

Authority: Government Management Committee Item 4.17,
as adopted by City of Toronto Council on May 23, 24 and 25, 2007
Enacted by Council: May 25, 2007

CITY OF TORONTO

BY-LAW No. 590-2007

**To amend City of Toronto Municipal Code Chapter 217, Records, Corporate (City), to
amend records series and to adopt new record retention schedules.**

WHEREAS under section 201 of the *City of Toronto Act, 2006* the City may, subject to the approval of the City auditor, establish retention periods during which the records of the City and local boards of the City must be retained and preserved; and

WHEREAS the City's external auditor is currently the "City auditor" for the purposes of subsection 201(3) of the *City of Toronto Act, 2006*; and

WHEREAS the City's external auditor has approved the amended and new retention periods as set out in this by-law;

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

1. Schedule A to Article II of Chapter 217, Records, Corporate (City), of The City of Toronto Municipal Code is amended as follows:
 - A. The records series for code "I0199" with record title "Sponsorship" is amended by deleting "17" and substituting "18".
 - B. By adding the new records series as set out in Schedule A at the end of this by-law in alphanumerical order by code number, under the functional category as set out in Schedule A for reference purposes.

ENACTED AND PASSED this 25th day of May, A.D. 2007.

SANDRA BUSSIN,
Speaker

ULLI S. WATKISS
City Clerk

(Corporate Seal)

SCHEDULE A TO BY-LAW No. 590-2007

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	Retention			Disposition	Comments/Legislation
			A	I	Total		
A0506	Swimming Pool Log Books	Economic Dev. Culture and Tourism	C + 1	5	C + 6	D	Legislation/Regulation: Health Protection and Promotion Act Regulations (Public Pools) R.R.O.1990, Reg. 565, amended by O. Reg. 179/02.
	Swimming Pool Log Books are record books created during the operational months for pools. These logs detail daily activities and related incidents including water test readings, emergencies, staff issues, mechanical breakdowns, some training information, and general communication log books for operational months for the outdoor pools.						

C **Functional Category: Community and Social Services**

Description: Records relating to the management and delivery of social and community programs and services designed to assist the City's residents in need, including children, youth, families, senior citizens, and homeless persons. Includes records relating to day care, homes for the aged, shelter and affordable housing projects, social assistance, and public counseling.

C2000	Community and Social Services	Social Development & Admin	C + 2	4	C + 6	AR	
	Records relating to the City's community and social services in general. These services are designed to ensure accountability and responsibility for families, individuals, and communities and also ensure that persons requiring support receive the necessary assistance. Documents may include copies of federal and provincial guidelines, copies of mission statements, and supporting correspondence.						

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Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
C2001	Community Access	Social Development & Admin	C + 2	4	C + 6	AR	
	Records relating to community access to social programs. Community access is concerned with ensuring equal access to all social programs, such as social assistance and multilingual services, for all City residents. Documents may include copies of federal and provincial guidelines, access initiative statements, and supporting correspondence.						
C2010	Community Resources	Social Development & Admin	S	7	S + 7	AR	
	Records relating to the City's community resources which provides with social programs and services to City residents in need. Community resources may include business associations, civic groups, community centers, housing groups, and educational institutions. Documents may include copies of federal and provincial guidelines, copies of mission statements, and supporting correspondence.						

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Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
C2020	Community Development	Social Development & Admin.	C + 2	4	C + 6	AR	
	Records relating to the Community Development Program, which supports the City of Toronto's Strategic Plan in general and Social Development Strategy goals in particular. This includes, but is not limited to implementing: Strengthening communities, investing in social infrastructure, expanding civic leadership and developing partnerships. Provides community development services within and for the community-based sector to politicians, volunteers, managers and staff of incorporated and unincorporated groups and community coalitions. Provides management and organizational consulting services to City of Toronto Management and Board of Directors, management and staff within the community-based sector. Co-ordinates and/or provides management advice, project management and policy development support to community development program initiated, corporate, determined and community-based initiatives.						
C2022	Community Service Planning	Social Development & Admin.	C + 2	4	C + 6	AR	
	Records relating to community service planning which involves both the public and the City in identifying service requirements and planning the strategies to meet those needs. It helps to ensure the development of sustainable social services that are designed to satisfy the needs of users. Documents may include copies of federal and provincial acts, copies of mission statements, and supporting correspondence.						

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C2030	Social Development	Social Development & Admin.	C + 2	4	C + 6	AR	
	Records relating to social development that is not found elsewhere in this functional category. Social development is the process of planned social change designed to promote people and community well being. Includes general information on housing, homelessness, children and seniors, education and health issues. Documents may include copies of federal and provincial acts, copies of Council reports, and supporting correspondence.						
C2350	Youth Services	Social Development & Admin.	S	3	S + 3	AR	
	Records relating to youth services which is designed to support at risk, vulnerable young people and to encourage healthy positive development in teenagers. May include general information on peer mediation, leadership development, substance abuse education, and sexual abuse prevention. Youth Services embraces: Roundtable on Education, Children and Youth. Documents may include copies of federal and provincial guidelines, copies of mission statements, and supporting correspondence.						

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C2351	<p>Youth Services – Employment Programs</p> <p>Records relating to the development, management and administration of youth employment programs, which are designed to address employment barriers faced by youth who may be homeless or living in “at risk” neighbourhoods. The programs provide a variety of supports such as vocational counselling, life skills training and an employment experience placement. Youth Services Employment Programs embraces: Youth Employment Toronto (YET), Street Involved Youth Program (SIYP) and Toronto Youth Job Corps (TYJC). Information includes documents such as funding Agreements between the City and other orders of government and community delivery partners, program proposals, attendance and payroll records of youth participants, statistical outcome reports on program activity, and supporting correspondence.</p>	Social Development & Admin	T	2	T + 2	AR	Comments: File closed at termination of program or when services no longer required.
C2352	<p>Youth Engagement Toronto Youth Cabinet</p> <p>Records relating to youth engagement including capacity building, constitutional and election protocols, communication campaigns, community, conferences, summits and organizational development. Additional issue base documents include police, housing/homelessness, youth safety, education, TTC diversity, anti-oppression and activism, and supporting correspondence</p>	Social Development & Admin.	T	2	T + 2	AR	Comments: File closed at termination of program or when services no longer required.

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C2353	<p>Youth Services – Job Development</p> <p>Records relating to the City’s development of a coordinated youth employment service sector among community-base organizations that recruit employers to create strong partnerships with the employer community for the purpose of increasing job opportunities for youth facing barriers to employment. Youth Services - Job Development embraces: Youth Employment Partnerships - YEP (formerly known as Youth Employment Job Development Grant Program YEJD). Documents include promotional materials, event planning, reports on outcomes of project activities Agreements between the City and community delivery partners, information pertaining to intergovernmental collaboration, and supporting correspondence.</p>	Social Development & Admin.	T	2	T + 2	AR	<p>Comments:</p> <p>File closed at termination of program or when services no longer required.</p>
C2400	<p>Adult and Senior Services</p> <p>Records relating to services designed to provide care and assistance to adult and senior citizens who are unable to live independently. May include general information on Emergency response, Community support and Adult day care programs. Documents may include copies of federal and provincial guidelines, copies of mission statements, and supporting correspondence.</p>	Social Dev. & Admin.	T	6	T + 6	D	<p>Comments:</p> <p>File closed at termination when services no longer required.</p>

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C2403	Community Support Programs for Seniors Records relating to the development and management of community support programs for senior citizens who do not enter homes but remain instead in their own residences. These programs are designed to provide care-giving duties and offer temporary relief to regular caregivers, such as family members and friends. Documents may include program statistics, individual program profile reports and brochures, program strategy and planning reports, and supporting correspondence.	Social Dev. & Admin.	T	6	T + 6	AR	Comments: File closed at termination when services no longer required.
C2410	Home Operations - Homes for the Aged Records relating to operating and managing long-term care facilities, which provide accommodation and services to senior citizens and younger adults requiring care. May include information on nursing and personal care, housekeeping, spiritual guidance, and administrative support. Documents may include copies of financial reports and payments, copies of committee minutes and agendas, and supporting correspondence.	Social Dev. & Admin.	C + 1	2	C + 3	D	Legislation/Regulation: Homes for the Aged and Rest Homes Act Regulations, (General) R.R.O. 1990, Reg. 637, amended by O. Reg. 330/05, ss 69(c) - Keeping of a record of all of the quality management activities undertaken in relation to the home

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C2414	Resident/Client Concerns, Complaints and Inquiries - Homes for the Aged Records relating to HFA Residents and their families' concerns, complaints and/or inquiries over the operations, programs and services offered by the home and/or community-based services. May include admission eligibility and criteria, service levels, actual programs and services offered within the home or community-based program. Documents may include internal formal complaint forms, progress notes and documented follow-up copies of minutes and agendas, reference outcomes, resolutions and disposition and all supporting correspondence, i.e. copies of e-mail messages, etc.	Homes for the Aged	T	5	T + 5	AR	Comments: File closed upon discharge or death of resident. Legislation/Regulation: Homes for the Aged and Rest Homes Act Regulations, (General) R.R.O. 1990, Reg. 637, amended by O. Reg. 330/05 ss 5(r) - Shall establish and follow a regular procedure for the hearing of any grievance of any resident of the home, take such corrective steps as he or she considers necessary in respect of the grievance and maintain a written record of all such hearings
C2420	Admissions - Homes for the Aged Records relating to the admission and acceptance of senior citizens to Homes for the Aged. May include information relating to the admission process to Homes, referrals from other facilities and agencies, and waiting lists. Documents may include resident applications, emergency and urgent placement applications, release of information consent forms, functional and social assessments, medical reports, and all supporting correspondence.	Homes for the Aged	T	2	T + 2	D	Comments: File closed upon discharge or death of resident. Legislation/Regulation: Homes for the Aged and Rest Homes Act Regulations (General), R.R.O. 1990, Reg. 637, clause 12.19(1), amended by O. Reg. 330/05 - Shall keep a waiting list for admission

