

Authority: Section 217-5D of City of Toronto Municipal Code Chapter 217, Records, Corporate (City) and Section 169-26B of City of Toronto Municipal Code Chapter 169, Officials, City

CITY OF TORONTO

BY-LAW No. 1048-2015

**To amend City of Toronto Municipal Code Chapter 217, Records, Corporate (City),
respecting amendments to the records 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; and

Whereas Council has delegated to the City Clerk the authority to establish or amend a retention schedule in accordance with § 217-5D and to authorize the City Solicitor to submit implementation by-laws directly to Council; and

Whereas under § 169-26 of Municipal Code Chapter 169, Officials, City, the City Solicitor, in consultation with the City Clerk, may submit bills directly to Council to make technical amendments to the Municipal Code and other by-laws to correct technical errors; and

Whereas Chapter 217, Records, Corporate (City), is in need of updating to modernize references to statutes and other amendments of a technical nature, and such changes have also been approved by the City Clerk; and

Whereas the City Clerk has approved the establishment or amendment of the attached retention schedules;

The Council of the City of Toronto enacts:

1. Schedule A of Municipal Code Chapter 217, Records, Corporate (City), is amended by:
 - A. adding the record series listed in Schedule 1 attached to this by-law in alphanumerical order by code number, under the functional category as set out in Schedule 1 for reference purposes; and
 - B. deleting the corresponding and pre-existing record series contained in Schedule A so that they are replaced with the record series listed in Schedule 1 to this by-law.
2. Former Municipality of Metropolitan Toronto By-law No. 2561, being a by-law "To establish schedules of retention periods for records of the Municipality of Metropolitan Toronto", as amended, is amended by deleting the records entries listed in Section A of Schedule 2 attached to this by-law.

3. Former City of Scarborough By-law No. 24987, being a by-law "To establish a schedule of retention periods for records in the possession of the City of Scarborough," as amended, is amended by deleting the records entries listed in Section B of Schedule 2 attached to this by-law.
4. Former City of Toronto Municipal Code Chapter 97, Records Retention, as amended, is amended by deleting the records entries listed in Section C of Schedule 2 attached to this by-law.

Enacted and passed on October 2, 2015.

Frances Nunziata,
Speaker

Ulli S. Watkiss,
City Clerk

(Seal of the City)

SCHEDULE 1 TO BY-LAW NO. 1048-2015
TORONTO MUNICIPAL CODE CHAPTER 217, RECORDS, CORPORATE (CITY)
SCHEDULE A
RECORDS RETENTION SCHEDULE

SCHEDULE 1 TO BY-LAW NO. 1048-2015

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
A	Functional Category: Assets and Property Management Description: Records relating to the construction, operation, and maintenance of the City’s physical assets and property, which it owns or leases. This may include buildings, facilities, lands, vehicles, office and computer equipment, trees, uniforms, artifacts and heritage sites, and office supplies						
A0033	Artifacts Records relating to the collection and preservation of artifacts with historical, heritage, or symbolic value, which may include flags, plaques, photographs, and tools. These artifacts are preserved as evidence of the City’s historical culture. Includes information on the acquisition, accessioning, and inventory of City-owned artifacts. Documents may include artifact historical statements, accession lists, historical artifact appraisals, monetary artifact appraisals, and donation statements and memoranda.	Economic Dev. & Culture	P	0	P	P/AR	Comments: File to remain active until artifact no longer in existence Legislation/Regulation: Ontario Heritage Act, R.S.O. 1990, c. O.18 (Last amendment: 2009, c. 33, Sched. 11, s. 6) s. 27 - Register of designated properties.
A0035	City Properties Renaming Records relating to the renaming of City streets, parks, areas, and community centres and arenas. Renaming is usually associated with the commemoration of individuals, events, and areas of historical significance. Includes commemorative certificates, reports, civilian correspondence, proposals, and copies of plans and drawings.	Economic Dev. & Culture	C+2	7	C+9	D	Legislation/Regulation: Ontario Heritage Act, R.S.O. 1990, c. O.18 (Last amendment: 2009, c. 33, Sched. 11, s. 6) s. 27 - Register of designated properties.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
A0046	Archaeological Assets Records relating to the examination, appropriation, and display of City-owned archaeological findings. Archaeological assets provide physical evidence for the understanding and appreciation of humanity's past and may include coins, tools, and ancient artifacts. Documents may include historical appraisals of findings and supporting correspondence.	Economic Dev. & Culture	P	0	P	P/AR	Comments: File to remain active until artifact no longer in existence Legislation/Regulation: Ontario Heritage Act, R.S.O. 1990, c. O.18 (Last amendment: 2009, c. 33, Sched. 11, s. 6) s. 27 - Register of designated properties.
A0047	Archaeological Sites Records relating to archaeological sites within the City's boundaries, which mark locations of archaeological significance, such as the remains of ancient, pre-industrial, and industrial settlements. Archaeological excavations are often conducted on such sites in order to locate and retrieve archaeological assets. May include information on land expropriation and locations of artifact findings. Documents may include excavation planning materials, site maps and drawings, applications for archaeological licences, copies of archaeological licences, copies of archaeological budgetary statements and reports, archaeological assessment reports, letters of clearance, newspaper clippings, and correspondence.	Economic Dev. & Culture	P	0	P	P/AR	Comments: File to remain active until archaeological site no longer in existence Legislation/Regulation: Ontario Heritage Act, R.S.O. 1990, c. O.18 (Last amendment: 2009, c. 33, Sched. 11, s. 6) s. 27 - Register of designated properties.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
A0100	Public Art and Monuments Collection Records relating to the Public Art and Monuments Collection displayed in public spaces acquired through capital projects, commissions and donation. Records include information about the collection management, conservation and maintenance, artist selection process; fabrications and decommissioning of artworks, if any and partnerships with internal and external stakeholders. Documents include: The Collection inventory and photographs; RFPs/RFQs; curatorial information such as: artist biography, artist statement; copies of legal agreements; public art plans; conservation and maintenance manual for each collection; treatment records; communication and publicity plans including catalogues and brochures and all supporting correspondence. Records may exist in both paper and electronic format. Records are organized by the collection name.	Economic Dev. & Culture	T + 8	10	T + 18	AR	Comments: T = End of project.
A0173	Operational Equipment and Furnishings Records relating to the management and tracking of operational equipment and furnishings routinely used in City-owned and leased buildings and properties. This may include information on file cabinets, shelving units, cash registers, vote tabulating machines, desks, chairs, and lawn mowers. Documents may include copies of purchase orders, user guidelines, operations manuals, maintenance and repair history files, asset inventories, copies of contracts and service agreements, and copies of warranties.	Facilities Management	C+2	T	T	D	Comments: T = Life of Asset Legislation/Regulation: Occupational Health and Safety Act, R.S.O. 1990, c. O.1 (Last amendment: 2011, c. 11, ss. 1-18) s. 55. - Order to inspect physical condition of a workplace.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
A0176	Employee Uniforms Records relating to the management and inventory control of special, safety, protective, and required clothing and footwear for City employees. This includes information on designated uniforms for law enforcement, paramedic, housekeeping, works, fleet, and fire-fighting staff. Documents may include clothing specification sheets, order tracking reports, complaints, copies of purchase orders, copies of invoices, and correspondence.	Facilities Management	C+1	1	C+2	D	
A0270	Computer System Implementation & Management Records relating to the development, implementation, and support of computer system applications used by the City. This may include information on computer resources, technical design, systems development, user requirements, project definitions, and database management. Documents may include project management reports, copies of purchase orders and requests for proposals, system testing statements, and correspondence.	Information & Technology	S	7	S+7	D	Comments: S = Until Superseded
A0272	Computer Hardware Records relating to installing and maintaining computer hardware, which is the physical equipment used in computer systems. Hardware includes laptop and notebook computers, personal computers, network hardware, and peripheral hardware. May include information on hardware replacements, specifications, and capacity planning. Documents include copies of purchase orders, copies of license agreements, hardware manuals, requests for installation and maintenance, and hardware inventories.	Information & Technology	S	7	S+7	D	Comments: S = Until Superseded

Retention Legend: A = Active; AP = Archival and Permanent; I = Inactive; AR = Archival Review; C = Current Year; DY = Days; D = Destroy; M = Month(s); OPI = Office of Primary Interest - "The division that has primary interest in and responsibility for the disposal of the master copies of a category or class of records"; P = Permanent; P/AR = Permanent/Archival Review; S = Superseded; T = Termination – based on specific criteria

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
A0273	Computer Software Records relating to computer software, which are computing programs that can be used in conjunction with various computer and operating systems. May include information on tracking of software upgrades, sign-in authorization codes, and software development. Documents may include upgrade notifications, requests for additional site/user licenses on network applications, recommendations or reports regarding specific software products, user lists, copies of purchase orders, copies of license agreements, software user manuals, requests for software installation, and software inventories.	Information & Technology	S	7	S+7	D	Comments: S = Until Superseded
A0290	Computer Systems Networks Records relating to the City's interconnected computing systems and components, which are cables and other devices that connect workstation computers with one another for the purposes of data transmission and sharing. Includes the establishment and ongoing management of local area networks (LAN), wide area networks (WAN), and the metropolitan area network (MAN). Documents may include network functional review statements and reports, user complaints, network needs specifications, and correspondence.	Information & Technology	S	7	S+7	D	Comments: S = Until Superseded

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
A0497	Real Estate Appraisals 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.	Real Estate Services	T	21	T+21	AR	Comments: T = File closed upon completion of appraisal 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. City of Toronto 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.
A0500	Property Design Planning Records relating to internal initiatives intended to ensure effective construction and renovation of City-owned property, including buildings and other structures, through analysis of, and compliance with, all issues that may affect the actual work. This is performed prior to the construction or renovation work actually being undertaken. May include information on floor load capacity, space planning, need for ventilation, and other design requirements. Documents may include project proposals, structural investigation reports, feasibility studies, preventative maintenance studies, noise and signage studies, consultant selection criteria, staffing layout plans, detailed needs analysis reports, and copies of capital budget statements.	Facilities Management	C+2	17	C+20	D	Legislation/Regulation: Planning Act, R.S.O. 1990, c. P.13 (Last amendment: 2011, c. 6, Sched. 2) s. 41. (4) approval of proposed plans, drawings and designs

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
A0501	Construction and Renovation Records relating to construction and renovation of City-owned or leased buildings and parks. Also includes information relating to the construction and renovation of buildings and properties which the City does not own or lease but may help operate. Documents may include renderings for specification guidelines, reports, commentary, guidelines, architectural and engineering drawings, consultant reports, land appraisals, photographs, material and environment testing reports, and building phase reports. May also include copies of contracts, building permits, and insurance damage claims.	Common	T	20	T+20	D	Comments: T = File closed upon completion of construction and/or renovation project 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 15 th anniversary of the day on which the act or omission on which the claim is based took place.
A0502	Property Maintenance Records relating to the ongoing and scheduled maintenance of City-owned buildings and property, and the scheduled and ongoing landscaping and maintenance of City parks. May include information on lawn-mowing, building and elevator inspections, and janitorial services. Documents may include inspection reports, preventive maintenance reports, maintenance logs, copies of work orders, copies of contracts and supporting agreements, and correspondence.	Common	T	20	T+20	D	Comments: T = File closed upon expiration of contract 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 15 th anniversary of the day on which the act or omission on which the claim is based took place.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
A0503	Property Demolitions Records relating to the physical demolition of City-owned properties, including lands, buildings, and other structures. May include information relating to removal of debris, demolition contractors, explosives, property cleanup, types of structures, and disposal of structural materials. Documents may include site inspection reports, copies of demolition contracts and purchase orders, demolition project status reports, and all supporting correspondence.	Real Estate Services	T	15	T+15	D	Comments: T = File closed once demolition project is completed. Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B. (Last amendment: 2014, 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. Building Code Act, S.O. 1992, c.23 (Last amendment: 2014, c. 7, Sched. 3) s. 8. (1) - No person shall construct or demolish a building or cause a building to be constructed or demolished unless a permit has been issued therefor by the chief building official.
A0505	Parks Management Records relating to the management and routine operation of municipal parkland, playgrounds, and open spaces. May include information on park staffing requirements, park conditions, facility statistics, and suggested park improvements, such as path paving and lighting. Documents may include civic proposals for improvements, public complaints, requests for improvements, public commendations, copies of park inspection reports, park facility inventories, and supporting correspondence.	Parks, Forestry & Recreation	C+2	4	C+6	D	

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
A0506	Swimming Pool Log Books Swimming Pool Log Books are record books created during the operational months for pools. These logs detail daily activities and related incidents including water test readings, emergencies, staff issues, mechanical breakdowns, some training information, and general communication log books for operational months for the outdoor pools.	Parks, Forestry & Recreation	C + 1	5	C + 6	D	Legislation/Regulation: Health Protection and Promotion Act, Regulation (Public Pools) R.R.O.1990, Reg. 565 (Last amendment: O. Reg. 50/07)
A0508	Facility and Vehicle Bookings Records relating to selecting and reserving City office facilities or individual rooms for meetings, instructional seminars, and other professional purposes. Documents may include facility and room availability schedules, facility and room booking schedules, vehicle and fleet booking schedules and correspondence.	Facilities Management	C+1	1	C+2	D	
A0510	Workplace Space Planning and Moves Records relating to determining workplace space requirements, planning and implementing moves of office equipment and employees to different locations, and designing and implementing workplace consolidation initiatives. May include information relating to space allocation, tenancy expiry, and corporate organizational moves. Documents may include reports and statistics concerned with current and future space accommodation requirements, expansion plans, space inventories, move schedules, floor plans for all move stages, detailed needs analyses of client groups impacted by moves, copies of committee minutes and agendas, and all supporting correspondence.	Facilities Management	S	5	S+5	D	Comments: S = Until Superseded

