

Authority: Government Management Committee Item 9.10,  
as adopted by City of Toronto Council on November 19 and 20, 2007  
Enacted by Council: November 20, 2007

## **CITY OF TORONTO**

### **BY-LAW No. 1243-2007**

#### **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 following functional category is added to Schedule A in alphabetical order by the designation letter for the functional category:

**E Functional Category: Emergency Services**

Description: Records relating to the creation and provision of City services and programs designed to provide law enforcement and immediate action in response to unforeseen circumstances, such as fires or medical emergencies. These programs are designed to ensure compliance with laws and legal regulations and to help City residents and businesses before, during, and in the aftermath, of emergencies. Includes records relating to disaster prevention; police and law enforcement; fire, paramedic, and ambulance services; and emergency contingency planning.

- B. The records series for code "F1325" with record title "Pay Period Processing" is amended by deleting "time sheets," and "crew cards," from the scope note in column 2 so that the scope note shall be as follows:

"Records relating to the administration and processing of employee salary and expense payments during regularly scheduled pay periods. May include information relating to payroll generation, overriding deductions, year-end payroll reporting, and payroll variance reporting. Documents may include payroll registers, employee expense reports, original and amended T4 statements, payroll adjustment and variance reports, and all supporting correspondence."

- C. The records series for code “F5503” with record title “Treasurer” is amended by deleting the title “Treasurer” and substituting “Parking Infractions – Payments”.
- D. The records series for code “G0261” with record title “Access to Information and Personal Information Protection – Access Requests” is amended as follows:
- (1) By deleting the title “Access to Information and Personal Information Protection – Access Requests” and substituting “Access to Information & Personal Information Protection – Access Request”.
  - (2) By deleting “T + 2” and substituting “T +5”.
- E. The records series for code “I2625” with record title “Homes for the Aged” is amended by deleting the title “Homes for the Aged” and substituting “Laundry Services”.
- F. The records series for code “L0360” with record title “Parks and Recreational Facility Permits” is amended by deleting the title “Parks and Recreational Facility Permits” and substituting “Parks and Facility Usage Permits”.
- G. The records series for code “L0370” with record title “Business Licenses – Rejected” is amended as follows:
- (1) By deleting “City Clerk’s Office” and substituting “Municipal Licensing & Standards”.
  - (2) By deleting “are refused” in the scope note and substituting “is refused”.
- H. 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. (Schedule A also includes the revised record series F1325, F5503, G0261, I2625, L0360 and L0370 as amended by Subsections B to G of this by-law for reference purposes.)

ENACTED AND PASSED this 20th day of November, A.D. 2007.

SANDRA BUSSIN,  
Speaker

ULLI S. WATKISS  
City Clerk

(Corporate Seal)

## SCHEDULE A TO BY-LAW No. 1243-2007

### 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		
A1550	Backup Data	Information & Technology	2	0	2	D	Comments: Retention applies to electronic records.
	Records relating to data stored by the Information & Technology Division as annual network backups, annual and monthly GroupWise backups, and unique or one-time backups, e.g. when a server is de-commissioned. Series excludes data backups of records of Councillors. This series includes the backed up data as well as the associated backup metadata. Backup data is created primarily for long-term system recovery requirements, such as loss or damage to computer hardware. In certain circumstances backup/recovery data is used to recover individual data files or forensically for investigations. Unique or one-time backups may be created by Information & Technology for various reasons, e.g., to mitigate against the risk of unsuccessful data migration or unanticipated failure of a new production system. Backup data and media are organized or classified by the backup application.						

Retention Legend: A = Active; I = Inactive; AR = Archival Review; C = Current Year; DY = Days; D = Destroy; M = Month(s); P = Permanent; P/AR = Permanent/Archival Review; S = Superseded; T = Termination – based on specific criteria

**E Functional Category: Emergency Services**

Description: Records relating to the creation and provision of City services and programs designed to provide law enforcement and immediate action in response to unforeseen circumstances, such as fires or medical emergencies. These programs are designed to ensure compliance with laws and legal regulations and to help City residents and businesses before, during, and in the aftermath, of emergencies. Includes records relating to disaster prevention; police and law enforcement; fire, paramedic, and ambulance services; and emergency contingency planning.

