

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. 691-2005

**To repeal provisions in the former municipalities' records retention by-laws to reflect the
addition of new records series to the records retention schedule in City of Toronto
Municipal Code Chapter 217, Records, Corporate (City).**

Whereas the City's external auditor has approved new records series to be added to
Municipal Code Chapter 217, Records, Corporate (City);

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

1. The provisions of the former municipalities' by-laws listed in Schedule A, at the end of
this by-law, are repealed or amended as indicated in Schedule A.

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

DAVID R. MILLER,
Mayor

ULLI S. WATKISS
City Clerk

(Corporate Seal)

SCHEDULE A

**FORMER MUNICIPALITIES' RECORDS RETENTION BY-LAWS
REPEALED PROVISIONS**

1. The following provisions of the former municipalities' by-laws are repealed:

- (1) Bylaw No. 26-91 of the former Borough of East York, being a by-law "To establish schedules of retention periods for Municipal Records," as amended, is amended by repealing the entries indicated in the following table.

Schedule "A"
CLERK'S DEPARTMENT

(In Column 1)	(In Column 2)
Insurance Claims – Liability	7 years after settlement, subject to archival review
Records Management Project Files	5 years subject to archival review

Schedule "B"
FINANCE AND PERSONNEL DEPARTMENT

(In Column 1)	(In Column 2)
Employee Benefits Reconciliation Report	as superseded
General Ledger	Permanent
Insurance Claim Payments	7 years after settlement
Medical Information (Personnel)	1 year after termination
Payroll Register	7 years
Purchase Orders	7 years
Purchase Requisitions	7 years
Quotations	7 years

(In Column 1)	(In Column 2)
Tax Accounting Ledger	7 years
Tenders – Purchasing Copy	7 years
Tenders – Unsuccessful	3 years subject to archival review

- (2) Municipal Code Chapter 28, Document Retention, of the former City of Etobicoke is amended by repealing the entries indicated in the following table.

RECORD RETENTION SCHEDULE FOR BUILDING DEPARTMENT
SCHEDULE “A”

<u>Department Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Building Department	4530	Form Catalogue	C

RECORD RETENTION SCHEDULE FOR CLERK’S DEPARTMENT
SCHEDULE “B”

<u>Department Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Elections	5077	Form Master File	4 years
Records Management	5161	Inventory Worksheet	P
	5162	Records Retention Schedule	C
	5163	Monthly Record Centre Activity List	2 years
	5164	Forms File	S
	5165	Transfer Sheets	P

<u>Department Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
	5166	Record Series Storage Activity List	Con.

RECORD RETENTION SCHEDULE FOR FINANCE DEPARTMENT
SCHEDULE "D"

<u>Department Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Purchasing	6008	Tender / Quotations	7 years
	6009	Purchase Requisition	2 years
	6010	Purchase Order	7 years
Computer Services	6021	Purchase Orders	2 years
	6040	Purchase Requisitions	2 years
	6020	Blanket Purchase Orders	2 years
Tax	6023	Tax Ledger Cards/Long Branch	P
	6024	Tax Ledger Cards / Township of Etobicoke	P
	6025	Tax Ledger Cards / New Toronto	P
	6029	Tax Ledger Cards / Mimico	P

<u>Department Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Treasury	6074	Payroll by Department	R
	6075	Payroll Employment Deductions	R
Accounting	6112	Insurance Records & Correspondence	20 years
	6122	Purchase Order (Copy)	2 years
Pay Office	6139	Payroll Recapitulations	7 years
	6140	Payroll Journal	7 years
	6141	Dental Plan Deductions	7 years
	6142	Retroactive Salary Payments	7 years
	6145	OHIP Deduction	7 years
	6148	Pension – OMERS Deductions	7 years
	6160	Union Dues	2 years
Purchasing/Bering			
	6174	Purchase Order	2 years
	6183	Purchase Requisition (S.P)	7 years

RECORD RETENTION SCHEDULE FOR FIRE DEPARTMENT
SCHEDULE "E"

<u>Department Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Administration	6503	Purchase Orders	2 years

