules or laws. Includes by-laws from the former municipalities that were amalgamated to form the current City.	City Clerk's Office	T	P	P	P/AR	Comments: T = File closed upon Council approval Legislation/Regulation: Municipal Act, S.O. 2001, c. 25, s. 248, 5 (3) - Municipal Code; A municipal power, including a municipality's capacity, rights, powers and privileges under section 8, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise.

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Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
G0003	City Committees of Council Records relating to the meetings, duties, and functions of boards, standing committees and other committees of City Council. Documents include minutes of meetings, agendas, reports, and correspondence	City Clerk's Office	C+3	P	P	P/AR	Legislation/Regulation: Municipal Act, S.O. 2001, c. 25, s. 228, 238 (1) - resolutions, decisions, proceedings, by-laws and minutes; advisory or other committee, subcommittee, local board, any regular, special, committee or other meeting of council.
G0004	City Sub-Committees, Task Forces and Special Committees of Council Records relating to the meetings, duties, and functions of the sub-committees, task forces, and special committees of City Council. Documents include minutes of meetings, agendas, reports, and correspondence.	City Clerk's Office	C+3	P	P	P/AR	Legislation/Regulation: Municipal Act, S.O. 2001, c. 25, s. 228 - resolutions, decisions, proceedings, by-laws and minutes.
G0005	City Community Councils Records relating to the meetings, duties, and functions of the City's community councils. These are committees of the City Council that provide a forum for local input into the Council's decision-making process. They may make recommendations on local planning, development, and neighbourhood matters. Documents include agendas, minutes of meetings, correspondence, and committee reports.	City Clerk's Office	C+3	P	P	P/AR	Legislation/Regulation: Municipal Act, S.O. 2001, c. 25, s. 228 - resolutions, decisions, proceedings, by-laws and minutes.

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G0006	City Local Boards Records relating to the meetings, duties, and functions of City local boards. This may include agencies, boards, commissions, special bodies, or local authorities (e.g., planning and zoning boards). These local boards administer various services to City residents. Documents may include minutes of meetings, agendas, correspondence, and reports.	City Clerk's Office	C+2	4	C+6	AR	
G0009	Intergovernmental Organizations Records relating to the meetings and functions of agencies, boards, and commissions that are independent of the City but nevertheless have an impact on the City's administration and operations. Intergovernmental organizations are not funded by, or directly answerable to, the City. Documents may include minutes of meetings, agendas, correspondence, and reports.	All	C+2	4	C+6	AR	
G0020	Provincial Ministries and Agencies Records relating to Ontario provincial government ministries and agencies whose functions may impact on, or be involved with, the City's administration and operations. Subjects may include the exchange of information, routine notifications and inquiries, and offers of service. Documents may include provincial government strategy and planning reports, provincial government funding statements, and correspondence.	All	C+2	4	C+6	AR	

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G0030	Federal Government Departments and Agencies	All	C+2	4	C+6	AR	Records relating to federal government departments and agencies whose functions may impact on, or be involved with, the City's administration and operations. Subjects may include the exchange of information, routine notifications and inquiries, and offers of service. Documents may include federal government strategy and planning reports, federal government funding statements, and correspondence.
G0035	Foreign Government Departments and Agencies	All	C+2	4	C+6	AR	Records relating to all foreign government departments and agencies whose functions may affect, or be involved with, the City's administration and operations. Subjects may include the exchange of information, routine notification and inquiries, and offers of service. Documents may include government strategy and planning reports, foreign government funding statements, and correspondence.
G0040	Other Municipal Government Departments and Agencies	All	C+2	4	C+6	AR	Records relating to the departments and agencies of other municipal governments whose functions may impact on, or be involved with, the City of Toronto's administration and operations. Subjects may include exchange of information, routine notifications and inquiries, and offers of service. Documents may include municipal government strategy and planning reports, municipal government funding statements, and correspondence.