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
A0512	<p>Park Dedication</p> <p>Records relating to parkland and open space dedications, which officially ensure that designated land is reserved for parkland or open space. May include information on parkland dedication requirements, planning, and scheduled activities. Documents may include proposals, parkland requirements reports and statistics, and correspondence.</p>	Parks, Forestry & Recreation	C+2	7	C+9	AR	
A0518	<p>Security and First Aid</p> <p>Records relating to the physical security of City of Toronto-owned buildings, properties, parks, and facilities. Security measures are intended to guard against damage and unauthorized intrusion and to ensure personal safety. May include information on identification tags, security and alarm systems, authorized use of keys and access cards, first aid treatment as administered by City security personnel and employee evacuations. Documents may include security clearance files, security logs & security user guide books.</p>	Facilities Management	C+2	4	C+6	D	

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
A0525	Video Surveillance Video surveillance records relating to the physical security of City of Toronto-owned buildings, properties, parks, and facilities. Video recordings are used to guard against damage, unauthorized intrusion, and to ensure personal safety. This class of records includes only the video recordings (regardless of medium) themselves.	Facilities Management	30 DY	0	30 DY	D	<p>Comments:</p> <p>Retention applies to Electronic Records. Active retention period is interrupted when there is an investigation by Corporate Security, or more likely, Toronto Police. Once the videotape(s) have been obtained by Toronto Police in particular, they become part of a different record (police evidence file) independent of Corporate Security's tapes. The securement of the tapes are recorded in A0526 - Video Surveillance Logs with a retention of 3 years.</p> <p>Legislation/Regulation:</p> <p>City of Toronto Security Video Surveillance Policy, City Council July 25, 26, 27, 2006. IPC Privacy and Video Surveillance in Mass Transit Systems: A Special Investigation Report, Privacy Investigation Report MC07-68 Executive Summary, page 2 - Three-day retention period, which is set out in the Guidelines, has been successfully employed in numerous jurisdictions across Ontario, including by the Toronto Police for its video surveillance program in Toronto's entertainment district.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
A0526	Video Surveillance Logs This class governs records tracking or logging video surveillance recordings. The physical security of City of Toronto-owned buildings, properties, parks, and facilities uses video recordings to guard against damage, unauthorized intrusion, and to ensure personal safety. This class of records includes only the logbooks, inventories, and accompanying control data, e.g., from tracking systems.	Facilities Management	3 Y	0	3 Y	D	Comments: Retention also applies to Electronic Records. Legislation/Regulation: City of Toronto Security Video Surveillance Policy, City Council July 25, 26, 27, 2006.
A0532	Property Management 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.	Facilities Management	T+2	21	T+23	D	Comments: T = File closed when tenant departs and is no longer renting or leasing space 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.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
A1401	City Heritage Properties Records relating to City properties of historical significance which are protected from demolition and whose architectural styles are preserved for future generations. May include legal descriptions of the designated properties, information on listed properties, information on visitors, and property history files (including property name and address). Documents include copies of applications for inclusion on the City's inventory of heritage properties, requests for grants, building plans, copies of designation by-laws, copies of council reports and agendas, heritage property reports, correspondence from architects, and letters received from property owners and lawyers.	Economic Dev. & Culture	C+2	17	C+20	AR	Legislation/Regulation: Ontario Heritage Act, R.S.O. 1990, c. O.18 (Last amendment: 2009, c. 33, Sched. 11, s. 6) s. 27 – Register of designated properties. 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.
A1410	Requests for Heritage Properties Inclusion Records relating to requests to have City properties, including buildings and lands, included in the City's heritage properties inventory listing on account of their historical significance. These requests may be made by City staff, historians, or the general public. May include information on heritage property profiles, property historical background and significance, surrounding buildings and neighbourhood profiles, building architectural contexts, and property descriptions. Documents may include heritage designation submission requests and recommendations, research notes, copies of building permits and City by-laws, copies of minor variance applications, lists of properties not currently listed in the heritage properties inventory, copies of public notices, and correspondence.	Economic Dev. & Culture	P	0	P	P/AR	Comments: File to remain active until further notice from the Division Legislation/Regulation: Ontario Heritage Act, R.S.O. 1990, c. O.18 (Last amendment: 2009, c. 33, Sched. 11, s. 6) s. 27. - Register of all designated properties.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
A1412	<p>Rejected Heritage Properties</p> <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.</p>	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 (Last amendment: 2009, c. 33, Sched. 11, s. 6) s. 27. - Register of all designated properties.</p>
A1418	<p>Heritage Conservation District Studies</p> <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.</p>	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 (Last amendment: 2009, c. 33, Sched. 11, s. 6) s. 2. - policies, priorities and programs for the conservation, protection and preservation of the heritage of Ontario.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
A1544	<p>Work Orders and Internal Requisitions</p> <p>Records relating to the creation and processing of work orders and internal requisitions. Work orders are issued to City employees or contractors and indicate required tasks to be performed on City property, whereas internal requisitions are used to obtain goods or services from a City department. Includes cyclical, emergency, preventive, non-emergency, and maintenance completed work order forms and internal requisition forms. Arrange case files numerically by work order or internal requisition number.</p>	Common	C+2	4	C+6	D	
A1545	<p>Vehicle Pre-Trip Inspections</p> <p>Records relating to the regular and ongoing automotive inspections of the City's licensed commercial motor vehicles which weigh over 4,500 kilograms. These inspections examine the mechanical and operating conditions of vehicles prior to them being used for daily trips and tasks. Inspection results and recommendations are recorded in inspection reports. Documents may also include supporting correspondence.</p>	Common	6M	0	6M	D	<p>Legislation/Regulation:</p> <p>Highway Traffic Act, Regulation (Commercial Vehicle Inspections) O. Reg. 199/07 (Last amendment: O. Reg. 434/12)</p> <p>s. 15. Daily inspection reports - An operator shall keep the daily inspection reports submitted by drivers for at least six months.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
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 counselling						
C2000	Community and Social Services Records relating to the City's community and social services in general. These services are designed to ensure accountability and responsibility for families, individuals, and communities and also ensure that persons requiring support receive the necessary assistance. Documents may include copies of federal and provincial guidelines, copies of mission statements, and supporting correspondence.	Social Development, Finance & Admin.	C + 2	4	C + 6	D	
C2001	Community Access Records relating to community access to social programs. Community access is concerned with ensuring equal access to all social programs, such as social assistance and multilingual services, for all City residents. Documents may include copies of federal and provincial guidelines, access initiative statements, and supporting correspondence.	Social Development, Finance & Admin.	C + 2	4	C + 6	D	

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
C2010	Community Resources 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.	Social Development, Finance & Admin.	S	7	S + 7	D	Comments: S = Until Superseded
C2020	Community Development Records relating to the Community Development Program, which supports the City of Toronto's Strategic Plan in general and Social Development Strategy goals in particular. This includes, but is not limited to implementing: Strengthening communities, investing in social infrastructure, expanding civic leadership and developing partnerships. Provides community development services within and for the community-based sector to politicians, volunteers, managers and staff of incorporated and unincorporated groups and community coalitions. Provides management and organizational consulting services to City of Toronto Management and Board of Directors, management and staff within the community-based sector. Co-ordinates and/or provides management advice, project management and policy development support to community development program initiated, corporate determined and community-based initiatives.	Social Development, Finance & Admin.	T + 3	4	T + 7	D	Comments: T = Termination of program

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
C2022	Community Service Planning Records relating to community service planning which involves both the public and the City in identifying service requirements and planning the strategies to meet those needs. It helps to ensure the development of sustainable social services that are designed to satisfy the needs of users. Documents may include copies of federal and provincial acts, copies of mission statements, and supporting correspondence.	Social Development, Finance & Admin.	C + 2	4	C + 6	D	
C2030	Social Development Records relating to social development that is not found elsewhere in this functional category. Social development is the process of planned social change designed to promote people and community well being. Includes general information on housing, homelessness, children and seniors, education and health issues. Documents may include copies of federal and provincial acts, copies of Council reports, and supporting correspondence.	Social Development, Finance & Admin.	C + 2	4	C + 6	D	
C2200	Children's Programs and Services Records relating to children's services in general. Children's services is designed for children at risk of, or already in, provincial custody, with the objective being to enable these children to reach full potential as productive and healthy persons. May include general information on special needs children, daycare subsidies, family support services, adoption, and foster care. Documents may include copies of federal and provincial guidelines, copies of mission statements, and supporting correspondence.	Children's Services	T	7	T+7	D	Comments: T = File closed when services terminate Legislation/Regulation: Child and Family Services Act, Regulation (General), R.R.O. 1990, Reg. 70 (Last amendment: O. Reg. 160/13) s. 6. (5) - book of account shall be retained for seven years from the date of the last entry in the book for a particular year.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
C2205	<p>Subsidized Childcare – Request for Appeals</p> <p>Records relating to requests for, and appeals of decisions concerning, the City's provision of financially subsidized childcare services, including daycare placement and caregiver assistance. May include information relating to City decisions regarding whether or not applicants are eligible for subsidized assistance, with these decisions being primarily based on applicants' income, expenses, and assets; whether this assistance should be temporary or ongoing; admissions of applicants' children to childcare facilities; and fee reductions. Documents may include completed appeal information forms, completed client eligibility assessment forms, copies of 'permission to release information' forms, copies of affidavits, and all supporting correspondence.</p>	Children's Services	T	7	T+7	D	<p>Comments: T = File closed once appeal is resolved</p>
C2207	<p>Children's Services – Agency Services</p> <p>Records relating to the services and programs provided to child care programs by external agencies. Services and programs offered may include educational workshops, entertainment, summer day camp programs, and support for children requiring special assistance. Documents may include budget reports, licensing letters, copies of wage subsidies and other funding documents, copies of service contracts, and correspondence.</p>	Children's Services	T	7	T+7	D	<p>Comments: T = File closed upon end of service contract with agency</p> <p>Legislation/Regulation: Child and Family Services Act, Regulation (General), R.R.O. 1990, Reg. 70 (Last amendment: O. Reg. 160/13) s. 6. (1) - shall keep separate books of account for each children's residence; s. 6. (5) - book of account shall be retained for seven years from the date of the last entry in the book for a particular year.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
C2210	<p>Client Eligibility Intake – Case Files</p> <p>Records relating to the financial eligibility / intake of families whose children were enrolled in child care programs. Documents may include consent forms, authorization forms, copies of fee statements, personal financial records of the family, and correspondence.</p>	Children's Services	T	9	T+9	D	<p>Comments: T = File closed upon discharge of child</p> <p>Legislation/Regulation: Day Nurseries Act, Regulation (General), R.R.O. 1990, Reg. 262 (Last amendment: O. Reg. 39/13) s. 48. (5) – records required to be maintained under this section with respect to a child are retained for at least two years after the discharge of the child; s. 64. (1) - shall keep financial records for each day nursery or private-home day care agency operated by the operator and shall retain such financial records for at least six years from the time of their making.</p> <p>Fee Subsidy Management Guideline s. 5. - fee subsidy files requires that closed files are retained on site for the current year and for an additional 2 years, then retained off site in secure storage for 6 years.</p>
C2215	<p>Attendance – Group Child Care</p> <p>Records relating to the attendance of children in group child care programs. Documents may include attendance lists, statements, memoranda, invoices, payment summaries and correspondence. Case files are arranged alphabetically by centre name.</p>	Children's Services	C+2	4	C+6	D	<p>Legislation/Regulation: Day Nurseries Act, Regulation (General), R.R.O. 1990, Reg. 262 (Last amendment: O. Reg. 39/13) s. 48 (5) –records required to be maintained under this section with respect to a child are retained for at least two years after the discharge of the child</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
C2216	Attendance – Licensed Home Child Care Records relating to the attendance of children at licensed home child care programs. These programs are managed by trained caregivers within their residential homes. Documents may include attendance lists, statements, memoranda, invoices, payment summaries and correspondence. Case files are arranged alphabetically by agency name.	Children's Services	C+2	4	C+6	D	Legislation/Regulation: Day Nurseries Act, Regulation (General), R.R.O. 1990, Reg. 262 (Last amendment: O. Reg. 39/13) s. 48. (5) – records required to be maintained under this section with respect to a child are retained for at least two years after the discharge of the child.
C2220	Child Care Centres Municipally Operated Services Records relating to municipally operated child care centres that are not found elsewhere in this functional category. These child care centres are directly operated by the City, not by private companies or individuals. Documents may include copies of operating guidelines, lists of municipally operated centres, profiles of individual centres, copies of committee and meeting minutes, home visitor reports, copies of internal newsletters, and supporting correspondence.	Children's Services	C+2	4	C+6	D	Legislation/Regulation: Day Nurseries Act, Regulation (General), R.R.O. 1990, Reg. 262 (Last amendment: O. Reg. 39/13) s. 48. (5) – records required to be maintained under this section with respect to a child are retained for at least two years after the discharge of the child.
C2221	Child Care Centres – Clients Records relating to all individual children enrolled in municipal child care centres. Documents may include consent forms, authorization forms, copies of fee statements, child accident reports, and correspondence. Case files are arranged alphabetically by the child's surname.	Children's Services	T+2	5	T+7	D	Comments: T = File closed upon discharge of child

