

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. 591-2007**

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

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

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

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this by-law, are repealed or amended as indicated in Schedule A.

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

SANDRA BUSSIN,  
Speaker

ULLI S. WATKISS  
City Clerk

(Corporate Seal)

**SCHEDULE A**

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REPEALED PROVISIONS**

1. The following provisions of the former municipalities' by-laws are repealed:
- (1) By-law No. 26-91 of the former Borough of East York, being a by-law "To establish schedules of retention periods for Municipal Records," as amended, is amended by repealing the entries indicated in the following table.

Schedule "A"

CLERK'S DEPARTMENT

(In Column 1)

(In Column 2)

Agreements

P

Contracts

7 years after  
termination

Schedule "B"

FINANCE AND PERSONNEL

Associations / Organizations

3 years

Audit Reports

P

Legal Opinions

7 years subject to  
archival review

Reserve Fund/Trust Fund Reports

7 years subject to  
archival review

Sales Tax Returns

7 years

Schedule "D"

PARKS AND RECREATION DEPARTMENT

Associations / Organizations

3 years

Schedule "E"

PLANNING DEPARTMENT

Associations / Organizations

3 years

Site Plan Agreements

P

Schedule "F"  
WORKS DEPARTMENT

(In Column 1)	(In Column 2)
Associations / Organizations	3 years
Contract Plans	P
Front Yard Parking Agreements	7 years after termination

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

RECORD RETENTION SCHEDULE FOR BUILDING DEPARTMENT  
SCHEDULE "A"

<u>DEPARTMENT</u> <u>Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total</u> <u>Retention</u>
Building Department	4535	Site Plan Agreement	P

RECORD RETENTION SCHEDULE FOR CLERK'S DEPARTMENT  
SCHEDULE "B"

<u>DEPARTMENT</u> <u>Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total</u> <u>Retention</u>
Council	5011	Legal Service Accounts	7 years
	5039	Debentures	25 years
Animal Control	5141	Court Report Sheets Offence Notices	2 years
	5144	Canine Control – Complaint Card	1 year
	5145	Bite Report	2 years
	5156	Store Purchases	2 years

RECORD RETENTION SCHEDULE FOR FINANCE DEPARTMENT  
SCHEDULE "D"

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Water Accounting	6169	Water Works System Work Orders	7 years
Treasury	6076	Legal Files	7 years
	6115	Debenture Files	20 years
Accounting	6120	Debenture Records	25 years
Purchasing / Bering	6177	Stores Slip Edit Listing	2 years
Tax	6018	Tax Appeals (496 Court / 636A Courts)	P
	6027	Tax Appeals / Section 131	P

RECORD RETENTION FOR PERSONNEL DEPARTMENT  
SCHEDULE "H"

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Administration	8066	Agreements/Outside Organizations	S

RECORD RETENTION FOR WORKS DEPARTMENT  
SCHEDULE "J"

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Traffic & Transportation	9007	Transportation Files	Con
Systems	9106	Recoverable Work Orders	7
	9117	Maintenance Contracts	P

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Roads – Operations	9233	Maintenance Contracts	1
General Office	9063	Contract Files	P
	9159	Job Files - Road Structures, Sidewalks	P
	9160	Job Files – Storm, Sanitary, Watermains	P
	9213	Maintenance Contracts – Operations	P
Plumbing	9200	Storm Sewer Agreement	7

RECORD RETENTION FOR ETOBICOKE COMMUNITY HEALTH DEPARTMENT  
SCHEDULE “K”

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Nursing	4028	Immunization Clinical Master Sheet for Schools	10
	4039	Tuberculosis (TB) Control Records	7
	4040	Tuberculosis (TB) Control Permanent Tickler Card	P
	4041	Venereal Disease (V.D.) Control Tickler Card	P
	4042	Venereal Disease (V.D. Control Patients Records	10 years
	4046	Pre-school Medical Forms	3 years

