

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. 521-2011

**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this by-law, are repealed or amended as indicated in Schedule A.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 13th day of April, A.D. 2011.

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REPEALED PROVISIONS**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 The following provisions of the former municipalities' by-laws are repealed: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

Schedule "A"

CLERK'S DEPARTMENT

Deeds	Permanent
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Schedule "B"

FINANCE AND PERSONNEL

Recruitment Competitions	5 years
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Salary/Wage Scales – Borough	Permanent
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Snow Shovelling Program Applications	1 year
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Schedule "D"

PARKS AND RECREATION DEPARTMENT

Community Group Participant Lists	1 month after verification
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Deposit Summaries – Registrations	2 years
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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 Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
Assessment	5109	Marriage Licence Applications	5 years

<u>DEPARTMENT Section</u>	<u>RRS</u>	<u>Title</u>	<u>Total Retention</u>
	5176	Register of Marriage Licences Issued	P
	5177	Marriage Licences Requisitions	2 years
Industrial Development	5168	Land Transfer Lists	2 years

**RECORD RETENTION SCHEDULE FOR FINANCE DEPARTMENT
SCHEDULE "D"**

Tax	6035	Mortgage Company Files re: Payment of Taxes	2 years
Pay Office	6127	Permanent Employee Records	Duration of employment + 2 years
	6130	Terminated Employee Records	3 years T to series 6131
	6131	Permanent Employee - Deleted Records (6130)	2 years

**RECORD RETENTION SCHEDULE FOR FIRE DEPARTMENT
SCHEDULE "E"**

Administration	6502	Daily Report	7 years
	6508	Alarm Operators Shift Report	C

**RECORD RETENTION SCHEDULE FOR PERSONNEL DEPARTMENT
SCHEDULE "H"**

8012	Summer Students / On Staff	duration of employment then T to Series #8013
8021	Job Posting Notices	7 years
8022	Job Posting Files	4 years
8049	Specific Applications for Advertisement	5 years
8054	General Correspondence / Recruitment	7 years

**RECORD RETENTION SCHEDULE FOR WORKS DEPARTMENT
SCHEDULE "J"**

Development	9030	Reports to Committee of Adjustment	10 years
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**RECORDS RETENTION SCHEDULE FOR ETOBICOKE OLYMPIUM
SCHEDULE "L"**

Aquatics	9528	Public Swim Passes	5 years
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- C. Bylaw 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)
Administrative Services Division (103-87) Personnel Services	Recruiting Administration Information	5 years

Treasury Department
(103-87)

Deeds for Flood Area Properties

Permanent

- D. Bylaw No. 27502 of the former City of North York, being a by-law "To establish a schedule of retention periods for records in the possession of the City of North York and the Hydro-Electric Commission of the City of North York", is amended by repealing the entries indicated in the following table:

**Schedule "A" to By-law No. 27502
Schedule of Retention Periods**

Department _____	Records _____	Retention Periods (Years) _____
Building Administration Section	Building Permit Plans – Residential & small structures	7
	Building Permit Plans – Commercial	P
	Plumbing & Heating Index Cards	P
	Project Control Ledgers	P
	Property Standards Investigation Files	7
	Value and Fee Reports – monthly	4
By-law Enforcement & Licensing	Christmas Tree License Applications	4
	Complaint files – Multiple Occupancy	6
	Complaint Forms	2
	Dog License Ledgers	6
	Mechanical Rides / Carnival Approvals	4
	Metro Toronto Licensing Approvals	4

Clerk's Administration	Briefs & Submissions	P
	Clerk's General Returns	P
	Deeds & Transfers Under Seal	P
	Low Lying By-law Amendments	P
	Plans - Municipal Buildings, etc.	P
	Public Garage Applications	6
	Service Station Applications	6
Election & Revision & Assessment Section	Ontario Municipal Board Appeals – Assessment & Taxation	P
	School Support Alteration Applications	3
	School Support Resolution Index	P
	School Support Lists	3
	Statistic Sheets – Assessment	P
	Voters List – Certified Copies	P
Vital Statistics Section	Marriage License Applications	4
	Marriage Registers	P
Public Information Section	Ceremonies & Special Events Files	P
	Public Inquiries & Complaint Files	2
Mayor's Office	Agendas	2
	Complaints	2
Central Records Section	File Request Forms	2
Fire	Fire Access Routes	P
	Radio Active Material Reports	5

