

Authority: Government Management Committee Item 2.17,  
as adopted by City of Toronto Council on April 12 and 13, 2011  
Enacted by Council: April 13, 2011

**CITY OF TORONTO**

**BY-LAW No. 520-2011**

**To amend City of Toronto Municipal Code Chapter 217, Corporate Records (City), by  
adopting 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 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 listed in section 1 of By-law No. 519-2011 and as amended as set out in section 1 for reference purposes.)

ENACTED AND PASSED this 13th day of April, A.D. 2011.

FRANCES NUNZIATA,  
Speaker

ULLI S. WATKISS,  
City Clerk

(Corporate Seal)

# SCHEDULE A TO BY-LAW No. 520-2011

Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
<b>A</b>	<b>Functional Category: Assets and Property Management</b>						
	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						
A0497	Real Estate Appraisals	Facilities & Real Estate	T	21	T+21	AR	<p>Comments: File closed upon completion of appraisal</p> <p>Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B., s. 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. Municipal Code Chapter 213, Real Property, Sale (City of Toronto By-law No. 814-2007), § 213-6 Authority to declare surplus, § 213-7 Notice of proposed sale, § 213-8 Certificate of Clerk; § 213-9 Public Land Register.</p>
	Records relating to determinations of the financial value of properties, including buildings, vacant lands, and roadways. Property value may be assessed according to such factors as property location, building availability, property depreciation, and the local market's purchasing power. Appraisals are typically conducted by a licensed real estate appraiser, usually after an inspection of the property. Documents may include feasibility studies, investigation reports, valuations, market reviews, cost estimates, appraisal reports, and background correspondence.						

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; AP = Archival and Permanent

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
A0504	<p>Parks Title Histories</p> <p>Records relating to the history of the City's parks, parkettes, and greenspaces. Documents may include original drawings, plans, and proposals for park creations; dedications for existing and obsolete parks; opening ceremony reports and memoranda; and documentation describing the land use before park creation. Also may include deeds, leases, and license arrangements specifically pertaining to existing or obsolete parks.</p>	Economic Dev. & Culture	P	0	P	P/AR	<p>Comments:</p> <p>File to remain active until park no longer in existence</p>
A0532	<p>Property Management</p> <p>Records relating to the overall management of City-owned properties and buildings, which includes renting or leasing City space to commercial and other tenants, administering the landlord/tenant relationship, and arranging to conduct repairs and upgrades as required for the benefit of the tenants. May include information on evictions, terminations of leases, available parking spaces, fire and safety code compliance, and negotiating rental payments and lease conditions with prospective and current tenants. Documents may include lease reports, leases, mortgage discharge statements, copies of insurance certificates, rental agreements, copies of deeds, and all supporting correspondence.</p>	Facilities & Real Estate	T+2	21	T+23	AR	<p>Comments:</p> <p>File closed when tenant departs and is no longer renting or leasing space</p> <p>Legislation/Regulation:</p> <p>Limitations Act, S.O. 2002, c. 24, Sched. B., s. 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.</p>

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
A1412	Rejected Heritage Properties	City Planning	P	0	P	P/AR	<p>Comments: File to remain active until further notice from the Division</p> <p>Legislation/Regulation: Ontario Heritage Act, R.S.O. 1990, c. O.18, s. 27 - Register of all designated properties.</p>
	Records relating to City properties, including buildings and land, that have not been listed or designated as heritage properties as they do not meet the necessary criteria concerning historical significance. May include information on rejected property profiles. Documents may include copies of requests and recommendations for inclusion on the City's inventory of heritage properties, building evaluation sheets, copies of building demolition applications and City by-laws, copies of council reports, copies of committee reports, photographs and slides, and correspondence.						

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
A1418	Heritage Conservation District Studies	City Planning	P	0	P	P/AR	<p>Comments: File to remain active until further notice from the Division</p> <p>Legislation/Regulation: Ontario Heritage Act, R.S.O. 1990, c. O.18, s. 2 - policies, priorities and programs for the conservation, protection and preservation of the heritage of Ontario.</p>
	Records relating to internally and externally-produced studies and reports concerning the City's older residential districts and neighbourhoods, including both private properties and public areas such as streets and parks within a district. These studies are conducted to determine if heritage status should be allocated to all structures and areas, including both residential and commercial properties, in a specific residential district. If the report's recommendations are approved, City Council will pass a bylaw to grant the entire district as having heritage status. May include information on landscape character, planning conservation and development, architectural and building conditions, study area boundaries, historical development of the districts, and public participation in the process. Documents may include area site plans, photographs, heritage conservation studies and reports, property survey assessments, building inventories, copies of policies and procedures, copies of by-laws, and supporting correspondence.						

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
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						
C2010	Community Resources	Social Development & Admin	S	7	S+7	AR	
	Records relating to the City's community resources which provide social assistance, programs and services for City residents in need. Community resources may include business associations, civic groups, community centres, housing groups, and educational institutions. Programs may refer to activities organized for seniors, youth, women, families and individuals, supporting programs for diverse groups (LGST), ethno-racial, victims of violence and addictions, and any other programs for identified groups.						