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Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
G0080	City Amalgamation Records relating to the processes and initiatives concerned with amalgamating the former borough of East York; the former cities of York, Etobicoke, North York, Scarborough, and Toronto; and the former Regional Municipality of Metropolitan Toronto; into the current City. Includes information about proposed new City services and functions, department and services amalgamation, realignment and cost reductions. Documents may include amalgamation planning reports and studies, complaints, copies of Council minutes, and correspondence.	All	T	P	P	P/AR	Comments: T = File closed upon the City's completion of the amalgamation processes
G0130	City Departments Records relating to the overall mandates, administration, and initiatives of City departments and offices. Includes routine and ongoing communication and liaison between various departments. Documents may include correspondence, memoranda, department annual reports, and supporting reference materials.	City Clerk's Office	C+2	4	C+6	D	
G0150	Legislation and Other Municipal By-laws Records relating to acts, legislation, and regulations from provincial, territorial, aboriginal, and federal governments. These acts and legislation may impact on the City's administration and operations. Also includes copies of by-laws pertaining to municipalities other than the City of Toronto.	City Clerk's Office	S	7	S+7	D	

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Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
G0244	<p>Policies, Procedures, Standards and Guidelines</p> <p>Records relating to the production and formal approval of official corporate and departmental policy statements, procedures, standards, guidelines, and manuals. May also include information on corporate and departmental program reviews, benchmarking and corporate performance management, and other issues related to corporate governance.</p>	All	S	20	S+20	AR	<p>Legislation: Limitations Act, S.O. 2002, c. 24, Sched. B., s. 15 (2) - No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place.</p>
G0250	<p>Annual Reports</p> <p>Records relating to internally-produced annual reports concerning the City's annual and long-term goals, as well as financial and other reporting data. These reports describe the City's 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.</p>	City Manager	C+2	4	C+6	AR	

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Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
G0260	Access to Information and Personal Information Protection – Compliance Records relating to strategies and initiatives undertaken to ensure the City's compliance with the public's right of access to City records and the protection of personal information resources. Documents may include impact assessments, copies of policies and guidelines, data-sharing checklists, and supporting correspondence.	City Clerk's Office	T	2	T+2	AR	Comments: T= File closed upon completion of case Legislation/Regulation: Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, s. 4, 5, 6, 7, 8, 9, 10, 12, 13, 14, 15 - Compliance with right of access, obligation to disclose, exemptions, advice or recommendations, law enforcement, relations with governments, third party information consent to disclosure, solicitor-client privilege, danger to safety or health, personal privacy, limitation, information to be published.
G0261	Access to Information and Personal Information Protection – Access Requests Records relating to the receipt and processing of access requests for City records and privacy complaints. Documents may include formal and informal requests for information, consultation documentation, correspondence, access decisions, fee estimates, third party notices, written appeal submissions to the Information and Privacy Commissioner of Ontario (IPC), IPC orders and decisions, and IPC compliance findings and recommendations.	City Clerk's Office	T	2	T+2	D	Comments: T = File closed upon completion of case Legislation/Regulation: Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, s.17, 18, 19, 20, 21, 22, 43, 45 - Request, notice of forwarding or transfer, notice of decision, notice of extension, notice to affected person, notice of refusal, notice of order, estimate of costs.

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Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
G5001	Corporate Governance	All	C+2	4	C+6	AR	

Records relating to the planning and management of corporate governance goals and initiatives. Corporate governance provides the framework for the principles and issues by which the City is directed and controlled. Corporate governance seeks to ensure the City's financial viability, consideration of the interests of all relevant parties affected by the City's activities, and the rights and responsibilities of the City's different stakeholders. Documents may include questionnaires, copies of public opinion surveys, corporate governance reports, consultation documentation, and supporting correspondence.

H Functional Category: Human Resources

Description: Records relating to City employees and personnel services. Includes records relating to training, labour relations, health and safety, staff benefits, salary administration, and professional associations.