	Tour Reports	7
	Vehicle Accident Reports	5
Health Administration	Statistical Reports	P
Dental Section	Composite Dental Reports	5
	Departmental Memoranda	1
	Mouth Rinse Records	3
	Survey Cards – School Children 5-13	1
Nursing Section	D.T. Polio Consent Forms	6
	Immunization Consent Forms	6
	Mantoux Consent Forms	6
	Measles Rubella Consent Forms	6
	Monthly Nursing Activity Reports	10
	Nursery School Files	6
	Weekly Activity Reports	7
	Quad Consent Forms	6
	School Health Records	6
	Small Pox Consent Forms	6
	Tetanus Polio Booster Consent Forms	6
	T.B. Records	P
	V.D. Reports	P
	Weekly Nursing Activity Reports	2
Legal	Acquisition of Land	12
	Bell Canada Rate Increase Applications	21

	Budget Subject Files	7
	Collective Bargaining Records	12
	Exchange of Land Files	12
	Expropriation Files	12
	Financial Subjects Land Division Consent Application Files	12
	Property Purchase Files	12
	Property Reconveyance Files	12
	Property Sales Files	12
	Property Standards Files	12
	Road Dedication Records	12
	Subdivision Application Files	21
	Tax Registration Records	
	Zoning By-law Amendment Application Files	27
Municipal Building Services	Applications for Accommodation	2
	Building Entry Log	2
	Cafeteria Statements	3
	Council & Committee Room Journal	1
	Engineers Temperature Control Forms	3
	F.F.E. Inventory	3
	General Ledger	3
	Municipal Building Construction Files	P

Personnel	Applications for Employment	4
	Applications for Employment – Students	3
	Briefs & Submissions	P
	Collective Bargaining Records	P
	Departmental Statistics	P
	Employee Relations Files	4
	Employee Training & Development Files	4
	Employee Training & Development Files	5
	Employment General Files	4
	Job Calls	P
	Job Calls – Analysis	4
	Rates of Pay Records	4
	Remuneration & Benefits Files	4
	United Appeal Files	3
	Vacation Entitlement Lists	3
Planning & Development	Acquisition of Services Files	7
	District Plan Amendments	P
	General Municipal Redevelopment Fund Files	6
	Housing Numbering Applications	6
	Municipal Services Standards Files	P.S.
Ontario Municipal Board Decisions	P	

	Public Garage Applications	7
	Statistics – Department	P
	Service Station Applications	7
	Subdivision Applications	P
	Technical Advisory Committee Files	P
	Zoning By-law Amendment Applications	P
Public Works	City Reports – MMMS Program	4
	City Works Cards – MMMS Program	6
	Contractors Payment Files	6
	Culvert Work Orders	6
	District Report – MMMS Program	4
	Drainage & Erosion Files	P
	Drivers Tests – M.T.C.	3 R.S.
	Paving Permits	6
	Registered Plans	P
	Subdivision Files – Assumed	P
	Subdivision Drawings – Checking & Approval	6
	Subdivision Working Drawings	21
	Up-date Form – M.M.M.S.	4
	Wilket Creek Storm Sewer Files	P
	Zoning By-law Amendment Files	21
Real Estate	Land Acquisitions	21

	Property Appraisal Ledgers	P
	Project Control Ledgers	P
	Property Purchases	21
	Property Reports – City Owned Lands	P
	Property Sales	21
	Property Sales Summaries – Teela	21
	Property Tender Files	21
	Registered Plans – White Prints	P.S.
	Teela Property Sales Cards	10
Traffic	Car Wash and Service Station Applications	6
	Collection Sheets – Parking Operations	4
	Contract Specification Drawings – TTC Subways	10
	Daily Work Log – Sign Shop	1
	Fire Access Routes	P.S.
	Invoicing Cost Sheets	4
	Location Files	P
	Meter Repair Cards	P.S.
	Printing Plate Negatives	P
	Sidewalk Applications	6
	Sign Inventory Catalogue	P.S.
	Technical Advisory Committee Files	P
	T.T.C Files	10