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
C2225	<p>Child Care Centres – Municipal Child Care Centres</p> <p>Records relating to the daily operations and management of child care centres owned and municipally operated. May include information on supervision of children, entertainment, nutrition, art, drama, music, physical education, and learning initiatives. Documents may include developmental profiles, parent and staff interview reports, and supporting correspondence.</p>	Children's Services	C+2	4	C+6	D	<p>Legislation/Regulation: Day Nurseries Act, Regulation (General), R.R.O. 1990, Reg. 262 (Last amendment: O. Reg. 39/13) s. 48. (5) - records required to be maintained under this section with respect to a child are retained for at least two years after the discharge of the child.</p>
C2235	<p>Municipal Home Child Care</p> <p>Records relating to the daily operations and management of child care programs directly operated by the City, but provided within caregivers' residential homes. Documents may include information on child supervision, insurance coverage, legislated standards, home safety, and nutrition.</p>	Children's Services	T	7	T+7	D	<p>Comments: T = File is closed when service is terminated</p> <p>Legislation/Regulation: Day Nurseries Act, Regulation (General), R.R.O. 1990, Reg. 262 (Last amendment: O. Reg. 39/13) s. 48. (5) – records required to be maintained under this section with respect to a child are retained for at least two years after the discharge of the child.</p>
C2245	<p>Child Care Centres – Special Needs Program</p> <p>Records relating to the administration and management of programs designed to assist and integrate children with special needs, including developmental and physical impairment, into licensed child care programs such as child care centres and nursery schools. May include information on behaviour management and subsidized enrolment spaces. Documents may include training materials, curriculum materials, copies of financial supporting documentation, disabilities reference materials, and correspondence.</p>	Children's Services	C+2	4	C+6	D	<p>Legislation/Regulation: Day Nurseries Act, Regulation (General), R.R.O. 1990, Reg. 262 (Last amendment: O. Reg. 39/13) s. 48. (5) – records required to be maintained under this section with respect to a child are retained for at least two years after the discharge of the child.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
C2246	<p>Child Care Centres – Special Needs Clients</p> <p>Records relating to the assessments of, and program planning for, individual children with special needs who are enrolled in child care special needs programs. Special needs may include developmental and physical impairments. Documents may include informal development assessments, individualized planning sheets, psychological and educational assessments, and correspondence.</p>	Children's Services	T+2	5	T+7	D	<p>Comments:</p> <p>T = File closed upon discharge of child</p>
C2252	<p>Children's Programs – District Operations</p> <p>Records relating to the development and management of licensed group child care, home child care, special needs resourcing, family resource centres and summer day programs. These programs are not operated by the City. Information includes program planning, behaviour guidance, first aid, and child safety. Documents may include copies of vital case information, registries, criteria, scoring sheets, site visits, staffing sheets, operating licenses, serious occurrence reports, and correspondence.</p>	Children's Services	C+2	4	C+6	D	<p>Legislation/Regulation:</p> <p>Day Nurseries Act, Regulation (General), R.R.O. 262 (Last amendment: O. Reg. 39/13)</p> <p>s. 25. (1) - inspection report is kept on the premises for at least two years from the date of its making;</p> <p>s. 48. (5) - records required to be maintained under this section with respect to a child are retained for at least two years after the discharge of the child;</p> <p>s. 65. (1) - financial records for at least six years;</p> <p>s.75. (6) - a licence or renewal thereof expires with the anniversary date on which the licence or renewal was issued.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
C2350	Youth Services Records relating to youth services which is designed to support at risk, vulnerable young people and to encourage healthy positive development in teenagers. May include general information on peer mediation, leadership development, substance abuse education, and sexual abuse prevention. Youth Services embraces: Roundtable on Education, Children and Youth. Documents may include copies of federal and provincial guidelines, copies of mission statements, and supporting correspondence.	Social Development, Finance & Admin.	S	3	S + 3	AR	Comments: S = Until Superseded
C2351	Youth Services – Employment Programs Records relating to the development, management and administration of youth employment programs, which are designed to address employment barriers faced by youth who may be homeless or living in "at risk" neighbourhoods. The programs provide a variety of supports such as vocational counselling, life skills training and an employment experience placement. Youth Services Employment Programs embraces: Youth Employment Toronto (YET), Street Involved Youth Program (SIYP) and Toronto Youth Job Corps (TYJC). Information includes documents such as funding Agreements between the City and other orders of government and community delivery partners, program proposals, attendance and payroll records of youth participants, statistical outcome reports on program activity, and supporting correspondence.	Social Development, Finance & Admin.	T	2	T + 2	D	Comments: T = File closed at termination of program or when services no longer required.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
C2352	<p>Youth Engagement Toronto Youth Cabinet</p> <p>Records relating to youth engagement including capacity building, constitutional and election protocols, communication campaigns, community, conferences, summits and organizational development. Additional issue base documents include police, housing/homelessness, youth safety, education, TTC diversity, anti-oppression and activism, and supporting correspondence</p>	Social Development, Finance & Admin.	T	2	T + 2	D	<p>Comments:</p> <p>T = File closed at termination of program or when services no longer required.</p>
C2353	<p>Youth Services – Job Development</p> <p>Records relating to the City's development of a coordinated youth employment service sector among community-base organizations that recruit employers to create strong partnerships with the employer community for the purpose of increasing job opportunities for youth facing barriers to employment. Youth Services - Job Development embraces: Youth Employment Partnerships - YEP (formerly known as Youth Employment Job Development Grant Program YEJD). Documents include promotional materials, event planning, reports on outcomes of project activities Agreements between the City and community delivery partners, information pertaining to intergovernmental collaboration, and supporting correspondence.</p>	Social Development, Finance & Admin.	T	2	T + 2	D	<p>Comments:</p> <p>T = File closed at termination of program or when services no longer required.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
C2354	Youth Safety Records relating to the development of youth safety programs, services and policies. Youth safety includes a holistic and community health approach that takes a balance approach to prevention and intervention. Includes information on youth justice, violence, asset based planning, community, gangs, weapons, innovative program models, school-based programs, and youth and police issues. Documents include copies of federal and provincial guidelines, committee reports, terms of reference and supporting correspondence.	Social Development, Finance & Admin.	S+2	5	S+7	D	Comments: S = Until Superseded Legislation/Regulation: Community Safety Plan (March 1, 2, and 3, 2004). Toronto Strong Neighbourhoods Strategy (October 26, 27, 28, and 31, 2005)
C2400	Adult and Senior Services Records relating to services designed to provide care and assistance to adult and senior citizens who are unable to live independently. May include general information on Emergency response, Community support and Adult day care programs. Documents may include copies of federal and provincial guidelines, copies of mission statements, and supporting correspondence.	Social Development, Finance & Admin.	T	6	T + 6	D	Comments: T = File closed at termination when services no longer required.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
C2403	Community Support Programs for Seniors Records relating to the development and management of community support programs for senior citizens who do not enter long-term care homes but remain instead in their own residences. These programs are designed to provide care-giving duties and offer temporary relief to regular caregivers, such as family members and friends. Documents may include program statistics, individual program profile reports and brochures, program strategy and planning reports, and supporting correspondence.	Social Development, Finance & Admin.	T	6	T + 6	D	Comments: T = File closed at termination when services no longer required.
C2410	Home Operations - Long-Term Care Homes and Services Records relating to operating and managing long-term care facilities, which provide accommodation and services to senior citizens and younger adults requiring care. May include information on nursing and personal care, housekeeping, spiritual guidance, and administrative support. Documents may include copies of financial reports and payments, copies of committee minutes and agendas, and supporting correspondence.	Social Development, Finance & Admin.	C + 1	2	C + 3	D	Legislation/Regulation:: Long-Term Care Homes Act, S.O. 2007, c. 8 (Last amendment: 2014, c. 7, Sched. 19) s. 84. - Every licensee of a long-term care home shall develop and implement a quality improvement and utilization review system that monitors, analyzes, evaluates and improves the quality of the accommodation, care, services, programs and goods provided to residents of the long-term care home.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
C2414	<p>Resident/Client Concerns, Complaints and Inquiries - Long-Term Care Homes and Services</p> <p>Records relating to long-term care homes residents and their families' concerns, complaints and/or inquiries over the operations, programs and services offered by the home and/or community-based services. May include admission eligibility and criteria, service levels, actual programs and services offered within the home or community-based program. Documents may include internal formal complaint forms, progress notes and documented follow-up copies of minutes and agendas, reference outcomes, resolutions and disposition and all supporting correspondence, i.e. copies of e-mail messages, etc.</p>	Long-Term Care Homes and Services	T	5	T + 5	D	<p>Comments: T = File closed upon discharge or death of resident.</p> <p>Legislation/Regulation:: Long-Term Care Homes Act, 2007, Regulation (General) O. Reg. 79/10 (Last amendment: O. Reg. 147/14) s.101 (2) - The licensee shall ensure that a documented record is kept in the home; s. 101. (3) (c) - A written record is kept of each review and of the improvements made in response.</p>
C2420	<p>Admissions - Long-Term Care Homes and Services</p> <p>Records relating to the admission and acceptance of senior citizens to long-term care homes. May include information relating to the admission process to Homes, referrals from other facilities and agencies, and waiting lists. Documents may include resident applications, emergency and urgent placement applications, release of information consent forms, functional and social assessments, medical reports, and all supporting correspondence.</p>	Long-Term Care Homes and Services	T	2	T + 2	D	<p>Comments: T = File closed upon discharge or death of resident.</p> <p>Legislation/Regulation: Long-Term Care Homes Act, 2007, Regulation (General) O. Reg. 79/10 (Last amendment: O. Reg. 147/14) s.165. (1) - Each placement co-ordinator shall keep a waiting list for admission to each long-term care homes for which the placement co-ordinator is designated.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
C2425	<p>Support Services - Long-Term Care Homes and Services</p> <p>Records relating to the various personal and support services available to residents (clients) who reside in long-term care facilities. May include details related to therapeutic services, hairdressing, library services, telephone access, pet adoption and care, and religious counselling and advice. Documents may include event calendars and schedules, program update reports, requests for services, television cable subscription applications, lists and descriptions of services offered, and supporting correspondence.</p>	Long-Term Care Homes and Services	C + 1	1	C + 2	D	
C2430	<p>Residents' Safety and Security - Long-Term Care Homes and Services</p> <p>Records relating to safety and security issues specifically concerning residents who reside in long-term care facilities. May include information on accident prevention, resident identification bracelets, and resident monitoring. Documents may include accident prevention reports, security logs, resident incident reports, and supporting correspondence.</p>	Long-Term Care Homes and Services	C + 1	1	C + 2	D	<p>Legislation/Regulation: Long-Term Care Homes Act, 2007, Regulation (General) O. Reg. 79/10 (Last amendment: O. Reg. 147/14) Part II Safe and Secure Home.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
C2435	Resident Transfers - Long-Term Care Homes and Services Records relating to the physical transfer of residents who live in long-term care homes. Residents may be transferred between rooms and floors. Transfers may occur as a result of personal or medical reasons. Documents may include daily census reports, occupancy reports, resident bed utilization reports, bed availability reports, hospital admission statistics, vacation and other departure leave notices, and supporting correspondence.	Long-Term Care Homes and Services	C + 1	1	C + 2	D	Legislation/Regulation: Long-Term Care Homes Act, 2007, Regulation, (General) O. Reg. 79/10 (Last amendment: O. Reg. 147/14) s. 207. (1) - Every licensee of a long-term care home shall keep a transfer list.
C2446	Resident Evaluations - Long-Term Care Homes and Services Records relating to developing and administering assessments designed to determine the physical and mental abilities of residents residing in long-term care facilities. The results of these assessments are used to determine the programs and services that would be best for the individual. Documents may include assessments, social workers' reports containing evaluations and recommendations, social workers' screening tools, depression rating documentation, and all supporting correspondence.	Long-Term Care Homes and Services	T	10	T + 10	D	Comments: T = Discharge or death of resident. Legislation/Regulation: Long-Term Care Homes Act, 2007, Regulation (General) O. Reg. 79/10, (Last amendment: O. Reg. 147/14) s. 146. (8) 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; s. 233. (1) - Every licensee of a long-term care home shall ensure that the record of every former resident of the home is retained by for at least 10 years after the resident is discharged from the home.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
C2460	Supportive Housing Program Records relating to the development and management of Supportive Housing Program which assists seniors who do not require full-time care to live as independently as possible. The long-term care homes supportive housing program in conjunction with special Agencies provides supportive services (such as meal preparation, homemaking, laundry services, personal support, and medication reminders) to eligible clients who are tenants in a number of contracted supportive housing sites. Persons in supportive housing do not require the level of care and services available in a long-term care homes, but can benefit from access to a minimal amount of support on a 24-hour basis. Documents may include program description reports and brochures, copies of committee minutes, and correspondence.	Long-Term Care Homes and Services	T	7	T + 7	D	Comments: T = Program no longer required. Legislation/Regulation: Housing Services Act, 2011, Regulation (General) O. Reg. 367/11. (Last amendment: O. Reg. 111/14) s. 102. (2) - The housing provider must keep each of the following records for at least seven years: 1. - financial records; 3. - household that occupies a unit for at least five years; 4. - record of decision to refuse for at least seven years.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
C2461	<p>Supportive Housing Clients Case Files</p> <p>Records relating to the individual seniors enrolled in supportive housing programs, which are designed to assist them in living as independently as possible. Documents may include medical reports, assessment forms, progress reports, care plans and consent forms.</p>	Long-Term Care Homes and Services	T	10	T + 10	D	<p>Comments: T = Discharge or death of client.</p> <p>Legislation/Regulation: Home Care and Community Services Act, S.O. 1994, c. 26 (Last amendment: 2011, c.1. Sched. 6, s. 4) s. 68. (1) 27 - service providers to keep specified accounts and records and governing such accounts and records.</p> <p>Long-Term Care Homes Act, 2007, Regulation (General) O. Reg. 79/10, (Last amendment: O. Reg. 147/14) s. 146. (8) 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; s. 233. (1) - Every licensee of a long-term care home shall ensure that the record of every former resident of the home is retained by for at least 10 years after the resident is discharged from the home.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
C2463	Adult Day Programs Records relating to developing and managing programs designed to provide ongoing services to senior citizens who live independently and who require only minimal and part-time assistance during the day. Adult day care programs are directly operated by the City at designated City-owned facilities. Program services provided may include entertainment, meals, and supervision. Documents may include program description reports and brochures, copies of committee minutes, and correspondence.	Long-Term Care Homes and Services	T	6	T + 6	D	Comments: T = File closed when services are no longer required.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
C2464	<p>Adult Day Programs Clients Case Files</p> <p>Records relating to the individual senior citizens enrolled in adult day care programs, which are designed to provide minimal assistance as required. Documents may include adult day care program applications, copies of monthly invoices, admission agreements, and supporting correspondence.</p>	Long-Term Care Homes and Services	T	10	T + 10	D	<p>Comments: T = Services are no longer required.</p> <p>Legislation/Regulation: Home Care and Community Services Act, S.O. 1994, c. 26 (Last amendment: 2014, c.7. Sched. 19) s. 68. (1) 27 - service providers to keep specified accounts and records and governing such accounts and records.</p> <p>Long-Term Care Homes Act, 2007, Regulation (General) O. Reg. 79/10, (Last amendment: O. Reg. 147/14) s. 146. (8) - 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; s. 233. (1) - Every licensee of a long-term care home shall ensure that the record of every former resident of the home is retained by for at least 10 years after the resident is discharged from the home.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
C2485	Homemakers and Nurses Services – HMNS Records relating to developing and managing programs designed to provide Homemakers and Nurses Services (HMNS), as required, to eligible seniors or disabled citizens who require assistance in living as independently as possible at their personal residences. Services provided may include housekeeping, laundry and shopping. Documents may include program description reports and brochures, copies of committee minutes, and correspondence.	Long-Term Care Homes and Services	T	6	T + 6	D	Comments: T = File closed when services are no longer required.
C2487	Community Support Programs Admissions Records related to the admission and acceptance or rejection of applicants to Community Programs. May include information related to the screening for eligibility, admission process to HMNS, SH or ADP, referrals from outside agencies and self referrals. Documents may include: client initial assessment and referral, authorization forms, progress notes, reason for rejection of the application, consent forms, functional and financial assessments and all other relating correspondence.	Long-Term Care Homes and Services	T	6	T + 6	D	Comments: T = File closed when services are no longer required.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
C2488	Homemakers and Nurses Services Clients Case Files Records relating to the individual clients who receive Homemakers and Nurses Services (HMNS). These programs provide assistance to seniors or disabled citizens at their personal residences, so that they may live as independently as possible. Documents may include copies of applications, client assessments, progress notes and reports, copies of subsidy authorizations, and all supporting correspondence.	Long-Term Care Homes and Services	T	10	T + 10	D	Comments: T = Discharge or death of resident. Legislation/Regulation: Long-Term Care Homes Act, 2007, Regulation (General) O. Reg. 79/10, (Last amendment: O. Reg. 147/14) s. 146. (8) 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; s. 233. (1) - Every licensee of a long-term care home shall ensure that the record of every former resident of the home is retained by for at least 10 years after the resident is discharged from the home.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
C2540	<p>Resident Administration Case Files - Long-Term Care Homes and Services</p> <p>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.</p>	Long-Term Care Homes and Services	T	10	T+10	D	<p>Comments: T = Files closed upon discharge or death of resident. Records for deceased and discharged residents are kept for 10 Years after discharge.</p> <p>Legislation/Regulation: Long-Term Care Homes Act, 2007, Regulation (General) O. Reg. 79/10, (Last amendment: O. Reg. 147/14) s. 146. (8) 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; s. 233. (1) - Every licensee of a long-term care home shall ensure that the record of every former resident of the home is retained by for at least 10 years after the resident is discharged from the home.</p> <p>Personal Health Information Protection Act, S.O. 2004, c. 3, Sched. A (Last amendment: 2010, c.11, s. 128) s. 13; s. 14 – Records.</p>
C2605	<p>Activities and Events - Long-Term Care Homes and Services</p> <p>Records relating to organizing and facilitating recreational, educational, and physical fitness activities and events for residents in long-term care facilities. May include information on garden parties, day trips, bazaars, sightseeing outings, and holiday festivities. Documents may include activity schedules, requests for activities, lists and descriptions of activities and events that are sponsored, and supporting correspondence.</p>	Long-Term Care Homes and Services	C + 1	1	C + 2	D	