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Inspections	4056	Health Inspectors' Daily Summary	2 years
	4057	Industrial Waste	2 years
	4058	Inspections Bakeries Other Food Stores	7 years
	4060	Inspections – Eating Establishments	7 years
	4061	Inspections – Food Premises Plans	P or until reclassified
	4064	Milk Laboratory Reports	2 years
	4069	Rabies Control	7 years
	4070	Reports – Dog Bites & Other Animal Reports	2 years
	4076	Swimming Pool Inspections	7 years
4078	Water & Swab Test Reports	2 years	

RECORD RETENTION FOR ETOBICOKE OLYMPIUM (Board)  
SCHEDULE “L”

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Aquatics	9521	Aquatic Supervisors Log Report	6 years
	9533	Daily Chemical	6 years
Maintenance	9561	Log Sheet	5 years

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

(In Column 1)	(In Column 2)	(In Column 3)
Metropolitan Licensing Commission (2834)	Duplicate Pay Sheets	2 years
	Duplicate Bank Deposit Slips	6 years
	Cash Register Tapes	2 years
	Duplicate Vouchers	2 years
	Inspectors’ Memo	3 years
Welfare (2910)	Case Records	7
	General Correspondence	6
	GWA cheque issuance authorization	7
	General Welfare Assistance issuance sheets	2
	Paid General Welfare Assistance cheques	7
Housing (3033)	General Correspondence	6
	Daily movement records – admissions and discharges	2
	Homes Daily census reports	2
	Home for the Aged resident’s files	7 years after death or discharge of resident
	Incoming Letter register	4
	Trust account cancelled cheques	Permanently

(In Column 1)	(In Column 2)	(In Column 3)
	Trust Withdrawal Slips	6
	Ward Daily bed reports	2 years
	Watchmen's nightly report books	2 years
Works (3068)	Contracts (executed copy)	P
	Duplicate Agreements	P while active
	Duplicate Journal Vouchers	2 years
Roads and Traffic (91-71)	Contracts (executed copy)	P
	Duplicate Agreements	P while active
	Duplicate Journal Vouchers	2
	Duplicate vouchers, together with pertinent copies	2
	Provincial Sales Tax Refund Applications	2 years after receipt of payment
Property (2-72)	Contracts (executed copy)	P
	Duplicate Agreements	P while active
	Duplicate Journal Vouchers	2
	Duplicate vouchers, together with pertinent copies	2
	Stores Inventory	2
Legal (144-80)	Collection Files – Welfare, Hospitalization, etc.	2 yrs. - after monies collected or amount written off
	Contract Files	5 years - after execution if no outstanding claims

(In Column 1)	(In Column 2)	(In Column 3)
	Leasing Files	5 years after lease expired
Roads and Traffic (15-85)	Job Orders	4 years
Community Services (91-85)		
Policy & Planning Division	Grants	7 years
Community Services Department (103-87)		
Administrative Services Division, Financial and Administrative Services	Administrative Correspondence	3 years
	Agreements	Duration of Contract plus 5 years
	Basic Dental Care Authorizations	6 years
	Financial Statements – HFA (Monthly)	2 years
	Financial Statements – HFA (Yearly)	Archives
	Forgeries	1 year
	Fraud Documentation	4 years
	Homes for the Aged Trust Account Reconciliation	Duration of Trust Account plus 6 years
	Stores Requisitions	2 years
	Subsides and Claims	7 years