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
E0401	Fire Prevention Inspection Reports	Fire Services	T+3	18	T+21	D	<p>Comments: T=completion of inspection, with any violations and outstanding issues fully resolved.</p> <p>Legislation: Municipal Code Chapter 79, s79-18 Inspection of premises and by-law enforcement. Fire Protection and Prevention Act, 1997, Regulation (Fire Code), O. Reg. 388/97, amended by: O. Reg. 650/05 ss19(6) Conduct tests, take and remove samples, take photographs and make videotapes and other images, electronic or otherwise, that are relevant to the inspection.</p>

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
E0401 (con't.)							Fire Protection and Prevention Act, S.O. 1997, PART VI Inspections, ss 19(9). Copy of a document that purports to be certified by an inspector as being a true copy of the original is admissible in evidence to the same extent as the original and has the same evidentiary value.
E0404	Fire Safety  Records relating to documenting the planning and preparation necessary so that individual buildings within the City will comply with required fire safety provisions. May include information relating to firefighting equipment locations within buildings, fire alarm systems, locations of exits and staircases, evacuation and emergency guidelines, names of emergency contact personnel, vehicle access to the respective building, locations of elevators, owner responsibilities, and firefighting equipment inspection and maintenance. Documents include fire safety plan reports and all supporting correspondence.	Fire Services	S	15	S+15	D	Comments: S = Approval of an updated file safety plan.  Legislation: Fire Protection and Prevention Act, 1997, Regulation (Fire Code), O. Reg. 388/97, amended by: O. Reg. 650/05.

Code	Records Title	Originating Office	Retention				Disposition	Comments/Legislation
			A	I	Total			
E0405	Emergency Incident Reports	Fire Services	T	30	T+30		DAR	<p>Comments: T = File to remain active until resolution/closure of case.</p> <p>Legislation: Municipal Code Ch. 79, Fire Services, s 79-20 Responding to rescues and emergencies. Municipal Code Ch. 79 Fire Services, ss 79-7(8)(9) keep accurate record, in convenient for of reference, of all fires, rescues and emergencies, keeping other records as may be required by Council.</p>

**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.

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
F1325	<b>Pay Period Processing</b>  Records relating to the administration and processing of employee salary and expense payments during regularly scheduled pay periods. May include information relating to payroll generation, overriding deductions, year-end payroll reporting, and payroll variance reporting. Documents may include payroll registers, employee expense reports, original and amended T4 statements, payroll adjustment and variance reports, and all supporting correspondence.	Pension, Payroll & Employee Benefits	C+2	5	C+7	D	Legislation/Regulation: Employment Insurance Act (Canada), 1996, c. 23, s. 87 - Records, books of account to determine premiums, accounts and voucher to verify information to be kept six years from which records kept. Employment Standards Act, S.O. 2000, c.41, s. 15(5) - records to be kept three years after the employee ceased to be employed.

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
F5503	<p>Parking Infractions – Payments</p> <p>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.</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>



**G Functional Category: Governance**

Description: Records relating to the ways in which the City is governed and regulated to ensure efficiency, effectiveness, and compliance with statutory requirements. Includes records of the City's legislative process, such as the agendas and minutes of Council, its standing committees and community councils; City bylaws and the Municipal Code; formal policies and procedures; and annual reports of departments and special purpose bodies. Also includes all legislation and other municipal by-laws that might affect the City; records relating to non-municipal government bodies; election records; and records relating to provincially-mandated services that the City provides, such as birth and death registrations.