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
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C2540	Resident Administration Case Files - Long-Term Care Homes and Services  Records relating to the resident administration case files. 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.	Long-Term Care Homes and Services	T	10	T+10	D	Comments: Files closed upon discharge or death of resident. Records for deceased and discharged residents are kept for 10 years after discharge.  Legislation/Regulation: Long-Term Care Homes Act 2007, O. Reg. 79/10, General, (last amendment: O. Reg. 249/10), s. 146(8); s. 233(1) A licensee shall discharge a resident when the licensee is aware that the resident has died, and the resident shall be deemed to have been discharged on the date of death; Every licensee of a long-term care home shall ensure that the record of every former resident of the home is retained by the licensee for at least 10 years after the resident is discharged from the home. Personal Health Information Protection Act, S.O. 2004, c. 3, Sched. A, ss. 13, 14 – Records.

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
C2972	Residential Rehabilitation Assistance Program (RRAP) Case Files  Records relating to the development and management of funding requests that provide financial loan assistance to low and moderate-income persons and organizations so that they may improve, preserve, and/or increase their existing affordable housing. This Federal Program may apply to private homeowners, landlords and non-profit associations. The funds are determined by confirming affordable home values or rents and by income testing of homeowners and tenant households. The City conducts inspections to determine the scope of work and to ensure that the work was successfully completed and that the funds awarded were properly spent. Documents may include copies of application for assistance, household income documents, medical information, contractor quotations, inspection reports, copies of land title reports, promissory notes, and associated correspondence.	Shelter, Support & Housing Admin.	T+2	13	T+15	D	Comments: File closed upon loan being closed out, loan forgiven, application withdrawal or application completion.  Legislation/Regulation: National Housing Act (Canada), R.S. 1985, c. N-11, clause 32(3)(a) - maintain separate books and records satisfactory to the Corporation and open to its inspection at any time. Housing Development Act, R.R.O. 1990, Reg. 641, General, s. 4(d) - information, records, accounts.



Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
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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						
D0410	Business Improvement Areas	Economic Dev. & Culture	T+2	10	T+12	AR	Comments:
	Records relating to the City's dealings with, and support of, business improvement areas, which are associations of local business persons and property owners who work in partnership with the City to improve conditions for local businesses in their respective geographically-defined areas. May include information on community interest, public consultation with local business tenants and property owners, both proposed and fully-developed business improvement areas, and improvement priorities. Documents may include cost summary statements, copies of construction notices, copies of invoices, copies of purchase requisitions and purchase orders, copies of brochures relating to private businesses, project continuity schedules, copies of meeting agendas and minutes, copies of City by-laws, and all supporting memorandums and correspondence.		T+2	5	T+7		T = File remains active 2 years after completion of local improvement. T+7 = Electronic records retention (copies)  Legislation/Regulation: Municipal Code Chapter 19, Business Improvement Areas (City of Toronto By-law No. 1110-2001, amended by By-law No. 636-2007).

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
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F	Functional Category: Financial Management						
	Description: 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.						
F0045	Fees Administration	All	C+2		C+6	AR	Legislation/Regulation: Municipal Code Chapter 441, Fees and Charges (City of Toronto By-law No. 1056-2006); Municipal Code Chapter 442, Fees and Charges, Administrative of (City of Toronto By-law No. 1056-2006).
	Records relating to the determination and administration of fees charged for services and activities provided and/or managed by the City, or for the use of City property. This may include information on fees charged by other municipalities for similar services; and discounts for senior citizens, students, and residents living on fixed incomes. These fees serve as a source of revenue for the City. Documents may include fee schedules for permits and licenses, user fees determination studies and reports, lists of approved fees, and correspondence.						
F1500	Accounting and Finance Administration	Treasurer	C+2	5	C+7	AR	Legislation/Regulation: City of Toronto Act, S.O. 2006, c.11, Sched. A (last amendment: 2009, c. 33, Sched. 26, s. 1) s. 231 Annual financial statements, s. 233 Auditing of financial statements. Municipal Code Chapter 71, Financial Control. (City of Toronto By-law No. 152-2000).
	Records relating to the overall management of the City's financial and accounting functions and processes. May include information on accounting systems, workflow reports and diagrams, financial signing authority, copies of federal and provincial guidelines and compliance requirements, and correspondence.						

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
F1575	Write-Offs  Records relating to the dismissal of unpaid debts owed to the City. These debts are considered to be not collectible owing to such factors as customer bankruptcy or business closure. Documents may include invoices and correspondence	Accounting Services	T	7	T+7	D	<p>Comments: T = File closed when occurrence of making debt uncollectible or date decision made to write off</p> <p>Legislation/Regulation: City of Toronto Act, S.O. 2006, c.11, Sched. A (last amendment: 2009, c. 33, Sched. 26, s. 1), s. 319(2)(a) - the city council, on the recommendation of the treasurer, writes off the taxes as uncollectible. Municipal Code Chapter 71, Financial Control (City of Toronto By-law No. 152-2000), Article VIII, Authority for Write-Offs (article last amendment: By-law No. 1405-2007).</p>