(In Column 1)	(In Column 2)	(In Column 3)
Planning Department (103-87)		
Central Services Division	Public Transportation	Archives
	Transportation Projects	Archives
	Transportation Systems Planning	Archives
Treasury Department (103-87)		
Fund Debt	Debenture Debt Register - Repayment Schedules	Permanent
	Debenture Discount and Sales Expenses	Permanent
	Debentures Fully Registered – U.S. Bank of Commerce Letters and Exchange Slips	7 years
	Debentures Fully Registered – U.S. Cheque Register Interest and Principal Payments	Permanent
	Debentures Fully Registered – U.S. – client Name and Particulars Vouchers	Archives
	Debentures Fully Registered – U.S. General Correspondence	Permanent
	Debentures Fully Registered – U.S. Issue and Return Vouchers	7 years
	Debentures Interest Coupons	7 years
	Debentures Inventory	Permanent
	Debentures – Principal and Interest Payable Ledgers	7 years

(In Column 1)	(In Column 2)	(In Column 3)
	Debentures – Registration Authorization	Permanent
	Debenture Registry	Permanent
	Debenture – Registry Book – Exchanged Cancelled Inventory	Permanent
	Debenture Registry Cards – Holders	Permanent
	Debenture Registry for Fully Registered Issues – Private Placements	Permanent
	Debenture Specimens	Permanent
	Sinking Fund Cheque Register	P
	Sinking Fund – General Journal	P
	Sinking Fund Receipts	7
	Sinking Fund Receipts (DCR’S)	P
Licensing Commission (104-87)		
Administration	Legal Opinions	Archives
Issuing Section – Vehicles	Court Docket	3 years
	License Applications – Incomplete	6 months
	Licensee Records – Problem Cases	Archives
	License Renewal Notices	1 year
	Licensee Records – Vehicles	Archives
	Taxi Cab Owners Records	Archives
	Taxicab Vehicle Type Cards	Duration of use of taxicab

(In Column 1)	(In Column 2)	(In Column 3)
Information Collection Management – Administrative (Parking Tags) (114-97)	Data Processing Reports – Data Capture Control – General	Kept till audit clearance + 1 year
	Back-up tapes and tags imaged	Termination from paid date of the last case entered into Parking Tag Management System (PTMS) + 2 years
	Payment and Notification documents (Royal Bank) – microfilm	Termination date of decision of the last case entered into PTMS + 2 years
Parking Fine Adjudication	CPI (Certificate of Parking Infraction) Filing	Kept till audit clearance + 1 year
Accounting Services (Parking Tags)	Counter Receipts Control	Current year + 6 years
	Data Processing Reports – Tag Control	Kept till audit clearance + 1 year
	Error Investigation	Kept till audit clearance + 1 year
	Refund Control	Kept till audit clearance + 1 year
	Third Party Receipts	Current year + 6 years
Information Systems Management (Parking Tags) and Parking Fine Collection Service	Office performance records	Kept until superseded. Yearly reports are permanent
	Transaction summary	Kept till audit clearance + 1 year
Parking Fine Collection Service	Provincial Court Receipts	Kept till audit clearance + 1 year

(In Column 1)	(In Column 2)	(In Column 3)
Records Series not Scheduled in former Mun. Metro Toronto Records Retention Schedule By-law	Administration Files – Community Services	
	Office Supplies Forms	
	Reference Manual, User Guides	
	Mainframe Computer Equipment Proposal	
	Planning and Installation Guide	
	Original Time Sheets and Monthly Billing	
	Timesheets, Payroll Records	
	Operation Manuals	
	Computerized Reports	
	Systems Activity Plans	
	Enforcement Officers Weekly Statistical Review	
	Officer's Notebooks	
	Complaints	
	Inspection Sheets / Control Sheets	
	Memo Books	
	Violations Lookouts & Inspection Reports	
	Field Operations Stats Sheets	
	Investigation Files	
	Insurances and Inspections	

## By-laws – licensing enforcement

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

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

Department	Records	Retention Periods (Years)
Building Administration Section	Compliance Searches (Zoning, etc.)	4
Clerk’s Administration	Agreements – Under Seal	P
Election & Revision & Assessment Section	Assessment Review Court – County Judge Decision	6
	Legal Opinions – Elections	PS
Food Control Section	Complaint Forms	2
	Daily Inspection Reports	2
	Correspondence - General	2
	Inspection Reports – CAPHIS	2
	Licensed Establishment Files	2
	Metro License Inspection Reports	3
	Monthly Inspection Reports	2
	Quarantine Reports	3
School Inspection Reports	2	
	X-Ray Reports	2