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
C2642	<p>Medical Services Administration - Long-Term Care Homes and Services</p> <p>Records relating to the administration of medical services provided at the long-term care homes. Documents may include procedures for planning and evaluation of resident medical care offered at the Homes, medical directors' reports, hospitals / laboratory information, lists of approved drugs, lists of residents requiring specific medicines, lists of residents' drug allergies, lists of prescription orders, prescription surplus documentation, daily prescription audit trails, and supporting correspondence. Analysis of medical information helps in providing best health services to residents, improves commitment to protect medical-legal interests of residents, promotes health by preventing diseases and encourages review of payment processes for health related services in long-term care homes.</p>	Long-Term Care Homes and Services	C + 2	2	C + 4	D	

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
C2670	<p>Rehabilitation Services - Long-Term Care Homes and Services</p> <p>Records relating to the administration and provision of rehabilitation services for residents in long-term care homes. May include information about assistive and adaptive devices, physiotherapy, and occupational therapy. Documents may include residents' requests for services, copies of service provider contracts and agreements, copies of rehabilitation staff schedules, and all supporting correspondence.</p>	Long-Term Care Homes and Services	T	10	T + 10	D	<p>Comments: T = Discharge or death of resident.</p> <p>Legislation/Regulation: Long-Term Care Homes Act, 2007, Regulation (General) O. Reg. 79/10 (Last amendment: O. Reg. 147/14) s. 146. (8) - 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; s. 233. (1) - 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.</p>
C2701	<p>Housing Services - Rental and Tenant Support</p> <p>Records relating to the provision and management of programs and services designed to assist City of Toronto tenants to keep their housing. Includes information on grants to community agencies that assist tenants in organizing tenant associations, operating a tenant hotline and/ or developing sample notices to landlords and tenants regarding property tax reductions. Documents may include copies of signed service agreements, funding applications, records of payments to community agencies, reports and supporting correspondence.</p>	Shelter, Support & Housing Administration	T	7	T + 7	D	<p>Comments: T = Termination of service contract or program.</p> <p>Legislation/Regulation: Housing Services Act, 2011, Regulation (General) O. Reg. 367/11 (Last amendment: O. Reg. 111/14) s. 102. (2) - The housing provider must keep each of the following records for at least seven years: 1. - financial records; 3. - household that occupies a unit for at least five years; 4. - record of decision to refuse for at least seven years.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
C2720	Social Housing Records relating to the administration of social housing which entails finding suitable and affordable rental housing for persons unable to find adequate housing in the private rental market. May include information on non-profit, public, and co-operative housing. Documents may include copies of federal and provincial Legislation/Regulation:, copies of mission statements, copies of provider contracts and agreements, and supporting correspondence.	Shelter, Support & Housing Admin.	T	7	T+7	AR	Comments: T = File closed upon termination of agreement or contract Legislation/Regulation: Housing Services Act, 2011, Regulation (General) O. Reg. 367/11 (Last amendment: O. Reg. 111/14) s. 102. (2) - The housing provider must keep each of the following records for at least seven years: 1. - financial records; 3. - household that occupies a unit for at least five years; 4. - record of decision to refuse for at least seven years.
C2721	Non-Profit Housing Providers – Provincial Program Records relating to provincial non-profit housing corporations' provision and management of social housing projects for low-income persons who require subsidized accommodation, which may include apartments, houses, and duplexes. May include information on provincial public housing subsidies, co-operative housing, and provincial public housing authorities. Documents may also include lists of available public housing accommodations, copies of operating agreements, placement lists, statistics, and supporting correspondence.	Shelter, Support & Housing Admin.	T	7	T+7	D	Comments: T = File closed upon service no longer required or closure of housing provider Legislation/Regulation: Housing Services Act, 2011, Regulation (General) O. Reg. 367/11 (Last amendment: O. Reg. 111/14) s. 102. (2) - The housing provider must keep each of the following records for at least seven years: 1. - financial records; 3. - household that occupies a unit for at least five years; 4. - record of decision to refuse for at least seven years.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
C2722	<p>Non-Profit Housing Providers – Federal Program</p> <p>Records relating to federal non-profit housing corporations' provision and management of public housing projects for low-income persons who require subsidized accommodation, which may include apartments, houses, and duplexes. May include information on federal public housing subsidies and co-operative housing. Documents may include lists of available public housing accommodations, placement lists and statistics, copies of operating agreements, and supporting correspondence.</p>	Shelter, Support & Housing Admin.	T	7	T+7	D	<p>Comments: T = File closed upon service no longer required or closure of housing provider</p> <p>Legislation/Regulation: Housing Services Act, 2011, Regulation (General) O. Reg. 367/11 (Last amendment: O. Reg. 111/14) s. 102. (2) - The housing provider must keep each of the following records for at least seven years: 1. - financial records; 3. - household that occupies a unit for at least five years; 4. - record of decision to refuse for at least seven years.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
C2723	<p>Non-Profit Housing Providers – Multi-Program</p> <p>Records relating to non-profit housing corporations' provision and management of multiple public housing projects for low-income persons who require subsidized accommodation, which may include apartments, houses, and duplexes. May include information on public housing subsidies and co-operative housing. Documents may include lists of available public housing accommodations, placement lists and statistics, copies of operating agreements, and supporting correspondence.</p>	Shelter, Support & Housing Admin.	T	7	T+7	D	<p>Comments: T = File closed upon service no longer required or closure of housing provider</p> <p>Legislation/Regulation: Housing Services Act, 2011, Regulation (General) O. Reg. 367/11 (Last amendment: O. Reg. 111/11) s. 102. (2) - The housing provider must keep each of the following records for at least seven years: 1. - financial records; 3. - household that occupies a unit for at least five years; 4. - record of decision to refuse for at least seven years.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
C2724	<p>Non-Profit Housing Provision</p> <p>Records relating to the operation and maintenance of non-profit housing units, including apartments and duplexes, that the City owns and makes available to low-income persons who require subsidized accommodation. May include information relating to the housing units' structural stability, the results of safety inspections, whether the units meet standards for health and cleanliness, current occupancy or availability, the maximum number of persons who can be accommodated in an individual unit, addresses and locations of the housing units, and the names of past and present tenants. Documents may include completed subsidy summary forms, completed statement of account forms, copies of auditors' financial reports, public housing accommodation listings, copies of operating agreements, inspection reports, placement lists, and all supporting correspondence.</p>	Shelter, Support & Housing Admin.	C+2	5	C+7	D	<p>Legislation/Regulation: Housing Services Act, 2011, Regulation (General) O. Reg. 367/11 (Last amendment: O. Reg. 111/14) s. 102. (2) - The housing provider must keep each of the following records for at least seven years:</p> <ol style="list-style-type: none"> 1. - financial records; 3. - household that occupies a unit for at least five years; 4. - record of decision to refuse for at least seven years.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
C2725	Rental Supplements Records relating to the development and management of rental supplement programs and services, which provide subsidies to individual tenants living in accommodations owned by private or non-profit landlords. These rental subsidies cover the difference between what the low-income tenant can afford to pay versus the market or contract amount. Documents may include copies of subsidy applications and grants, copies of federal or provincial Legislation/Regulation:, program description summaries and brochures, and all supporting correspondence.	Shelter, Support & Housing Admin.	T	7	T+7	D	Comments: T = File closed upon when services no longer required or landlord terminates agreement as a provider Legislation/Regulation: Housing Services Act, 2011, Regulation (General) O. Reg. 367/11 (Last amendment: O. Reg. 122/15) s. 102. (2) - The housing provider must keep each of the following records for at least seven years: 1. - financial records; 3. - household that occupies a unit for at least five years; 4. - record of decision to refuse for at least seven years.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
C2911	Housing and Homelessness- Analysis and Research Records relating to analytical and research materials on people who are homeless or precariously housed. These materials may be used to develop and guide initiatives and programs aimed at this group. Documents may include divisional policy and discussion documents, consultation papers, demographic studies, surveys and questionnaires, provincial, federal and international publications and studies, internal reports, deliverables from purchased service contracts and supporting correspondence.	Shelter, Support & Housing Administration	S	7	S + 7	D	Comments: S = File superseded by updated analysis and research materials.
C2913	Housing and Homelessness - Client Case Files Records relating to the individual clients participating in case management services directly operated by Housing and Homelessness, Supports and Initiatives. These services provide individualized supports to shelter clients, Streets to Homes clients and clients participating in other special projects or programs. Documents may include skills assessments, psychological assessments, copies of applications, client assessments, progress notes and reports, consent for release of information and all supporting correspondence. Files may contain personal medical information. Note: Records should not contain any program information.	Shelter, Support & Housing Administration	T	10	T + 10	D	Comments: T = File to remain active until closure of case or if client is a minor, upon age of majority (eighteen years). Legislation/Regulation: Medicine Act, 1991, Regulation (General) O. Reg. 114/94 (Last amendment: O. Reg. 110/13) 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.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
C2930	Hostel Services - Program Administration Records relating to the administration of programs pertaining to hostel services in general. Hostel Services provide shelter and assistance to homeless individuals and families, and assist them to arrange for their housing and/or treatment needs through City directly-operated shelters or community-operated shelters by way of purchase-of-service agreements. Documents may contain statistics on hostel occupancy, operational standards, reports such as Council and Committee reports, samples of brochures describing the type of hostels and the services and programs provided, referrals, policy development, performance measures and all supporting correspondence.	Shelter, Support & Housing Administration	3	4	7	D	Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sch. A. (Last amendment: 2009, c. 33, Sched. 8, s. 5) s. 42. - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.
C2935	Hostel Client Case Files Records relating to homeless individuals and families who require emergency shelters or assistance on a short-term basis either through City-operated or purchase of service shelters. Documents include intake assessment, vital case information, counsellors' client case-planning, special assistance records, health and medical notes and other supporting correspondence.	Shelter, Support & Housing Administration	T	10	T +10	D	Comment: T = File closed upon termination of case and/or last activity date. Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sch. A. s. 42. - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director. Medicine Act 1991, Regulation (General) O. Reg. 114/94 (Last amendment: O. Reg. 346/11) 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.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
C2940	Hostel Services - Purchase of Service Shelters Records relating to the monitoring, administration and/or management of shelters, operated by non-profit, community-based organizations under purchase-of-service agreements with the City of Toronto Hostel Services Unit. Records many include supporting documents for operational applications, quality assurance documents, recommendations for improvement, standard compliance reports, site visit reports, funding submissions, supporting correspondence, shelter program reports, and other relevant financial-related correspondence/reports, shelter emergency plans, policy & procedures, shelter brochures/information materials, etc.	Shelter, Support & Housing Administration	T	10	T + 10	D	Comments: Termination of shelter service agreement Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sch. A. (Last amendment: 2009, c. 33, Sched. 8, s. 5) s. 42. - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.
C2950	Hostel Services - City-Operated Shelters Records relating to the monitoring, administration and/or management of City directly-operated shelters, which provide temporary accommodation to homeless individuals and/or families. May include information on meals, services provided, and daily operations. Documents may include quality assurance, recommendation for improvements, standards compliance reports, site visit reports, financial reports, shelter program reports, shelter emergency plans, policies and procedures, samples of shelter brochures and other informational material and all supporting correspondence.	Shelter, Support & Housing Administration	3	4	7	D	Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sch. A. s. 42. - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
C2972	<p>Residential Rehabilitation Assistance Program (RRAP) Case Files</p> <p>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.</p>	Shelter, Support & Housing Admin.	T+2	13	T+15	D	<p>Comments: T = File closed upon loan being closed out, loan forgiven, application withdrawal or application completion.</p> <p>Legislation/Regulation: National Housing Act, (Canada), R.S. 1985, c. N-11 (Last amended on August 5, 2014) s. 32. (3) (a) - maintain separate books and records satisfactory to the Corporation and open to its inspection at any time.</p> <p>Housing Development Act, Regulation (General) R.R.O. 1990, Reg. 641 (Last amendment: O. Reg. 339/05) s. 4. (d) - information, records, accounts.</p>
C3100	<p>Social Assistance and Support Programs</p> <p>Records relating to social support services which entails financial and other services provided to individuals who may require help in meeting financial payments or participating in social and community life. Documents include clients verification reports, eligibility review criteria, copies of federal and provincial acts, copies of mission statements, and correspondence.</p>	Employment & Social Services	C + 2	4	C + 6	D	