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
F2157	<p>Financial Statements and Reports</p> <p>Records relating to the production and use of financial statements and reports, which are sources of financial information for a wide variety of public users (auditors, creditors, provincial and federal government agencies, etc.). These documents provide summaries, details, and analyses of the City's financial position. Documents may include balance sheets, income statements, funding statements, liability statements, net assets sheets, and expense statements.</p>	Accounting Services	C+2	P	P	P	<p>Legislation/Regulation: Health Protection and Promotion Act, R.S.O. 1990, c. H.7, s. 59 - annual financial statements.</p> <p>City of Toronto Act, S.O. 2006, c.11, Sched. A (last amendment: 2009, c. 33, Sched. 26, s. 1), s. 231, Annual financial statements; s. 233, Auditing of financial statements.</p> <p>Municipal Code Chapter 71, Financial Control (City of Toronto By-law No. 152-2000).</p>
F2303	<p>Cheques</p> <p>Records relating to the management and processing of City and other cheques. Includes information on the issuance of cheques by the City to other organizations. Also includes information relating to City-issued cheques and external cheques that are returned to the City after they have been cashed by banking and financial institutions, or if they have been dishonoured. Documents include cancelled, processed, and dishonoured cheques; cheque reports, and supporting correspondence.</p>	Accounting Services	C+2	5	C+7	D	<p>Legislation/Regulation: 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.</p>

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
F2541	Estate Management Case Files  Records relating to the administration and control of deceased and/or discharged 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.	Long-Term Care Homes and Services	T	10	T+10	D	Comments: Files closed upon discharge or death of resident. Records for deceased and discharged residents are kept for 10 years after discharge.  Legislation/Regulation: Long-Term Care Homes, O. Reg. 79/10, General, (last amendment: O. Reg. 249/10), s. 241(7)(g)(i),(ii),(iii) - with respect to each resident for whom money is deposited in a trust account, retain for a period of not less than seven years, (i) the books of account, ledgers, deposit books, deposit

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
F2541	Estate Management Case Files (con'd)						slips, pass-books, monthly bank statements, cheque books and cancelled cheques applicable to the trust account, (ii) the written instructions and authorizations and acknowledgements of receipt of funds of the resident and the person acting on behalf of the resident, and (iii) the written receipts and statements provided to the resident, or a person acting on behalf of a resident. 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.
F3100	Risk Management  Records relating to the initiatives undertaken to identify, measure, and effectively manage the City's risks (exposures to loss). Risk management is intended to minimize the costs of risks on the City's operating functions. Documents may include copies of claims risk management policies and procedures, reports, and supporting correspondence.	Corporate Finance	C+2	4	C+6	AR	Legislation/Regulation: City of Toronto Act, S.O. 2006, c.11 Sched. A (last amendment: 2009, c. 33, Sched. 26, s. 1), s. 237(2) Information be provided relating to the efficiency and effectiveness of the City's operations.

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F3245	<p>Municipal Tax and Water – Certificates</p> <p>Records relating to the creation and use of municipal taxation certificates. This series includes letters from solicitors, financial Institutions, tax payers, and internal lawyers requesting that a tax or utility certificate be generated. This certificate gives financial information on a particular tax or utility account, and the information on the certificate is used for statement of adjustments on sales of properties and/or used for refinancing. In some cases letters are accessed by Legal for investigation purposes. Letters for tax certificates are organized by roll number and letters for water certificate are organized by account number order. The daily folders are filed chronologically by date with the user id. Letters are kept in paper format and certificates are stored in electronic format in the Tax Management and Collection System (TMACS) or Water Management and Collection System (WMACS).</p>	Revenue Services	C+2	4	C+6	D	<p>Legislation/Regulation: City of Toronto Act, S.O. 2006 c.11, Sched. A (last amendment: 2009, c.33, Sched. 26, s. 1), s. 283(7). If the city treasurer issues a tax certificate in respect of a property for which taxes have been deferred, the certificate shall show the amount of the deferred taxes and any accrued interest.</p> <p>Excise Tax Act (Canada), R.S.C. 1985, c. E-15, s 262, s 286 -Application for rebate record to determine liabilities and obligations, amount of rebate or refund, to be kept for six years after the year to which <u>they</u> relate.</p>

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
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F3305	Capital Budget  Records relating to the management and administration of the capital budget account. The capital budget controls the allocation and appropriation of funds planned to be expended for capital items in a given fiscal year. Capital budgeting is necessary to construct or acquire fixed assets for the City (e.g., a new subway line). Documents may include budget submissions, contractor and hard costs data, and internal chargeback costs directives.	Financial Planning	T	7	T+7	AR	<p>Comments: T = File closed from end of the last year in which the capital budget is expended.</p> <p>Legislation/Regulation: City of Toronto Act, S.O. 2006 c.11, Sched. A (last amendment: 2009, c.33, Sched. 26, s.1), s. 228 - The City shall in the year or the immediately preceding year prepare and adopt a budget including estimates of all sums required during the year for the purposes of the City. Municipal Code Chapter 71, Article II, Budgets, § 71-7 Capital Budget (section last amendment: City of Toronto By-law No. 331-2005). Police Services Act, R.S.O. 1990, c.P.15, s. 39 – Annual estimates of board.</p>



Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
F3307	Operating Budget  Records relating to the management and administration of the operating budget accounts. The operating budget concerns the allocation and appropriation of funds necessary to finance all operating expenses for a fiscal year, for all City departments and offices. Operating expenditures are used during a particular period directly in support of daily operations, such as wages, office supplies, and maintenance costs. Includes copies of budget process procedures, directives, variance reports, expenditure forecasts and reports, and budget submissions.	Financial Planning	C+2	5	C+7	D	Legislation/Regulation: City of Toronto Act, S.O. 2006 c.11, Sched. A (last amendment: 2009, c.33, Sched. 26, s.1), s. 228 The City shall in the year or the immediately preceding year prepare and adopt a budget including estimates of all sums required during the year for the purposes of the City. Municipal Code Chapter 71, Financial Control, Article II, Budgets, § 71-6. Operating Budget (section last amendment: City of Toronto By-law No. 1405-2007). Police Services Act, R.S.O. 1990, c.P.15, s. 39 - Annual estimates of board.

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
F4000	<p>Pension Plan Investment and Administration</p> <p>Records relating to the administration of the City's pension plans (other than OMERS). There are five pension plans: Metro Toronto, Metro Police, Toronto Civic, Toronto Firefighters, and York. Includes accounting, actuarial, banking, payroll records, annual information returns, financial statements, board of trustee minutes, correspondence and contributions from employers, tax reconciliation, and pension plan registration documents. Registration documents include information on conditions for membership, benefits and rights, requirements for entitlement, methods of calculating contributions, benefits, interest and administration costs, and treatment of surplus.</p>	Pension, Payroll & Employee Benefits	T+2	5	T+7	D	<p>Comments:</p> <p>File closed upon termination of the last surviving beneficiary of the pension policy</p> <p>Legislation/Regulation:</p> <p>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.</p> <p>Limitations Act, S.O. 2002, c. 24, Sched. B, s. 4, s. 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> <p>City of Toronto Act, 2006, O. Reg. 610/06, Financial Activities (last amendment: O. Reg. 53/11), s. 49(1), Investment report, - the council shall require the treasurer to prepare and provide to the council, each year or more frequently as specified by the council, an investment report.</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, O. Reg. 610/06, Financial Activities (last amendment: O. Reg. 53/11), s. 49(1), Investment report, - the council shall require the treasurer to prepare and provide to the council, each year or more frequently as specified by the council, an investment report; 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. Limitations Act, S.O. 2002, c. 24, Sched. B, s. 4, s. 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, O. Reg. 610/06, Financial Activities, (last amendment: O. Reg. 53/11), s. 49(1) Investment report, - the council shall require the treasurer to prepare and provide to the council, each year or more frequently as specified by the council, an investment report. 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. Limitations Act, S.O. 2002, c. 24, Sched. B, s. 4, s. 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	Retention			Disposition	Comments/Legislation
			A	I	Total		
F6200	<p>Sinking, Retirement, Contingency and Reserve Funds</p> <p>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.</p>	Treasurer	C + 2	5	C + 7	D	<p>Legislation/Regulation: City of Toronto Act, 2006, O. Reg. 610/06, Financial Activities (last amendment O. Reg. 53/11), s. 49(1), Investment report, - the council shall require the treasurer to prepare and provide to the council, each year or more frequently as specified by the council, an investment report. 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. Limitations Act, S.O. 2002, c. 24, Sched. B, s. 4, s. 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	Retention			Disposition	Comments/Legislation
			A	I	Total		
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.						
G0001	Council and Committee Proceedings	City Clerk's Office	C+3	P	P	P/AR	Legislation/Regulation: City of Toronto Act, S.O. 2006 c.11, Sched. A (last amendment: 2009, c.33, Sched. 26, s.1), Part VI, Practices and Procedures.
	Records relating to the meetings, duties, and functions of the City Council, including its standing committees, sub-committees, and task forces; Community Councils and their committees. The City Council is the legislative body responsible for enacting ordinances and resolutions, adopting the City budget, representing the City, and carrying out a variety of municipal responsibilities. Documents include Council agendas, minutes, certificates of amendments (resolutions), terms of reference, committee appointments, bills index, correspondence, memoranda, notices of motions, and committee reports.						
	NOTE: A directory of Council committees and task forces is available at <a href="http://www.toronto.ca/committees/directory.htm">http://www.toronto.ca/committees/directory.htm</a>						

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
G0002	<p>Municipal Code and By-laws</p> <p>Records relating to the development, review, and City Council approval and adoption of chapters of the Municipal Code and by-laws. The Municipal Code consists of all regulatory and administrative ordinances, whereas by-laws constitute the City's rules or laws. Includes by-laws from the former municipalities that were amalgamated to form the current City. May include information on by-law and Municipal Code harmonization, consolidation, replacement, analysis, and editing.</p>	City Clerk's Office	T	P	P	P/AR	<p>Comments: T = File closed upon Council approval</p> <p>Legislation/Regulations: City of Toronto Act, S.O. 2006 c.11, Sched. A (last amendment: 2009, c.33, Sched. 26, s.1), s. 132(3) A power of the City, including the City's capacity, rights, powers and privileges under section 7, shall be exercised by by-law unless the City is specifically authorized to do otherwise. Municipal Code Chapter 1, General Provisions, Article II, Adoption of Code (City of Toronto By-law No. 871-2000), § 1-8A Municipal Code book to be kept up to date. The City Clerk shall keep up to date the certified copy of the book containing the Municipal Code.</p>