Department	Records	Retention Periods (Years)
Legal	C of A Applications – Decisions – Appeals	12
	Court Cases	P
	Legal Opinions	PS
	Quit Claim Deeds	12
	Writs of Summons – Accidents, etc.	7
Public Information	Pre-school Immunization Consent Form	6
Planning & Development	Development – Promotion & Advertising	5
	Development – Transportation	11
Public Works	Dispatcher Complaint Books	21
	Easement and Agreement Files	P
	Inspector's Daily Journals	21
	Maintenance Work Orders	21
	Patrol Sheets – Winter Maintenance	6
	Sewer & Water Maintenance Tenders	21
	Sewer & Water Service Tenders (Invitational)	21
Real Estate	Property Lease Files	6
Traffic	Sales Tax Reports	4

Department	Records	Retention Periods (Years)
Treasury		
Accounting Section	Debenture Bonds & Coupons	P
	Debenture Debt Charges	6
	Debenture Entries	10
	Debenture Register	P
	Investment Files	6
Purchasing & Supply Section	Sales Tax Reports	6
Tax Section	Assessment Balancing Reports	6
	O.M.B. Appeals – Business & Realty Tax	6
	Ontario Municipal Board Appeals	6
Water Revenue Section	Service Work Orders Summary	6
Records Series not Scheduled in former North York Records Retention Schedule By-law	Dispatch Cards	3
	Print Requisitions – Public Health	
	Print Requisitions – Departments	
	Print Requisitions – All Departments	
	Print Requisitions – Parks & Recreation	
	Job Requisitions	

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

## CLERK’S

## Clerks Administration (0201)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
02	01	03	470	000	Agreements – General	PP
02	01	03	470	300	Agreements – Subdivision (all plans)	PP
02	01	03	470	320	Agreements – Subdivision	40
02	01	03	470	600	Agreements – Special	PP
02	01	03	470	610	Agreements – Special (Condominiums)	PP
02	01	03	479	000	Agreements – Miscellaneous	PP
02	01	20	132	100	Associations – A.M.C.T.	05

## HEALTH

Communicable Diseases/Clinical Services (0403)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
04	03	01	194	000	Legal Files	06
04	03	09	138	000	Syphilis Files – HIV/AIDS	PP
04	03	09	141	000	Disease Reports – Animal Exposures	06
04	03	09	230	100	VPD – Immunization/Suspension Files	11
04	03	09	251	000	Tuberculosis/Leprosy Files	40

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
04	03	09	728	300	Inspections – Food Premises	06
04	03	09	729	200	Inspections – Recreational Facilities	06
04	03	09	740	100	Complaints	06

Growth & Development

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
04	05	09	801	000	Homecare Discharges	07

## LAW

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
06	01	03	210	000	Litigation Files	10
06	01	03	412	000	Title Problems	40
06	01	03	430	000	Leases	PP
06	01	03	470	000	Agreements – General	06
06	01	03	470	320	Agreements – Subdivision	40
06	01	03	470	400	Agreements – Site Plan Control	40
06	01	03	470	600	Agreements – Special	50
06	01	03	470	700	Agreements – Planning Bonus	40
06	01	03	492	100	Legal Opinions	06
06	01	10	120	000	Hearings - Administrative Tribunals	05

## PLANNING &amp; BUILDINGS DEPARTMENT

Planning (0901)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
09	01	13	181	100	Site Plan Agreements	20

Property Standards & Enforcement

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
09	07	06	400	100	Property Standards Files	6

## FINANCE AND CORPORATE SERVICES

Management Services (1408)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
14	08	02	519	110	Debentures – Metro History	PP
14	08	02	519	300	Debenture Debt Statements	10
14	08	02	519	600	Debentures – Sinking Funds	10