RECORD RETENTION SCHEDULE FOR PARKS & RECREATION
SERVICES DEPARTMENT
SCHEDULE "G"

<u>Department Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Administration	7504	Payroll Correspondence	5 years
	7540	Purchase Orders	2 years
	7541	Purchase Requisitions	2 years
Planning	7538	Purchase Orders/ Drafting	2 years

RECORD RETENTION SCHEDULE FOR PERSONNEL
DEPARTMENT
SCHEDULE "H"

<u>Department Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
	8053	Purchase Orders	2 years
	8072	Canadian Employment Benefits & Pension Guide	S

RECORD RETENTION SCHEDULE FOR WORKS DEPARTMENT
SCHEDULE “J”

<u>Department Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Utilities – Engineering	9015	Tender Documents	2 years
Survey	9023	Tender Files and Plans	2 years or duration of job
General Office	9057	Claims	7 years
	9092	Purchase Orders	2 years
	9094	Purchase Requisitions	2 years
Systems	9114	Purchase Orders	2 years
Plumbing	9206	Form Letters	7 years
Roads – Operations	9237	Purchase Order Requisition	2 years

RECORD RETENTION FOR ETOBICOKE COMMUNITY HEALTH
DEPARTMENT
SCHEDULE “K”

<u>Department Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
	4019	Medical Reports Pre-employment	P
	4020	Medical Reports (all other)	10 years
	4004	Purchase Orders- Duplicates	2 years
	4005	Purchase Requisitions – duplicates	2 years
Nursing	4044	Annual Report	3 years

- (3) Bylaw No. 2561 of the former Municipality of Metropolitan Toronto, being a by-law “To establish schedules of retention periods for records of the Municipality of Metropolitan Toronto,” as amended, is amended by repealing the entries indicated in the following table.

(In Column 1)	(In Column 2)	(In Column 3)
Housing	Employee’s Earning Records	P
	General Ledger	P
	Homes for the Aged resident’s trust Ledger	P
Works	Appropriation Detail Ledger	P
	Appropriation Ledger	P
	Employee’s Earnings Records	P
	Accounts Receivable Ledger	P
	Payroll Deduction Authorization Cards for: Credit Union	6 years after severance of employment
	Liability Ledger	P
	Petty Cash Ledger	P
	Revenue Ledger	P
	United Appeal Contribution Card	1
Roads and Traffic	Vendor’s Ledger	P
	Accounts Receivable Ledger	P
	Employee’s Earnings Records	P

(In Column 1)	(In Column 2)	(In Column 3)
	Insurance and Claims	6 years following settlement of claim
	General Ledger cards	P
	Payroll Deduction Authorization for: United Appeal Contributions	1
	Payroll Deduction Authorization for: Canada Savings Bonds	6 years after receipt of bond
	Payroll Deduction Authorization Cards for: Dues to Various Unions	6 years after severance of employment
	Payroll Deduction Authorization Cards for: Credit Union	6 years after severance of employment
Property	Accounting Ledgers	P
	Acquisition Ledgers	P
	Employees' Earning Records	P
	Payroll Deduction Authorization Cards for: United Appeal Contribution	1
	Payroll Deduction Authorization Cards for: Canada Savings Bonds	6 years after severance of employment
	Payroll Deduction Authorization Cards for: Dues to Various Unions	6 years after severance of employment

(In Column 1)	(In Column 2)	(In Column 3)
	Payroll Deduction Authorization Cards for: Credit Union	6 years after severance of employment
Legal	Claims by policemen (assault, et cetera)	5 years after damages collected or amount written off
	Claims against Metro Corporation and Police Dept	30 years
	Damage to Metropolitan Property Files	5 years after damages collected or amount written off
Roads & Traffic	Accounts Receivable Ledger – Sundry	4 years
	Payroll	6 years
	Purchase Requisitions	1 year
	Tenders	4 years
Senior Engineer's Office	Insurance and Claims	Until Settled
Yard 7	Insurance and Claims	Until Settled
Management Consulting Division	Reviews	Duration of review plus 10 years
Administration Services Division, Financial and Administrative Services	Payroll Reports	6 years
Administrative Services Division – Office Support Services	Forms Design	At discretion of Department Head