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
G0261	Access to Information & Personal Information Protection – Access Request	City Clerk's Office	T	5	T+5	D	<p>Comments: T = File closed upon completion of case.</p> <p>Legislation/Regulation: Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, s.17, 18, 19, 20, 21, 22, 43, 45 - Request, notice of forwarding or transfer, notice of decision, notice of extension, notice to affected person, notice of refusal, notice of order, estimate of costs.</p>

Records relating to the receipt and processing of access requests for City records and privacy complaints. Documents may include formal and informal requests for information, consultation documentation, correspondence, access decisions, fee estimates, third party notices, written appeal submissions to the Information and Privacy Commissioner of Ontario (IPC), IPC orders and decisions, and IPC compliance findings and recommendations.

**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.

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
H1250	Grievances and Arbitrations	Human Resources	T	21	T+21	DAR	<p>Comments: T = File closed upon resolution or settlement of case.</p> <p>Legislation: Canada Labour Code, R.S.C., 1985, c. L-2. Limitations Act, S.O. 2002, c. 24, Sched. B., ss15(2). No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place.</p>

Records relating to complaints received from City unionized employees concerning workplace and personal treatment, benefits, discipline, promotions, and any other issues as defined in the collective agreement. Includes information on addressing and resolving the grievances, such as mediation and formal adjudication hearings involving arbitrators. Documents may include completed grievance forms, copies of meeting minutes, adjudication hearing schedules, arbitration notices, minutes of settlements, and all supporting correspondence.

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
H1260	Human Rights Complaints and Investigations  Records relating to receiving, investigating, and resolving complaints from City staff persons concerning discrimination and/or harassment based on race, religion, gender, beliefs, disabilities, sexual orientation, and other human rights-related issues. May include information on both informal and formal complaints, providing advice and consultation to complainants, and topical human rights-related subject matters. Documents may include statements of complaint and completed complaint forms, investigation reports and recommendations, hand-written interview notes, copies of policies, and all supporting correspondence. This excludes all documents dealing with non-confidential consultation. Advice and consultation are provided not only to complaints, but also to respondent to management. There is no discrimination based on beliefs. Records also relate to policy development and review, communications and tools and training.	Human Resources	T	10	T+10	DAR	Comments: T = File closed upon resolution of investigation or when reference material is superseded or obsolete.

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
H1275	Occupational Health and Safety  Records relating to the City's responsibility to provide its employees with a safe and healthy workplace through assessment of occupational hygiene, ergonomics, and safety issues. A significant number of records contain confidential health information and personal information of employees. Records may also include correspondence regarding concerns, employee surveys, research materials, data collection, analytical results, and reports. Occupational hygiene records include employee concerns related to workplace exposure to chemical, physical (e.g., noise, temperature, radiation, etc) and/or biological (e.g., mould) agents. Ergonomics records include a) employee concerns related to workstation and furniture design and configuration and assisting the disability management team with addressing employee accommodation issues, b) consultation regarding furniture, equipment, vehicles, workplace design and work practices, and developing ergonomics guidelines, and c) job demands analyses. Safety records include general safety concerns, monitoring of compliance with legislative requirements (e.g., WHMIS, First Aid provisions, traffic control, and protective equipment), and activities related to the establishment and maintenance of the City's Joint Health and Safety Committees.	Human Resources	C+9	7	C+16	DAR	Legislation: Occupational Health and Safety Act, R.S.O. 1990, c. O.1, s9 Joint health and safety committee, certifications, recommendations, responses, minutes, scheduled inspections, inspection reports. Occupational Health and Safety Act, R.S.O. 1990, c.O.1, s26. Records of handling, storage, use and disposal of agents, records of exposure of workers; records of monitoring levels in workplace. Workplace Safety and Insurance Act, 1997. Every employer shall keep a record of all circumstances respecting an accident as described by the injured worker, the date and time of its occurrence, the names of witnesses, the nature and exact location of the injuries to the worker and the date, time and nature of each first aid treatment given.