Real Estate (2621)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
26	21	03	430	000	Leases – City Property	LT + 2

## TREASURY SERVICES

General Accounting (1410)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
14	10	02	100	200	GST/ITC Rebate Calculation Reports	06

Revenue (1412)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
14	12	02	135	000	Sales Agreements – Tax Lands	PP
14	12	03	470	300	Agreements – Subdivision	PP
14	12	03	470	400	Agreements – Consents & Site Plans	PP
14	12	03	479	200	Agreements – Golf Clubs	PP
14	12	02	932	200	Provincial Sales Tax – Audit	07
14	12	14	314	000	Property Sales Agreements Miscellaneous Lands	PP

## CENTRAL SERVICES

Purchasing (2633)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
26	33	02	932	000	Sales Tax – Federal and Provincial	PP
26	33	03	461	000	Contracts	PP

## WORKS &amp; ENVIRONMENT DEPARTMENT

Works & Environment (1601)

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
16	01	01	880	000	Committees & Associations	04
16	01	02	420	000	Internal Audit – Works Dept	04
16	01	03	300	000	Legal Matters, City Liability	10

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
16	01	03	470	300	Agreements – Special	21
16	01	14	311	000	Sale or Lease of City Owned Lands	21
6	01	18	513	000	Encroachments/Right of Ways	PP
16	01	18	520	000	Design Criteria	PP
16	01	21	201	000	Urban Development Institute/Toronto Home Assoc.	97

OFFICE OF THE CITY MANAGER

Animal Centre

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
26	01	02	403	000	Internal Audit	05

INTERNAL AUDIT

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
28	01	02	400	000	Internal Audit Correspondence	05
28	01	02	450	000	Departmental Audit Files	10

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

SCHEDULE A  
RECORDS OF THE CITY

AUDIT

Column 1 Records	Column 2 Records Series Identifier	Column 3 Retention Period in Department or Local Board (Including Current Year)	Column 4 Retention Period in Central Records
Audit Reports	000344	3	28
Contracts	000634	2	18
General Correspondence	000001	3	8
Urban Renewal Schemes	001739	PC	10

BUILDINGS & INSPECTIONS

Column 1 Records	Column 2 Records Series Identifier	Column 3 Retention Period in Department or Local Board (Including Current Year)	Column 4 Retention Period in Central Records
Court Docket	001068	3	---
Housing Inspection Files	000603	1	5
Preliminary Construction Permit Records	002025	PC	2
Swimming Pool Inspection Reports	001336	PC	7

Column 1 Records	Column 2 Records Series Identifier	Column 3 Retention Period in Department or Local Board (Including Current Year)	Column 4 Retention Period in Central Records
T.T.C. Subway Contract Books	001355	PC	P
Trailer Inspection Reports: Cherry Nook Gardens	000936	PC	P
Zoning Enforcement Files	000615	1	Life of Building

## CITY CLERK'S

Column 1 Records	Column 2 Records Series Identifier	Column 3 Retention Period in Department or Local Board (Including Current Year)	Column 4 Retention Period in Central Records
Assessment Review Court – Notices of Adjournment	001516	1	1
Assessment Review Court Assessment Records (Notices of sittings and decisions)	000682	2	3
Assessment Review Court Cancellation, Reduction and Refund Records (Notice of Sittings and Decisions)	000681	2	23
Certificate of Execution of Contract	000635	2	5
County Court Judge: Notices of Hearings and Appeals	001514	1	4
County Judge Judgements (Written reasons for judgements)	000683	2	P

## CITY PROPERTY

Column 1 Records	Column 2 Records Series Identifier	Column 3 Retention Period in Department or Local Board (Including Current Year)	Column 4 Retention Period in Central Records
Contract Progress Certificates	000640	4	16
Lease of Property Cards	000433 000547	5 PC	5 P