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			A	I	Total		
C2425	Support Services - Homes for the Aged Records relating to the various personal and support services available to residents (clients) who reside in long-term care facilities. May include details related to therapeutic services, hairdressing, library services, telephone access, pet adoption and care, and religious counselling and advice. Documents may include event calendars and schedules, program update reports, requests for services, television cable subscription applications, lists and descriptions of services offered, and supporting correspondence.	Homes for the Aged	C + 1	1	C + 2	AR	
C2430	Residents' Safety and Security - Homes for the Aged Records relating to safety and security issues specifically concerning residents who reside in long-term care facilities. May include information on accident prevention, resident identification bracelets, and resident monitoring. Documents may include accident prevention reports, security logs, resident incident reports, and supporting correspondence.	Homes for the Aged	C + 1	1	C + 2	AR	Legislation/Regulation: Homes for the Aged and Rest Homes Act Regulations (General), R.R.O. 1990, Reg. 637, amended by O. Reg. 330/05 ss 18(g); - Written record of inspection, test of fire equipment, heating system; smoke detectors to be retained for at least two years from date of inspection or test. Nursing Homes Act Regulations (General), R.R.O. 1990, Reg. 832, amended by 333/05 ss 104(1) - Records under section 41 (Fire Prevention Maintenance and Safety) to be retained for two years from date of making the record.

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C2435	Resident Transfers - Homes for the Aged Records relating to the physical transfer of residents who live in Homes for the Aged. Residents may be transferred between rooms and floors. Transfers may occur as a result of personal or medical reasons. Documents may include daily census reports, occupancy reports, resident bed utilization reports, bed availability reports, hospital admission statistics, vacation and other departure leave notices, and supporting correspondence.	Homes for the Aged	C + 1	1	C + 2	D	Legislation/Regulation: Homes for the Aged and Rest Homes Act Regulations (General), R.R.O. 1990, Reg. 637, amended by O. Reg. 330/05 s 12.24; Home shall keep transfer list; a nursing home shall keep a transfer list Nursing Homes Act Regulations (General), R.R.O. 1990, Reg. 832, amended by O. Reg. 333/05 ss 158(1) - a nursing home shall keep a transfer list

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C2446	Resident Evaluations - Homes for the Aged Records relating to developing and administering assessments designed to determine the physical and mental abilities of residents residing in long-term care facilities. The results of these assessments are used to determine the programs and services that would be best for the individual. Documents may include assessments, social workers' reports containing evaluations and recommendations, social workers' screening tools, depression rating documentation, and all supporting correspondence.	Homes for the Aged	T	5/20	T + 5/20	AR	<p>Comments: File closed upon discharge or death of resident. Prior to inactive storage at the Records Centre, records are organized separately according to event (death/discharge) and related retention (5 or 20 years).</p> <p>Legislation/Regulation: Homes for the Aged and Rest Homes Act Regulations (General), R.R.O. 1990, Reg. 637, amended by O. Reg. 316/06, ss 25(1) - A home shall keep a written record or series of records of each resident that shall be maintained in confidence and each record shall be retained by the home for at least twenty years after the last entry in the record with respect to the resident or, where the resident dies, for at least five years after the death of the resident. Nursing Homes Act, (General) R.R.O. 1990. Reg. 832, amended to O. Reg. 317/06, clause 90(a),(b) - The medical records of a resident shall be retained, (a) where the resident is discharged from the nursing home for a period of twenty years after the date of the discharge; or (b) where the resident dies in the nursing home, for a period of five years after the date of the death.</p>

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C2460	Supportive Housing Program	Homes for the Aged	T	7	T + 7	AR	<p>Comments: File closed upon program no longer required.</p> <p>Legislation/Regulation: Social Housing Reform Act, 2000 Regulations (General), O. Reg. 368/01, amended by O. Reg. 51/06 ss 11(5) - The service manager must keep a copy of the agreement, together with all records related to the implementation or administration of the agreement, for at least five years after the agreement is terminated or expires.</p>

Records relating to the Supportive Housing Program which assists seniors who do not require full-time care to live as independently as possible. The Homes for the Aged supportive housing program provides supportive services (such as meal preparation, homemaking, laundry services, personal support, and medication reminders) to eligible clients who are tenants in a number of contracted supportive housing sites. Persons in supportive housing do not require the level of care and services available in a long-term care homes, but can benefit from access to a minimal amount of support on a 24-hour basis. Documents may include program description reports and brochures, copies of committee minutes, and correspondence.

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
C2461	Supportive Housing Clients Case Files Records relating to the individual seniors enrolled in supportive housing programs, which are designed to assist them in living as independently as possible. Documents may include medical reports, assessment forms, progress reports, care plans and consent forms.	Homes for the Aged	T	5/20	T + 5/20	D	<p>Comments: File closed after discharge or death of client. Prior to inactive storage at the Records Centre, records are organized separately according to event (death/discharge) and related retention (5 or 20 years).</p> <p>Legislation/Regulation: Homes for the Aged and Rest Homes Act Regulations (General), R.R.O. 1990, Reg. 637, amended by O. Reg. 316/06, ss 25(1) - A home shall keep a written record or series of records of each resident that shall be maintained in confidence and each record shall be retained by the home for at least twenty years after the last entry in the record with respect to the resident or, where the resident dies, for at least five years after the death of the resident. Nursing Homes Act, (General) R.R.O. 1990. Reg. 832, amended to O. Reg. 317/06, clause 90(a),(b) - The medical records of a resident shall be retained, (a) where the resident is discharged from the nursing home for a period of twenty years after the date of the discharge; or (b) where the resident dies in the nursing home, for a period of five years after the date of the death.</p>

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C2463	Adult Day Care Programs Records relating to developing and managing programs designed to provide ongoing services to senior citizens who live independently and who require only minimal and part-time assistance during the day. Adult day care programs are directly operated by the City at designated City-owned facilities. Program services provided may include entertainment, meals, and supervision. Documents may include program description reports and brochures, copies of committee minutes, and correspondence.	Homes for the Aged	T	6	T + 6	AR	Comments: File closed when services are no longer required.
C2464	Adult Day Care Clients Case Files Records relating to the individual senior citizens enrolled in adult day care programs, which are designed to provide minimal assistance as required. Documents may include adult day care program applications, copies of monthly invoices, admission agreements, and supporting correspondence.	Homes for the Aged	T	6	T + 6	D	Comments: File closed when services are no longer required. Legislation/Regulation: Social Housing Reform Act, 2000 Regulations (General), O. Reg. 368/01, amended by O. Reg. 51/06 ss 11(5) - The service manager must keep a copy of the agreement, together with all records related to the implementation or administration of the agreement, for at least five years after the agreement is terminated or expires.

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C2485	Homemakers and Nurses Services – HMNS Records relating to developing and managing programs designed to provide Homemakers and Nurses Services (HMNS), as required, to eligible seniors or disabled citizens who require assistance in living as independently as possible at their personal residences. Services provided may include housekeeping, laundry and shopping. Documents may include program description reports and brochures, copies of committee minutes, and correspondence.	Homes for the Aged	T	6	T + 6	AR	Comments: File closed when services are no longer required.
C2487	Homemakers and Nurses Services Intake Case Files Records related to HMNS Intake services offered for seniors and disabled persons. During the intake process clients are screened for special needs and eligibility for admittance to HMNS programs. Documents may include: client initial assessment and referrals, Authorization Forms, Community Based Services Progress Notes, reason for rejection of the application, and all other relating correspondence.	Homes for the Aged	T	6	T + 6	D	Comments: File closed when services are no longer required.
C2488	Homemakers and Nurses Services Clients Case Files Records relating to the individual clients who receive Homemakers and Nurses Services (HMNS). These programs provide assistance to seniors or disabled citizens at their personal residences, so that they may live as independently as possible. Documents may include copies of applications, client assessments, progress notes and reports, copies of subsidy authorizations, and all supporting correspondence.	Homes for the Aged	T	6	T + 6	D	Comments: File closed upon discharge or death of resident.