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
G0004	<p>Task Force &amp; Special Committee Records</p> <p>Records relating to the meetings, duties, and functions of task forces special committees of the City administration, i.e., not of Council. These are high-level committees with broad, cross-divisional mandates, such as the committees, working groups, and teams directing the City's Program Review Framework. Documents include minutes of meetings, agendas, reports, and correspondence.</p> <p>NOTE: Excluded are high-level committees looking at specific matters falling into the mandate of a single division, e.g. the Legislative Review Committee but whose mandate falls within the City Clerk's Office responsibilities.</p>	Common	C + 7	3	C +10	AR	<p>Legislation/Regulation: City of Toronto Act, S.O. 2006 c.11, Sched. A (last amendment: 2009, c.33, Sched. 26, s.1), Part VI, Practices and Procedures.</p>
G0261	<p>Access to Information Requests</p> <p>Records relating to the processing of access requests under MFIPPA and PHIPA including formal requests from the public, informal requests from other divisions and agencies and third party notifications to the City. It also includes building plans routine disclosure requests made by requesters to the Building Division. Documents may include access request forms or letters, e-mails with program areas, copies of responsive records, decision letters and correspondence.</p>	City Clerk's Office	T	5	T+5	D	<p>Comments: 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, ss.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>
G5001	Corporate Governance - Discontinued						



Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
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.				
H1207	Salary Administration	Human Resources	C+2	4	C+6	AR	
	Records relating to the establishment, administration, and scheduling of employee salaries. Documents include salary grids, comparison studies, and salary reviews and revisions.						
H1209	Job Classifications	Human Resources	S	5	S+5	AR	
	Records relating to the classification of employment positions within the City's organizational hierarchy. Job classification assigns jobs into grades based on a number of categories, including required education, work experience, and supervisory skills. Documents include employee skills inventories, copies of job descriptions, job classification history files, and job classification action requests and appeals.						

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
H1210	Staff Competition and Recruitment	Human Resources	T	6	T+6	D	Comments: File closed upon closing of competition.
	Records relating to the recruitment of staff for existing or future jobs and appointments within the City. This includes permanent, seasonal, and contract job postings. May include information on applicant screening and testing, conducting interviews, and acceptance and rejection of candidates. Documents may include completed request for employment forms, job postings, solicited resumes and employment applications, job skills test sheets, interview questions and sheets, scoring matrices, competition lists, reference checks, and all supporting correspondence.						Legislation/Regulation: Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, s. 30(4) (last amendment: 2007, c. 13), s. 45 - Dispose of personal information under the control of the institution accordance with the regulations.

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
H1213	<p>Secondments and Acting Assignments</p> <p>Records relating to staff secondments to or from other institutions or organizations, or within the City itself. Secondments enable City employees to work in other organizations, City departments, or capacities for a fixed period of time (during which they are exempt from their normal work duties). Documents include reimbursement schedules, copies of payroll notification forms (PNFs), and correspondence.</p>	Human Resources	T	6	T+6	D	<p>Comments: File closed upon termination of employee's secondment or assignment.</p> <p>Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B., s. 4 (last amendment: 2010, c. 16, Sched. 4, s. 27), s. 27 A proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered. Employment Standards Act, S.O. 2000, c.41 (last amendment: 2010, c.16, Sched. 9, s. 1), 15(5) The employer shall retain or arrange for some other person to retain the records of the information required for three years after the employee ceased to be employed by the employer.</p>

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
H1250	Grievances and Arbitrations	Human Resources	T	21	T+21	AR	<p>Comments:</p> <p>T = File closed upon resolution or settlement of case</p> <p>Legislation:</p> <p>Occupational Health and Safety Act, R.S.O. 1990, c. O.1 (last amendment: 2009, c. 33, Sched. 20, s. 3), s. 49(2)</p> <p>A complaint must be filed not later than 30 days after the event to which the complaint relates. Limitations Act, S.O. 2002, c. 24, Sched. B, s. 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.</p>

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
H1260	Human Rights Complaints and Investigations  Records relating to receiving, investigating, and resolving complaints from City staff persons, residents and recipients of municipal services concerning discrimination and/or harassment based on human rights protected grounds, as listed in the City of Toronto's Human Rights and Anti-Harassment Policy. May include information on both informal and formal complaints, as well as advice and consultation on human rights-related subject matters such as policy development, communication tools and training. Documents may include statements of complaint and completed complaint forms, investigation reports and recommendations, witness interview notes, copies of policies, research, and all supporting documentation and correspondence regarding the exploration and resolution of complaints and consultations.	Human Resources	T	10	T+10	AR	Comments: T = File closed upon resolution of investigation.

