

Authority: Government Management Committee Item 20.15,
as adopted by City of Toronto Council on January 27 and 28, 2009
Enacted by Council: January 28, 2009

CITY OF TORONTO

BY-LAW No. 132-2009

**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 The provisions of the former municipalities' by-laws listed in Schedule A, at the end of this by-law, are repealed or amended as indicated in Schedule A.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 28th day of January, A.D. 2009.

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REPEALED PROVISIONS**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 The following provisions of the former municipalities' by-laws are repealed:
- A. 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 "B"

FINANCE AND PERSONNEL DEPARTMENT

Budget and Estimates - Annual Reports – Original	P
Assessment Review Board Hearings	7 years – subject to archival review
Tax Accounting Reports	7 years

Schedule "F"

WORKS DEPARTMENT

Watermain Break Reports	P
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- B. 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 CLERK'S DEPARTMENT
SCHEDULE "B"

<u>DEPARTMENT</u> <u>Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total</u> <u>Retention</u>
Assessment	5126	Assessment Review Board Records	P

RECORDS RETENTION SCHEDULE FOR FINANCE DEPARTMENT
SCHEDULE "D"

<u>DEPARTMENT</u> <u>Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total</u> <u>Retention</u>
Treasury	6065	Pension Plans	P
	6066	Tax Registrations	P
	6068	Pension Files	P

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Tax	6168	Bailiff Collections	10 Years

RECORDS RETENTION SCHEDULE FOR PERSONNEL DEPARTMENT
SCHEDULE "H"

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
	8031	Pension Financial Records Printout	2 Years

RECORDS RETENTION SCHEDULE FOR WORKS DEPARTMENT
SCHEDULE "J"

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Drafting	9047	Engineering Drawings	P
General Office	9095	External Work Authorization Orders	7 Years
	9210	Protection Guarantees	7 Years
	9211	Termination of Plumbing Service	7 Years
	9215	Utilities – Accounts Receivables	7 Years
Plumbing	9184	Standard Drawing	P
System	9108	Sign Shop Operations Records	6 Years

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
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RECORDS RETENTION SCHEDULE FOR ETOBICOKE COMMUNITY HEALTH
DEPARTMENT
SCHEDULE "K"

Nursing	4027	Immunization Consent Forms	1 Year
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- C. 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 2)
Clerk's (2561)	Unsuccessful Tenders	3 yrs. after payment of completion certificate of successful tenderer
Works (3068)	As build drawings of project	P
	Stores, Stationary and Purchase Requisitions	2
Roads and Traffic (15-85)	Inventory Record Cards	5
Roads & Traffic		
Planning and Design Branch	Engineering Plans	P
Treasury Department (103-87)	Toronto Island Leases, Lease Extension Mortgages	P
Pensions	Pension Files – Vested / Defered	Disc of Dept Head
	Principal Maturity – Police and Metro Fund	1
	Retirements, Deaths and Terminations Register	A

(In Column 1)	(In Column 2)	(In Column 2)
	T4A (Statement of Pension Retirement Annuity and other Income)	7
	Treasurer's Annual Report – Metro Pension Fund	P
	Treasurer's Annual Report – Police Pension Fund	P
	Metro Pension Plan Preliminary Actuarial Report	P
	Declaration of Entitlement – Police Pension Life Certificate	Until Superseded
	Cash Receipts	7
	Deposit Books	7
Licensing Commission (104-87)	Adult Entertainment Licences	Archives
	Annual Returns – Cartage Companies	4 Years
	Complaints File	Archives
	Complaints – Special Cases	Archives
	Court Docket	3 Years
	Duplicate Licenses and Plates Statement	2 Years
	Enforcement Reinvestigations	Archives
	Insurance Records – Vehicles	7 Years
	License Application – Incomplete	6 Months
	License Renewals Notices	1 Year
	Licensee Picture Cards	Duration of License

(In Column 1)	(In Column 2)	(In Column 2)
	Licensee Records – Burlesque	Archives
	Licensee Records – Business	Archives
	Licensee Records – Problem Cases	Archives
	Licensee Records – Trades	Archives
	Licensee Records – Vehicles	Archives
	Log Books	Archives
	Notice of Violation	3 years
	Special Sales Licenses	Archives
	Summons Information Sheets	Archives
	Summons Withdrawn	3 Years
	Taxi Cab Owner Records	Archives
Parking Fine Collection Service (114-97)	Provincial Court Receipts	Kept till audit clearance + 1 yrs

- D. 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)
Clerk’s Administration		
Election & Revision & Assessment Section	School Support Resolution	P
Fire	Emergency Fire Referral Cards	P

<u>Department</u>	<u>Records</u>	<u>Retention Periods (Years)</u>
Legal	Assessment Appeals	7
	By-law Investigations	6
Public Works	Engineering Design Drawing	P
Tax	Business Tax Analysis Report	3
	Business Tax Balancing Reports	6
	Business Tax Correspondence	6
	Tax Analysis & Collection Sheets	3