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C2540	<p>Resident Administration Case Files - Homes for the Aged</p> <p>Records relating to the resident administration casefiles. Incorporates registration, ongoing residence, general administrative and financial information as well as medical information. Documents include client profile, client information sheet, admission acceptance statements, resident social and financial history, doctors and nurses progress notes, information on medication, historical record of allergies and vaccinations, vital signs, dietary notes and plans, hospital discharge summary statements, resident transfer records, copies of death and discharge notices and other related correspondence.</p>	Homes for the Aged	T	7/20	T + 7/20	D	<p>Comments: File closed upon discharge or death of resident. Prior to inactive storage at the Records Centre, records are organized separately according to event (death/discharge) and related retention (7 or 20 years).</p> <p>Legislation/Regulation: Homes for the Aged and Rest Homes Act Regulations (General), R.R.O. 1990, Reg. 637, amended by O. Reg. 316/06, ss 25(1). A home shall keep a written record or series of records of each resident that shall be maintained in confidence and each record shall be retained by the home for at least twenty years after the last entry in the record with respect to the resident or, where the resident dies, for at least five years after the death of the resident. Nursing Homes Act, (General) R.R.O. 1990. Reg. 832, amended to O. Reg. 317/06, clause 90(a),(b) - The medical records of a resident shall be retained, (a) where the resident is discharged from the nursing home for a period of twenty years after the date of the discharge; or (b) where the resident dies in the nursing home, for a period of five years after the date of the death. Personal Health Information Protection Act, S.O. 2004, c. 3, Sched. A, s13,14 - Records</p>

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C2605	Activities and Events - Homes for the Aged Records relating to organizing and facilitating recreational, educational, and physical fitness activities and events for residents in long-term care facilities. May include information on garden parties, day trips, bazaars, sightseeing outings, and holiday festivities. Documents may include activity schedules, requests for activities, lists and descriptions of activities and events that are sponsored, and supporting correspondence.	Homes for the Aged	C + 1	1	C + 2	AR	
C2642	Medical Services Administration - Homes for the Aged Records relating to the administration of medical services provided at the Homes for the Aged. Documents may include procedures for planning and evaluation of resident medical care offered at the Homes, medical directors' reports, hospitals / laboratory information, lists of approved drugs, lists of residents requiring specific medicines, lists of residents' drug allergies, lists of prescription orders, prescription surplus documentation, daily prescription audit trails, and supporting correspondence. Analysis of medical information helps in providing best health services to residents, improves commitment to protect medical-legal interests of residents, promotes health by preventing diseases and encourages review of payment processes for health related services in Home for the Aged.	Homes for the Aged	C + 2	2	C + 4	AR	

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C2670	<p>Rehabilitation Services - Homes for the Aged</p> <p>Records relating to the administration and provision of rehabilitation services for residents in homes for the aged. May include information about assistive and adaptive devices, physiotherapy, and occupational therapy. Documents may include residents' requests for services, copies of service provider contracts and agreements, copies of rehabilitation staff schedules, and all supporting correspondence.</p>	Homes for the Aged	T	5/20	T + 5/20	AR	<p>Comments: File closed upon discharge or death of resident.</p> <p>Legislation/Regulation: Homes for the Aged and Rest Homes Act Regulations (General), R.R.O. 1990, Reg. 637, amended by O. Reg. 316/06, ss 25(1). A home shall keep a written record or series of records of each resident that shall be maintained in confidence and each record shall be retained by the home for at least twenty years after the last entry in the record with respect to the resident or, where the resident dies, for at least five years after the death of the resident. Nursing Homes Act, (General) R.R.O. 1990. Reg. 832, amended to O. Reg. 317/06, clause 90(a),(b) - The medical records of a resident shall be retained, (a) where the resident is discharged from the nursing home for a period of twenty years after the date of the discharge; or (b) where the resident dies in the nursing home, for a period of five years after the date of the death.</p>

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C2720	<p>Social Housing</p> <p>Records relating to the administration of social housing which entails finding suitable and affordable rental housing for persons unable to find adequate housing in the private rental market. May include information on non-profit, public, and co-operative housing. Documents may include copies of federal and provincial Legislation/Regulation, copies of mission statements, copies of provider contracts and agreements, and supporting correspondence.</p>	Shelter, Support & Housing Admin.	T	7	T+7	AR	<p>Comments: File closed upon termination of agreement or contract</p> <p>Legislation/Regulation: Social Housing Reform Act, 2000 Regulations (General), O. Reg. 368/01, amended by O. Reg. 51/06, ss 11(3) If the record is an agreement, the service manager must keep the record for at least seven years after the agreement is terminated or expires.</p>
C2721	<p>Non-Profit Housing Providers – Provincial Program</p> <p>Records relating to provincial non-profit housing corporations' provision and management of social housing projects for low-income persons who require subsidized accommodation, which may include apartments, houses, and duplexes. May include information on provincial public housing subsidies, co-operative housing, and provincial public housing authorities. Documents may also include lists of available public housing accommodations, copies of operating agreements, placement lists, statistics, and supporting correspondence.</p>	Shelter, Support & Housing Admin.	T	7	T+7	AR	<p>Comments: File closed upon service no longer required or closure of housing provider</p> <p>Legislation/Regulation: Social Housing Reform Act, 2000 Regulations (General), O. Reg. 368/01, amended by O. Reg. 51/06 ss 11(3) If the record is an agreement, the service manager must keep the record for at least seven years after the agreement is terminated or expires.</p>

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
C2722	Non-Profit Housing Providers – Federal Program Records relating to federal non-profit housing corporations’ provision and management of public housing projects for low-income persons who require subsidized accommodation, which may include apartments, houses, and duplexes. May include information on federal public housing subsidies and co-operative housing. Documents may include lists of available public housing accommodations, placement lists and statistics, copies of operating agreements, and supporting correspondence.	Shelter, Support & Housing Admin.	T	7	T+7	AR	Comments: File closed upon service no longer required or closure of housing provider Legislation/Regulation: Social Housing Reform Act, 2000 Regulations (General), O. Reg. 368/01, amended by O. Reg. 51/06 ss 11(3) If the record is an agreement, the service manager must keep the record for at least seven years after the agreement is terminated or expires.
C2723	Non-Profit Housing Providers – Multi-Program Records relating to non-profit housing corporations’ provision and management of multiple public housing projects for low-income persons who require subsidized accommodation, which may include apartments, houses, and duplexes. May include information on public housing subsidies and co-operative housing. Documents may include lists of available public housing accommodations, placement lists and statistics, copies of operating agreements, and supporting correspondence.	Shelter, Support & Housing Admin.	T	7	T+7	AR	Comments: File closed upon service no longer required or closure of housing provider Legislation/Regulation: Social Housing Reform Act, 2000 Regulations (General), O. Reg. 368/01, amended by O. Reg. 51/06 ss 11(3) If the record is an agreement, the service manager must keep the record for at least seven years after the agreement is terminated or expires.

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
C2724	<p>Non-Profit Housing Provision</p> <p>Records relating to the operation and maintenance of non-profit housing units, including apartments and duplexes, that the City owns and makes available to low-income persons who require subsidized accommodation. May include information relating to the housing units' structural stability, the results of safety inspections, whether the units meet standards for health and cleanliness, current occupancy or availability, the maximum number of persons who can be accommodated in an individual unit, addresses and locations of the housing units, and the names of past and present tenants. Documents may include completed subsidy summary forms, completed statement of account forms, copies of auditors' financial reports, public housing accommodation listings, copies of operating agreements, inspection reports, placement lists, and all supporting correspondence.</p>	Shelter, Support & Housing Admin.	C+2	5	C+7	AR	<p>Legislation/Regulation: Social Housing Reform Act, 2000 Regulations (General), O. Reg. 368/01, amended by O. Reg. 51/06 ss 11(3) If the record is an agreement, the service manager must keep the record for at least seven years after the agreement is terminated or expires.</p>
C2725	<p>Rental Supplements</p> <p>Records relating to the development and management of rental supplement programs and services, which provide subsidies to individual tenants living in accommodations owned by private or non-profit landlords. These rental subsidies cover the difference between what the low-income tenant can afford to pay versus the market or contract amount. Documents may include copies of subsidy applications and grants, copies of federal or provincial Legislation/Regulation, program description summaries and brochures, and all supporting correspondence.</p>	Shelter, Support & Housing Admin.	T	7	T+7	AR	<p>Comments: File closed upon when services no longer required or landlord terminates agreement as a provider</p> <p>Legislation/Regulation: Social Housing Reform Act, 2000 Regulations (General), O. Reg. 368/01, amended by O. Reg. 51/06 ss 11(3) If the record is an agreement, the service manager must keep the record for at least seven years after the agreement is terminated or expires.</p>

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
C3100	Social Assistance and Support Programs Records relating to social support services which entails financial and other services provided to individuals who may require help in meeting financial payments or participating in social and community life. Documents include clients verification reports, eligibility review criteria, copies of federal and provincial acts, copies of mission statements, and correspondence.	Social Services	C + 2	4	C + 6	AR	
C3101	Special Needs Programs Records relating to the administration and provision of programs specially designed to provide support to persons who do not qualify for Ontario Works assistance but may require help in meeting financial demands. This may include assistance in purchasing and maintaining medical items such as wheelchairs and eyeglasses, paying for funerals and burials. Documents may include program development and status reports, copies of Legislation/Regulation, copies of contracts and purchase orders, and supporting correspondence.	Social Services	C + 2	4	C + 6	AR	Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sch. A. s 42 - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.
C3102	Family Support Programs - Ontario Works Records relating to Family Support Program in general. Documents may include general information on Federal and Provincial Child Support Legislation/Regulation: Family Law Act, Family Responsibility and Support Arrears Enforcement Act, Ontario Disability Support Program, Ontario Family and Support Services, and copies of federal and provincial guidelines and supporting correspondence.	Social Services	C + 2	4	C + 6	AR	Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sch. A. s 42 - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.

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			A	I	Total		
C3140	Ontario Works Records relating to the provision of Ontario Works (OW) assistance in general. Ontario Works provides temporary financial support to people who are in financial need and assists them to find paid employment. May include information on social assistance eligibility criteria, copies of federal and provincial acts, copies of mission statements, and correspondence.	Social Services	C + 2	4	C + 6	AR	Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sch. A. s 42 - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.
C3141	Shelter and Residence - Ontario Works Records relating to shelter and residence for Ontario Works clients. Documents may include information regarding fuel and shelter, rent-geared-to-income, rooming house, co-residence, and room and board.	Social Services	C + 2	4	C + 6	AR	Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sch. A. s 42 - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.
C3142	Financial Employment Support - Ontario Works Records relating to administering and providing financial programs and services to Ontario Works assistance recipients to support their participation in activities related to securing employment. Financial support is provided for living expenses during the job training and/or search period. Documents may include copies of policies and procedures, program definition and mandate statements, and correspondence.	Social Services	C + 2	4	C + 6	AR	Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sch. A. s 42 - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.
C3143	Special Benefits and Allowances - Ontario Works Records relating to the management and provision of special benefits and allowances to Ontario Works assistance recipients. This may include information about mandatory discretionary benefits. Documents may include copies of policies and procedures, special benefit and allowance definition and mandate statements, and correspondence.	Social Services	C + 2	4	C + 6	AR	Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sch. A. s 42 - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.