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
H1275	Occupational Health and Safety	Human Resources	C+9	7	C+16	AR	<p>Legislation:</p> <p>Occupational Health and Safety Act, R.S.O. 1990, c. O.1, s. 9</p> <p>Joint health and safety committee, certifications, recommendations, responses, minutes, scheduled inspections, inspection reports. s. 26</p> <p>Records of handling, storage, use and disposal of agents, records of exposure of workers; records of monitoring levels in workplace.</p> <p>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.</p>
	<p>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.</p>						

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
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	AR	Comments: T = File closed upon termination of employment  Legislation: Workplace Safety and - Insurance Act, 1997, R.R.O. 1990, Reg. 1101, First Aid Requirements, s. 5 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			Disposition	Comments/Legislation
			A	I	Total		
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:</p> <p>File closed upon termination of the audit process.</p> <p>Legislation/Regulation:</p> <p>City of Toronto Act, S.O. 2006, c.11, s. 179 (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	Retention			Disposition	Comments/Legislation
			A	I	Total		
I0020	Audits (cont'd)						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.
I0250	Records Retention Authorization Forms  Records relating to completed Records Retention Authorization Forms (RRAF's) with the signatures of representatives from the business unit, Legal Services, Internal Audit, and the External Auditor. These completed RRAF's are the basis for adding to or revising existing record classes in the Corporate Records Bylaw (Municipal Code, c. 217). Digitized duplicates of the RRAF's are created for convenience.	City Clerk's Office	C + 2	P	P	P	Legislation/Regulation: City of Toronto Act, S.O 2006, c. 11, Sched. A (last amendment: 2009, c. 33, Sched. 26. s. 1), s. 201(3) Retention periods, - establish retention periods during which the records of the City and its local boards must be retained and preserved.
I0253	Records Destruction Files  Records relating to signed destruction packages (cover sheet, summary information, authorization page, and inventory of boxes), and matching destruction certificates.	City Clerk's Office	C + 2	P	P	P	Legislation/Regulation: City of Toronto Act, S.O 2006, c. 11, Sched. A (last amendment: 2009, c. 33, Sched. 26. s. 1), s. 201(2)(a), (b) - records of the City may be destroyed if a retention period for the record has been established under this section and, (a) the retention period has expired; or (b) the record is a copy of the original record.

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
I0550	Protocol Events Records	City Clerk's Office	C+ 1	3	C+4	AR	Comments: C+9 = 10 year retention applies to electronic records.
	Records relating to the management and organization of protocol events and functions, which may include ceremonial events, corporate awards and recognition, donations of official gifts, flag raisings, conferences and seminars and Presentations in Council. Records are organized alphabetically by function and event names, whether in hard copy or electronic format. Documents include letters of requests, agendas and schedules, event logistics, program order, seating order, flag protocol, photos, media releases, copies of invoices and all other supporting documents		C+9	0	C+9	AR	
I0552	Visits and Visitors Records	City Clerk's Office	C+1	3	C+4	AR	Comments: C+9 = 10 year retention applies to electronic records.
	Records relating to the facilitation and organization of visits and visitors to the City, ranging from a brief courtesy call, to a multi-faceted information program or study tours, both paper-based and electronic format. This may include national and international dignitaries and delegations visiting the City of Toronto. Records are organized alphabetically by visits and visitor names, whether in hard copy or electronic format. Documents may include requests to visit, agendas, contact information, copies of invoices related to the visit and all other supporting correspondence.		C+9	0	C+9	AR	

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
I0553	Proclamations and Letters of Greeting	City Clerk's Office	C+1	3	C+4	AR	Comments: C+9 = 10 year retention applies to electronic records.
	Records relating to proclamations and letters of greeting signed by the Mayor and/or City Council to the requesting groups, institutions, individuals, organizations, or businesses in the City of Toronto. This may also include scrolls issued to residents and organizations. Records are organized in alphabetical order by the requestor or organization name, whether in hard copy or electronic format. Documents include request forms, background information of the requesting party, copies of invoices and all other supporting correspondence		C+9	0	C+9	AR	

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Code	Records Title	Originating Office	A	I	Total	Disposition	Comments/Legislation
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.						
L0520	Easements	All	T	7	T+7	D	Comments: File closed upon expiration of right.  Legislation/Regulation: Electricity Act, 1998, S.O. c. 15, Sched. A, s. 46(1) If, immediately before the repeal of section 48 of the <i>Power</i> Corporation Act under the Energy Competition Act, 1998, land was subject to a right referred to in subsection 48 (2) or (3) of the Power Corporation Act, the land continues to be subject to the right until the right expires or until it is released by the holder of the right.