H1202	Employee Medical Data	Human Resources Division	T	7	T+7	D	<p>Comments: T=File closed upon termination of employment</p> <p>Legislation: Occupational Health and Safety Act, R.S.O. 1990, c. O.1, s. 12 - Annual summary of fatalities, lost workday, illnesses and injuries.</p>
	Records relating to the medical status, conditions, and recovery of individual City 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.						

Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
H1215	Applications and Resumes – Unsolicited Records relating to the receipt and processing of unsolicited resumes and applications for employment opportunities that are either not presently existent and/or not advertised. Documents may include resumes, completed application forms, and related correspondence.	Human Resources Division	1	0	1	D	Legislation: Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, s. 30 - Dispose of personal information under the control of the institution accordance with the regulations.
H1261	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, action plans, and information about designated worker groups.	Human Resources Division	S	7	S+7	AR	Legislation: Pay Equity Act, R.S.O. 1990, c. P.7, s. 13 - Pay equity plans be prepared to provide equity in each establishment and for job classes to which the plan applies.

I Functional Category: Information, Communications, and Administration

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

I0001	Souvenirs and Presentations Items Records relating to souvenirs and presentation items used at City and community events, receptions, awards ceremonies, presentations, parades, and festivals. Documents may include design proposals, inventory supply records, and catalogue samples.	All	C+1	5	C+6	AR	
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Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
I0005	Office Administration	All	C+1	1	C+2	D	Records relating to general office administration functions and subjects not covered elsewhere. This may include daily correspondence and chronological files, monthly and annual planning calendars, information on word-processing, and day timers.
I0060	Travel Arrangements	All	C+1	1	C+2	D	Records relating to the arrangement and conduct of visits and travel by City employees and formal visitors. May include visits to, or visitors from, local, provincial, national, and international locations. Documents include travel itineraries, transportation and accommodation booking arrangements, correspondence with travel agents, hotel and airfare price lists, and documentation on individuals visits and tours.
I0075	Vendors and Consultants	All	C+1	1	C+2	D	Records relating to reference information discussing the various products and services offered by external consultants, contractors, vendors, and supply companies. Documents may include company brochures, supply catalogues, vendor announcements, external press releases, vendor price lists, and supporting correspondence.

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Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
I0161	Meetings and Committees	All	C+1	4	C+6	AR	Records relating to meetings and committees of City staff that are not related to City 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.
I0173	Postal and Courier Services	City Clerk's Office	C	2	C+2	D	Records relating to the City's use of hard-copy mail and courier services. Includes postal and mail functions with Canada Post, courier services, freight services, and customs information. Documents may include mailing lists, logbooks, shipment permits, mailing lists, copies of post office regulations, and reports on lost or damaged mail/courier packages.
I0186	Speeches, Presentations, Receptions and Awards Ceremonies	All	C+1	5	C+6	AR	Records relating to the preparation, delivery, and performance protocol for speeches, presentations, receptions, and awards ceremonies hosted by the City. These events may include employee recognitions, inaugurations, and centennial events. Includes speech notes, formal addresses, and arrangement correspondence and memoranda.

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Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
I0188	Proclamations and Official Greetings Records relating to proclamations and official greetings given or received by the City. These formal announcements may involve ceremonies, dedications, and visitor relations. Documents may also include copies of payment receipts and invoices, copies of pledge card legal agreements, and correspondence.	All	C+1	5	C+6	AR	
I0199	Sponsorship Records relating to the City's development of sponsorship relationships. This involves sponsorship efforts and funding for activities produced or promoted by the City, such as parades, festivals, awards ceremonies, and special events. Documents may include research information, presentation kits (including power point), correspondence, and copies of promotional information designed for the procurement of sponsorship.	All	C+2	17	C+20	AR	Legislation: Limitations Act, S.O. 2002, c. 24, Sched. B., s. 15 (2) - No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place.
I0200	Promotion and Marketing Records relating to advertising and promotional work used to foster education and awareness of City programs and services. Methods of promotion and marketing include souvenirs, brochures, manuals, user guides, directories, periodicals articles, radio, Internet web pages, advertisements, and television. Documents may include action plans, marketing statistics, and correspondence.	All	C+2	4	C+6	AR	