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
C3101	Special Needs Programs Records relating to the administration and provision of programs specially designed to provide support to persons who do not qualify for Ontario Works assistance but may require help in meeting financial demands. This may include assistance in purchasing and maintaining medical items such as wheelchairs and eyeglasses, paying for funerals and burials. Documents may include program development and status reports, copies of Legislation/Regulation:, copies of contracts and purchase orders, and supporting correspondence.	Employment & Social Services	C + 2	4	C + 6	D	Legislation/Regulation:: Ontario Works Act, S.O. 1997. c. 25, Sched. A. s. 42. - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.
C3102	Family Support Programs - Ontario Works Records relating to Family Support Program in general. Documents may include general information on Federal and Provincial Child Support Legislation/Regulation:, Family Law Act, Family Responsibility and Support Arrears Enforcement Act, Ontario Disability Support Program, Ontario Family and Support Services, and copies of federal and provincial guidelines and supporting correspondence.	Employment & Social Services	C + 2	4	C + 6	D	Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sched. A. s. 42. - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.
C3140	Ontario Works Records relating to the provision of Ontario Works (OW) assistance in general. Ontario Works provides temporary financial support to people who are in financial need and assists them to find paid employment. May include information on social assistance eligibility criteria, copies of federal and provincial acts, copies of mission statements, and correspondence.	Employment & Social Services	C + 2	4	C + 6	D	Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sched. A. s. 42. - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
C3141	Shelter and Residence - Ontario Works Records relating to shelter and residence for Ontario Works clients. Documents may include information regarding fuel and shelter, rent-geared-to-income, rooming house, co-residence, and room and board.	Employment & Social Services	C + 2	4	C + 6	D	Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sched. A. s. 42. - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.
C3142	Financial Employment Support - Ontario Works Records relating to administering and providing financial programs and services to Ontario Works assistance recipients to support their participation in activities related to securing employment. Financial support is provided for living expenses during the job training and/or search period. Documents may include copies of policies and procedures, program definition and mandate statements, and correspondence.	Employment & Social Services	C + 2	4	C + 6	D	Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sched. A. s. 42. - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.
C3143	Special Benefits and Allowances - Ontario Works Records relating to the management and provision of special benefits and allowances to Ontario Works assistance recipients. This may include information about mandatory discretionary benefits. Documents may include copies of policies and procedures, special benefit and allowance definition and mandate statements, and correspondence.	Employment & Social Services	C + 2	4	C + 6	D	Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sched. A. s. 42. - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
C3170	Monitoring and Control - Ontario Works Records relating to the monitoring and controlling of benefits and services provided to Ontario Works assistance recipients. May include information on fraudulent means used to obtain social assistance, overpayments, and appeals provisions. Documents may include copies of policies and procedures, procedural reviews, copies of mission statements, and correspondence.	Employment & Social Services	C + 2	4	C + 6	D	Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sched. A. s. 42. - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.
C3270	Caseload Management - Ontario Works Records relating to the management and administration of Ontario Works assistance client caseloads. Caseload management involves the provision and monitoring of services provided to active social assistance recipients, such as youth issue; kids and computer initiatives.. Documents may include statistical caseload reports and statements, and supporting correspondence.	Employment & Social Services	C + 2	4	C + 6	D	Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sched. A. s. 42. - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.
C3280	Ontario Works Clients Case Files Records relating to individuals who have applied for, or who are currently receiving, Ontario Works assistance and other related programs. May include information on supplementary aid, special assistance, applications for social assistance, proof of employment information, asset information, birth certificate, immigration documents and supporting correspondence.	Employment & Social Services	T	7	T + 7	D	Comments: T = File closed when services are no longer required or case is terminated. Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sched. A. s. 42. - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
C3281	Disruptive Clients Case Files - Ontario Works Records relating to individual Ontario Works assistance clients who have displayed, or who have a history of, disruptive behaviour. Examples of disruptive behavior may include making threats or abusing caseworkers. Case file documents may include disruptive client reports, copies of medical reports, copies of police reports, and supporting correspondence.	Employment & Social Services	T	7	T + 7	D	Comments: T = File closed when case is resolved or becomes inactive from social assistance. Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sched. A. s. 42. - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
C3282	<p>Fraud Case Files – Ontario Works</p> <p>Records relating to individual social assistance clients where evidence was obtained indicating potential fraudulent receipt of social assistance. Case file may include documents and notes regarding the allegation, the investigation process, client and/or informant interviews, verification of undeclared matters, disentitlement calculations, synopsis, decision-making checklists, legal and court documentation, and other correspondence.</p> <p>NOTE (1): Fraud case files and overpayment case files cannot exist simultaneously for the same client. If a Fraud case file is concluded with the decision that the client has an over issuance to be recovered, re-classify the file number C3283. The case file and related documents must be retained indefinitely when there is an ongoing fraud investigation.</p> <p>NOTE (2): Allegations of fraud that are deemed to be unfounded or unsupported as a result of an assessment or investigation must be deleted/disposed from both electronic and paper files one year from the date that the assessment or investigation was completed (including documentation from police, crown and trial activities, where applicable). Any information pertaining to the eligibility complaint and results of the assessment or investigation should be destroyed.</p>		T	7	T + 7	D	<p>Comments:</p> <p>T = File closed when case is resolved by conviction or termination of investigation.</p> <p>Exception added according to the Ontario Works Policy Directives, 9.7 Controlling Fraud Legislative Authority Sections 57, 58 and 79 of the Act. Section 65 of the Ontario Works Regulation 134/98 Audit Requirements, Unfounded Allegations of Fraud - Allegations of fraud that are deemed to be unfounded or unsupported as a result of an assessment or investigation must be deleted/disposed from both electronic and paper files one year from the date that the assessment or investigation was completed (including documentation from police, crown and trial activities, where applicable). Any information pertaining to the eligibility complaint and results of the assessment or investigation should be destroyed.</p> <p>Legislation/Regulation:</p> <p>Ontario Works Act, S.O. 1997. c. 25, Sched. A. s. 42. - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.</p>