	Zoning By-law Amendments	20
Treasury Accounting Section	Account Code Books	P
	Cashier & Special Deposit Slips	6
	Council Minutes – Duplicates	6
	Deposit Slips – Traffic Dept	6
	Deputy Treasurer's Files	P
	Annual Financial Statement	P
	Payroll Files	7
	Revenue Listings – Parks & Recreation	6
	Telephone Accounts – (Working papers, etc.)	6
	Treasurer's Files	P
Payroll Section	Absentee Reports	3
	Clothing Payment Authorization Forms	3
	Earnings Record Cards	P
	Employee Pay Sheets	P
	Garnishee Records	4
	Income Tax Records – (Remittance & Deductions)	3
	Pay Cheque Month-end Adjustment Forms	6
	Pension Contributions Statements	3
	Sign In – Out Forms	3

	Pension Contributions Statements	3
	T-4 Year-to-date Lists	6
	U.I.C. Lists – (Monthly Deductions, etc)	4
	U.I.C. Records – Remittance & Deductions)	4
	United Appeal Correspondence	3
	Vacation Pay Lists – (Casual Staff)	6
	Vacation Records – Hourly Rated Staff	6
Purchasing & Supply Section	Inventory Record Sheets	4
	Inventory Tickets	4
	Purchase Orders	6
	Reading Copies – Correspondence	4
	Receiving Reports	4
	Stock Status Reports	4
Tax Section	Amended Billings & Credit Letters	6
	Municipal & School Tax Applications	6
	Section 42 - Supplementary Billings	6
	Section 43 – Appeals	6
	Section 43 – Supplementary Billings	6
	Section 52 – Final Billing Changes	6

	Section 76 – Notices of Decision	6
	Section 636 – Business Tax Write-offs	4
	Section 636 – Courts – Tax Write-offs	4
	Section 636A – Business Appeals – Notices of Decision	6
	Section 636 – Business Appeal Lists	6
	Section 636 – Business Appeals – Invalid	3
	Section 636 Court Sheets	6
	Section 636 Tax Lists	4
	Tax Arrears Statements (Form 3-29)	6
Capital Works Section	Acquisition of Service Files	8
	Miscellaneous Deposits – L.I. Projects	8
	Sidewalk & Curb Construction Deposits	8
	Subdivision Files – Financial Requirements	10
	Zoning By-law Amendment Applications – Financial Requirements	15
Water Revenue Section	Subject Correspondence	6
	Adjustment Sheets to Master Meter Record	6

Hydro-Electric Commission of the City of North York

1. Cash and Bank Records
 - (a) Cash stubs – electric accounts 2
Cash stubs – consumer deposits 2
Misc. stubs – cash sales slips, 2
collectors receipt books, charge
slips and all misc. receipt stubs
Cash Count Sheets 2
 - (b) Detail Daily cash receipt listings or 2
daily cash summaries (not cash
receipt journals)
 - (c) Cash register tapes 2
 - (d) Cash working cards – reproduced 3 months
from cash stubs
 - (e) Bank slips for N.S.F. cheques, 7
stopped payment, other charges,
credits, etc.
 - (f) Duplicate bank deposit slips 2
 - (g) Bank statements and pass books 7

2.	<u>Disbursement Records</u>	
	(a) General account or accounts payable vouchers (1) maintenance charges, (ii) capital charges	3 & 11
	(b) Payroll records	
	(i) payroll registers	11
	(ii) earnings records	7
	(iii) payroll deductions authorization forms, bonds, union dues, etc.	3
	(c) Customer deposit refund vouchers	7
	(d) Cancelled cheques – general payroll customer deposits and other	7
	(e) Purchase requisitions & purchase orders	3
	(f) Unsealed quotations	
	(i) successful tenders, major purchases	7
	minor purchases	2
	(ii) unsuccessful tenders	2