## CITY OF TORONTO NON-PROFIT HOUSING CORPORATION

Column 1 Records	Column 2 Records Series Identifier	Column 3 Retention Period in Department or Local Board (Including Current Year)	Column 4 Retention Period in Central Records
Account Code List: B Lists	001287	1	---
Agenda Books	001493	2	3
Contracts and Agreements	001507	5	50
General Correspondence	001115 001256	2 1	3 1
General Files	001259	1	2
Home Planning Advisory Files	002401	1	10
Homeshare Program Files	002400	3	7
Housing Registry Files	002487	2	---
Housing Registry System	002428	PC	---
Inspection Reports	001509	2	5
Letter Register	001521	2	5

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Column 1 Records	Column 2 Records Series Identifier	Column 3 Retention Period in Department or Local Board (Including Current Year)	Column 4 Retention Period in Central Records
Masterfile Rental Records: Non-profit Housing	001273	2	6
Neighbourhood Services Work Group Task Force: Working Files	001099	2	3
Past Tenant Index Cards	001520	2	5
Planning Reports and Studies	001257	PC	---
Potential Sites	001491	PC	2
Project Files and Plans	001258	PC	10
Rent Books: Managed Properties	001286	2	6
Rent Supplement Claims	001753	2	5
Rent Supplement Files	002420	PC	---
Tenant Placement Cards	001522	PC	---
Tenant Placement – Rent Subsidized Applications	001487	5	2
Tenant Records – Co-ops	001523	---	7
Tenant Status Reports: Non-Profit Housing	001284	---	20

## FINANCE

Column 1 Records	Column 2 Records Series Identifier	Column 3 Retention Period in Department or Local Board (Including Current Year)	Column 4 Retention Period in Central Records
Agreements	000436	30	P
	001148	30	P
Boulevard Agreements	000437	P	---
Contracts	000636	Guarantee	10
	001324	Period	
Debenture Interest Coupon Maturing Master Diary	000360	2	18
Debenture Rate Accounts: Swansea	001162	3	7
Debenture Registry	000346	PC	P
	000347		
Debenture Sales Record	000355	2	29
Debenture Sales Register	000356	---	P
Debentures and Coupons: Swansea	001348	---	P
Fuel and Lubricant Issues	000239	1	7
Material Inventory System: Monthly Movement Report	000943	----	7
Stores Inventories	000076	2	5
Stores Issues	000242	1	7

## HOUSING

Column 1 Records	Column 2 Records Series Identifier	Column 3 Retention Period in Department or Local Board (Including Current Year)	Column 4 Retention Period in Central Records
Letterbooks	001298	2	3
Rent Books: Non-profit Housing	001271	2	5
Subject Correspondence	000941	2	3
Subject Correspondence	000941	2	3

## LEGAL DEPARTMENT

Column 1 Records	Column 2 Records Series Identifier	Column 3 Retention Period in Department or Local Board (Including Current Year)	Column 4 Retention Period in Central Records
Agreements	002431	Case Completion	60
Assessment Litigation	002442	Case Completion	50
Building Permit Litigation	002441	Case Completion	15
Collections	002435	Case Completion	5

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Column 1	Column 2	Column 3	Column 4
Records	Records Series Identifier	Retention Period in Department or Local Board (Including Current Year)	Retention Period in Central Records
Eviction Proceedings	002274	PC	10
Garnishments	002263	1	6
General Legal Services Files	002433	Case Completion	60
General Litigation Files	002443	Case Completion	15
Injunction Proceedings	002275	PC	30
Land Acquisitions, Sale or Lease Files	002288	Case Completion	60
Legal Opinions	002285	P	---
Letterbooks: External	001126	1	3
Property Title Searches	002434	P	---
Refuse Container / Encroachment Agreement Transmittal Letters	002502	3	---
Significant Legal Cases	002595	PC	P
Unpaid Execution	002286	PC	20