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C3283	Overpayments Case Files - Ontario Works Records relating to individual Ontario Works assistance clients who have been identified as having outstanding overpayment balances and must now make financial restitution. May include overpayment files that contain original, or photocopied, documentation such as: payment histories, Equifax information, employer and wage information, legal and court documents, supporting correspondence, overpayment calculation sheets, overpayment letters, client profiles, portability information from other municipalities and narrative printouts from CWT/SDMT/MERTS, and all supporting correspondence.	Employment & Social Services	T	7	T + 7	D	Comments: T = File closed when case is resolved or overpayment paid in full. Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sched. A. s. 42. - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.
C3284	Appeals Case Files - Ontario Works Records relating to individual Ontario Works assistance clients who are appealing rulings concerning ineligibility decisions, reductions of assistance, or a disagreement concerning decisions reached. Documents include completed submissions and all supporting documentation, copies of legal and court documentation, and correspondence.	Employment & Social Services	T	7	T + 7	D	Comments: T = File closed when case is resolved. Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sched. A. s. 42. - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
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C3285	<p>Family Support Case Files - Ontario Works</p> <p>Records relating to Family Support Program. The Family Support Program provides services to ensure applicants and participants of Ontario Works Assistance are supplied with information, referrals and resources to pursue financial support from those who have legal obligations to provide it, according to the Ontario Works and Family Law Acts. Documents may include referrals forms, copy of Ontario Court of Justice Application, answers by responding party, financial statement for both applicant and respondent, correspondence from lawyers, copies of court orders and agreements, cancellations, settlements, payment histories, SDMT/FLOW notes, MECA screens, divorce papers and other legal documents.</p>	Employment & Social Services	T	7	T + 7	D	<p>Comments: T = File closed when services are no longer required or case is terminated.</p> <p>Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sched. A. s. 42. - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.</p>
C3286	<p>Funerals and Burials Case Files - Ontario Works</p> <p>Records relating to individual Ontario Works assistance clients who have received funds for a funeral and/or burial. Funerals and burials may involve the social assistance clients themselves, or their immediate family members. Documents may include death certificates, copies of policies and procedures discussing payment disbursements, lists of standard funeral homes, copies of payment receipts, and all supporting correspondence.</p>	Employment & Social Services	T	7	T + 7	D	<p>Comments: T = File to remain active until case is resolved.</p> <p>Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sched. A. s. 42. - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
C3287	Special Benefits Allowances Case Files - Ontario Works Records relating to individual Ontario Works assistance clients and Ontario Disability Support Program who are entitled to, and receive, special benefits and allowances. These special benefits supplement basic assistance payments and may include clothing allowances and dental benefits for dependent children. Documents may include client applications for special benefits and allowances, eligibility criteria statements, copies of payment receipts, medical reports and statements, copies of policies and procedures, and correspondence.	Employment & Social Services	T	7	T + 7	D	Comments: T = File closed when services are no longer required or case is terminated. Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sched. A. s. 42. - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.
C3300	Client Categories - Ontario Works Records relating to information about the individual categories of Ontario Works assistance clients. This information is used to help determine assistance requirements and eligibility criteria for persons categorized within particular groups. Examples of client groups may include students, homeless persons, refugees, legal immigrants, disruptive persons, and unemployable clients. Documents may include group profiling statistics, copies of policies and procedures, client category reports and statements, and supporting correspondence.	Employment & Social Services	C + 2	4	C + 6	D	Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sched. A. s. 42. - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
C3420	Employment Services - Ontario Works Records relating to general information about employment services provided to Ontario Works assistance recipients. May include information on employment trends and issues and employment resource centres. Documents may include employment availability reports, labour market reports, and supporting correspondence.	Employment & Social Services	C + 2	4	C + 6	D	Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sched. A. s. 42. - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.
C3431	Employment Support Programs - Ontario Works Records relating to programs offered to Ontario Works assistance clients which provide them with support in locating and securing employment. May include information on programs such as skill development, academic upgrading, independent job hunting, and English language instruction. Documents may include copies of federal and provincial Legislation/Regulation:, training workbooks and outlines, copies of contracts with external agencies, program development and status reports, and correspondence.	Employment & Social Services	C + 2	4	C + 6	D	Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sched. A. s. 42. - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.
C3432	Employment Placements - Ontario Works Records relating to referring employable Ontario Works assistance clients to external job placement agencies. These agencies assist clients in improving their job search skills, link clients with prospective employers, and may also provide entrepreneurial training and support. Documents include lists of eligible clients, lists of job placement agencies, copies of contracts with external agencies, training workbooklets and handouts, and all supporting correspondence.	Employment & Social Services	C + 2	4	C + 6	D	Legislation/Regulation: Ontario Works Act, S.O. 1997. c. 25, Sched. A. s. 42. - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
C3433	<p>Community Participation / Volunteering - Ontario Works</p> <p>Records relating to providing volunteer job placements to Ontario Works assistance clients to enable them to gain work experience and develop their skills. Clients may be placed with non-profit agencies and community organizations. Documents may include progress evaluations of individual clients, client statistics, volunteer work placement description statements, copies of policies and procedures, and supporting correspondence.</p>	Employment & Social Services	C + 2	4	C + 6	D	<p>Legislation/Regulation:</p> <p>Ontario Works Act, S.O. 1997. c. 25, Sched. A. s. 42. - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
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.						
D0001	Official Plan Amendments Records relating to amendments made to the City's Official Plan, in order to reflect new realities and issues. The Official Plan contains objectives and policies for the City's physical development, as well as measures and procedures to attain these objectives. Also includes amendments made to the City's secondary plans, which establish detailed policies and provisions to guide future development for specific areas. Documents may include background studies, planners' comments and notes, copies of notices of public meetings, Ontario Municipal Board (OMB) appeals, and related correspondence.	City Planning	T	50	T+50	D	Comments: T = File closed upon approval of amendment
D0002	Assessment Maps Records relating to the maps of assessed property within the City. These maps show property boundaries and landowner information for both residential and commercial properties. They are typically used to evaluate landowner building permit requests and are also used as reference materials concerning property development issues.	City Planning	CY	7	C + 7	D	Legislation/Regulation: Land Titles Act, R.S.O. 1990, c.L.5 (Last amendment: 2012, c.8, Sched. 28) s. 141. (4) Maintain property maps.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
D0003	Development and Planning Studies & Research Records relating to background studies and research on City development and planning issues. This is done to determine economic feasibility, environmental suitability, and cultural and racial issues as they relate to development and planning projects and initiatives. Includes studies and research on economic, urban, regional, heritage preservation, airport facilities development, commercial, industrial and residential development and parking facilities development. Also includes general development control planning issues such as approaches to site plan control and reporting on changes to the Planning Act. Documents may include consultant and internal reports, planning and research notes, development statistics, and correspondence	City Planning	T	50	T+50	AR	Comments: T = File closed upon completion of project.
D0005	Condominiums Applications Records relating to the receipt and processing of applications for condominium registration. A condominium may be registered as part of a corporation, which manages the overall property where all condominiums are situated on behalf of the owners. Documents may include registered and unregistered condominium applications, registration approvals, planners' comments and notes, notices of public meetings, Ontario Municipal Board (OMB) appeals, survey plans, building architectural and structural plans, survey certificates, and related correspondence.	City Planning	T	50	T+50	AR	Comments: T = File closed upon the approval of the application.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
D0011	Valleylands Development Records relating to development within, or adjacent to, valleys and ravines. May include information on bridges, housing, and recreational facilities. Documents may include development feasibility studies, consultant reports, copies of drawings, and correspondence such as Ravine and Natural Feature Protection by-law and Toronto and Region Conservation Authority (TRCA) requirements.	City Planning	T	21	T+21	D	Comments: T = File closed upon termination of project.
D0013	Official Plan Amendment and Re-Zoning Records relating to rezoning matters requiring both Official Plan and zoning bylaw amendments. This pertains to requests for changes to be made to a property's current zoning status, including residential, commercial, industrial, farmland, and public institutional properties. Documents may include applications, copies of notices of public meetings, planners' notes, public comments, Ontario Municipal Board (OMB) appeals, and related correspondence. Case files are arranged numerically by application number.	City Planning	T	50	T+50	D	Comments: T = File closed upon approval of amendment and re-zoning.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
D0014	Re-Zoning Amendments Records relating to rezoning matters concerning amendments to only the zoning bylaw. This pertains to requests for changes to be made to a property's current zoning status, including residential, commercial, industrial, farmland, and public institutional properties. Documents may include applications, copies of notices of public meetings, planners' notes, public comments, Ontario Municipal Board (OMB) appeals, and related correspondence. Case files are arranged numerically by application number.	City Planning	T	50	T+50	D	Comments: T = File closed upon approval of amendment.
D0015	Registered & Reference Plans Records relating to copies of registered subdivision plans which are deposited in the Land Titles Division of the Land Registry Office. Registered subdivision plans are legal documents which show the boundaries and dimensions of lots, locations and names of new and existing public streets, and basic configuration of existing lots. Also includes records relating to copies of reference plans of survey which are deposited at the Land Registry Office. These surveys identify owned property assets, value of assets, and any potential legal situations which may affect the value or hinder the transfer of residential, commercial, industrial, and all other types of land.	City Planning	T	21	T+21	D	Comments: T = File closed after plans are deposited at the Land Registry office. Legislation/Regulation: Registry Act, Regulation (Surveys, Plans and Descriptions of Land) O. Reg. 43/96 (Last amendment: O. Reg. 435/11) PART IV Reference Plans.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
D0018	Site Plan Applications Records relating to the approval of site plan applications. A Site Plan is a drawing or set of drawings that contain detailed information about development plans for a specific property, such buildings, driveways, parking areas, pedestrian sidewalks, landscaping, fences, light fixtures, drains and municipal services. All commercial, institutional, industrial and residential developments (except single and semi-detached dwelling units) are subject to site plan approval, along with commercial parking lots and mobile home developments. Documents may include applications, comments, notes, Ontario Municipal Board (OMB) appeals, and related correspondence. Case files are arranged by application number.	City Planning	T	50	T+50	AR	Comments: T = File closed upon approval of application.
D0019	Subdivision Applications Records relating to Plan of Subdivision approvals, including Draft Plan Approval. The City guides and approves the design and layout of building lots and roads for residential and industrial subdivisions. Documents may include applications, comments, notes, subdivision drawings and reports, public and Ontario Municipal Board (OMB) notices and appeals, draft conditions, copies of agreements, registration approvals, and related correspondence.	City Planning	T	50	T+50	AR	Comments: T = File closed upon termination of project.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
D0021	<p>Maps and Aerial Photographs</p> <p>Records relating to the maps and aerial photographs of the City. These documents may be used to monitor land use patterns, population settlement patterns, and environmental land changes.</p>	City Planning	C + 2	17	C + 19	AR	<p>Legislation/Regulation:</p> <p>Registry Act, Regulation (Surveys, Plans and Descriptions of Land, O. Reg. 43/96 (Last amendment: O. Reg. 435/11)</p> <p>Part VIII - Properties and Property Maps s. 46. - Maintain property maps, street names, current municipal names and boundaries, the number of sheets in the map illustrating the block, property indexing purposes, dimensions of the property boundaries recorded plans and documents and map show major easements</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
D0024	<p>Community Benefit Compliance Review</p> <p>Records relating to the planning application approval process and obtaining s.37/s.45 community benefits subsequent to that approval process. Section 37 of the Planning Act authorizes increases in the height and density of developments. Section 45 gives the Committee of Adjustment the authority to approve Minor Variances.</p> <p>Cash and non-cash (e.g. daycare facility, public art, road improvements), community benefits are negotiated, approved, secured and obtained under Sections 37 and 45 of the Planning Act. Documents include copies of staff reports, by-laws, Committee of Adjustment Decisions, Ontario Municipal Board Decisions, legal agreements, IBMS reports, SAP and account information reports, additional related information. Also includes original notices and correspondence from the Compliance Officer to internal and external parties, and from such parties and statements of intent and financial statements from outside parties. Case files are arranged by street address. Cases closed when decision made to approve or not approve the application for the community benefit is determined.</p>	City Planning	T	7	T + 7	D	<p>Comment: T = File closed upon termination of project case file</p> <p>Legislation/Regulation: City of Toronto Municipal Code Chapter 415, Development of Land, Article I – Development Charges, § 415-5 Approvals for development, City of Toronto By-law No. 547-2004 (Adopted 2009-02-25 by By-law No. 275-2009)</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
D0026	Parks and Open Spaces Development Records relating to the planning and development of parklands and open spaces for recreational purposes. This includes information about determining the necessity and feasibility of proposed land conversion or installation of recreational structures, including recommendations for additional facilities. Documents may include external and internal studies, public comments and surveys, and correspondence.	Parks, Forestry & Recreation	T	P	P	P/AR	Comments: T = File closed upon termination of project Legislation/Regulation: Ontario Planning and Development Act, 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.
D0031	Surplus Lands Records relating to surplus lands owned by the City and by other public institutions, such as provincial crown corporations and the provincial government. Surplus government land may be sold or leased for residential, commercial, or industrial purposes, including the need to create affordable housing. Includes information on any improvements made to the land, such as creating access roads. Documents may include land inventories, consultant reports and studies, and correspondence.	City Planning	C + 1	13	C+14	D	

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
D0034	Part-Lot Control Applications Records relating to the receipt and processing of part-lot control applications. Part-lot control is a method of selling or conveying part of a lot on a registered subdivision plan, such as dividing a lot for the purpose of accommodating semi-detached dwelling units. Documents may include applications, correspondence, copies of notices of public meetings, planners' comments and notes, and Ontario Municipal Board (OMB) appeals. Case files are arranged numerically by application number.	City Planning	T	5	T+5	D	Comments: T = File closed upon notice of decision.
D0035	Official Plan Review Records relating to the Official Plan review process, as required by planning legislation. The Official Plan contains objectives and policies for the physical development of the City, as well as measures and procedures to attain these objectives. A review of the Official Plan is conducted on an ongoing basis, at regular intervals, to determine if revisions or amendments need to be made. Documents may include planning studies and reports, public comments, copies of maps, and correspondence.	City Planning	T	50	T+50	AR	Comments: T = 50 years after end of review period.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
D0036	Official Plan Records relating to the preparation and approval of the City's Official Plan. The Official Plan contains objectives and policies for the physical development of the City, as well as measures and procedures to attain these objectives. Documents may include former versions and draft copies of the Official Plan, the master copy of the present Official Plan, stakeholder reports and studies, background studies, copies of amendments, and correspondence. Also includes the Official Plans from the former amalgamated Borough of East York, the former Municipality of Metropolitan Toronto, and the former cities (York, Etobicoke, North York, Scarborough, and Toronto) that now form the amalgamated City.	City Planning	T	50	T+50	AR	Comments: T = File closed upon approval of official plan.
D0037	Interim Control and Restrictions Records relating to the restriction of the use of land, buildings, or other structures during review of existing land use and development policies. Interim control also involves preventing or limiting new development pending completion of planning studies and reviews to determine such issues as future land uses. Documents may include inspection reports, planning studies, official notices of interim control, public comments, consultant reports, and correspondence.	City Planning	C + 2	17	C + 19	D	

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
D0039	Designated Holding Zones Applications Records relating to the receipt and processing of applications requesting the removal of designated holding zone (H symbol). Development activities can be delayed on specific lands until various conditions are satisfied. This allows the City to state its commitment to having the lands developed for the identified uses(s) at an appropriate time in the future. Documents may include completed applications, planners' notes, holding zone notices, correspondence, technical reports, and engineering drawings.	City Planning	T	50	T+50	D	Comments: T = File closed upon approval of application.
D0042	Temporary Use Authorizations Records relating to the authorization of the temporary use of land, buildings, or structures for any purpose that is otherwise prohibited by the zoning by-law. Land or buildings may be temporarily used to address issues such as housing shortages, need for emergency shelters, or construction requirements (e.g., erecting temporary shelters). Documents may include completed applications, correspondence, and copies of committee minutes and agendas.	City Planning	T	7	T+7	D	Comments: T = File closed upon expiry of authorization.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
D0043	Zoning By-law Review Records relating to the review of current Zoning By-laws for the purpose of land use provisions and revising the Zoning By-laws into one comprehensive Zoning By-law for the City of Toronto. Includes records related to any future review of this consolidated Zoning By-law. A Zoning By-law contains provisions that regulate the use, size, height, density and location of buildings on properties within the City, as well as the dimensions for parking space width, length, height and access aisles in parking lots and structures. The Zoning By-law review task examines provisions in the existing By-laws, and systematically create a new framework consisting of harmonized definitions, provisions, and zoning standards that are applicable to residential, commercial, industrial, recreational, and public institutional lands. Documents may include existing zoning standards, regulations, property construction statistics, planner's notes, consultation reports, staff reports, panel review, OMB decisions, amendments to Municipal Code, implementation of new Zoning By-law, and supporting correspondence.	City Planning	T	50	T+50	D	Comments: T = File closed upon completion of the review of the zoning by-law.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
D0044	<p>Community Improvement and Development Assistance</p> <p>Records relating to the replanning, redesign, redevelopment, reconstruction, or rehabilitation of a community improvement project area. Community improvement initiatives may include neighbourhood revitalization, removal of decrepit buildings, and park improvement. Also may include information on using community improvement project areas for other purposes (e.g., religious, charitable, etc.). Documents may include copies of loan applications, planners' comments and notes, copies of agreements, studies and reports on the implementation of planning initiatives, and correspondence.</p>	City Planning	T	50	T+50	AR	<p>Comments:</p> <p>T = File closed upon termination of project.</p>
D0045	<p>Urban Design Guidelines & Implementation</p> <p>Records relating to City-wide and local urban design policy and guidelines regarding the procedures, processes and requirements specifically concerning all types of development applications. These guidelines adhere to the initial planning stages of design and development projects. The guidelines help to implement the Official Plan by clarifying design expectations such as urban design guidelines. Includes information on development standards for streets, buildings, landscaping and parking lots. Documents may include planning reviews, guidelines, drawings and correspondence.</p>	City Planning	S	20	S + 20	AR	<p>Comments:</p> <p>S = Until Superseded</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
D0046	<p>Area Plans and Studies</p> <p>Records relating to community planning and area based policy studies. Area studies include Secondary and Avenue Studies. Secondary plans establish detailed policies and provisions to guide future development for specific areas, which may evolve into Official Plan amendments. Avenue studies identify redevelopment potential or opportunities for community needs such as traffic, parking, etc. The studies will help make recommendations for implementing the policies of the new City of Toronto Official Plan. Recommendations may include urban design guidelines, area wide zoning changes and other area specific planning tools. May include information on land use, residential development densities, transportation systems, and environmental issues. Documents may include studies and reports, proposals, planners' notes and comments, copies of notices of public meetings, public comments, Ontario Municipal Board (OMB) appeals, and related correspondence.</p>	City Planning	T	50	T+50	AR	<p>Comments:</p> <p>T = File closed upon the completion of the study or plan.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
D0051	<p>GTA-Wide / Inter-Governmental Transportation Planning Initiatives</p> <p>Records relating to the Greater Toronto Area (GTA)-wide or Inter-Governmental transportation studies and policy initiatives to ensure that City of Toronto's interests are protected and that key policy sustainable growth objectives are recognized and advanced, including sustainable sources of infrastructure funding. Through these activities, the City can influence policy and infrastructure investments proposed by the Federal and Provincial Governments, GO Transit, and other Municipal Governments affecting Toronto's transit and road networks. The City assesses changing urban conditions such as the state of the physical environment, economic conditions, and social environment in the City. The activities must be within the compliance of the City's Official Plan, Planning Policy, Zoning Policy, Planning Act and Environmental Assessment Act.. Information includes transportation studies, environmental assessments, zoning maps, planners' notes, reports containing findings, comments, and recommendations, and other supporting correspondence.</p>	City Planning	T	20	T + 20	AR	<p>Comments: T = File closed upon termination of project.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
D0052	<p>Area/Corridor Transportation Studies</p> <p>Records relating to Area or Corridor Transportation Studies and Implementation Strategies that focus on developing localized transportation plans and strategies in support of land use planning initiatives within the Community Planning service districts. Documents include implementation strategies information such as providing advice to City-Divisional staff on transportation issues concerning local strategic land use and policy initiatives in Secondary Plan development, Avenues Studies, and special planning areas; leading transportation studies to identify the need for new or improved transportation infrastructure, service levels, and transit priority; liaising with other City Divisions, agencies, boards, and commissions, adjacent municipalities, transit operators, the Province, and the public; participating in studies undertaken by transportation operating authorities such as Transportation Services, The TTC, GO Transit; and providing testimony at the OMB in support of local land use planning initiatives.</p>	City Planning	T	20	T + 20	AR	<p>Comments:</p> <p>T = File closed upon termination of project.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
D0053	<p>City-Wide Transportation Planning Initiatives & Policies</p> <p>Records relating to City-wide transportation planning initiatives, which focus on developing broad transportation policies, plans, programs, and implementation strategies to support sustainable city-building objectives of the new Official Plan. These projects and initiatives concern the planning and ongoing sustainability of surface transit priority network within the City of Toronto. This may include major transit corridors, alternative road and transit operating strategies, bicycle lanes, and pedestrian facilities. May include information on transportation strategic planning and priorities, transportation models, public consultations, and cost-effectiveness and feasibility of various transportation options. Documents may include transportation studies, reports containing findings and recommendations, copies of zoning maps, planners' notes, and other supporting correspondence.</p>	City Planning	T	50	T + 50	AR	<p>Comments: T = File closed upon termination of project.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
D0060	Building Technical Standards & Safety Records relating to the development and implementation of building technical standards and safety, and other information regarding the procedures, processes, and requirements specifically concerning all types of existing building and future development in the City. Building technical standards provide guidelines for engineering, structural façade & designs, building materials & products, construction industry's best practices, as well as a variety of public safety education and consumer information programs. Additionally, technical standards and safety protocols promote compliance of building regulation and legislation within the private sector, and facilitate governments to meet their planning and public safety commitments in a cost-effective and efficient manner, and deliver innovative technology and services. Documents may include policy planning, reviews, government guidelines, industry standards, building design & illustrations, and supporting correspondence.	Toronto Building	S+2	5	S+7	D	Comments: S = Until Superseded Legislation/Comments: Technical Standards and Safety Act, S.O. 2000, c. 16 (Last amendment 2010, c.15, s. 245) s. 30. (1) - establish the information, records, documents, plans, log books, drawings, instructions, specifications or any other thing to be kept; s. 30. (2) - provide reports