3.	<u>Billing & Accounts Receivable Records</u>	
	(a) Accounts receivable cycle balance controls & other accounts receivable controls or listings	2
	(b) (i) accounts receivable ledger cards – paid accounts domestic customers	2
	(ii) accounts receivable punch cards – paid accounts domestic customers	2
	(iii) accounts receivable ledger cards and sheets, paid accounts, commercial and power customers	3
	(iv) accounts receivable punch cards – paid commercial & power accounts	2
	(v) misc. paid accounts, receivable ledger sheets and cards	7
	(c) Meter slips or sheets	3
	(d) Billing recaps or proof sheets	2
	(e) Service contracts	1 after final bill paid
	(f) installed load check sheets and cards	3
	(g) meter change order slips, disconnect service order sheets, water heater service order sheets, request for service forms and similar records	2
	(h) Punch cards, master name and address	3
	(i) Meter Reading Cards	3 months
	(j) Deposit refund punch – cards (duplicate records)	2

4.	<u>Stores and Warehouse Accounting Records</u>	
	(a) Work orders (which probably include attachments or listing for material labour, truck and other charges, calculations on plant removals, etc)	
	(i) Maintenance	2
	(ii) Capital	11
	(b) Material, labour, truck, engineering distribution vouchers, tickets, punch cards, etc. (secondary documents supporting charges appearing on the work summaries or listings, e.t. punch cards for labour, truck, etc.	2
	(c) Stores requisitions, issues, in and return forms and similar documents	2
	(d) Daily time sheets truck reports, etc.	2
	(e) Quantity and value stock code cards	2
	(f) Bin cards	2
	(g) Packing slips, etc.	2
	(h) Year-end inventory counts sheets, periodic counts, etc.	2

5.	<u>Operations Records</u>	
	(a) Switching Sheets	2
	(b) Log Book	5
	(c) Interruption Reports	5
	(d) Protection Guarantees (work permits, station guarantees and work and test permits)	2
	(e) Applications for Protection Guarantees	1
	(f) Sub-station Kilowatt Charts	3
	(g) Sub-station Voltage Charts	2
	(h) Trouble Orders	2
	(i) Storm Orders	1
	(j) Totalizer Charts	3
	(k) T.S. Charts	3
	(l) Graphic Voltage Charts	2
	(m) Water Heater Control	2
	(n) Sub-station Reports (Weekly)	1
	(o) Overtime Sheets	1
	(p) Peak Loads (Daily)	3

6.	<u>Personnel Records</u>		
	(a) Applications for employment – office permanent	2	
	(b) Applications for employment – office temporary	1	
	(c) Applications for employment – office summer months	1	
	Applications of successful applicants are included in the permanent records		
7.	<u>Consumer Service Records</u>		
	(a) Heat Loss Calculations	3	
8.	<u>Other Records</u>		
	(a) Routine correspondence with customers inquiries, complaints, change of address, etc.	2	
	(b) Routine correspondence with suppliers, price quotes, invoice follow-up, etc	2	
	(c) Other	6	

E. Bylaw No. 24987, being a by-law of the former City of Scarborough "To establish a schedule of retention periods for records in the possession of the City of Scarborough", is amended by repealing the entries indicated in the following table:

CLERK'S ADMINISTRATION

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
02	01	07	120	000	Royal Visits & Official Opening	PA
02	01	07	130	000	Ceremonies – General	PP
02	01	07	131	000	Ceremonies – Memorial Services	PA
02	01	07	134	000	Ceremonies – Coronation Celebrations	PA

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02	01	07	170	000	Anniversaries – General	PA
02	01	07	172	000	Anniversaries – Remembrance Day	PA

LAW

Law Administration

06	01	14	315	000	City Property Transactions	40
06	01	14	323	000	Land Expropriations	40