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
H1355	Workers' Compensation and Disability Management  Records relating to tracking and monitoring of all individual City employees' claims for financial and/or medical compensation as a result of personal injuries, illness, or other medical conditions preventing employees from fulfilling regular job duties. This includes workers' compensation and long term disability claims. Documents may include injury report forms, copies of long term disability and workers' compensation claims that have been submitted, disability recurrence continuity reports, completed summary claims information cards, and all supporting correspondence.	Human Resources	T	7	T+7	DAR	Comments: T = File closed upon termination of employment.  Legislation: Workplace Safety and Insurance Act, 1997 Regulations (First Aid Requirements) R.R.O. 1990, Reg. 1101, s5. Every employer shall keep a record of all circumstances respecting an accident as described by the injured worker, the date and time of its occurrence, the names of witnesses, the nature and exact location of the injuries to the worker and the date, time and nature of each first aid treatment given.

**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	Retention				Comments/Legislation
			A	I	Total	Disposition	
I2625	Laundry Services	Homes for the Aged	C+2	4	C+6	D	
	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.						

**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.

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

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
L0370	<p>Business License Rejected</p> <p>Records relating to the denial of licenses for any existing owner or new applicant when a license application or renewal is refused or if a licensee 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 &amp; Standards, notice of hearings, agendas, minutes of meetings, final decision reports, and correspondence. Records are filed by hearing date</p>	Municipal Licensing & Standards	C+2	7	C+9	AR	Legislation/Regulation: Municipal Code Ch. 545, Licensing (By-law No. 514-2002).



**N Functional Category: Natural Environment & Sustainable Resources**

Description: Records relating to environmental services, and the assessment, preservation and conservation of the natural environment, natural life forms and natural resources. Natural environmental protection and conservation strategies combat pollution; promote conservation and sustainable management of land, ecosystems, water, horticulture, forestry, natural fish habitats, wildlife, atmosphere, and energy resources; protect natural landscape; and develop efficient uses of both energy and recyclable waste materials.

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
N0050	<p>Hazardous Materials</p> <p>Records relating to the storage, transportation, and handling of hazardous materials. Hazardous materials are any substance or material which may result in health injuries, destruction of life and environmental conditions, and facility damage. This includes toxic, flammable, corrosive, and explosive materials. Documents include disposal instructions, health and safety measures documentation, reports and recommendations, and correspondence.</p>	Policy, Planning, Finance & Administration	T	2	T+2	AR	<p>Comments: T= File closed upon completion of statistical reporting.</p> <p>Legislation: Environmental Protection Act Regulations (General - Waste Management), R.R.O. 1990. Reg. 347, s. 18(8), (9), s. 23(5)(d), s. 16(5)(a), as am., O. Reg. 157/98, s. 6(2). A record may be disposed of after two years of the calendar year.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
N0051	Naturalization Plans  Records relating to naturalization plans, which discuss ecological restoration programs and other initiatives concerning environmentally-friendly practices. May include information on environmental enhancements, site registration, elimination of lawn pesticide use, reintroduction of native plants and wildlife, and using native vegetation for lawns. Documents include reports and studies, mission statements, and correspondence.	Policy, Planning, Finance & Administration	C+2	7	C+9	DAR	Legislation: Environmental Protection Act 1990 Regulations (Records of Site Condition - PART XV.1 of the Act), O.Reg.153/04, amended by: O. Reg. 366/05, ss 18(1),(2). The retention of a report by a qualified person is seven years after the date the record of site condition listing the report is filed in the Registry, reasonable steps to ensure that a copy of the report is stored for the period referred.
N0056	Valleys and Ravine Lands Environment  Records relating to environmental predevelopment studies regarding valleys and ravines within the City. These studies are undertaken to determine what environmental impacts development activities will have and may include recommendations on whether development should proceed or not. Development activities may include the construction of buildings, playing fields, and playgrounds. Documents include studies and reports, survey drawings, and correspondence.	Policy, Planning, Finance & Administration	C+2	4	C+6	DAR	Legislation: Environmental Protection Act, R.S.O. 1990, c. E.19, s. 4 (d) - Conduct studies of environmental planning designed to lead to the wise use of the natural environment. Municipal Code Chapter 658.