## PARKS AND RECREATION

Column 1 Records	Column 2 Records Series Identifier	Column 3 Retention Period in Department or Local Board (Including Current Year)	Column 4 Retention Period in Central Records
Outdoor Pool Log Book	003254	---	---

## PLANNING AND DEVELOPMENT

Column 1 Records	Column 2 Records Series Identifier	Column 3 Retention Period in Department or Local Board (Including Current Year)	Column 4 Retention Period in Central Records
Professional Organizations and Associations	001746	3	---
Traffic, Transportation, Public Services Files	001571	3	20

## PUBLIC HEALTH

Column 1 Records	Column 2 Records Series Identifier	Column 3 Retention Period in Department or Local Board (Including Current Year)	Column 4 Retention Period in Central Records
AIDS: Adult Case Report Form	002549	PC	---
AIDS Database	002504	PC	---

Column 1	Column 2	Column 3	Column 4
Records	Records Series Identifier	Retention Period in Department or Local Board (Including Current Year)	Retention Period in Central Records
AIDS Hotline Caller Profiles	002581	4	---
Animal Control – Warnings	002346	3	---
Case Histories – Tuberculosis	000035	5	50
	001867	5	50
	001868	5	50
	001869	5	50
Client File	002525	2	10
Client Intake Case Files	002557	1	---
Epidemiological Investigations	002312	5	45
	002313	5	45
	002318	5	45
	002321	5	45
Environmental Bacteriological Swab Tests	001413	3	---
Environmental Health and Inspection Section Inspection System	002532	PC	---
Environmental Health and Inspection Section Inspection System Data	000805	PC	---
	002013	PC	---
	002014	PC	---
	002015	PC	---
Environmental Health and Inspection Complain System	002436	PC	---
	002472	PC	---
	002473	PC	---
	002474	PC	---

Column 1 Records	Column 2 Records Series Identifier	Column 3 Retention Period in Department or Local Board (Including Current Year)	Column 4 Retention Period in Central Records
Food Poisoning Reports	000802	2	---
	002001	2	---
	002002	2	---
	002003	2	---
General Files - Tuberculosis	000431	3	5
	001873	3	5
	001874	3	5
	001875	3	5
HIV Community Primary Care Pilot Program	002550	PC	---
HIV Positive / AIDS Client Files	002503	PC	10
HIV Positive Database	002505	PC	---
HIV Positive Epidemiologic Information	002551	PC	---
Immunization Consent: Children	000699	3	3
	001855	3	3
	001856	3	3
	001857	3	3
Milk Quality Control Reports	000808	2	---
Notification Forms: Tuberculosis	000717	PC	50
Payroll Deduction Register	002569	2	---
Rabies Control	000034	2	---
	001989	2	---
	001990	2	---
	001991	2	---

Column 1	Column 2	Column 3	Column 4
Records	Records Series Identifier	Retention Period in Department or Local Board (Including Current Year)	Retention Period in Central Records
Sexually Transmitted Disease Record: Human Papillary Virus (HPV) Other	002437	2	---
	002438	2	---
	002439	2	---
	002440	2	---
Sexually Transmitted Disease Records: Gonorrhoea/Other	002421	2	---
	002422	2	---
	002423	2	---
	002424	2	---
Sexually Transmitted Diseases: STD Contact Form	002496	1	---
Sexually Transmitted Disease Records: Syphilis/Herpes	002413	5	5
	002414	5	5
	002415	5	5
	002416	5	5
Test Reports – Tuberculosis	000725	3	5
Tuberculin Reactor Files	000726	2	5
	001870	2	5
	001871	2	5
	001872	2	5
Tuberculosis Case Record Index	000727	10	---
	001861	10	---
	001862	10	---
	001863	10	---
Tuberculosis Data Sheet	002547	2	---
Tuberculosis Occupational Contact Files	001918	3	---