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C3170	Monitoring and Control - Ontario Works Records relating to the monitoring and controlling of benefits and services provided to Ontario Works assistance recipients. May include information on fraudulent means used to obtain social assistance, overpayments, and appeals provisions. Documents may include copies of policies and procedures, procedural reviews, copies of mission statements, and correspondence.	Social Services	C + 2	4	C + 6	AR	Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sch. A. s 42 - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.
C3270	Caseload Management - Ontario Works Records relating to the management and administration of Ontario Works assistance client caseloads. Caseload management involves the provision and monitoring of services provided to active social assistance recipients, such as youth issue; kids and computer initiatives. Documents may include statistical caseload reports and statements, and supporting correspondence.	Social Services	C + 2	4	C + 6	AR	Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sch. A. s 42 - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.
C3280	Ontario Works Clients Case Files Records relating to individuals who have applied for, or who are currently receiving, Ontario Works assistance and other related programs. May include information on supplementary aid, special assistance, applications for social assistance, proof of employment information, asset information, birth certificate, immigration documents and supporting correspondence.	Social Services	T	7	T + 7	D	Comments: File closed when services are no longer required or case is terminated. Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sch. A. s 42 - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.

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			A	I	Total		
C3281	Disruptive Clients Case Files - Ontario Works Records relating to individual Ontario Works assistance clients who have displayed, or who have a history of, disruptive behaviour. Examples of disruptive behaviour may include making threats or abusing caseworkers. Case file documents may include disruptive client reports, copies of medical reports, copies of police reports, and supporting correspondence.	Social Services	T	7	T + 7	D	Comments: File closed when case is resolved or becomes inactive from social assistance. Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sch. A. s 42 - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.
C3282	Fraud Case Files - Ontario Works Records relating to individual social assistance clients where evidence was obtained indicating potential fraudulent receipt of social assistance. Case file may include documents and notes regarding the allegation, the investigation process, client and/or informant interviews, verification of undeclared matters, disentitlement calculations, synopsis, decision-making checklists, legal and court documentation, and other correspondence.	Social Services	T	7	T + 7	D	Comments: File closed when case is resolved by conviction or termination of investigation. Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sch. A. s 42 - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.
C3283	Overpayments Case Files - Ontario Works Records relating to individual Ontario Works assistance clients who have been identified as having outstanding overpayment balances and must now make financial restitution. May include overpayment files that contain original, or photocopied, documentation such as: payment histories, Equifax information, employer and wage information, legal and court documents, supporting correspondence, overpayment calculation sheets, overpayment letters, client profiles, portability information from other municipalities and narrative printouts from CWT/SDMT/MERTS, and all supporting correspondence.	Social Services	T	7	T + 7	D	Comments: File closed when case is resolved or overpayment paid in full. Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sch. A. s 42 - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.

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			A	I	Total		
C3284	<p>Appeals Case Files - Ontario Works</p> <p>Records relating to individual Ontario Works assistance clients who are appealing rulings concerning ineligibility decisions, reductions of assistance, or a disagreement concerning decisions reached. Documents include completed submissions and all supporting documentation, copies of legal and court documentation, and correspondence.</p>	Social Services	T	7	T + 7	D	<p>Comments: File closed when case is resolved.</p> <p>Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sch. A. s 42 - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.</p>
C3285	<p>Family Support Case Files - Ontario Works</p> <p>Records relating to Family Support Program. The Family Support Program provides services to ensure applicants and participants of Ontario Works Assistance are supplied with information, referrals and resources to pursue financial support from those who have legal obligations to provide it, according to the Ontario Works and Family Law Acts. Documents may include referrals forms, copy of Ontario Court of Justice Application, answers by responding party, financial statement for both applicant and respondent, correspondence from lawyers, copies of court orders and agreements, cancellations, settlements, payment histories, SDMT/FLOW notes, MECA screens, divorce papers and other legal documents.</p>	Social Services	T	7	T + 7	D	<p>Comments: File closed when services are no longer required or case is terminated.</p> <p>Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sch. A. s 42 - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.</p>
C3286	<p>Funerals and Burials Case Files - Ontario Works</p> <p>Records relating to individual Ontario Works assistance clients who have received funds for a funeral and/or burial. Funerals and burials may involve the social assistance clients themselves, or their immediate family members. Documents may include death certificates, copies of policies and procedures discussing payment disbursements, lists of standard funeral homes, copies of payment receipts, and all supporting correspondence.</p>	Social Services	T	7	T + 7	D	<p>Comments: File to remain active until case is resolved.</p> <p>Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sch. A. s 42 - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.</p>

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C3287	Special Benefits Allowances Case Files - Ontario Works Records relating to individual Ontario Works assistance clients and Ontario Disability Support Program who are entitled to, and receive, special benefits and allowances. These special benefits supplement basic assistance payments and may include clothing allowances and dental benefits for dependent children. Documents may include client applications for special benefits and allowances, eligibility criteria statements, copies of payment receipts, medical reports and statements, copies of policies and procedures, and correspondence.	Social Services	T	7	T + 7	D	Comments: File closed when services are no longer required or case is terminated. Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sch. A. s 42 - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.
C3300	Client Categories - Ontario Works Records relating to information about the individual categories of Ontario Works assistance clients. This information is used to help determine assistance requirements and eligibility criteria for persons categorized within particular groups. Examples of client groups may include students, homeless persons, refugees, legal immigrants, disruptive persons, and unemployable clients. Documents may include group profiling statistics, copies of policies and procedures, client category reports and statements, and supporting correspondence.	Social Services	C + 2	4	C + 6	AR	Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sch. A. s 42 - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.
C3420	Employment Services - Ontario Works Records relating to general information about employment services provided to Ontario Works assistance recipients. May include information on employment trends and issues and employment resource centres. Documents may include employment availability reports, labour market reports, and supporting correspondence.	Social Services	C + 2	4	C + 6	AR	Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sch. A. s 42 - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.

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			A	I	Total		
C3431	<p>Employment Support Programs - Ontario Works</p> <p>Records relating to programs offered to Ontario Works assistance clients which provide them with support in locating and securing employment. May include information on programs such as skill development, academic upgrading, independent job hunting, and English language instruction. Documents may include copies of federal and provincial Legislation/Regulation, training workbooks and outlines, copies of contracts with external agencies, program development and status reports, and correspondence.</p>	Social Services	C + 2	4	C + 6	AR	Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sch. A. s 42 - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.
C3432	<p>Employment Placements - Ontario Works</p> <p>Records relating to referring employable Ontario Works assistance clients to external job placement agencies. These agencies assist clients in improving their job search skills, link clients with prospective employers, and may also provide entrepreneurial training and support. Documents include lists of eligible clients, lists of job placement agencies, copies of contracts with external agencies, training work booklets and handouts, and all supporting correspondence.</p>	Social Services	C + 2	4	C + 6	AR	Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sch. A. s 42 - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.
C3433	<p>Community Participation / Volunteering - Ontario Works</p> <p>Records relating to providing volunteer job placements to Ontario Works assistance clients to enable them to gain work experience and develop their skills. Clients may be placed with non-profit agencies and community organizations. Documents may include progress evaluations of individual clients, client statistics, volunteer work placement description statements, copies of policies and procedures, and supporting correspondence.</p>	Social Services	C + 2	4	C + 6	AR	Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sch. A. s 42 - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.

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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.

D0045	Urban Design Guidelines & Implementation	City Planning	S	20	S + 20	AR	
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Records relating to City-wide and local urban design policy and guidelines regarding the procedures, processes and requirements specifically concerning all types of development applications. These guidelines adhere to the initial planning stages of design and development projects. The guidelines help to implement the Official Plan by clarifying design expectations such as urban design guidelines. Includes information on development standards for streets, buildings, landscaping and parking lots. Documents may include planning reviews, guidelines, drawings and correspondence.

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
D0051	GTA-Wide / Inter-Governmental Transportation Planning Initiatives	City Planning	T	20	T + 20	AR	Comments: File closed upon termination of project.
	<p>Records relating to the Greater Toronto Area (GTA)-wide or Inter-Governmental transportation studies and policy initiatives to ensure that City of Toronto's interests are protected and that key policy sustainable growth objectives are recognized and advanced, including sustainable sources of infrastructure funding. Through these activities, the City can influence policy and infrastructure investments proposed by the Federal and Provincial Governments, GO Transit, and other Municipal Governments affecting Toronto's transit and road networks. The City assesses changing urban conditions such as the state of the physical environment, economic conditions, and social environment in the City. The activities must be within the compliance of the City's Official Plan, Planning Policy, Zoning Policy, Planning Act and Environmental Assessment Act. Information includes transportation studies, environmental assessments, zoning maps, planners' notes, reports containing findings, comments, and recommendations, and other supporting correspondence.</p>						

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D0052	Area/Corridor Transportation Studies	City Planning	T	20	T + 20	AR	Comments: File closed upon termination of project.
	Records relating to Area or Corridor Transportation Studies and Implementation Strategies that focus on developing localized transportation plans and strategies in support of land use planning initiatives within the Community Planning service districts. Documents include implementation strategies information such as providing advice to City-Divisional staff on transportation issues concerning local strategic land use and policy initiatives in Secondary Plan development, Avenues Studies, and special planning areas; leading transportation studies to identify the need for new or improved transportation infrastructure, service levels, and transit priority; liaising with other City Divisions, agencies, boards, and commissions, adjacent municipalities, transit operators, the Province, and the public; participating in studies undertaken by transportation operating authorities such as Transportation Services, The TTC, GO Transit; and providing testimony at the OMB in support of local land use planning initiatives.						