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
D0070	<p>Planning Consultation - Community Liaison</p> <p>Records relating to community liaison and professional advice. An integral part of the area-based studies, transportation planning, development application review, and Committee of Adjustment consideration is the involvement of the community and professional groups. The City is built upon the input of divergent groups, individuals, and community organizations. Together, they respond to a development application or participate in a community study. The variety of interests, ideas, inputs and advice from these groups result in positive changes in the community. Documents may include agendas, meeting minutes and reports.</p>	City Planning	T	20	T + 20	D	<p>Comments: T = File closed upon termination of project.</p>
D0071	<p>Planning Consultation - Stakeholders Liaison</p> <p>Records relating to planning consultation involving project stakeholder liaison. An integral part of the Area-based studies, Transportation planning, development application review, and Committee of Adjustment consideration is the involvement of all stakeholders. The City often conducts planning studies that have components that fall within the jurisdiction and/or interest of various federal & provincial governments, boards & agencies, as well as private sector agencies. Together, the stakeholders respond to development studies, planning studies, and projects by providing comments, requirements and commitments related to their interests or jurisdictions. Documents include stakeholders' consultation input, copies of lease, contract, and agreement, development and planning background studies, copies of environmental assessments, planners' notes, comments, advice, and supporting correspondence.</p>	City Planning	T	20	T + 20	D	<p>Comments: T = File closed upon termination of project.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
D0080	<p>Community Urban Design</p> <p>Records relating to Community urban design information which incorporates built form, public realm, and provide advice in neighbourhoods with respect to development application process and local neighbourhood studies such as Secondary Plans and Avenue studies and community improvement plans. The urban design objectives provide an overall land use assessment for the area that will guide future development and redevelopment in the City. The design strategies establish how buildings are constructed and spaces are allocated between the structures. Elements such as parks, open spaces, bridges, streets, sidewalks, walkways, historical features, bodies of water, trees, landscaping, lighting, and signage are integrated together to create a functional, attractive, comfortable, and safe city. Documents may include copies of permit applications, planners and urban designers' comments and notes, copies of notices of public meetings, agendas, minutes of mediation meetings, graphic material such as maps, photographs, charts, final OMB decisions, and related correspondence.</p>	City Planning	T	20	T + 20	AR	<p>Comments:</p> <p>T = File closed upon termination of project.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
D0082	Public Realm Improvement Program Records relating to the coordination and implementation of public sector projects to create City of Toronto streets, parks, and social places. Public realm refers to space that permits diverse groups of people to carry out the various activities of their daily lives in a safe and permissive environment. Public realm projects administer the Capital initiatives program, ensures new City-wide streetscape design standards are implemented in public and private construction, ensure consistent procedures City-wide. Documents may include implementation of urban design projects, interdisciplinary design reports, and supporting correspondence.	City Planning	T	20	T + 20	AR	Comments: T = File closed upon termination of project.
D0083	Urban Design Outreach and Promotion Records relating to design promotion and public engagement. Promotion activities include Architecture Urban Design Awards, establishment of pilot projects, lectures, school programs, conferences, design workshops, graphic support for events, prints, and digital material. Documents may include posters, flyers, brochures, publications and graphic material such as maps, photographs, charts, and all supporting correspondence.	City Planning	T	20	T + 20	AR	Comments: T = File closed upon termination of project.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
D0084	Legislative Mapping and Visualization Records relating to graphic support and visual mapping that are associated with the former and new Official Plan, and Zoning By-law. Legislative mapping articulates design ideas through maps, plans, models, and other visual presentation methods. Information includes graphic support to Community Planning as a component of the development review process such as staff report, public meeting graphics, and OMB evidence. Documents may include maps, plans, presentation materials, and all supporting correspondence.	City Planning	T	20	T + 20	AR	Comments: T = File closed upon termination of project.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
D0085	<p>Community Public Art Programs</p> <p>Records relating to public art program which sets the planning framework for creating public art opportunities to participate in the design, look, and feel for our city. The program consists of three distinct initiatives (civic projects, private sector and community). Civic public art develops public art at new or existing City buildings, utility works, parks and other public spaces, Private developer program develops artwork in public areas of major private developments, which allocate a percentage of funding to the art and Community Public art encourages artist/community collaborations on projects that address neighbourhood needs or ambitions. Documents may include permit applications, development review, legal agreements between the City and developer, public art plans provided by developer, a contract between the artist and developer, invoices, budget reconciliation reports, copies of letters of credit, conservation reports which contain the guidelines on how the artwork is to be maintained and general correspondence.</p>	City Planning	T	50	T + 50	AR	<p>Comments:</p> <p>T = File closed upon termination of project.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
D0410	Business Improvement Areas 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.	Economic Dev. & Culture	T+2 T+2	10 5	T+12 T+7	AR	Comments: T = File remains active 2 years after completion of local improvement. T+7 = Electronic records retention (copies) Legislation/Regulation: City of Toronto 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				Comments/Legislation
			A	I	Total	Disposition	
D0429	<p>Toronto Economic Recovery Initiatives</p> <p>Records relating to initiatives and activities undertaken by City of Toronto to support and facilitate growth in Toronto's economy that may be severely impacted by natural and man made crisis or events. Initiatives and measures taken to rebuild global confidence in Toronto and to promote City's economy may include formation of special recovery task force, corporate partnership, public relations promotion, media advertising and City support events and marketing campaigns. Documents may include copies of task force decisions, meeting documents, community support & requests, corporate proposals, reports, donations, media coverage, news releases and updates, campaigns and feedback, event support and requests documentation, and all other supporting records.</p>	Economic Development Culture & Tourism	T	15	T + 15	AR	<p>Comments:</p> <p>T = File closed upon termination of project.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
D0430	Business Retention and Expansion Records Records relating to business retention and expansion service as an economic development tool designed to retain and expand business investments and to promote economic sustainability in City of Toronto. Working directly with business stakeholders, city divisions, communities and other municipal partners in providing support services such as site selection services; facilitating industrial and commercial development projects; company relocations and expansions; addressing policy related issues and access to specialized services and incentive programs available . Records include: meeting documents, consultants' reports, copies of respective companies' annual reports and brochures, copies of feasibility studies reports, pictures of companies' property sites, and all supporting correspondence.	Economic Dev. & Culture	T + 2	5	T+7	D	Comments: T = respective client association, project, or initiative ends.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
D0432	Business Incubation Program Records relating to the City's business incubation program that advances Toronto's Agenda for Prosperity by supporting businesses and entrepreneurs. The goal of the Business Incubation Program is to facilitate the establishment, maintenance and/or expansion of business incubators across the city. Business incubators enhance the City's ability to compete within the global marketplace through value added services that support start-up and early stage companies, and facilitate the successful commercialization of new and innovative products to the marketplace. Records are organized alphabetically by function and project names, whether in paper or electronic format. Documents include project files, events, promotion and communication materials, research materials, correspondence and all supporting documents.	Economic Development & Cultural Services	T + 3	4	T + 7	D	Comments: T = End of project
D0450	Biotechnology Development – Delete						
D0452	Medical and Pharmaceutical Development – Delete						