(In Column 1)	(In Column 2)	(In Column 3)
	Payroll Deduction Authorization Cards for: Credit Union	6 years after severance of employment
Legal	Claims by policemen (assault, et cetera)	5 years after damages collected or amount written off
	Claims against Metro Corporation and Police Dept	30 years
	Damage to Metropolitan Property Files	5 years after damages collected or amount written off
Roads & Traffic	Accounts Receivable Ledger – Sundry	4 years
	Payroll	6 years
	Purchase Requisitions	1 year
	Tenders	4 years
Senior Engineer's Office	Insurance and Claims	Until Settled
Yard 7	Insurance and Claims	Until Settled
Management Consulting Division	Reviews	Duration of review plus 10 years
Administration Services Division, Financial and Administrative Services	Payroll Reports	6 years
Administrative Services Division – Office Support Services	Forms Design	At discretion of Department Head

(In Column 1)	(In Column 2)	(In Column 3)
Payroll Section	Employee Profile P.P.E. Update Reports	4 years
	Pay Period Processing Records	2 years
	Retroactive Pay Reports and Processing	7 years
	Payroll Register	7 years
	Payroll Summary	7 years
Pensions	General Ledger – Metro Fund	P
	General Ledger – Police Benefit Fun	P
	Investment Ledger – Metro Pension	P
	Investment Ledger – Police Pension Fund	P
	Metro withdrawal Benefits	P
Information Collection Management – Administrative (Parking Tags)	Certificate Requesting Conviction – completed CPI's	Termination date of decision of the last case entered into PTMS + 2 years

- (4) By-law No. 27502 of the former City of North York, being a by-law “To establish a schedule of retention periods for records in the possession of the City of North York and the Hydro-Electric Commission of the City of North York”, is amended by repealing the entries indicated in the following table.

Schedule “A” to By-law No. 27502
Schedule of Retention Periods

<u>Department</u>	<u>Records</u>	<u>Retention Periods (Years)</u>
Building Administration Section	Annual Reports	P
Public Information Section	Photographs – Historical	P
Central Records Section	Annual Reports – Department	P
	Historical Records	P
	Records Destruction Certificates	P
	Records Disposal Clearance Form	10
	Records Management Manual	P
	Records Return Request Form	P
	Records Schedule Cards	P
Fire	Records Storage Lists	P
	Annual Reports	P
	Payroll Records	2
Health Administration	Annual Reports – Department	P

Department	Records	Retention Periods (Years)
<u> </u>	<u> </u>	<u> </u>
Dental Section	Annual Reports	P
Food Control Section	Annual Reports	P
Nursing Section	Annual Reports	P
Legal	Annual Reports	P
	North York Public Library Services	7
	Tender Lists	12
Municipal Building Services	Annual Reports	P
	Purchase Orders	3
	Purchase Requisitions	7
Parks and Recreation	Annual Reports	P
Personnel	Annual Reports	P
	Compensation & Benefits – Pay Increases	3
	Compensation & Benefits – Vacation Entitlement	3
	Payroll Advice – Recreation Department	54
Planning & Development	Annual Report	P
Public Works	Annual Reports	P
	Tenders – Granular Material	6

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Department	Records	Retention Periods (Years)
Real Estate	Annual Reports	P
Traffic	Annual Reports	P
Treasury		
Accounting Section	Annual Reports	P
	General Ledger	P
	General Ledger – Actual vs. Budget	P
	General Ledger – car Allowance	P
	Purchase Orders	6
Payroll Section	Payroll Registers	P
	Payroll Requisitions for Fund	3
Purchasing & Supply Section	Purchase Requisitions - (Master Copy)	4
	Purchase Requisitions – Standard	4
	Requisitions – Stores	4
	Tender Files	6
Tax Section	Annual Reports	P
	Tax Arrears Ledgers	P
	Tax Ledger Cards	7

- (5) By-law No. 24987, being a by-law of the former City of Scarborough “To establish a schedule of retention periods for records in the possession of the City of Scarborough”, is amended by repealing the entries indicated in the following table.