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Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
I0230	Libraries, Reference Desks, and Resource Centres Records relating to the management and functions of libraries, including reference kiosks and resource centres. Libraries may be found in City departments, divisions, or business units. Includes acquisition inventories, holdings inventories, circulation lists, requests for library materials, and recommendations for collections.	City Clerk's Office	C+2	4	C+6	AR	
I0240	Records Classification Records relating to the logical and systematic arrangement of the City's corporate information resources, so as to allow for ease of records access and retrieval. This includes all information relating to the development and revision of the City's records classification system, file naming conventions, cross-referencing, and subject indexing. Documents may include the records classification system, records inventory sheets, style sheets discussing spelling and grammar conventions, and all supporting correspondence.	City Clerk's Office	C+2	4	C+6	AR	
I0243	Forms Management Records relating to the design and production of City forms. Includes information on forms analysis, identification, and authorization. Documents may include requests for forms to be developed, correspondence, and original artwork	City Clerk's Office	S	3	S+3	AR	

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Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
I0249	Archives Records relating to the administration and operation of the City's 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.	City Clerk's Office	C+2	4	C+6	AR	
I0250	Records Retention and Disposition Records relating to the development and implementation of the City's records retention and disposition scheduling initiatives. Includes information relating to all issues that may affect the development and approval of the City's records retention schedules, which officially govern for how long information is kept and whether it is destroyed. Documents may include the City's records retention schedules, copies of current and former City by-laws, copies of federal and provincial legislation, records inventories, and all supporting correspondence.	City Clerk's Office	C+2	P	P	P	Legislation: Municipal Act, S.O. 2001, c. 25, s. 255 (2) - Destruction of records - destroyed if a retention period has been established and the retention period has expired; or the record is a copy of the original record.
I0253	Records Destruction Certificates Records relating to records destruction certificates, which authorize the destruction of City-owned records in accordance with formally-approved records retention schedules. Includes destruction of paper, microform, and electronic records. Documents include records destruction certificates, applications for records destruction, destruction notices, and records destruction statistics and reports.	City Clerk's Office	C+2	P	P	P	Legislation: Municipal Act, S.O. 2001, c. 25, s. 255 (2) Destruction of records - destroyed if a retention period has been established and the retention period has expired; or the record is a copy of the original record.

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Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
I0265	Corporate Records Management Records relating to initiatives and projects concerning City records throughout all phases of the records' life cycle. May include information relating to records management needs analysis, files conversion, digital imaging, record media formats, records management implementation assistance, records purging, filing equipment determination requirements, records space planning requirements, file plan development, integrated document management, and records management workflow analysis. Documents may include file lists and indexes, records conversion and implementation action plans and analysis reports, copies of requests for proposals and purchase orders, staff interview questions and notes, and all supporting correspondence.	City Clerk's Office	C+2	4	C+6	D	
I0270	Records Centre Operations Records relating to the operations and management of City-owned offsite 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. Documents may include completed records transfer lists, disposition notifications, copies of records destruction certificates, and all supporting correspondence.	City Clerk's Office	C+2	P	P	P	

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Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
I0455	Trade Shows	All	C+2	4	C+6	AR	
	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 City or external agencies. May include information relating to exhibit layout and design, City 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.						
I0470	Trademarks	City Clerk's Office	C+2	P	P	P/AR	Legislation: Trade-marks Act (Canada), R.S.C. 1985, c. T-13, s. 30 - Application for registration of trade-mark.
	Records relating to the use of City trademarks, which are words and/or symbols that identify, and are associated with, the City's services. The City's trademarks are unique from those belonging to any other municipality or organization and may include the City's crest, coat of arms and logos. May include information on trademark availability, registration, and infringement. Documents may include completed applications for trademark registration, lists descriptions of trademarks, trademark uses criteria and supporting correspondence.						

Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
I0489	Strategic Planning	All	S	5	S+5	AR	
	Records relating to strategic planning for departments, divisions, business units, and the overall City. Strategic planning is a management tool designed to assess and adjust the City's direction and determine its visions and future objectives. Includes information on retreats, strategy planning sessions, and mission statements. Documents include objectives statements, long and short-term strategic planning reports, copies of financial statements and reports, five-year business planning notes, reports, and correspondence.						
I0495	Operational Planning	All	T	7	T+7	AR	Comments: T=File closed upon termination of project
	Records relating to the production and use of operational plans, which clearly match the implementation of the City's strategic plans against specific objectives. Operational plans may include information on what activities staff have 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.						

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Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
I0500	Operational Reviews	All	T	7	T+7	AR	Comments: T=File closed upon termination of project.
	Records relating to the production and use of operational reviews. These reviews are intended to provide objective and constructive assessments of such issues as customer relations, staff communications, resource management, performance measurement, and other topics of significant concern for the City. Operational reviews may range from City-wide reviews to reviews focussed specifically on a single business unit. Documents include operational review reports and supporting correspondence.						

L Functional Category: Legal and Licensing

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

L0360	Parks and Recreational Facility Permits	Parks, Forestry & Recreation	T	4	T+4	D	Comments: T = File closed upon expiration of permit
	Records relating to the issuance of permits for the use of City-owned parks and recreational facilities, including sports fields, ice rinks, and swimming pools. Any group or person wishing to reserve space for a formal event, such as a wedding or a birthday party, is required to obtain a permit. Includes permit applications, booking lists, and correspondence.						
	Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B., s. 4 - a proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered.						

Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
L5001	<p>Provincial Offences</p> <p>Records relating to the production and use of both computer-generated and manually-written court docket records that pertain to judicial offences specifically under provincial jurisdiction. Court docket records are comprehensive listings of all court cases heard and may include information on court date, court room number, offender name(s), case/information number, type(s) of charges, court start and end times, judgements, and names of prosecutors and court staff. They constitute a formal and high-level overview of judicial proceedings. Documents may include court decision reports, original dockets, and all supporting correspondence.</p>	Court Services	C + 2	5	C+7	D	<p>Legislation:</p> <p>Highway Traffic Act, R.S.O. 1990, c. H.8, s. 205 (2), as am., S.O. 1993, c. 31, s. 2 (8) - records shall be kept in any manner or on any medium that allows information to be recorded, stored, retrieved and reproduced.</p> <p>Provincial Offences Act Regulations (Electronic Records), O.R. 497/94, s. 7. (1) – documents filed and held in an electronic format shall be maintained for the same period of time as paper documents.</p> <p>Provincial MOU, Schedule 2, Operational Standards, paragraphs 2.8.3, 2.10.1, 2.10.3 - maintenance, retention and release of records and information relevant to court proceedings, including tapes, transcripts, files, documents and exhibits or any other data in paper or electronic form; retention periods for all proceedings commenced under Parts I and III of the Act, the calendar year of the date of judgement plus 2 additional years, except where there has been an accident or a charge of careless driving, the calendar year of the judgement plus 7 additional years; any other record retention requirements prescribed by law.</p>