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
D0053	City-Wide Transportation Planning Initiatives & Policies Records relating to City-wide transportation planning initiatives, which focus on developing broad transportation policies, plans, programs, and implementation strategies to support sustainable city-building objectives of the new Official Plan. These projects and initiatives concern the planning and ongoing sustainability of surface transit priority network within the City of Toronto. This may include major transit corridors, alternative road and transit operating strategies, bicycle lanes, and pedestrian facilities. May include information on transportation strategic planning and priorities, transportation models, public consultations, and cost-effectiveness and feasibility of various transportation options. Documents may include transportation studies, reports containing findings and recommendations, copies of zoning maps, planners' notes, and other supporting correspondence.	City Planning	T	50	T + 50	AR	Comments: File closed upon termination of project.
D0070	Planning Consultation - Community Liaison Records relating to community liaison. An integral part of the area-based studies, transportation planning, development application review, and Committee of Adjustment consideration is the involvement of the community. The city is built upon divergent groups, individuals, and community organizations. Together, they respond to a development application or participate in a community study, the variety of interests, ideas, and inputs result in positive changes in the community.	City Planning	T	20	T + 20	AR	Comments: File closed upon termination of project.

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D0071	Planning Consultation - Stakeholders Liaison Records relating to planning consultation involving project stakeholder liaison. An integral part of the Area-based studies, Transportation planning, development application review, and Committee of Adjustment consideration is the involvement of all stakeholders. The City often conducts planning studies that have components that fall within the jurisdiction and/or interest of various federal & provincial governments, boards & agencies, as well as private sector agencies. Together, the stakeholders respond to development studies, planning studies, and projects by providing comments, requirements and commitments related to their interests or jurisdictions. Documents include stakeholders' consultation input, copies of lease, contract, and agreement, development and planning background studies, copies of environmental assessments, planners' notes, comments, advice, and supporting correspondence.	City Planning	T	20	T + 20	AR	Comments: File closed upon termination of project.

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D0080	Community Urban Design Records relating to Community urban design information which incorporates built form, public realm, and provide advice in neighbourhoods with respect to development application process and local neighbourhood studies such as Secondary Plans and Avenue studies and community improvement plans. The urban design objectives provide an overall land use assessment for the area that will guide future development and redevelopment in the City. The design strategies establish how buildings are constructed and spaces are allocated between the structures. Elements such as parks, open spaces, bridges, streets, sidewalks, walkways, historical features, bodies of water, trees, landscaping, lighting, and signage are integrated together to create a functional, attractive, comfortable, and safe city. Documents may include copies of permit applications, planners and urban designers' comments and notes, copies of notices of public meetings, agendas, minutes of mediation meetings, graphic material such as maps, photographs, charts, final OMB decisions, and related correspondence.	City Planning	T	20	T + 20	AR	Comments: File closed upon termination of project.
D0082	Public Realm Improvement Program Records relating to the coordination and implementation of public sector projects to create City of Toronto streets, parks, and social places. Public realm refers to space that permits diverse groups of people to carry out the various activities of their daily lives in a safe and permissive environment. Public realm projects administer the Capital initiatives program, ensures new City-wide streetscape design standards are implemented in public and private construction, ensure consistent procedures City-wide. Documents may include implementation of urban design projects, inter-disciplinary design reports, and supporting correspondence.	City Planning	T	20	T + 20	AR	Comments: File closed upon termination of project.

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D0083	Urban Design Outreach and Promotion Records relating to design promotion and public engagement. Promotion activities include Architecture Urban Design Awards, establishment of pilot projects, lectures, school programs, conferences, design workshops, graphic support for events, prints, and digital material. Documents may include posters, flyers, brochures, publications and graphic material such as maps, photographs, charts, and all supporting correspondence.	City Planning	T	20	T + 20	AR	Comments: File closed upon termination of project.
D0084	Legislative Mapping and Visualization Records relating to graphic support and visual mapping that are associated with the former and new Official Plan, and Zoning By-law. Legislative mapping articulates design ideas through maps, plans, models, and other visual presentation methods. Information includes graphic support to Community Planning as a component of the development review process such as staff report, public meeting graphics, and OMB evidence. Documents may include maps, plans, presentation materials, and all supporting correspondence.	City Planning	T	20	T + 20	AR	Comments: File closed upon termination of project.

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Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
D0085	Community Public Art Programs	City Planning	T	50	T + 50	AR	Comments: File closed upon termination of project.
	<p>Records relating to public art program which sets the planning framework for creating public art opportunities to participate in the design, look, and feel for our city. The program consists of three distinct initiatives (civic projects, private sector and community). Civic public art develops public art at new or existing City buildings, utility works, parks and other public spaces, Private developer program develops artwork in public areas of major private developments, which allocate a percentage of funding to the art and Community Public art encourages artist/community collaborations on projects that address neighbourhood needs or ambitions. Documents may include permit applications, development review, legal agreements between the City and developer, public art plans provided by developer, a contract between the artist and developer, invoices, budget reconciliation reports, copies of letters of credit, conservation reports which contain the guidelines on how the artwork is to be maintained and general correspondence.</p>						

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
D0455	Trade Missions	Economic Dev. Culture & Tourism	T + 2	8	T + 10	AR	Comments: File to remain active until the business event concludes.
	Records related to official City of Toronto trade missions abroad to promote the City of Toronto and the GTA external trades and service. Also to take advantage of business opportunities for Toronto/GTA companies. This record series includes trade mission information related to economic development information and cultural exchange, the development of strategic alliances and business relationships that will maximize exposure of Toronto's/GTA's business potentials covering all segments of industry infrastructure and service sectors. Documents may include: correspondence, itineraries, invitation, delegate list, presenters' slides, photos, logos & bios, copies of; mission follow up reports, request for authorization form for attendance, business expense claims and all other supporting documents.						

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
F	Functional Category: Financial Management						
	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.						
F2430	Taxation	Accounting Services	C + 2	5	C + 7	D	Legislation/Regulation: Excise Tax Act (Canada), R.S.C. 1985, c. E-15, ss 286(3) Keep records until the expiration of six years after the end of the year to which they relate. Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), clause 230(4)(b) 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. Fuel Tax Act, R.S.O. 1990, c.F.25 s6.1 Records, books of account to be kept seven years after end of fiscal period. Fuel Tax Act Regulations (General), R.R.O. 1990, Reg. 464, s 8, s 13 - Records, invoices, books of account of quantities of fuel purchased an tax payable to be kept seven years after end of calendar year; record of acquisitions, inventories and uses of fuel.

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
F2510	Residents' Finances - Homes for the Aged Records relating to the financial and banking statements of residents, who currently live in Homes for the Aged, formerly resided in such homes, or are now deceased. May include information related to pre-authorized payment plans and delinquent accounts. Documents may include tax refund statements, deposit and withdrawal statements, bank reconciliations, and supporting correspondence.	Homes for the Aged	T	6	T + 6	D	Comments: File closed upon discharge or death of resident. Legislation/Regulation: Homes for the Aged and Rest Homes Act Regulation, (General), R.R.O. 1990, Reg. 637, amended by O. Reg. 330/05 ss 53(4) - Book of account that shall be retained for at least six years from the date the trust account is closed or becomes inactive, showing all deposits to and withdrawals from the trust account, the name of the resident for whom the deposit or withdrawal is made and the date of each deposit or withdrawal. 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. Nursing Homes Act Regulations (General), R.R.O. 1990, Reg. 832, amended by O. Reg. 333/05 ss 103(f) - Respect to each resident on whose behalf money is deposited in the trust account to the credit of such resident, retain in his or her possession for a period of not less than six years

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Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
F2541	Estate Management Case Files Records relating to the administration and control of deceased and/or discharge residents' trusts and estates. May include information on respective residents' financial history, arrears, assets, trust, estate account reconciliations and valuables in trust. Documents may include income tax statements, copies of initial admission forms, financial action statements, copies of death certificates, copies of burial rights certificates, and supporting correspondence.	Homes for the Aged	T	6	T + 6	D	Comments: File closed upon successful completion of all estate management issues. Legislation/Regulation: Homes for the Aged and Rest Homes Act Regulation, (General), R.R.O. 1990, Reg. 637, amended by O. Reg. 330/05 ss 53(4) - Book of account that shall be retained for at least six years from the date the trust account is closed or becomes inactive, showing all deposits to and withdrawals from the trust account, the name of the resident for whom the deposit or withdrawal is made and the date of each deposit or withdrawal. 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. Nursing Homes Act Regulations (General), R.R.O. 1990, Reg. 832, amended by O. Reg. 333/05 ss 103(f) - Respect to each resident on whose behalf money is deposited in the trust account to the credit of such resident, retain in his or her possession for a period of not less than six years

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
F3241	Property Tax Evaluation and Appeal Records relating to evaluation, assessment, appeal, modification and cancellation of municipal property taxes. Includes the assessment evaluation of individual commercial and residential properties by the City, the assessment appeal process under the Assessment Act, and the tax appeal process under the Municipal Act for cancellation, refund or reduction of tax. Documents include summaries of assessments, aerial photographs, inspection reports, rental income statements, appraisals, recalculation of property taxes, minutes of settlement	Revenue Services	C + 2	5	C + 7	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.
F5503	Treasurer Records relating to the administration and control of payment activities in respect of parking infractions under Part 2 of the Provincial Offences Act (excluding Part 2 GO Transit), generally referred to as parking tags. Include payments made in person at the First Attendance Facilities, payments processed by a third party under contract by the City, mailed-in payments, payments redirected by third party for separate processing, telephone payments, and internet payments. May include information relating to daily cash reconciliation, adjustments, transaction journals, third party batch listing of payments processed, and the Interactive Voice Response (IVR) telephone payment system. Documents may include Parking Infraction Notices (PIN), Notices of Impending Conviction (NIC), Notices of Fine and Due Date (NFDD), Notices of Impending Summons, any other notices that may be required, cashier balance reports, and copies of system generated reports.	Revenue Services	C + 1	5	C + 6	D	Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), clause 230(4)(b) - 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. Highway Traffic Act, R.S.O. 1990, c. H.8, ss 205(2), as am., S.O. 1993, c. 31, ss 2(8) - Records shall be kept in any manner or on any medium that allows information to be recorded, stored, retrieved and reproduced.