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
L2000	Property Acquisitions	Real Estate Services	T	21	T+21	AR	<p>Comments: File closed upon completion of case</p> <p>Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B (last amendment: 2010, c. 16, Sched. 4, s. 27), s. 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. Expropriations Act, R.S.O. 1990, c. E.26 (last amendment: 2009, c. 33, Sched. 2, s. 33), s. 9 the expropriating authority shall register, within three months after the granting of the approval, in the proper land registry office a plan of the land signed by the expropriating authority and by an Ontario land surveyor, and thereupon, but not otherwise, the land vests in the expropriating authority; s. 10.(1) the expropriating authority may serve the owner, and shall serve the registered owner, within thirty days after the date of registration of the plan, with a notice of expropriation of the owner's land,</p>
	<p>Records relating to the acquisition of property, including buildings and land, for the City. Property may be acquired through leasing, purchasing, transfer, donations, and expropriation. Documents include certificates of registration, copies of agreements to purchase and sell, copies of maps and drawings, acquisition proposals and reports, deeds, and correspondence.</p> <p>Note: Original deeds are kept by Facilities and Legal. Original land surveys are kept by Survey &amp; Mapping Services, and only copies of land surveys are kept by Facilities.</p>						

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
L2000	Property Acquisitions (cont'd)						in the prescribed form, but failure to serve the notice does not invalidate the expropriation.
L3088	Commissioner of Oaths and Notary Public  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.	Legal Services	T	7	T + 7	AR	Comments: File closed when successor takes office.  Legislation/Regulation: Commissioners for taking Affidavits Act, R.S.O. 1990, c.C.17. Notaries Act, R.S.O. 1990, c.N.6 City of Toronto Act, S.O 2006, c. 11, Sched. A (last amendment: 2009, c. 33, Sched. 26. s. 1), s. 186(1) Declaration of office.

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
L4020	By-law and Business Licence Enforcement  Records relating to both routine investigations of commercial, public and residential properties to ensure compliance with City by-laws and/or business license stipulations, and also non-routine investigations in response to complaints and/or reports of violations with respect to, but not limited to, property standards, zoning, debris, long grass & weeds, noise, fences, smoking, snow removal. Business license stipulations include restaurant inspections, vehicle inspections such as taxis, tow trucks and driving school vehicles. Documents may include copies of by-laws, inspection notes, findings reports, copies of notices of violation and orders to comply, complaints, and supporting correspondence.	Municipal Licensing & Standards	T	6	T + 6	D	Comments: File closed upon resolution of investigation.  Legislation/Regulation: City of Toronto Act, S.O. 2006, c.11, Sched. A (last amendment 2009, c. 33, Sched. 26. s. 1), ss. 85-96, Licences. Municipal Code Ch. 545, Licensing (By-law 514-2002) - Require compliance with any code, standard, procedure or regulation.
N	<b>Functional Category: Natural Environment &amp; Sustainable Resources</b>  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.						

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
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	AR	Legislation: Environmental Protection Act, O. Reg.153/04, Records of Site Condition - Part XV.1 of the Act (last amendment: O. Reg. 245/20) s. 18(1), (2) [ <i>s. 18 to be replaced July1, 2011</i> ] 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	AR	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, Ravine and Natural Feature Protection.

**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.

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
P3722	Food Handler Certification Files	Toronto Public Health	C+5	0	C+5	D	Legislation/Regulation: Municipal Code Ch. 545, Licensing (By-law No. 678-2006) § 545-5G(17)(d) G. Regulations pertaining to eating and drinking establishments. (17) Food handler certification. (d) A food handler certificate is valid for five years. Health Protection and Promotion Act, R.R.O. 1990, Reg. 562, Food Premises (last amendment: O. Reg. 99/08), s. 10(9), s. 38(1),(2) - Records shall be made available upon request to the medical officer of health or a public health inspector; Every operator of a premise in which meat products are manufactured shall maintain records of meats; 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.

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
P3742	<p>Environmental Site Reports</p> <p>Records relating to environmental site reports that are not found in other records classes (or elsewhere) regarding historical and current site health hazard investigations and assessments for specific locations in the City which may have issues or impacts on the population or on human health in the city. These records are created and maintained by Public Health Division only.</p> <p>Includes information on environmental remediation: removal of pollution or contaminants from environmental media such as soil, groundwater, sediment, or surface water for the general protection of human health and the environment or from a site intended for redevelopment, reuse or repurposing.</p> <p>Documents may contain: environmental studies outlining potential hazards, contamination reports and analysis, remediation, and or risk assessment reports, containment strategies and plans, clean up and remediation efforts on sites, site management plans for containing environmental hazards, consultant reports, photos, database searches, environmental investigations, maps, site plans, lab and analytical data, appraisal, plans, soil and groundwater studies, air quality studies, risk assessments (site specific and human health hazards), correspondence, memos, regulatory records, consultant records, design, monitoring, legal records, environmental site assessment, remediation studies, plans, maintenance and monitoring, project documents, contact information of the requester and other related records.</p>	Toronto Public Health	C+5	45	C+50	AR	<p>Legislation/Regulation: Municipal Code Chapter 423, Environmental Reporting and Disclosure (City of Toronto By-law No. 1293-2008), § 423-5 Record-keeping; The information upon which reports referred to in this chapter are based shall be retained for a minimum of five years from the date the report is submitted and, upon request, shall be proved to the Medical Officer of Health for audit purposes. § 423-6 Inspections. Health Protection and Promotion Act, R.S.O. 1990, c.H.7 (last amendment: 2010, c. 15, s. 228), s. 12(2) - Provision of information to M.O.H. The Ministry of the Environment, the Ministry of Health and Long-Term Care, the Ministry of Labour or a municipality shall provide to a medical officer of health such information in respect of any matter related to occupational or environmental health. Environmental Assessment Act, R.S.O. 1990, c. E.18 (last amendment: 2010, c. 16, Sched. 7, s. 1), s. 30(1)</p>