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**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.

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
P3602	Healthiest Babies Possible Client Files	Public Health	T+18	10	T+28	D	<p>Comments:</p> <p>T= File to remain active in office for two years after last recorded date then retain semi-active in the Records Centre until child reaches 18 years of age. After which the file is retained inactive for additional 10 years in the Records Centre.</p> <p>Legislation:</p> <p>Medicine Act Regulations (General) O. Reg. 114/94, s19(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.</p>

Code	Records Title	Originating Office	Retention				Disposition	Comments/Legislation
			A	I	Total			
P3621	Family Health Client Files	Public Health	T+18	10	T+28		D	<p>Comments:</p> <p>T= File to remain active in office for two years after last recorded date then retain semi-active in the Records Centre until child reaches 18 years of age. After which the file is retained inactive for additional 10 years in the Records Centre.</p> <p>Legislation:</p> <p>Medicine Act Regulations (General) O. Reg. 114/94, s19(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.</p>

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
P3801	Dental Claims  Records relating to dental claims submitted for financial reimbursement covered by Children In Need of Treatment (CINOT) or Ontario Works (OW) dental programs. The programs provide basic urgent care to children without dental insurance and whose families are not able to pay for dental treatments. Documents include CINOT/OW claim forms and Pre-Treatment Authorization request forms, copies of invoices, and all supporting correspondence.	Public Health	C+2	4	C+6	D	Legislation: Dentistry Act, S.O. 1991, c. 24, s12 - the Council may make regulations regulating the dispensing of drugs by members, requiring members to keep prescribed records and to provide to the Minister reports containing prescribed information respecting the dispensing of drugs. Royal College of Dental Surgeons of Ontario (January 2002), Guidelines, Dental Recordkeeping pg 9, pg 12. pg 9 - copies of all dental claim forms for the preceding two years; pg 12- records must be kept for at least 10 years from the date of the last entry in the record. In the case of minor, these records must be kept for at least 10 years after the day on which the patient reached the age of 18.

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
P3811	Dental Screening	Public Health	T+18	10	T+28	D	<p>Comments:</p> <p>T= File to remain active in office for two years after last recorded date then retain semi-active in the Records Centre until child reaches 18 years of age. After which the file is retained inactive for additional 10 years in the Records Centre.</p> <p>Legislation:</p> <p>Dentistry Act, S.O. 1991, c. 24, s12. To keep prescribed records. Royal College of Dental Surgeons of Ontario (January 2002), Guidelines, Dental Recordkeeping -records must be kept for at least 10 years from the date of the last entry in the record. In the case of minor, these records must be kept for at least 10 years after the day on which the patient reached the age of 18.</p>

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
P3821	Dental Client Files – Adults  Records relating to adults who receive free dental treatments. Basic dental services are available to low-income adults. Documents may include eligibility statements, medical and dental history statements, dental examination and treatment plans, progress notes, dental x-rays, treatment consent forms, information release consent forms, copies of lab invoices, and correspondence.	Public Health	T+2	8	T+10	D	Comments: T= File to remain active in office for 2 years after last date of treatment.  Legislation: Dentistry Act, S.O. 1991, c. 24, s12. To keep prescribed records. Royal College of Dental Surgeons of Ontario (January 2002), Guidelines, Dental Recordkeeping - records must be kept for at least 10 years from the date of the last entry in the record. In the case of minor, these records must be kept for at least 10 years after the day on which the patient reached the age of 18.
P3822	Dental Appointment Book  Records relating to the routine dental appointments for persons requiring dental treatment services at dental clinics operated by the Ontario government. Documents include dental appointment books with patient information, date and time of appointment, and all supporting correspondence.	Public Health	C+1	27	C+28	D	Legislation: Royal College of Dental Surgeons of Ontario (January 2002), Guidelines, Dental Recordkeeping.