OFFICE OF THE MAYOR

Mayor's Office

12	01	07	120	000	Royal Visits & Official Opening	PP
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FINANCE AND CORPORATE SERVICES

Public Relations & Information Services (2611)

26	11	07	183	000	Proclamations	PP
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Real Estate (2621)

26	21	14	323	000	Land Expropriations	07
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TREASURY SERVICES

Payroll (1407)

14	07	04	422	000	Unemployment Insurance Records	07
14	07	12	113	000	Payroll – Employee Time Reports	04

Revenue (1412)

14	12	01	572	100	Reports & Schedules	10
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CENTRAL SERVICESInsurance and Risk Management (2632)

26	32	02	305	000	Insurance Policies – Expired	PP
26	32	02	533	000	Insurance Certificates – Subdivisions	07

WORKS & ENVIROMENTWorks & Environment

16	01	14	310	000	Lands & Properties	21
16	01	14	320	000	Land Acquisitions	21

OFFICE OF THE CITY MANAGERHuman Resource Administration (2602)

26	02	04	560	000	Union Fare Wage Data	01
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- 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

BUILDING & INSPECTIONS

Future Job Files	001815	PC	---
Personnel Recruitment Files	002463	2	---

Personnel Requisitions	001132	2	1
	CITY CLERK'S		
Marriage Licence Issues	000693	PC	p
Protocol Officer's Files	001465	3	7
Salary Analysis Ledger	000528	---	P
Subject Correspondence	001847	3	---
	CITY PROPERTY		
Recommendations and Promotions: Permanent	000493	2	---
Salary Analysis Ledger	000527	---	P
School Support Resolutions	000671	1	P
	FINANCE		
Employees' Absence Records	000461	Length of Employees' Service	7
Canada Savings Bonds	000416	2	---
Deeds	000432	30	P
Personnel Records	000445	PC	50
Personnel Requisition Records	001416	2	2
Salary Analysis Ledger	000333	2	P
	000335	2	P
TD1 Income Tax Exemption Forms	000421	1	6
Unemployment Insurance Releases	000372	1	6

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Worker' Compensation Payroll Files	001209	1	6
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FIRE

Daily Reports	000465	1	9
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CITY OF TORONTO NON-PROFIT HOUSING CORPORATION

Job Applications – City Home	002406	6 months	---
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LABOUR

Worker's Compensation Files: Forest Hill	001108	---	75
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LEGAL

Employment Applications	002262	1	---
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Land Acquisitions, Sale or Lease Files	002288	Case Completion	60
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MANAGEMENT SERVICES DEPARTMENT

Applications for Employment – External	001832	1	2
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Bi-weekly Attendance Reports	002039	2	5
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Job Applications – Fire Fighters	002037	---	2
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Personnel Competition Files	002394	1	6
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PARKING AUTHORITY OF TORONTO

Promotion Competition Files: Externally Advertised Positions	001143	PC	10
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Promotion Competition Files: Internally Advertised Positions	000512	PC	10
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PARKS AND RECREATION

Bi-weekly Attendance Reports	000475	2	5
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 PLANNING AND DEVELOPMENT

General Job Files	002042	1	5
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PUBLIC HEALTH

Adult Immunization Program	000731	PC	---
Audiometric Screening Program: Defects & Referrals	000732	5	10
Cardiac Registry	000734	20	---
Clinical Dental Records	000763	3	7
Immunization Consents: Adults	000745	3	3
	001858	3	3
	001859	3	3
	002578	3	3

PUBLIC WORKS AND THE ENVIRONMENT

General Correspondence	000988	2	2
Bi-weekly Attendance Reports	001344	2	5
Registered Plans	001399	PC	P

PURCHASING AND SUPPLY

Accounting and Budgeting Files	002383	3	3
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TORONTO HISTORICAL BOARD