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Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
L5002	<p>Provincial Offences – Processing</p> <p>Records relating to the processing of charges for individual cases specifically under provincial jurisdiction. These records cover all phases of the judicial process and include conviction by payment out of court, actual trial cases, and cases where defendants have failed to exercise their judicial options within a specified time period. May include information on unpaid new charges received, charges laid, trial hearings, court decisions and license reinstatements, convictions with outstanding fines, and appeals. Documents may include offence certificates, court summons, notices of intention to appear, trial notices, copies of payment receipts, court orders, Part 3 information sheets, bench warrant log sheets, drivers' license reinstatement report notification forms, and all supporting correspondence.</p>	Court Services	T+2	5	T+7	D	<p>Comments: T=File closed upon completion date (payment date, or last court appearance date for disposition with no imposed fines)</p> <p>Legislation: Highway Traffic Act, R.S.O. 1990, c. H.8, s. 205 (2), as am., S.O. 1993, c. 31, s. 2 (8) - records shall be kept in any manner or on any medium that allows information to be recorded, stored, retrieved and reproduced. Provincial Offences Act Regulations (Electronic Records), O.R. 497/94, s. 7. (1) - documents filed and held in an electronic format shall be maintained for the same period of time as paper documents. Provincial MOU, Schedule 2, Operational Standards, paragraphs 2.8.3, 2.10.1, 2.10.3 - maintenance, retention and release of records and information relevant to court proceedings, including tapes, transcripts, files, documents and exhibits or any other data in paper or electronic form; retention periods for all proceedings commenced under Parts I and III of the Act, the calendar year of the date of judgement plus 2 additional years, except where there has been an accident or a charge of careless driving, the calendar year of the judgement plus 7 additional years; any other record retention requirements prescribed by law.</p>

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Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
L5003	<p>Provincial Offences – Court Administration Reporting</p> <p>Records relating to the production and use of reports that support and document the administrative, financial, and other routine aspects associated with managing overall court operations. Daily and monthly reports are typically generated for each court location.</p>	Court Services	C+2	5	C+7	D	<p>Legislation: Highway Traffic Act, R.S.O. 1990, c. H.8, s. 205 (2), as am., S.O. 1993, c. 31, s. 2 (8) - records shall be kept in any manner or on any medium that allows information to be recorded, stored, retrieved and reproduced.</p> <p>Provincial Offences Act Regulations (Electronic Records), O.R. 497/94, s. 7. (1) - documents filed and held in an electronic format shall be maintained for the same period of time as paper documents.</p> <p>Provincial MOU, Schedule 2, Operational Standards, paragraphs 2.8.3, 2.10.1, 2.10.3 - maintenance, retention and release of records and information relevant to court proceedings, including tapes, transcripts, files, documents and exhibits or any other data in paper or electronic form; retention periods for all proceedings commenced under Parts I and III of the Act, the calendar year of the date of judgement plus 2 additional years, except where there has been an accident or a charge of careless driving, the calendar year of the judgement plus 7 additional years; any other record retention requirements prescribed by law.</p>

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Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
L5004	<p>Provincial Offences – Court Proceedings</p> <p>Records relating to the production and use of court proceedings, as recorded by clerk monitors and court reporters during trials. Court proceedings are comprehensive, fully-detailed accounts of all events that transpired during courtroom hearings, including all spoken dialogue. Documents may include cassette tapes, index books, completed interpreter request forms, completed transcript request forms, and transcripts of proceedings.</p>	Court Services	C+2	5	C+7	D	<p>Legislation:</p> <p>Highway Traffic Act, R.S.O. 1990, c. H.8, s. 205 (2), as am., S.O. 1993, c. 31, s. 2 (8) - records shall be kept in any manner or on any medium that allows information to be recorded, stored, retrieved and reproduced.</p> <p>Provincial Offences Act Regulations (Electronic Records), O.R. 497/94, s. 7. (1) - documents filed and held in an electronic format shall be maintained for the same period of time as paper documents.</p> <p>Provincial MOU, Schedule 2, Operational Standards, paragraphs 2.8.3, 2.10.2, 2.10.3 - maintenance, retention and release of records and information relevant to court proceedings, including tapes, transcripts, files, documents and exhibits or any other data in paper or electronic form; retention periods for all proceedings commenced under Part II of the Act, the calendar year of the date of judgement plus 2 additional years; any other record retention requirements prescribed by law.</p> <p>Provincial schedule ROC 31/83: 1 year after date of judgement for a record at a prosecution for a contravention of a municipal bylaw and of the Highway Traffic Act, except for HTA contraventions involving careless driving and accident involving personal injury or property damage.</p>