CLERK’S

Clerks Administration (0201)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
02	01	07	610	000	Seals/Crest/Municipal Flags	PA

HEALTH

Health Administrative Services (0401)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
04	01	01	551	000	Annual Reports – Board of Health (1955-70)	PA
04	01	15	111	000	Purchase Requisitions (Duplicates)	02

RECREATION, PARKS, & CULTURE DEPARTMENT

Recreation, Parks, & Culture (1101)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
11	01	12	112	000	Payroll Register – Year-to-date	07
11	01	12	112	302	Payroll Summary Reports	07

FINANCE AND CORPORATE SERVICES

Public Relations & Information Services (2611)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
26	11	07	150	100	Historical Films, Tapes, Videos	PA

Payroll (1407)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
14	07	12	111	000	Payroll – Employee Earning Records	07
14	07	12	111	100	Payroll – Deductions Register	04
14	07	12	111	200	Payroll – Deductions Register Cumulative	07
14	07	12	111	300	Payroll – Earning Register	07
14	07	12	130	210	Payroll Deductions – Unions	04
14	07	12	130	230	Payroll Deductions – Credit Union	04
14	07	12	130	240	Payroll Deductions – Canada Savings Bonds	04
14	07	12	130	400	Payroll Deductions – Auth. Cards	04
14	07	12	130	500	Payroll Adjustment Records	04
14	07	12	150	000	Payroll Deductions – Workmen’s Compensation	04

Payroll (1407)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
14	07	12	172	000	Payroll Deductions – Garnishee	04
14	07	12	205	000	Payroll Control Files/Reports	02
14	07	12	205	000	Payroll Reports – CYBORG	07

General Accounting (1410)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
14	10	02	111	000	Ledger Cards	PP
14	10	02	111	110	General Ledger – Year To Date Listing	PP

Revenue (1412)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
14	12	02	110	400	Tax Arrears Ledger	PP
14	12	02	130	000	Accounts Receivable Sub-Ledger	10
14	12	02	130	130	A/R Subdivision Ledger Sheets	15
14	12	02	131	000	A/R Sundry Ledgers	6
14	12	02	135	000	A/P Subdivider's Accounts Ledger	15
14	12	03	401	100	Vacant Property Ledger	PP
14	12	03	803	000	Reserve Fund Cash Book – Ledger	PP

CENTRAL SERVICES

Central Records (2631)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
26	31	01	755	000	Archives (General)	PA

Insurance & Risk Management (2632)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
26	32	02	536	000	Insurance Claims – Miscellaneous	02
26	32	02	536	100	Insurance Claims – City	02
26	32	02	536	200	Insurance Claims – Property Damage	07
26	32	02	536	300	Insurance Claims – Bodily Injury	07
26	32	02	536	400	Insurance Claims – Automobile Fleet	07
26	32	02	536	500	Damage Claims – Vehicle & Equipment	02
26	32	02	536	600	Insurance Claims – Personal Injury	07
26	32	02	536	700	Insurance Claims – Errors & Omissions	07
26	32	02	536	800	Insurance Claims – Travel Accident	PP

Insurance & Risk Management (2632)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
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Purchasing (2633)

26	33	15	110	000	Purchase Requisitions	04
26	33	15	121	000	Purchase Orders (Standard)	07
26	33	15	122	000	Purchase orders – Emergency	02
26	33	15	130	000	Quotations (up to 1986)	07
26	33	15	130	000	Quotes, Tenders, Proposals	07

Printing (2634)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
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26	34	15	111	000	Purchase Requisitions – Duplicates	01
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WORKS & ENVIRONMENT DEPARTMENT

Works & Environment (1601)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
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16	01	01	750	000	Records Management – Works Dept	04
16	01	03	310	000	Claims – Scarborough	10
16	01	03	312	000	Claims – Scarborough Golf Club	PA

FIRE

Fire Administration (1801)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
18	01	08	501	000	Annual Reports	PP

OFFICE OF THE CITY MANAGER

Office of The City Manager (2001)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
20	01	13	192	000	Corporate Strategic Planning	05

Animal Centre (2601)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
26	01	15	110	000	Purchase Requisitions	02

Human Resource Admin.(2602)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
26	02	09	311	000	Medical Reports – Pre-employment	50
26	02	09	311	100	Medical Reports – Pre-employment (Term)	50
26	02	09	312	000	Medical Reports – Firefighter (unsuccessful)	07
26	02	09	313	100	Medical Reports – Pre-employment (Fire)	50

- (6) Municipal Code Chapter 97, Records Retention, of the former City of Toronto is amended by repealing the entries indicated in the following table.