Employment Applications	002072	1	---
Personnel Competition	002465	1	6

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

<u>Column 1</u>	Schedule A <u>Column 2</u>	<u>Column 3</u> Retention Periods <u>(Years)</u>
<u>Clerk's Department</u>	Marriage Applications	3
<u>Committee of Adjustment</u>	Agendas	1
<u>Fire Department</u>	Acting Rank Records	2
	Senior Officer's Daily Report	1
	Truck Report Cards	3
	Material Releases	2
<u>Health Department</u>		
<u>Administration</u>	Absentee Records, Salary Register, Annual Vacations, Overtime	5
	Accounts Payable Register	5
	Employee Applications	
	- Nursing	6 months
	- All Others	3
	Inter-office Memos	3
	Reports, Monthly, Board of Health	3
<u>Psychiatric</u>	Monthly Reports – Statistics section (Ministry of Health)	2
	Report of new, re-opened & closed cases	2

	Brief Contacts	5
	Possibles	1
<u>Inspections</u>	Approvals – Licensing dog kennels, ambulances, garages, laundries and dry cleaners, plumbing and drainage, bowling alleys, carnivals, etc.	5
	Approvals – Schools (new, extensions, etc.)	5
	Histories – Funeral homes	5
	Histories – Public halls	5
	Reports – Inspectors' Daily and Monthly (Activity)	2
	Schools – Sanitary Inspection Reports - Annual	10
	Sewers – connections ordered	5
	Surveillance Orders – Quarantine services	
<u>Nursing</u>	Hospital Discharge Slips	1
	Immunization Records – Adults	3
	Immunization & Deaf Test Consents	1
	Transportation Requests	2
	School Health Records	5
	Hearing Survey Records	2
<u>Medical</u>	Subject correspondence - Geriatrics, heart and hearing surveys, hospitals, Phenylketonuria, Poliomyelitis, dental service, Civil Defence, etc.	6
<u>Tuberculosis</u>	Miniature X-Ray – in closed file	5
<u>Venereal</u>	Laboratory reports	3

	Notifications	3
	Contact Investigations	3
	Correspondence	5
<u>Hydro</u>	Update Transaction cards	6 months
	Meter Reading cards	6 months
	Edit List	6 months
	Final Reading Orders	7
	Service Requests	2
	Duplicate Bank Deposit Slips	2
	Billing Recap Sheets	2
	Billing Total Sheets	2
	Adjustment Sheets	3
	Miscellaneous Charge Sheets	3
	Penalty Adjustment Sheets	2
<u>Legal Department</u>	Subject Correspondence	7
	Agendas – printed copies	1
<u>Parks and Recreation Department</u>	Subject Correspondence	2
	Agendas - copies	5
	Applications – part-time employees	2
	Expenditures and Revenue reports	2
	Journal Vouchers – duplicate	2
	Pay Claim Reports – bi-weekly, part-time employees	2
	Receiving Reports – duplicates	2

	Rental Agreement and Receipts – duplicates	Destroy after Audit
	Reports – copies Council, Boards, Committees, etc.	2
	Revenue Books – Daily	2
<u>Personnel and Public Relations Department</u>	Agendas – printed copies	1
	Agreements – Unions, other municipalities	3
	Applications – unsuccessful applicants	1
	Reports – printed copies	1
	Requisitions – To fill a vacancy	1
	Subject Correspondence	6
	Vacation – Annual Entitlement	7
<u>Planning Department</u>	Subject Correspondence	10
<u>York Public Library Board</u>	Appraisals	Until Superseded
	Building Plans	Life of Ownership
	Correspondence	3
	Property Deeds	Life of Ownership
<u>Treasury Department</u>	Bicycle Licences	7
	Dog Licences	7
	General Licences	7
	Housing Posting Sheets	7

	Purchase Books for Unemployment Insurance	7
	Recap Sheets for Water Billings	7
	TD-1 Income Tax Forms	7
	Water on and off slips	2
<u>Works</u>	By-law violations – correspondence	10
<u>Department</u>	A.P.W.A. – correspondence	1
<u>Administration</u>	Agendas – printed copies	2
<u>Section</u>	Building Work	1
	City Engineers – correspondence	1
	Daily Counts – Equipment Section	1
	Daily Counts – Water and Sewer	1
	Equipment section – correspondence	1
	Job Postings	1
	Miscellaneous – correspondence	1
	Office Payroll	1
	Personnel Lists	1
	Receiving Reports – duplicates	5
	Reports – printed copies, Council, Boards, Committees, etc	10
	Time Reports – hired vehicles	1
	Winter Patrol Lists	1