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
P3742	Environmental Site Reports (cont'd)						<p>The Director shall maintain a record for every undertaking in respect of which an application is submitted under Part II and for every application submitted under Part II.1</p> <p>Legislation/Regulation con't: under Part 11.1. Environmental Protection Act, R.S.O. 1990, c. E.19 (last amendment: 2010, c. 16, Sched. 7, s. 2), s. 165.1(1), (3) Every person required by this Act or the regulations to retain a record shall make it available to a provincial officer for inspection upon his or her request. If a record is retained in electronic form, the provincial officer may require that a copy of it be provided to him or her on paper or in a machine-readable medium or both. Occupational Health and Safety Act, R.S.O. 1990, c. O.1 (last amendment: 2009, c. 33, Sched. 20, s. 3) Part VIII, Enforcement, s. 54(1)(o) require in writing, within such time as is specified, a person who is an employer, manufacturer, producer, importer,</p>

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
P3742	Environmental Site Reports (cont'd)						distributor or supplier to produce records or information, or to provide, at the expense of the person, a report or evaluation made or to be made by a person or organization having special, expert or professional knowledge or qualifications as are specified by the inspector of any process or biological, chemical or physical agents or combination of such agents present, used or intended for use in a workplace and the manner of use.

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
P3831	Resolved Reportable Diseases  Records relating to clients diagnosed with a reportable disease that can be cured with medical treatment or will resolve without medical treatment. The records series also includes contacts of these clients. Documents include disease worksheets, investigation reports, progress notes, contact follow up, laboratory test results, correspondence, etc.	Toronto Public Health	T + 2	8 / 26	T + 10 / 28	D	<p>Comments: T = Date of last recorded action for both adults &amp; minors. Inactive retention in Records Centre for adults additional 8 years; for minors additional 26 years (16 years as semi-active &amp; 10 years as inactive)</p> <p>Legislation/Regulation: Medicine Act, 1991, O. Reg. 114/94, General, s. 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. Health Protection and Promotion Act, R.R.O. 1990, Reg. 569, Reports (last amendment: O Reg. 306/08).</p>

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
P3837	Disease Outbreak Case Files  Records relating to the investigation of communicable disease outbreaks within the City. May include information concerning where and how the outbreak originated, the names of ill persons and control measure implemented. Documents may include completed outbreak investigation forms, disease worksheets, outbreak summary analysis, progress notes, team meeting reports/minutes/agendas, laboratory test results and correspondence.	Toronto Public Health	T + 2	8 / 26	T + 10 / 28	D	Comments: T = Date of last recorded action for both adults & minors. Inactive retention in Records Centre for adults additional 8 years; for minors additional 26 years (16 years as semi-active & 10 years as inactive).  Legislation/Regulation: Medicine Act, 1991, O. Reg. 114/94, General, s. 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. Health Protection and Promotion Act, R.R.O. 1990, Reg. 569, Reports (last amendment: 306/08)."
P 3860	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.	Public Health	C+2	4	C+6	AR	Legislation: Immunization of School Pupils Act, R.R.O. 1990, Reg. 645, General (last amendment: O. Reg. 443/03), Record of immunization.

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; AP = Archival and Permanent

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			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	Legislation/Regulation: Medicine Act, 1991, O. Reg. 114/94, General, s. 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, O. Reg. 57/92, General (last amendment: O. Reg. 19/08), 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.

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
R	Functional Category: Recreation and Culture						
	Description: Records relating to the recreational and cultural programs and services offered to City residents and visitors. Includes record relating to special events such as parades and festivals, tourism, and fitness activities. Also includes information on the control of City wildlife.						
R0013	Cycling Programs and Networks	Parks, Forestry, & Recreation	S	7	S+7	AR	Legislation/Regulation: Ontario Planning and Development Act, 1994, S.O. 1994, c. 23, Sched. A "(last amendment: 2006, c. 21, Sched. F, s. 136 (1)), s. 3(a)(iii) - land use areas and the provision of parks and open space.
	Records relating to the City of Toronto's cycling programs, events and the development and maintenance of cycling networks, lanes, paths and trails such as the Jarvis Street Bike Lanes and the Sustainable Trails Initiative. Cycling programs are based on the recommendations of the Toronto Bike Plan designed to make Toronto a more bike-friendly city. Also includes records relating to the development of the Bikeway Network that will ultimately link cyclists with neighbourhoods and destinations across the city. May also include information on safety campaigns and impacts of the bike lanes on road traffic. Documents include statistics, copies of maps indicating path or trail locations, copies of path design construction reports, requests for bike lanes and cycling paths, complaints, studies, reports and correspondence.						