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
F5505	<p>Parking Infractions – Refunds</p> <p>Records relating to processing refunds for parking infraction payments. Include refunds to third party respecting late payments processed, and requests for refunds from offenders for overpayments or duplicate payments, and credit card refunds respecting payments processed by the Interactive Voice Response System (IVR). System generated bank late payment list will initiate third party refunds. Documents include copies of system generated refund reports, screen prints showing reason for refund, and refund voucher cover sheets. Records are in numeric order by voucher numbers assigned sequentially in submission date order.</p>	Revenue Services	C + 1	5	C + 6	D	<p>Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), clause 230(4)(b) - 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. Highway Traffic Act, R.S.O. 1990, c. H.8, ss 205(2), as am., S.O. 1993, c. 31, ss 2(8) - Records shall be kept in any manner or on any medium that allows information to be recorded, stored, retrieved and reproduced.</p>

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
F6000	Investment Activity and Administration Records relating to investments made by the City, including both short and long-term investments. Includes statements of compliance with the City's investment policies and goals; annual reports to Council about the performance of the portfolio of investments; records of the date of each transaction in or disposal of the City's own securities, purchase and sale price of each security; and the proposed use of funds realized in the disposition of securities.	Treasurer	T + 2	18	T + 20	D	Comments: File closed at maturity of investment. Legislation/Regulation: City of Toronto Act, 2006 Regulation (Financial Activities) O. Reg. 610/06, s 54 – Reports to Council. Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), clause 230(4)(b) - 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 Regulations (Eligible Investments), O. Reg. 438/97, amended by O. Reg. 655/05 s 8 - Treasurer to provide council an annual investment report. Limitations Act, S.O. 2002, c. 24, Sched. B., s 4, ss 5(1) - A proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered.

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
F6050	<p>Debenture Registry</p> <p>Records relating to debentures issued by the City and sold to individuals. Documents may include orders to purchase debentures, memoranda of transfers, certificates of ownership, authorities of corporations, the registry book and other related documents.</p>	Treasurer	T + 2	18	T + 20	D	<p>Comments: File closed upon maturity of debenture.</p> <p>Legislation/Regulation: City of Toronto Act, 2006 Regulation (Financial Activities) O. Reg. 610/06, s 54 – Reports to Council. Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), clause 230(4)(b) - 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 Regulations (Eligible Investments), O. Reg. 438/97, amended by O. Reg. 655/05 s 8 - Treasurer to provide council an annual investment report. Limitations Act, S.O. 2002, c. 24, Sched. B., s 4, ss 5(1) - A proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered.</p>

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Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
F6200	Sinking, Retirement, Contingency and Reserve Funds Records relating to the City's sinking, retirement, contingency and reserve funds. For reserves and reserve funds, this includes inflows to and outflows from each reserve and reserve fund; quarterly reports to Council; reports recommending the establishment or closure of reserve funds; contribution and withdrawal policies; disposition of remaining funds on account closure. For sinking and retirement funds, this includes records of the balance in each fund, and the amounts to be raised for each fund. For contingency funds, this includes reports on the use of contingency funds for any purpose.	Treasurer	C + 2	5	C + 7	D	Legislation/Regulation: City of Toronto Act, 2006 Regulation (Financial Activities) O. Reg. 610/06, s 54 – Reports to Council. Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), clause 230(4)(b) - 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 Regulations (Eligible Investments), O. Reg. 438/97, amended by O. Reg. 655/05 s 8 - Treasurer to provide council an annual investment report. Limitations Act, S.O. 2002, c. 24, Sched. B., s 4, ss 5(1) - A proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered

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.

H0135	Associations and Organizations Records relating to internal and external professional associations, clubs, societies, and organizations in which an employee or the City has membership, interest, or official capacity. Documents may include minutes of meetings, association annual reports, membership lists, and correspondence.	Common	C + 1	1	C + 2	AR
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Code	Records Title	Originating	Retention		Disposition	Comments/Legislation
		Office	A	I		

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.

Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
I0020	<p>Audits</p> <p>Records relating to developing, administering, and conducting audits of the City's business and financial processes. The goal of audits is to analyze operating processes to determine compliance with objective and recognized performance standards and measurements, and to make recommendations for improvement. May include audit information on personnel, systems, environment, structure, and other functions. Includes internal audits, federal audits, and Auditor General audits. Documents include audit reports, audit statements, and correspondence.</p>	Auditor General's Office	T	7	T + 7	AR	<p>Comments: File closed upon termination of the audit process.</p> <p>Legislation/Regulation: Auditor General Act, R.S.O. 1990, c. A.35, s10. City of Toronto Act, S.O. 2006, c.11, ss179 (1),(2),(3) - The City, its local boards (restricted definition) and the city-controlled corporations and grant recipients referred to in subsection 178 (3) shall give the Auditor General such information regarding their powers, duties, activities, organization, financial transactions and methods of business as the Auditor General believes to be necessary to perform his or her duties under this Part.) The Auditor General is entitled to have free access to all books, accounts, financial records, electronic data processing records, reports, files and all other papers, things or property belonging to or used by the City, the local board (restricted definition), the city-controlled corporation or the grant recipient, as the case may be, that the Auditor General believes to be necessary to perform his or her duties under this Part.</p>

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Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
							A disclosure to the Auditor General under subsection (1) or (2) does not constitute a waiver of solicitor-client privilege, litigation privilege or settlement privilege.
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	18	C+20	AR	Legislation/Regulations: Limitations Act, S.O. 2002, c24, Sched. B., ss 5(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.
I2616	Food Services and Delivery Records relating to the provision and delivery of food services, either by the City or by external agencies. May include information relating to meal services, meal delivery, cafeterias, restaurants, catering, and food products. Documents may include copies of contracts and agreements, copies of brochures and promotional materials related to external contractors, food services pricing lists, nutritional planning reports, and correspondence.	Social Dev. and Admin.	C + 2	4	C + 6	D	

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
I2617	Food Production Records relating to the preparation and production of meals primarily residents in long-term care facilities, but also for City staff and the public. May include information about food preparation, menu planning, nutritional concerns, ingredients and portions control, food production scheduling, food handling and storage methods, food allergies, food orders, and food products. Documents may include menu plans, copies of purchase orders, meal volume statistics, meal history notes, and correspondence.	Social Dev. and Admin.	C + 2	4	C + 6	AR	Legislation/Regulation: Health Protection and Promotion Act, R.S.O. 1990, c. H.17, s16 (5) - Every person who operates a food premise shall keep records in respect of the manufacturing, processing, preparation, storage, handling, display, transportation and sale, or offering for sale of food on or in the food premise and the distribution of food from the food premise as are prescribed by the regulations, and shall keep the records in such form, with such detail and for such length of time as are prescribed by the regulations. Health Promotion and Protection Act Regulations (Food Premises), R.R.O. 1990, Reg. 562, amended by O. Reg. 101/06, ss 38(1)(2) - Every operator of a premise in which meat products are manufactured shall maintain records of meats received for processing in the premise and the records shall include the kinds of meats, the names and addresses of suppliers, weights and the dates of receipt. A record referred to in subsection (1) shall be maintained at the premise for not less than one year from the date of entry of the record.

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
I2625	Homes for the Aged Records relating to the provision and administration of laundry services for residents of long-term care facilities. Laundry services may be provided by the City Home for the Aged staff or external agencies. Includes information relating to dry cleaning and mending. Documents may include special order sheets, laundry volume statistics, external laundry provider service summaries, and correspondence.	Homes for the Aged	C + 2	4	C + 6	D	

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.