	York Festival	1
<u>Traffic Division</u>	Counts – Field Sheets	3
	Location files – Plans	3
	Minutes	3

Appendix I

Building Project Files

- Index Card
- Receipt
- History Sheet – 2 types – application approval Inspection Orders
- Zoning Checksheet including calculations
- Agreements
- Committee of Adjustment Applications, Decisions, O.M.B. approvals
- Examiner' Notice (Zoning or Building)
- Notification Sheets re Impost Charges for Parks and Sewer
- Extract's from Minutes of Council Meetings
- Correspondence – Liquor Licensing Board, Fire Marshal's Office, Department of Labour, Metro Traffic, Metro Works, Flood Control, Environment and nay other government agencies or municipal governments
- Specifications, test reports, foundation reports, engineering certifications, job correspondence
- Building Checksheet
- Zoning enquiries and reply
- Completed Court Cases
- Revisions
- Renewals
- Copy of approved drawings and as built survey
- Inspector's Job Card

A. CASH IN BANK RECORDS

- | | | |
|----|---|----------------------|
| 1. | Cash stubs – electric accounts | 1 year plus current |
| | Cash stubs – consumer deposits | 1 year plus current |
| | Miscellaneous stubs - - cash sales slips, collector receipt books, charge slips and all miscellaneous receipt stubs | 1 year plus current |
| | Cash count sheets | 1 year plus current |
| 2. | Detail daily cash receipt listings or daily cash summaries (not cash receipt journals) | 1 year plus current |
| 3. | Cash register tapes | 1 year plus current |
| 4. | Cash working cards – reproduced from cash stubs | 3 months |
| 5. | Bank slips for N.S.F. cheques, stopped payments, other charges, credits, etc. | 6 years plus current |
| 6. | Duplicate bank deposit slips | 1 year current |
| 7. | Bank statements and pass books | 6 years plus current |

B. DISBURSEMENT RECORDS

- | | | |
|----|--|---|
| 1. | General account or accounts payable vouchers | Maintenance charges –
2 years plus current |
| 2. | Payroll records
(a) Payroll registers
(b) Earnings records | 10 years plus current
6 years plus current
6 years plus current |
| 3. | Customer deposit refund vouchers | General, payroll, |
| 4. | Cancelled Cheques | Customer deposits and
Other – 6 years plus
current |
| 5. | Purchase requisitions and purchase orders | 2 years plus current |
| 6. | Unsealed quotations | Successful quotations
7 years major purchases
2 years minor purchases
Unsuccessful quotation:
2 years |

C. BILLING AND ACCOUNTS RECEIVABLE RECORDS

- | | | |
|----|--|---|
| 1. | Accounts receivable cycle balance controls and other accounts receivable controls or listings | 1 year plus current |
| 2. | (a) Accounts receivable ledger cards – paid accounts domestic customers | 2 years plus current (from date of last cycle billing entry on ledger card) |
| | (b) Accounts receivable punch cards – paid accounts domestic customers not covered | 1 year plus current |
| | (c) Accounts receivable ledger cards and sheets, paid accounts, commercial and power customers | 2 years plus current (from date of last cycle billing entry on ledger card) |
| | (d) Accounts receivable punch cards – paid commercial and power accounts | 1 year plus current |
| | (e) Miscellaneous paid accounts receivable ledger sheets and cards | 6 years plus current |
| 3. | Meter slips or sheets | 2 years plus current |
| 4. | Billing recaps or proof sheets | 1 year plus current |
| 5. | Service Contracts | 1 year after bill is paid |
| 6. | Installed load check sheets and cards | 2 years plus current |
| 7. | Meter change order slips disconnect service order sheets, water heater service sheets, request for service forms and similar records | 1 year plus current |