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Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
L5105	Parking Infractions – Certificates Requesting Conviction <i>Records relating to the processing of charges for individual parking infractions in which the defendants have failed to exercise their judicial options within a specified time period, such as making financial restitution. Documents may include original certificates of parking infraction (CPI), certificates requesting conviction (CRC), and all supporting memorandum and correspondence.</i>	Court Services	T	2	T+2	D	Comments: T=Parking infraction to remain active until payment in full. Legislation: Highway Traffic Act, R.S.O. 1990, c. H.8, s. 205 (2), as am., S.O. 1993, c. 31, s. 2 (8) - records shall be kept in any manner or on any medium that allows information to be recorded, stored, retrieved and reproduced. Provincial Offences Act Regulations (Electronic Records), O.R. 497/94, s. 7. (1) - documents filed and held in an electronic format shall be maintained for the same period of time as paper documents. Provincial MOU, Schedule 2, Operational Standards, paragraphs 2.8.3, 2.10.2, 2.10.3 - maintenance, retention and release of records and information relevant to court proceedings, including tapes, transcripts, files, documents and exhibits or any other data in paper or electronic form; retention periods for all proceedings commenced under Part II of the Act, the calendar year of the date of judgement plus 2 additional years; any other record retention requirements prescribed by law.

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Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
L5107	<p>Parking Infractions – Trial Processing</p> <p>Records relating to the processing of charges for individual parking infraction trial proceedings in which the defendants have requested trials within a specified time period. The defendants may be either convicted or acquitted. These records cover all phases of the judicial process. May include information on new unscheduled charges filed, cases with scheduled future court appearance dates, convictions, acquittals, and appeals. Documents may include notices of intention to appear, trial notices, court orders, and all supporting correspondence.</p>	Court Services	T	2	T+2	D	<p>Comments: T=Parking infraction remains active until final court decision, or payment in full</p> <p>Legislation: Highway Traffic Act, R.S.O. 1990, c. H.8, s. 205 (2), as am., S.O. 1993, c. 31, s. 2 (8) - records shall be kept in any manner or on any medium that allows information to be recorded, stored, retrieved and reproduced. Provincial Offences Act Regulations (Electronic Records), O.R. 497/94, s. 7. (1) - documents filed and held in an electronic format shall be maintained for the same period of time as paper documents. Provincial MOU, Schedule 2, Operational Standards, paragraphs 2.8.3, 2.10.2, 2.10.3 - maintenance, retention and release of records and information relevant to court proceedings, including tapes, transcripts, files, documents and exhibits or any other data in paper or electronic form; retention periods for all proceedings commenced under Part II of the Act, the calendar year of the date of judgement plus 2 additional years; any other record retention requirements prescribed by law.</p>

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Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
R	Functional Category: Recreation and Culture						
	Description: records relating to the recreational and cultural programs and services offered to City residents and visitors. Includes record relating to special events such as parades and festivals, tourism, and fitness activities. Also includes information on the control of City wildlife.						
R0008	Admission Tickets Records relating to creating and selling tickets for admission entrance to City recreational facilities and program events. Documents may include sales figures and statistics, program announcements, sales reports, and correspondence.	Parks, Forestry, & Recreation	C	2	C+2	D	
R0013	Cycling Paths and Trails Records relating to the recreational use of City-owned and operated cycling paths and trails. May include paths and trails along City roads and through City parks. These paths and trails may be used for cycling, walking, rollerblading, and jogging. Documents include usage statistics, copies of maps indicating path or trail locations, copies of path design construction reports, and correspondence.	Parks, Forestry, & Recreation	S	5	S+5	AR	Legislation/Regulation: Ontario Planning and Development Act, 1994, S.O. 1994, c. 23, Sched. A., s. 3 (a) (iii) - Land use areas and the provision of parks and open space.
R0016	Fitness Club Membership Records relating to fitness club programs and memberships offered within City-owned fitness clubs and facilities. Includes information on aerobics, weightlifting, and cardiovascular fitness programs. Also may include information on members' access to facility locker rooms. Documents may include fitness appraisal forms, membership attendance statistics, completed enrolment applications, fitness program descriptions, and correspondence.	Parks, Forestry, & Recreation	C+2	2	C+4	D	Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B., s. 4 - a proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered.