L0046	Preliminary Project and Pre-Applicable Law Review Applications Records relating to both Preliminary Project and Pre-Application Law Review applications. The Preliminary Project Review is submitted by the public which is the process to identify any bylaw deficiencies related to the City's Zoning By-law only. These applications are made available for all types of proposals but is specifically intended for Committee of Adjustment, Site Plan or Rezoning applications and the Right of Way Management permits such as curb cuts. The Pre-Application Applicable Law is a detailed preliminary plan review for proposed development projects to confirm compliance with the City Zoning By-laws and other applicable law. At this stage the PAL and PPR review will become part of a permit if a permit for the same proposal is received. Documents may include completed application forms, one set of plans containing information on drawings and documents, information related to the applicable law and payment fees in accordance with Schedule A of the Building Permit By-law.	Building	T + 2		T + 2	D	Comments: File closed upon pending approval of the project review application. 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	Retention			Disposition	Comments/Legislation
			A	I	Total		
L0365	Business Licenses – Mobile Records relating to Mobile Business Licenses and Plates issued which authorize the owner's or driver's to legally operate a business that are non-stationary and may be transported from place to place on City owned and private properties. Mobile operations requiring a license include Driving Instructors, Driving School Operators, Hawker / Pedlar, Livery Driver / Owner, Pedicab Driver / Owner, Refreshment Vehicle (Motorized) Driver / Assistant, School Bus Driver, Taxicab Broker Driver / Owner, Tow Truck Driver / Owner, Private Parking Enforcement. Documents may include completed applications, taxicab lease / contract agreements, insurance certificates, zoning authorization, limited liability returns, articles of incorporation, name and address change forms, tow truck run sheets / rate sheets / invoices, driving school list of instructors, tribunal reports and minutes of meetings, copies of Ontario Driver's Licenses, copies of proof of work status, access to information waiver, police clearance reports, client photos, expired or replaced licenses and any other related correspondence as required by the Toronto Municipal Code, Chapter 545.	Municipal Licensing & Standards	T	1	T+1	D	Comments: The license holder no longer holds a business license Legislation/Regulation: Municipal Code Ch. 545, Licensing (By-law No. 514-2002)
L0370	Business Licenses – Rejected Records relating to the denial of licenses for any existing owner or new applicant when a license application or renewal are refused or if a license has contravened the Licensing Chapter of the Municipal Code. The Tribunal Unit has the power to grant, refuse, suspend, revoke or place conditions on a license. Documents may include copies of reports from Municipal Licensing & Standards, notice of hearings, agendas, minutes of meetings, final decision reports, and correspondence. Records are filed by hearing date.	City Clerk's Office	C + 2	7	C + 9	AR	Legislation/Regulation: Municipal Code Ch. 545, Licensing (By-law No. 514-2002)

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
L2200	Leases Records relating to obtaining and issuing leases, which convey the right to use, possess, or control property belonging to another party in exchange for financial compensation. Leases allow the City to use properties, facilities, and vehicles belonging to external organizations on a temporary or ongoing basis. Also includes information on the City leasing out its own properties to other parties. Documents may include copies of financial arrangements, draft and approved lease agreements, applications for property transfer, memoranda of understanding, and supporting correspondence.	Legal Services	T	20	T + 20	D	Comments: File closed upon termination of lease. Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B., ss 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.
L3050	Copyright Records relating to copyright privileges issued to the City. Copyright is an exclusive legal right granted to publish, produce, sell, and distribute intellectual properties, such as books and drawings. May include information on copyright infringements and permission to use copyright materials. Documents include applications for copyrights, copyright approval statements, and supporting correspondence.	Legal Services	T	P	P	P/AR	Comments: File closed upon copyright authorization received. Legislation/Regulation: Copyright Act (Canada), R.S.C. 1985, c. C-42, s 56 - Application for registration of copyright.
L3085	External Legal Correspondence Records relating to routine inquiries received by the City from external lawyers and other external legal professionals. These inquiries are made to obtain information from the City, including documents such as outstanding work orders and zoning information compliance letters, that may influence external legal cases and matters. Documents may include letters of inquiry and notifications, offers of assistance, responses to inquiries, and supporting correspondence.	Legal Services	T	4	T + 4	D	Comments: File closed upon resolution or notice of decision.

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
L3088	Commissioner of Oaths and Notary Public	Legal Services	T	7	T + 7	AR	Comments: File closed when successor takes office.
	Records relating to applications received, appointments made, and renewals for the positions of Commissioner of Oaths and Notary Public. A Commissioner of Oaths is authorized to administer oaths on City documents, whereas a Notary Public official attests to and certifies the authenticity of various documents, takes acknowledgments of deeds and other conveyances, and performs other official acts under the power conferred by statutory enactment. Includes information on qualifications required to be a Commissioner of Oaths or Notary Public. Documents may include completed applications, certificates, and supporting correspondence.						Legislation/Regulation: Municipal Act, S.O. 2001, c. 25, s232. - Declaration of office. Commissioners for taking Affidavits Act, R.S.O. 1990, c.C.17. Notaries Act, R.S.O. 1990, c.N.6

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
L5101	Certificate of Parking Infraction Filing Records relating to the control of Certificates of Parking Infraction (CPI) and other legal documents for trial filing.	Revenue Services	C + 2	0	C + 2	D	Legislation/Regulation: Highway Traffic Act, R.S.O. 1990, c. H.8, ss 205(2), amended by S.O. 1993, c. 31, ss 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, ss 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	Retention			Disposition	Comments/Legislation
			A	I	Total		
L5102	<p>Parking Infractions – Investigation</p> <p>Records relating to the investigation of disputes over parking infractions. Include error corrections and subsequent payments made to the courts. Investigation may be initiated by the completion of a Request for Supervisory Review form. Investigation may lead to cancellation of the parking tag, or the offender may exercise either option of requesting a trial or making a payment. Documents include supervisory review forms, yellow copies of the Parking Infraction Notice (PIN), copies of Notice of Impending Conviction (NIC) and other documentary proofs justifying the disputes, e.g. bill of sales, delivery receipts, cheque stubs, receipts.</p>	Revenue Services	C + 2	0	C + 2	D	<p>Legislation/Regulation: Highway Traffic Act, R.S.O. 1990, c. H.8, ss 205(2), amended by S.O. 1993, c. 31, ss 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, ss 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>

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
L5104	<p>Parking Infractions - Administration Reports</p> <p>Records relating to the production and use of reports for the processing and administration of parking infractions. Include reports relating to data captured in other systems such as the Ministry of the Attorney General, the Ministry of Transportation, and the third party responsible for parking tags payment processing. May also include reports relating to parking infractions administration performance activities.</p>	Revenue Services	C + 1	5	C + 6	D	<p>Legislation/Regulation: Highway Traffic Act, R.S.O. 1990, c. H.8, ss 205(2), amended by S.O. 1993, c. 31, ss 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, ss 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>

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L5301	<p>Parking Infractions - Data Capture</p> <p>Records relating to the maintenance, control and management of data captured in and generated from the parking infractions management system, including all data interfaced with the Ministry of Transportation, the Ministry of Attorney General, the third party for central payment processing, and all system generated reports filed electronically in Document Direct. Also include microfilm records of Parking Infraction Notice (PIN), Notice of Impending Conviction (NIC), and Notice of Fine and Due Date (NFDD) processed by the third party in tag number order; captured images of all Certificate of Parking Infraction (CPI) on the system; and system back-up tapes/disks.</p>	Revenue Services	T	5	T + 5	D	<p>Comments: File to remain active until the paid date or decision of the last case entered into the system.</p> <p>Legislation/Regulation: Highway Traffic Act, R.S.O. 1990, c. H.8, ss 205(2), amended by S.O. 1993, c. 31, ss 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, ss 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	Retention			Disposition	Comments/Legislation
			A	I	Total		
P	Functional Category: Public Health						
	Description: Records relating to public and community health programs and services that are available to City residents. Includes records on immunization programs, disease prevention awareness, and healthy lifestyles.						
P3721	Premises Inspection – Food Safety	Public Health	C + 2	4	C + 6	AR	Legislation/Regulation: Municipal Code Ch. 545, Licensing (By-law No. 514-2002)
	Records relating to food premises inspection including manufacturing, processing, preparation, storage, handling, display, transportation, sale and distribution of food. Documents may include food premises risk assessment form, food safety inspection form, supplement inspection reports, food premises profile, complaint/request for service reports, tobacco inspection reports, establishment create / update / delete form, report of offences, order to close premises, court decision, tickets, test results, correspondence, lawyer’s letters etc.						
P3733	Public Pools	Public Health	C + 2	4	C + 6	D	Legislation/Regulation: Health Protection and Promotion Act, (Public Pools), R.R.O. 1990, Reg. 565 amended by O. Reg. 270/99, clause 16.1(2)(c); clause 16.1(2)(d) amended by O. Reg. 394/94, s 1; O. Reg. 58/96, s 1. -written record of the inspection is made by the person who performed the inspection; written record of the inspection is retained by the owner or operator for at least one year from the date the record is made
	Records relating to the complaints, inspections and investigations regarding public pools, spas, wading pools within the City of Toronto. Documents may include investigation reports, supplemental reports, public spa / swimming pool / wading pool inspection reports, supporting correspondence, plans, etc.						

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
P3741	Health Hazard Investigations Records relating to complaints investigations concerning health hazards in industrial, residential, commercial or recreational premises. Complaints may include sewage back-ups, mould in the premises, air quality concerns, chemical spills, contaminated sites, etc. Documents may include inspection reports, supplemental reports, complaint/requests for service reports correspondence, lawyer's letters, legal documents, plans, etc.	Public Health	C + 2	4	C + 6	AR	Legislation/Regulation: Health Protection and Promotion Act, R.S.O. 1990, c. H.7, ss 11(2) - report the results of the investigation to the complainant. Environmental Protection Act, R.S.O. 1990, c. E.19, s 18, 92 - record of discharge contaminates, report of control measures, effects on environment; spill reports; record of quality and quantity of water, report of control measures.
P3761	Human/Animal Contact Exposure Investigations Records relating to investigation of contact with animals such as dogs, cats, raccoons, ferrets, squirrels and bats and any other type exposure where there is a concern of contracting of rabies. Documents may include reports by or to physicians, veterinarians, health officers, law enforcement officers, court orders, rabies investigation reports, supplemental reports, vaccination status of the animal, quarantine reports relating to the observations, testing results, human vaccine distribution and other related correspondence.	Public Health	C + 2	4	C + 6	D	Legislation/Regulation: Health Protection and Promotion Act Regulations (Communicable Diseases), R.R.O. 1990, Reg. 557, s 2 - report of animal bite, s 3. details of exposure and treatment, clinical evidence of rabies. Health Protection and Promotion Act Regulations (Reports), R.R.O. 1990, Reg. 569, amended by O. Reg. 503/05 s 1-6 - reports of diseases.