SCHEDULE A
RECORDS OF THE CITY

Column 1	Column 2	Column 3	Column 4
Records	Records Series Identifier	Retention Period In Department Or Local Board (Including Current Year)	Retention Period In Central Records

CITY CLERK'S

Exhibition Files	001381	5	5
List of Tenders and Correspondence	001517	2	22
P & D Ledger	000151	PC	P
Records Accessibility Authorization	001252	PC	—
Salary Analysis Ledger	000528	—	P

Column 1	Column 2	Column 3	Column 4
Records	Records Series Identifier	Retention Period In Department Or Local Board (Including Current Year)	Retention Period In Central Records

CITY PROPERTY

Designated Buildings Register	001846	PC	—
Designated Heritage Property Files	002377	6	—
Medical Examinations Correspondence	000710	2	—
P & D Ledger	000152	2	P
Resource Centre Files	001408	1	4
Resource Files	001430	PC	—

FINANCE

Accounts Receivable Adjustment Ledger	000159	2	5
Accounts Receivable Ledger	000156	3	17
Capital Works in Progress Ledger	000326	PC	P
General Ledger	000136	20	P

Column 1	Column 2	Column 3	Column 4
Records	Records Series Identifier	Retention Period In Department Or Local Board (Including Current Year)	Retention Period In Central Records
General Ledgers and Journals	000138 000139	PC	P
OMERS Change of Name	001058	PC	___ or Beneficiary Cards
OMERS Deferred Pensions	001061	PC	___
OMERS Enrollment Cards	001057	PC	___
OMERS Monthly Contribution Reports	001064	2	___
OMERS Pensions	001062	PC	___
OMERS Refunds	001059	2	5
OMERS Transfers	001060	2	3
Payment Ledger	000400	PC	P
Payroll	000519 001147	3 3	P P

Column 1	Column 2	Column 3	Column 4
Records	Records Series Identifier	Retention Period In Department Or Local Board (Including Current Year)	Retention Period In Central Records
Payroll and Attendance Register: Payroll Copy	001414	2	—
Payroll Adjustment Vouchers	001767	2	5
Payroll Change Authorization	000520	2	P
Payroll Change Summary	000521	2	—
Payroll Summary	000529000881	7 7	P P
Payroll / Personnel System Files	002350	3	4
Rent Ledger	000316	PC	10
Salary Analysis Ledger	000336 001104	— —	P P
Security and Trust Ledger	000365	PC	P
Trust Fund Ledger	000366	PC	P
Unclaimed Wages Ledger	000334	PC	P

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Column 1	Column 2	Column 3	Column 4
Records	Records Series Identifier	Retention Period In Department Or Local Board (Including Current Year)	Retention Period In Central Records
United Appeal Donation Authorizations	000893	2	5
FIRE			
Medical Case Files	002538	PC	10
CITY OF TORONTO NON-PROFIT HOUSING CORPORATION			
Insurance Documents	001496	PC	5
LEGAL			
Automobile Claims	002404	3	15
Automobile Claims Adjusting Records	002409	4	3
Claims for Damages	002277	Case Completion	15
Claims Subject Files	002405	5	25
Drain Claims	002402	2	3
General Liability Claims	002403	3	22

Column 1	Column 2	Column 3	Column 4
Records	Records Series Identifier	Retention Period In Department Or Local Board (Including Current Year)	Retention Period In Central Records

MANAGEMENT SERVICES

General Correspondence : Job Evaluation	001737	3	5
Job Evaluation Statistical System	001561	PC	—
Job Evaluation Quarterly Reports	001563	PC	—
Unsolicited Employment Application Inventory	002575	2	—
Unsolicited Student / Employment Application	002576	2	—