- | | | |
|----|--------------------------------------|----------------------|
| 8. | Punch cards, master name and address | 2 years plus current |
| 9. | Dishonoured cheques | 2 years |

D. STORES AND WAREHOUSE ACCOUNTING RECORDS

- | | | |
|----|---|---|
| 1. | Work orders (which would probably include attachments or listings for material, labour, truck and other charges, calculations on plant removals, etc.) | Maintenance – 2 years
Capital – 10 years |
| 2. | Material, labour, truck, Engineering distribution vouchers, tickets, punch cards, etc. (Secondary documents supporting charges appearing on the work summaries or listings, e.g. punch cards for labour, truck, etc.) | 1 year plus current |
| 3. | Stores requisitions, issues, in and return forms and similar documents (subject to comments under D.1) | 1 year plus current |
| 4. | Daily time sheets truck reports | 1 year plus current |
| 5. | Quantity and value stock code cards | 1 year plus current |
| 6. | Bin cards | 1 year plus current |
| 7. | Packing slips, etc. | 1 year plus current |
| 8. | Year-end inventory counts sheets, periodic counts, etc. | 1 year plus current |

E. OTHER RECORDS

- | | | |
|----|--|--|
| 1. | Routine correspondence with customers – inquiries, complaints, change of address, etc. | 1 year plus current |
| 2. | Routine correspondence with suppliers – price quotes, invoices follow-up, etc. | 1 year plus current |
| 3. | Other | Minimum of 6 years for other correspondence; probably most retained permanently. |

Hydro Commission
(805-86)

A. CASH IN BANK RECORDS

- | | | |
|----|---|----------------------|
| 1. | Cash Stubs | 1 year plus current |
| 2. | Cash Summaries | 1 year plus current |
| 3. | Cash Collection Register | 1 year plus current |
| 4. | Cash Register Tapes | 1 year plus current |
| 5. | Bank Debit Memos for NSF
cheques and other changes | 6 years plus current |
| 6. | Duplicate Bank Deposit Slips | 1 year plus current |
| 7. | Bank Statements and Passbook | 6 years plus current |

B. DISBURSEMENT RECORDS

- | | | |
|----|--|------------------------------------|
| 1. | Accounts Payable Vouchers -
General | 10 years plus current |
| 2. | Payroll Records | 10 years plus current
(minimum) |
| 3. | Customer Deposit Refund
Vouchers | 6 years plus current |
| 4. | Cancelled Cheques (General,
Payroll, Customer Deposits) | 10 years plus current |
| 5. | Purchase Requisitions and
Purchase Orders | 2 years plus current |
| 6. | Unsealed Quotations | |
| | Successful Quotations | 7 years plus current |
| | Unsuccessful Quotations | 2 years plus current |

C. BILLING AND ACCOUNTS RECEIVABLE RECORDS

- | | | |
|----|--|----------------------|
| 1. | Billing Registers, Daily Statistics, Outstanding Balance, Month-end Reports including manual controls | 2 years plus current |
| 2. | Stubs of Customer Bills | 2 years plus current |
| 3. | Miscellaneous paid Accounts Receivable Ledger Sheets | 6 years plus current |
| 4. | Meter Slips or Sheets | 2 years plus current |
| 5. | Service Contracts | 1 year plus current |
| 6. | Installed Load Check Sheets | 2 years plus current |
| 7. | Meter Change Order Slips, Disconnect Service Orders, Water Heater Service Orders, Request for Service Orders and similar records | 1 year plus current |
| 8. | Customer Listing (in Data Base) | 2 years plus current |
| 9. | Dishonoured cheques | 6 years plus current |

E. OTHER RECORDS

- | | | |
|----|--|---|
| 1. | Routine Correspondence with Customers – Enquiries, Complaints, Change of Address | 1 year plus current |
| 2. | Routine Correspondence with Suppliers – Price Quotes, Invoices, Follow-ups | 1 year plus current |
| 3. | Other | Minimum 6 years for other correspondence; probably most retained permanently. |