Code	Records Title	Originating Office	Retention				Disposition	Comments/Legislation
			A	I	Total			
P3823	Dental Client Files – Children Records relating to children who receive free dental treatments. Basic dental services are available to children up to the completion of high school. Documents may include eligibility statements, parent notifications, medical and dental history statements, dental examination and treatment plans, progress notes, dental x-rays, treatment consent forms, information release consent forms, copies of lab invoices, and correspondence.	Public Health	T+2	26	T+28		D	Comment: T=File to remain active in office for two years after last recorded date then retain semi-active in the Records Centre until child reaches 18 years of age. After which the file is retained inactive for additional 10 years in the Records Centre.  Legislation: Dentistry Act, S.O. 1991, c. 24, s12. To keep prescribed records. Royal College of Dental Surgeons of Ontario (January 2002), Guidelines, Dental Recordkeeping - records must be kept for at least 10 years from the date of the last entry in the record.
P3860	Immunization Program  Records relating to the Vaccine Preventable Disease (VPD) program in general. The Program provides immunization services to City residents and administers inspection on vaccine storage and handling. Documents may include recommendations and reports, vaccine storage and handling information, guidelines and standards of immunization, research, statistics, VPD Program meeting minutes and correspondence.	Pubic Health	C+2	4	C+6		DAR	Legislation: Immunization of School Pupils Act Regulations (General) R.R.O. 645, as am. O. Reg. 443/03 Record of immunization.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
P3864	Immunization Exemption  Records relating to individual children attending either schools or day nurseries whose parents or guardians have requested their exemption from receiving immunization treatments on account of medical, religious, or ethical reasons. Documents include rejected and/or approved exemptions, as well as other related correspondence such as, medical exemption statements, dismissed exemption request memoranda.	Public Health	T	0	T	D	Comments: T= File to remain active during school life of the student.  Legislation: Immunization of School Pupils Act Regulations (General) R.R.O. 645, as am. O. Reg. 443/03 Record of immunization.
P3866	Adverse Vaccine Reaction (AVR) Reports  Records relating to persons, who have suffered adverse reactions to vaccine immunizations. Documents may include adverse vaccine reaction (AVR) reports that meet the Ministry of Health criteria and all other reports that refer to any other reactions to the vaccine, and all supporting correspondence.	Public Health	C+5	14	C+19	D	Legislation: Immunization of School Pupils Act Regulations (General) R.R.O. 645, as am. O. Reg. 443/03, clause 1(e)(iii) Record of immunization to contain any reactions to vaccine.
P3868	Vaccine Storage and Handling Inspections  Records relating to the annual inspections of all vaccines maintained in various City storage facilities, government-sponsored clinics, and private-sector medical clinics. These inspections are conducted to determine the effectiveness of vaccines used to immunize persons against preventable diseases. Documents may include vaccine inspection reports for facilities which passed inspection, copies of inspection reports for facilities which failed inspection, and all supporting correspondence.	Public Health	C+2	7	C+9	D	Legislation: Health Canada, National Guidelines for Vaccine Storage and Transportation. Food and Drug Regulation (Canada), F-27, C.R.C. c. 870, Division 4, Schedule D Drugs, s C.04.003 Date of drug and cold storage requirements.

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
P3869	Cold Chain Failure Reports  Records relating to City storage facilities, government-sponsored clinics, and private-sector medical clinics which have failed inspections to determine whether vaccines are properly stored and handled. Documents may include Cold Chain Failure Reports, temperature log books, and correspondence.	Public Health	C+2	7	C+9	D	Legislation: Health Canada, National Guidelines for Vaccine Storage and Transportation. Food and Drug Regulation (Canada), F-27, C.R.C. c. 870, Division 4, Schedule D Drugs, s C.04.003 Date of drug and cold storage requirements.