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Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
R0030	Recreational Programs Records relating to the administration and development of community recreational programs and services offered throughout the City for both children and adults. This may include organized and individual sports offerings and lessons, school field trips, and arts and crafts lessons. May also include information on trips or visits to community centres, museums, parks, and City recreational facilities; recreational course locations; and recreational course start and end dates. Documents may include copies of recreational program policies and procedures, program instructors' training materials, recreational research studies, usage and program and course-related statistics, quality assurance reports, program descriptions and brochures, statistical data summaries, high-level recommendation reports, and all supporting correspondence.	Parks, Forestry, & Recreation	C+2	4	C+6	AR	Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B., s. 4 - a proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered.
R0031	Recreational Program Registration Records relating to individuals, including both children and adults, registering for various community recreational programs and services. This may include organized and individual sports offerings and lessons, school field trips, and arts and crafts lessons. Documents include completed enrolment applications, copies of program descriptions, enrolment usage statistics, call centre statistics, and correspondence.	Parks, Forestry, & Recreation	C+2	4	C+6	D	Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B., s. 4 - a proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered.

Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
R0033	Wildlife Control and Management Records relating to the control and management of City wildlife. This involves proactively and humanely ensuring that wildlife can exist within the City but not interfere with human activities and health. May include information on public education, prevention awareness, insect spraying, and hands-on removal of identified pests. Documents may include complaints, insect spraying statistics, animal removal statistics, and correspondence.	Parks, Forestry, & Recreation	C+2	P	P	P/AR	Legislation/Regulation: Fish and Wildlife Conservation Act, 1997 - O. Reg. 668/98
R0034	Tourism Planning Records relating to planning and development of tourism activities and initiatives within the City. May include information on sporting, cultural, and artistic activities. Documents may include tourism planning reports, action plans, tourism statistics, and correspondence.	Economic Dev. & Culture	C+2	4	C+6	AR	Legislation/Regulation: Ministry of Tourism and Recreation Act, R.S.O. 1990, c. M.35, s. 4 - promote tourism and recreation by providing tourist facilities, attractions and services to the travelling and vacationing public.
R0193	City Events Planning and Programming Records relating to the planning and programming of cultural, community, and special events that are directly produced by the City. This may include community-sponsored activities, parades, and festivals. May include information on event logistics. Documents may include program briefs and memoranda, contact lists, event schedules, information kits, lists of volunteer requirements, safety and crowd control reports, and correspondence.	Economic Dev. & Culture	C+2	18	C+20	AR	Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B., s. 15 (2) - No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place.

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Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
R0197	<p>External Events Support</p> <p>Records relating to the support provided by the City for externally-produced cultural, community, and special events. May include marathons, parades, and festivals. The City may assist external organizations to hold events in Toronto. Support provided by the City may include providing information and consultation on such issues as policing, venue locations, and required permits. Documents may include information packages, event lists and schedules, contact lists, and supporting correspondence</p>	Economic Dev. & Culture	C+2	18	C+20	D	Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B., s. 15 (2) - No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place.
R0205	<p>Media Arts</p> <p>Records relating to the media arts, which includes visual, theatre, and electronic arts. Also includes records relating to City-sponsored or City partnerships in music, literacy, dance, and other cultural events. Documents may include copies of financial statements, copies of sponsorship agreements, reports, and newsclippings.</p>	Economic Dev. & Culture	C+2	4	C+6	AR	Legislation/Regulation: Arts Council Act, R.S.O. 1990, c. A.30, s. 6 - promote study, enjoyment and production of the arts, assist, provide grants, scholarships or loans for study or research and make awards for outstanding accomplishments.

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