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			A	I	Total		
P3851	<p>Tuberculosis Client Case and Contact Files</p> <p>Records relating to the Tuberculosis Prevention and Control Program client files including adolescents, seniors, clients who have been transferred from outside City of Toronto and contact investigations. Documents include contact identification lists, case management, progress notes, physician's report, hospital reports, lab flow sheets, lab reports, drug orders, discharged summary reports, assessment guides for directly observed therapy, notification reports, correspondence, etc.</p>	Public Health	T + 3	25	T + 28	D	<p>Comments: File to remain active until case file closed.</p> <p>Legislation/Regulation: Medicine Act Regulations (General) O. Reg. 114/94, ss 19(1) - Retain records for at least ten years after the date of the last entry in the record, or until ten years after the day on which the patient reached or would have reached the age of eighteen years. Independent Health Facilities Act Regulations (General) O.Reg.57/92 clause 11(1)(a)(b) - Every licensee shall retain a patient's health record or a copy of it for at least six years following, (a) the patient's last visit; or (b) if the patient was less than eighteen years old when he or she last visited the facility, the day the patient became or would have become eighteen years old. College of Nurses Ontario; Nursing Act, 1991; College of Dietitians of Ontario; College of Physicians and Surgeons - Retain records for at least ten years after the date of the last entry in the record, or until ten years after the day on which the patient reached or would have reached the age of eighteen years.</p>

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
P3852	Tuberculosis Medical Surveillance Client Files Records relating to individuals who are medically observed for evidence of Tuberculosis. All people arriving to Canada are issued an IMM595 form in order for medical surveillance to be undertaken. Records belonging to this record series can be inactive or active tuberculosis. Documents include discharged forms, physician's report, lab reports, intake forms, copies of citizenship, progress notes, notification of medical surveillance reports, correspondence, etc.	Public Health	T + 3	25	T + 28	D	Comments: File to remain active until case file closed. Legislation/Regulation: Medicine Act Regulations (General) O. Reg. 114/94, ss 19(1) - Retain records for at least ten years after the date of the last entry in the record, or until ten years after the day on which the patient reached or would have reached the age of eighteen years. Independent Health Facilities Act Regulations (General) O.Reg.57/92 clause 11(1)(a)(b) - Every licensee shall retain a patient's health record or a copy of it for at least six years following, (a) the patient's last visit; or (b) if the patient was less than eighteen years old when he or she last visited the facility, the day the patient became or would have become eighteen years old. College of Nurses Ontario; Nursing Act, 1991; College of Dieticians of Ontario; College of Physicians and Surgeons - Retain records for at least ten years after the date of the last entry in the record, or until ten years after the day on which the patient reached or would have reached the age of eighteen years.

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
P3853	<p>Tuberculosis Routine Drug Ordering</p> <p>Records relating to drug orders that are required and handled by the Case Management Team of the Tuberculosis Prevention and Control program. These records are the result of communication from doctor's and / or hospitals and are provided for all active cases and contact investigations. Records include Chemo Prophylaxis (PCH) and Outside City Limits (OCL) clients. Documents include drug orders, progress notes, order reminders, lab reports, assessment forms, correspondence, etc.</p>	Public Health	T + 3	25	T + 28	D	<p>Comments: File to remain active until case file closed.</p> <p>Legislation/Regulation: Medicine Act Regulations (General) O. Reg. 114/94, ss 19(1) - Retain records for at least ten years after the date of the last entry in the record, or until ten years after the day on which the patient reached or would have reached the age of eighteen years. Independent Health Facilities Act Regulations (General) O.Reg.57/92 clause 11(1)(a)(b) - Every licensee shall retain a patient's health record or a copy of it for at least six years following, (a) the patient's last visit; or (b) if the patient was less than eighteen years old when he or she last visited the facility, the day the patient became or would have become eighteen years old. College of Nurses Ontario; Nursing Act, 1991; College of Dieticians of Ontario; College of Physicians and Surgeons - Retain records for at least ten years after the date of the last entry in the record, or until ten years after the day on which the patient reached or would have reached the age of eighteen years.</p>

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			A	I	Total		
P3854	Tuberculosis Screening/Active Case Finding Records relating to individuals that have been screened for possible active case tuberculosis, as a result of contact with a client having tuberculosis. Records include screening of individuals from Schools, Community Centres, Organizations and Shelters. Documents include physician's report, lab reports, progress notes, workplace listings, follow-up forms, line listings, screening summary, class lists, correspondence, etc.	Public Health	T + 3	25	T + 28	D	Comments: File to remain active until case file closed. Legislation/Regulation: Medicine Act Regulations (General) O. Reg. 114/94, ss 19(1) - Retain records for at least ten years after the date of the last entry in the record, or until ten years after the day on which the patient reached or would have reached the age of eighteen years. Independent Health Facilities Act Regulations (General) O.Reg.57/92 clause 11(1)(a)(b) - Every licensee shall retain a patient's health record or a copy of it for at least six years following, (a) the patient's last visit; or (b) if the patient was less than eighteen years old when he or she last visited the facility, the day the patient became or would have become eighteen years old. College of Nurses Ontario; Nursing Act, 1991; College of Dieticians of Ontario; College of Physicians and Surgeons - Retain records for at least ten years after the date of the last entry in the record, or until ten years after the day on which the patient reached or would have reached the age of eighteen years.

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			A	I	Total		
P3871	Sexually Transmitted Diseases (STD) Client Files Records relating to clients with sexually transmitted diseases (STD). Sexually transmitted diseases include Chlamydia, Gonorrhoea, Chancroid, Congenital cytomegalovirus infection, Neonatal herpes, Ophthalmia neonatorum, etc. Documents include case notification, lab reports, progress notes, consent for release of information, medical correspondence, etc.	Public Health	T + 18	10	T + 28	D	<p>Comments: File to remain active in office 2 years after last recorded date, file is then retained semi-active in the Records Centre until child reaches 18 year of age. After which the file is retained inactive for an additional 10 years in the Records Centre.</p> <p>Legislation/Regulation: Medicine Act Regulations (General) O. Reg. 114/94, ss 19(1) - Retain records for at least ten years after the date of the last entry in the record, or until ten years after the day on which the patient reached or would have reached the age of eighteen years. Independent Health Facilities Act Regulations (General) O.Reg.57/92 clause 11(1)(a)(b) - Every licensee shall retain a patient's health record or a copy of it for at least six years following, (a) the patient's last visit; or (b) if the patient was less than eighteen years old when he or she last visited the facility, the day the patient became or would have become eighteen years old.</p>

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							College of Nurses Ontario; Nursing Act, 1991; College of Dieticians of Ontario; College of Physicians and Surgeons - Retain records for at least ten years after the date of the last entry in the record, or until ten years after the day on which the patient reached or would have . reached the age of eighteen years.

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			A	I	Total		
P3872	HIV / AIDS Client Files Records relating to persons with Human Immunodeficiency Virus (HIV) / Acquired Immune Deficiency Syndrome (AIDS). Documents include case notification, lab reports, progress notes, consent for release of information, medical correspondence, etc.	Public Health	P	0	P	P/AR	Legislation/Regulation: Medicine Act Regulations (General) O. Reg. 114/94, ss 19(1) - Retain records for at least ten years after the date of the last entry in the record, or until ten years after the day on which the patient reached or would have reached the age of eighteen years. Independent Health Facilities Act Regulations (General) O.Reg. 57/92 clause 11(1)(a)(b) - Every licensee shall retain a patient's health record or a copy of it for at least six years following, (a) the patient's last visit; or (b) if the patient was less than eighteen years old when he or she last visited the facility, the day the patient became or would have become eighteen years old. College of Nurses Ontario; Nursing Act, 1991; College of Dieticians of Ontario; College of Physicians and Surgeons - Retain records for at least ten years after the date of the last entry in the record, or until ten years after the day on which the patient reached or would have reached the age of eighteen years

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P3873	Syphilis Client Files Records relating to persons with Syphilis. Documents include case notification, lab reports, progress notes, consent for release of information, medical correspondence, etc.	Public Health	T + 5	15	T + 20	D	Comments: File to remain active until case file closed Legislation/Regulation: Medicine Act Regulations (General) O. Reg. 114/94, ss 19(1) - Retain records for at least ten years after the date of the last entry in the record, or until ten years after the day on which the patient reached or would have reached the age of eighteen years. Independent Health Facilities Act Regulations (General) O.Reg.57/92 clause 11(1)(a)(b) - Every licensee shall retain a patient's health record or a copy of it for at least six years following, (a) the patient's last visit; or (b) if the patient was less than eighteen years old when he or she last visited the facility, the day the patient became or would have become eighteen years old. College of Nurses Ontario; Nursing Act, 1991; College of Dieticians of Ontario; College of Physicians and Surgeons - Retain records for at least ten years after the date of the last entry in the record, or until ten years after the day on which the patient reached or would have reached the age of eighteen years

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			A	I	Total		
P3876	Sexual Health Clinic Client Files	Public Health	T + 18	10	T + 28	D	<p>Comments:</p> <p>File to remain active in office 2 years after last recorded date, file is then retained semi-active in the Records Centre until child reaches 18 years of age. After which the file is retained inactive for an additional 10 years in the Records Centre.</p> <p>Legislation/Regulation:</p> <p>Medicine Act Regulations (General) O. Reg. 114/94, ss 19(1) - Retain records for at least ten years after the date of the last entry in the record, or until ten years after the day on which the patient reached or would have reached the age of eighteen years. Independent Health Facilities Act Regulations (General) O.Reg.57/92 clause 11(1)(a)(b) - Every licensee shall retain a patient's health record or a copy of it for at least six years following, (a) the patient's last visit; or (b) if the patient was less than eighteen years old when he or she last visited the facility, the day the patient became or would have become eighteen years old.</p>

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