PARKING AUTHORITY OF TORONTO

Capital Ledger	000821	5	P
Operational Files: Car Park	000847	PC	P
Insurance Claims Settlements	000836	PC	P
Payroll Deduction Files	000854	2	--

Column 1	Column 2	Column 3	Column 4
Records	Records Series Identifier	Retention Period In Department Or Local Board (Including Current Year)	Retention Period In Central Records
Payroll Journal	000855	2	5
Payroll Statements	000856	1	—
Purchase Order Record Book	000858	1	—
Purchase Orders: Register Copies	000859	2	5
Quotations	000860	2	—
PARKS AND RECREATION			
P & D Ledger	000158	2	P
PLANNING AND DEVELOPMENT			
Research Studies	001704	4	6
PUBLIC HEALTH			
Medical Examinations	000747	3	35
Salary Analysis Ledger	0003377	—	P
PUBLIC WORKS AND THE ENVIRONMENT			
Liability Ledger	001172	--	1

Column 1	Column 2	Column 3	Column 4
Records	Records Series Identifier	Retention Period In Department Or Local Board (Including Current Year)	Retention Period In Central Records

PURCHASING AND SUPPLY

Liquidation Ledger	000161	2	5
Purchase Order Adjustments	000628	2	5
Purchase Orders	000627	2	5
	000629	2	5
	001194	2	5
	001199	2	5
	001359	2	5
Purchasing Specifications	001140	2	5
Regular Quotations (Quotations not included in Special Quotations)	000630	2	5
Requisitions	000625	2	5
	000626	2	5
Salary Analysis Ledger	000531	—	P
Special Quotations (Quotation for specific commodities)	00631	2	13
Tender Files	000623	2	13

Column 1	Column 2	Column 3	Column 4
Records	Records Series Identifier	Retention Period In Department Or Local Board (Including Current Year)	Retention Period In Central Records

TORONTO BUSINESS DEVELOPMENT PROJECT

Payroll Journal	002517	2	5
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TORONTO ECONOMIC DEVELOPMENT CORPORATION

Payroll Journal	002510	2	5
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TORONTO HISTORICAL BOARD

Artifact Inventories and Valuations	002098	PC	—
Buildings – Rejected Files	002128	10	—
Buildings on Inventory – Correspondence	002123	PC	P
Payroll Records / Journal	002139	5	P

TORONTO PUBLIC LIBRARY BOARD

Book Orders: Acquisition Department	001633	3	—
Keys Index	001698	PC	—
Overdue Notices	001627	3	—
Payroll Register	001665	3	6

Column 1	Column 2	Column 3	Column 4
Records	Records Series Identifier	Retention Period In Department Or Local Board (Including Current Year)	Retention Period In Central Records
Publications	001629	PC	—
Purchase Orders	001685	1	6
Supplier Account Distribution	001662	2	—
Supplier Master File Listing	001663	PC	—

- (7) By-law No. 2371-76 of the former City of York, being a by-law “To establish schedules of retention periods for municipal records,” as amended, is amended by repealing the entries indicated in the following table.

Schedule “A”

<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>
		Retention Periods <u>(Years)</u>
<u>Building Department</u>	Purchase Orders	2
<u>By-law Enforcement</u>	Purchase Orders	2
	Purchase Requisitions	2
<u>Clerk’s Department</u>	Claims – against Borough	3
	Purchase Orders	2

<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>
		Retention Periods <u>(Years)</u>
<u>Clerk's Department</u>	Quotations	2
<u>Archives Section</u>	Records Management Files	6
<u>Fire Department</u>	Purchase Requisitions	2
<u>Health Department</u>		
<u>Administration</u>	Requisitions and Purchase Orders	5
<u>Nursing</u>	Individual Health Records	5
<u>Parks and Recreation Department</u>	Employee's Earning Record, part-time	7
	Purchase Orders – duplicates	2
	Purchase Requisitions – duplicates	2
<u>Personnel and Public Relations Department</u>	Payroll Registers	2
<u>Planning Department</u>	Purchase Orders	2