Column 1 Records	Column 2 Records Series Identifier	Column 3 Retention Period in Department or Local Board (Including Current Year)	Column 4 Retention Period in Central Records
Tuberculosis Occupational Contact Files	001919 001920 001921	2 2 2	3 3 3
Tuberculosis Occupational File Index	000718 001915 001916 001917	2 2 2 2	3 3 3 3
Year To Date Summary of Payroll & Deductions	002250	2	5

## PUBLIC WORKS AND THE ENVIRONMENT

Column 1 Records	Column 2 Records Series Identifier	Column 3 Retention Period in Department or Local Board (Including Current Year)	Column 4 Retention Period in Central Records
Agreements, Areaways, Encroachments	001017	PC	---
Agreements – Compactor Containers	001467	PC	---
Field Reports (Not Scheduled in former retention by-law)	001833	2	5

Column 1 Records	Column 2 Records Series Identifier	Column 3 Retention Period in Department or Local Board (Including Current Year)	Column 4 Retention Period in Central Records
Street Occupation Permit	000554	5	
Street Occupation Permit Index	000555	2	3

## PURCHASING AND SUPPLY

Column 1 Records	Column 2 Records Series Identifier	Column 3 Retention Period in Department or Local Board (Including Current Year)	Column 4 Retention Period in Central Records
Stores Control Ledger	000643	3	7

## PARKING AUTHORITY

Column 1 Records	Column 2 Records Series Identifier	Column 3 Retention Period in Department or Local Board (Including Current Year)	Column 4 Retention Period in Central Records
Investment Summary	000837	20	P
Parking and Transportation Studies and Surveys	000849	PC	P

## TORONTO SESQUICENTENIAL BOARD

Column 1 Records	Column 2 Records Series Identifier	Column 3 Retention Period in Department or Local Board (Including Current Year)	Column 4 Retention Period in Central Records
Licensee Contract Agreement Files	001831	---	7

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

## Schedule A

<u>Column 1</u>	<u>Column 2</u>	Column 3 Retention Periods <u>(Years)</u>
<u>Clerk’s Department</u>	Appeals and Decisions – Court of Revision, and Assessment Review Court	6
	Non-Judicial Inquiries and Investigations Coroner’s Inquest	6
<u>Health Department</u>		
<u>Administration</u>	Grants – Applications, Prov. Dept. Health	3
	Grants – Claim Sheet, duplicate	3
<u>Nursing</u>	Immunization Records – Children	3
	Home Care reports	2
	Home Instruction Requests	2

<u>Column 1</u>	<u>Column 2</u>	Column 3 Retention Periods <u>(Years)</u>
<u>Inspections</u>	Dog Bites and other animals – Reports (from private citizens and Police Dept.	5
	Food Poisonings	5
	Histories – Eating Establishments	5
	Milk Laboratory Reports	5
	Rabies Control – Ontario Dept of Health	5
	Water Reports – Bacteriological (Provincial Lab)	2
	X-Ray Reports – Barbers, hairdressers, food handlers, etc.	2
<u>Medical</u>	Medical Reports – Geriatric	10
<u>Tuberculosis</u>	Clinical reports and Family Folders, Inactive	5
	Correspondence – General (health units, hospital, laboratories)	5
	Tuberculin testing – family rosters	10
	Tuberculin testing – school lists	10
<u>Legal</u>	Correspondence General	5
<u>Parks and Recreation Department</u>		
<u>Treasury Department</u>	Debenture Coupons	7

<u>Column 1</u>	<u>Column 2</u>	Column 3 Retention Periods <u>(Years)</u>
Not Previously Scheduled in City of York By-law		
Y137	1993 - 1997 Board of Health Minutes	
Y118	Board of Health - Administrative Correspondence  Administrative Services Files Cable Television Permits	
Y061	Administrative Services Files Snow Link Program  Administrative Services Consumer Gas Cuts Permits	