E. By-law No. 24987 of the former City of Scarborough, being a by-law “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:

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
CLERK’S ADMINISTRATION						
02	01	07	211	100	Assessment Review Board – Appeals	05
HEALTH						
<u>Communicable Diseases/Clinical Services (0403)</u>						
04	03	09	130	100	Communicable Disease Reports	06
04	03	09	230	100	VPD Immunization/Suspension Files	11
04	03	09	251	000	Tuberculosis/Leprosy Files	40
04	03	09	252	000	2nd Dose Measles Records	15
<u>Health Growth and Development</u>						
04	05	09	640	000	Nursing Records - Discharged	20 yrs. after discharge or 5 yrs. after death

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
FINANCE AND CORPORATE SERVICES						
TREASURY SERVICES						
<u>Payroll(1407)</u>						
14	07	02	710	000	Pension Plan – Miscellaneous	PP
14	07	02	711	000	Pension Plan – Metro Toronto	PP
14	07	12	210	000	Pension Plan – Metro (Before 1971)	PP
<u>General Accounting</u>						
14	10	02	111	300	Payroll - Earnings Register	07
<u>Revenue (1412)</u>						
14	12	02	210	800	Detailed Listing/Outstanding Taxes	10
14	12	02	215	000	Tax Notice Arrears Register	02
14	12	02	215	100	Warrant Register	15
WORKS & ENVIROMENT						
16	01	18	512	100	Engineering Drawings	PA
OFFICE OF THE CITY MANAGER						
<u>Human Resources (2602)</u>						
26	02	04	522	100	Nurses Certification / Recognition Papers	PP

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

SCHEDULE A
RECORDS OF THE CITY

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

BUILDINGS & INSPECTIONS

Inspection Files (Hardcopy)	002308	---	5
Metropolitan Licence Applications	000600	3	25
Outgoing Letters	000049	---	P
Programme Assistance Files formerly Loan Grant Assistance Files	000956	1	20

CITY CLERK'S

Executive In Camera Files	001850	3	22
Unsuccessful Tenders	000633	1	10

FINANCE

Arrears of Taxes, Receipts	000203	2	5
Arrears of Business Taxes Payment Stub	000281	2	18
Bailiff's Returns	000282	2	5
	000283	2	5

Column 1	Column 2	Column 3	Column 4
Contributions and Obligations List	000396	2	---
Contribution Ledgers – Fire	000404	---	P
Deaths in Service	000384	3	23
	000385	3	23
Garnishee Orders	000544	1	6
Resignations	000391	2	48
	000392	2	48
Tax Arrears Register Cards	000285	---	20
	001111	---	20
	001146	---	20
Tax Collectors Final Statement	000256	20	---
Tax Warrants – Business and Realty	000439	5	2
Treasurer’s Receipts	001075	7	---
FIRE			
Paysheets	000524	---	P
LEGAL			
Environment Files	002445	PC	20
Letterbooks – Internal	001127	1	4
MANAGEMENT SERVICES DEPARTMENT			
General Correspondence Rehabilitation	001566	3	---
Rehabilitation Case Files	001570	PC	---

Column 1	Column 2	Column 3	Column 4
PARKS AND RECREATION			
Receipts	000211	2	5
PLANNING AND DEVELOPMENT			
Area Plans and Studies	001537	PC	5
Control of Premises Files	001538	3	20
Development Department Records	000938	---	20
General Job Files	002042	1	5
Planning & Development Administration Files	001705	3	4
Traffic, Transportation, Public Services Files	001571	3	20
PUBLIC HEALTH			
Body Shipments / Disinterments	001994	2	---
Communicable Disease Records: Class A	000697	PC	50
Communicable Diseases – Typhoid and Paratyphoid Carriers, Leprosy	001977 001978 001979 001980	50	---
Dental Defect Lists	002310 002314 002316 002319	2	15

Column 1	Column 2	Column 3	Column 4
Dental Statistics	000031	3	---
	001958	3	---
	001959	3	---
	001960	3	---
Immunization Consent: Children	000669	3	3
	001855	3	3
	001856	3	3
	001857	3	3
Immunization Listing	001351	2	----
Immunization Nominal Rolls	000703	3	---
Notification Deaths Reportable Communicable Disease	002545	2	---
School Health Records	000760	6	---
	000793	2	3
	001902	2	3
	001903	2	3
	001904	2	3

PUBLIC WORKS AND THE ENVIRONMENT

Bridge Plans – Active	000079	PC	P
Bridge Plans – Inactive	000080	PC	P
Project Files: Streets and Lanes	000566	PC	P
Streets and Lanes: General	000565	PC	7
Temporary Street Closing Files	001790	2	---

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

Schedule A

<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u> Retention Periods <u>(Years)</u>
Health <u>Department</u> <u>Nursing</u>	Immunization Records	2
Treasury <u>Department</u>	Machine Recaps – Tax Billings	7