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
D0455	Trade Missions Records related to official City of Toronto trade missions abroad to promote the City of Toronto and the GTA external trades and service. Also to take advantage of business opportunities for Toronto/GTA companies. This record series includes trade mission information related to economic development information and cultural exchange, the development of strategic alliances and business relationships that will maximize exposure of Toronto's/GTA's business potentials covering all segments of industry infrastructure and service sectors. Documents may include: correspondence, itineraries, invitation, delegate list, presenters' slides, photos, logos & bios, copies of; mission follow up reports, request for authorization form for attendance, business expense claims and all other supporting documents.	Economic Dev. Culture & Tourism	T + 2	8	T + 10	D	Comments: T = File to remain active until the business event concludes.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
D0553	<p>Sector and Partnerships Development</p> <p>Records relating to sector and partnership development through working with sectors/industry associations and partnerships, major employers, other levels of government, other City Divisions, ABC's and community groups. Target sectors include: fashion and design, biotechnology, medical and pharmaceutical, food and beverage, education, green technology, tourism, business and professional services, information communications technology and financial services; may also include sponsorship and special projects. Records are organized alphabetically by function and project names, whether in hard copy or electronic format. Documents may also include copies of boards and committee decisions and directives, meeting documents, community support and requests, corporate proposals, reports, media coverage, news releases and updates; and all other supporting documents.</p>	Economic Development & Cultural Services	T + 3	4	T + 7	D	<p>Comments:</p> <p>T = End of project.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
E	Functional Category: Emergency Services Description: Records relating to the creation and provision of City services and programs designed to provide law enforcement and immediate action in response to unforeseen circumstances, such as fires or medical emergencies. These programs are designed to ensure compliance with laws and legal regulations and to help City residents and businesses before, during, and in the aftermath, of emergencies. Includes records relating to disaster prevention; police and law enforcement; fire, paramedic, and ambulance services; and emergency contingency planning.						
E0305	<p>Emergency Human Services Response Administration</p> <p>Records relating to the provision of emergency accommodation, food, clothing, registration and inquiries, personal support services and operation of a Reception Centre for residents evacuated from their homes, as co-ordinated by Emergency Human Services. Documents may include originals and copies of financial records such as vouchers, donations, petty cash and purchasing requests. Other documents may include incident reports, complaints, reception centre logs, accommodation lists, press releases and all supporting correspondence.</p> <p>Note: Original Emergency Plans should not be contained within these records.</p>	Shelter, Support & Housing Administration	T	7	T + 7	D	<p>Comments: T = Conclusion of the emergency response.</p> <p>Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.) (Last amended on June 27, 2014) s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.</p> <p>City of Toronto Municipal Code Chapter 59, Emergency Management, Article VII Additional Authority in an Emergency, City of Toronto By-law No. 606-2009, 59-15, s. B. Authority of Control Group. Expend funds for the purposes of responding to and recovering from the emergency, including obtaining and distributing emergency materials, equipment and supplies, notwithstanding the requirements of any by-law governing the commitment of funds and the payment of accounts.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
E0306	<p>Emergency Human Services Response - Client Case Files</p> <p>Records relating to individuals receiving services provided by Emergency Human Services. Emergency Human Services is an organized response to the urgent needs of people and their pets once they are out of immediate danger of a disaster or emergency situation. Services include providing emergency accommodation, food, clothing, inquiries and personal support services for residents evacuated from their homes. Documents may include resident registration information, request for accommodation, housing referrals, assessments, missing persons reports, pet data, meal vouchers, child care arrangements, follow-up notes and reports, consent for release of information, applications for Ontario Works assistance (pinks) and all supporting correspondence. Files may contain personal medical information.</p>	Shelter, Support & Housing Administration	T	7	T + 7	D	<p>Comments: T = Closure or resolution of case.</p> <p>Legislation/Regulation: City of Toronto Municipal Code Chapter 59, Emergency Management, City of Toronto By-law No. 606-2009.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
E0401	<p>Fire Prevention Inspection Reports</p> <p>Records relating to both routine and requested inspections of buildings and properties within the City, in order to assess compliance with mandated fire safety provisions. This reporting involves making observations, documenting the existence of any fire safety violations, and reporting on what must be performed in order to ensure compliance with fire safety provisions. Documents may include completed inspection referral forms, testing and inspection reports, and all supporting correspondence.</p>	Fire Services	T+3	18	T+21	D	<p>Comments: T = completion of inspection, with any violations and outstanding issues fully resolved.</p> <p>Legislation/Regulation: City of Toronto Municipal Code Chapter 79, Fire Services § 79-18 - Inspection of premises and by-law enforcement.</p> <p>Fire Protection and Prevention Act, 1997, Regulation (Fire Code) O. Reg. 213/70 (Last amendment: O. Reg. 150/13. s.1.1.2.1 (3) - records shall be retained for a period of at least two years after being prepared.</p> <p>Fire Protection and Prevention Act, S.O. 1997 Inspections (Last amendment: 2013, c. 14, ss.2-5) PART VI Inspections s. 19. (9) - Copy of a document that purports to be certified by an inspector as being a true copy of the original is admissible in evidence to the same extent as the original and has the same evidentiary value.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
E0404	Fire Safety Records relating to documenting the planning and preparation necessary so that individual buildings within the City will comply with required fire safety provisions. May include information relating to firefighting equipment locations within buildings, fire alarm systems, locations of exits and staircases, evacuation and emergency guidelines, names of emergency contact personnel, vehicle access to the respective building, locations of elevators, owner responsibilities, and firefighting equipment inspection and maintenance. Documents include fire safety plan reports and all supporting correspondence.	Fire Services	S	15	S+15	D	Comments: S = Approval of an updated fire safety plan Legislation/Regulation: Fire Protection and Prevention Act, 1997, Regulation (Fire Code) O. Reg. 213/07 (Last amendment: O. Reg. 150/13) Section 2.8. Emergency Planning
E0405	Emergency Incident Reports Records containing incident date, event times, vehicles assigned, and crews involved at the incident. The report provides the officers record on conditions and observations upon arrival, initial actions, entry methods, security of property and actions of Captains, crew and EMS officers in chronological order. This report is completed for all responses by Fire and Ambulance Services to incidents.	Fire Services	T	30	T+30	D	Comments: T = File to remain active until resolution/closure of case. Legislation/Regulation: City of Toronto Municipal Code Chapter 79, Fire Services § 79-7. Reporting § 79-8. (8) For keeping an accurate record, in convenient form for reference, of all fires, rescues and emergencies responded to by the Fire Department § 79-8. (9) For keeping such other records as may be required by the Council. § 79-20. Responding to rescues and emergencies.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
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 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.	Common	C+2		C+6	D	Legislation/Regulation: Municipal Code Chapter 441, Fees and Charges (City of Toronto By-law No. 1056-2006); City of Toronto Municipal Code Chapter 442, Fees and Charges, Administrative of (City of Toronto By-law No. 1056-2006).
F0169	Fundraising and Donations Records relating to the development and organization of fund-raising activities and donation solicitations. Includes information on charitable campaigns and financial donations, including donated funds, received by the City from various organizations and individuals. Documents include copies of committee minutes and agendas, activity planning schedules and itineraries, donation receipts, and correspondence.	Common	C+2	5	C+7	D	Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.) (Last amended on June 27, 2014) s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
F0400	Capital Assets Records relating to the City's capital and fixed assets, which are long-term assets that are not purchased or sold in the normal course of business. May include information on capital assets such as machinery, land and land improvements, equipment, works of art and historical treasures, infrastructure, and vehicles. Documents include capital assets inventories, capital depreciation statements, and capital asset reports.	Common	T	7	T+7	AR	Comments: T = Life of Asset Legislation/Regulation: Municipal Affairs Act, R.S.O. 1990, c. M.46 (Last amendment 2009, c.33, Sched. 6, s. 73) s. 3. (c) - Municipal Audit of accounts, registers, records, vouchers, receipts and other books and documents relating to the assets, liabilities, revenues, expenditures, funds and money of municipalities and the reports, returns, statements and information to be made and furnished by municipal auditors and otherwise with respect to the performance of their duties. Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.) (Last amended on June 27, 2014) s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
F1301	Employee Payroll Files Records relating to individual employees' pay history profiles. Includes information on rates of pay, hours of work, reported absences, garnishments, pay rate changes, and both elected and mandatory payroll deductions for each employee. Documents include completed payroll notification forms concerning newly hired staff, completed benefit enrolment forms, completed federal record of employment forms, tax credit return statements, previous pay adjustment sheets, performance pay transition sheets, copies of court orders, and all supporting correspondence.	Pension, Payroll & Employee Benefits	T	7	T+7	D permission for their disposal is given by the Minister	Comments: T = Termination of employment, or termination of retirement benefits, whichever is longer Legislation/Regulation: Employer Health Tax Act, R.S.O. 1990, c. E.11 (Last amendment 2013, c.15) s. 12. (4) - records, books of account shall, until permission for their disposal is given by the Minister, retain each such record and book of account and every primary source document required to support and verify the entries and information in records and books of account. Employment Insurance Act, (Canada), 1996, c. 23 (Last amended on June 19, 2014) s. 87. (3) - Records, books of account to determine premiums, accounts and voucher to verify information to be kept six years from which records kept. Employment Standards Act, S.O. 2000, c.41 (Last amendment 2014, c. 6) s. 15. (5) The employer shall retain the records of the information required for the following periods: 1. - three years after the employee ceased to be employed by the employer 2. - three years after the employee's 18th birthday or three years after the employee ceased to be employed by the employer.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
F1303	<p>Attendance and Scheduling</p> <p>Records relating to the attendance and scheduling for City of Toronto employees. These records document an employee's hours of work, overtime hours, lieu time, vacation time, statutory holidays, sick leave and other related correspondence. The media format for these records is paper and electronic. These reports are kept as part of the official record collection in Pay Period Processing (F1325). Documents may include vacation requests, attendance registers, shift schedules, notes for extended leave, time sheets, crew cards and all supporting correspondence.</p> <p>NOTE: These records should only be kept at the office as identified as part of the active retention and should not be prepared and transferred for inactive storage to the Records Centre. Most divisions will maintain paper records where as other divisions maintain electronic records as a direct upload to SAP (Systems Applications and Products). SAP provides enterprise software applications and support to businesses of all sizes globally. Pension, Payroll and Employee Benefits (PP&EB) staff use the data in SAP to produce payroll outputs in the form of pay period processing reports.</p>	Common	C + 3	0	C + 3	D	<p>Legislation/Regulation: Employment Standards Act, S.O. 2000, c.41, (Last amendment 2014, c. 6) s. 15. (5) The employer shall retain the records of the information required for the following periods: 3. - three years after the day or week to which the information relates; 4. - three years after the information was given to the employee</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
F1325	Pay Period Processing Records relating to the administration and processing of employee salary and expense payments during regularly-scheduled pay periods. May include information relating to payroll generation, overriding deductions, year-end payroll reporting, and payroll variance reporting. Documents may include payroll registers, employee expense reports, original and amended T4 statements, payroll adjustment and variance reports, and all supporting correspondence	Pension, Payroll & Employee Benefits	C+2	5	C+7	D	Legislation/Regulation: Employment Insurance Act, (Canada), 1996, c. 23 (Last amended June 19, 2014) s. 87. (3) - Records, books of account to determine premiums, accounts and voucher to verify information to be kept six years from which records kept. Employment Standards Act, S.O. 2000, c.41 (Last amendment 2014, c. 6) s. 15. (5) The employer shall retain the records of the information required for the following periods: 3. - three years after the day or week to which the information relates; 4. - three years after the information was given to the employee.
F1500	Accounting and Finance Administration 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.	Treasurer	C+2	5	C+7	D	Legislation/Regulation: City of Toronto Act, S.O. 2006, c.11, Sched. A (Last amendment 2013, c. 13, Sched. 1, s. 11) s. 138. (1) Treasurer responsible for handling all of the financial affairs of the City s. 138. (1) (d) - maintaining accurate records and accounts of the financial affairs of the City; s. 231. - Annual financial statements, s. 233. - Auditing of financial statements. City of Toronto Municipal Code Chapter 71, Financial Control. (City of Toronto By-law No. 152-2000).

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
F1541	Purchasing of Goods and Services Records relating to the procurement and acquisition of goods and services from external contractors and vendors. May include information on manufacturing requirements and delivery time frames. Documents may include purchase orders, purchase requisitions, requests for proposals (RFPs), quotation requests, vendor proposals, and tenders.	Purchasing & Materials Management	T	7	T+7	D	Comments: T = File closed upon termination or expiry of agreement. Legislation/Regulation: Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.) (Last amended on June 27, 2014) s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.
F1560	Petty Cash Records relating to the management of petty cash accounts, which consist of tangible cash stored in departments and offices. Petty cash funds are used for the purchase of inexpensive, out-of-pocket goods and/or services, for which immediate reimbursement can be claimed. Documents include petty cash account reconciliations, requests for reimbursement, receipts, and initial requests for access to petty cash funds.	Treasurer	C+2	5	C+7	D	Legislation/Regulation: Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.) (Last amended on June 27, 2014) s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
F1562	Personal Expense Claims Records relating to City employees' claims for reimbursement for financial expenses. Personal expenses may be incurred in the course of normal business operations, including air travel, attending conferences, and vehicle use. Documents may include receipts, invoices, expense claims statements, and correspondence.	Treasurer	C+2	5	C+7	D	Legislation/Regulation: Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.) (Last amended on June 27, 2014) s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.
F1563	Councillor Expense Claims Records relating to City Councillor's claims for reimbursement for financial expenses. Personal expenses may be incurred in the course of normal business operations, including air travel, attending conferences and vehicle use. Documents may include receipts, invoices, expense claim statements and correspondence.	City Clerk's Office	C + 2	5	C + 7	D	Legislation/Regulation: Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.) (Last amended on June 27, 2014) s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate. Municipal Elections Act, S.O. 1996, c. 32 Schedule (Last amendment: 2012, c. 8, Sched. 35) s. 88. (4) - Exception, election campaign finance documents - Subsection (2) does not apply to documents filed under section 78 (financial statement and auditor's report), and section 79.1 (return surplus for subsequent expenses) which the clerk shall retain until the members of the council or local board elected at the next regular election have taken office.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
F1570	Accounts Receivable Records relating to revenues received by the City through the sale of goods or services rendered. This includes revenues generated from charging parking, permit, landfill dumping, and other user fees. May include information on the administration and receipt of refunds and credits. Documents may include hand-written and machine-readable receipts, payment balancing stubs, invoices documenting the receipt of payment from City customers, accounts receivable and revenue reconciliation statements, copies of cheques, payment batch reports, and all supporting correspondence.	Treasurer	C+2	5	C+7	D	<p>Legislation/Regulation: Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.) (Last amended on June 27, 2014) s. 230. (4)(b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.</p> <p>City of Toronto Act, S.O. 2006, c. 11, Sched. A (Last amendment: 2013, c. 13, Sched. 1, s.11) s. 138. (1) (a) - collecting money payable to the City and issuing receipts for those payments .</p>
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: 2013, c. 13, Sched. 1, s. 11) s. 319. (2) (a) - the city council, on the recommendation of the treasurer, writes off the taxes as uncollectible.</p> <p>City of Toronto 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>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
F2157	Financial Statements and Reports 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.	Accounting Services	C+2	P	P	P	Legislation/Regulation: Health Protection and Promotion Act, R.S.O. 1990, c. H.7 (Last amendment: 2011, c. 7) s. 59. - annual financial statements. City of Toronto Act, S.O. 2006, c. 11, Sched. A (Last amendment 2013, c.13, Sched. 1, s. 11) s. 138. (1) Treasurer responsible for handling all of the financial affairs of the City; s. 138. (1) (d) - maintaining accurate records and accounts of the financial affairs of the City; s. 231. - Annual financial statements; s. 233. - Auditing of financial statements. City of Toronto Municipal Code Chapter 71, Financial Control (City of Toronto By-law No. 152-2000).
F2207	Cheque Register Reports Records relating to the administration and use of the City's cheque register reports. These reports document the pertinent details concerning expenditures and expense vouchers. They also provide coding for each cheque issued and may be used to track cheques administered by the City. Includes information on cheque dates, purpose of payment, amounts paid, and running balance. Documents include void cheques, cheque run reconciliation reports, daily cheque summary reports, lists of cheques issued, and daily cheque registers.	Accounting Services	C+2	5	C+7	D	Legislation/Regulation: Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.) (Last amended on June 27, 2014) s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
F2240	Charge Backs Records relating to the assessment of financial charges billed by City departments to other City departments or to City agencies, boards, and commissions. Charge backs are designed to recover the costs associated with the use of goods and services, including office usage, labour, and materials. Documents may include copies of financial policies and procedures, charge back analysis statements, chargeback schedules, and supporting correspondence.	Accounting Services	C+2	4	C+6	D	Legislation/Regulation: Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.) (Last amended on June 27, 2014) s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.
F2301	Bank Statements and Reconciliations Records relating to the receipt and use of bank statements and reconciliations. Bank statements provide information on withdrawals from, and deposits into, bank accounts over a given period of time, and they also indicate a bank account's current financial status. Reconciliations compare the balance of a bank account in the City's records with the balance appearing in the banks' records and explain any discrepancies. Documents also include notices of cancelled cheques, copies of financial policies and procedures, and correspondence.	Accounting Services	C+2	5	C+7	D	Legislation/Regulation: Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.) (Last amended on June 27, 2014) s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
F2303	Cheques 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.	Accounting Services	C+2	5	C+7	D	Legislation/Regulation: Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.) (Last amended on June 27, 2014) s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.
F2313	General Ledger Accounts Records relating to the administration and accounting control of general ledger accounts. A general ledger account serves as a repository of transactions from all sources, including the General Journal, and is used to produce financial statements. Includes copies of accounting entries and back-up working papers.	Accounting Services	C+2	P	P	P/AR	Legislation/Regulation: Income Tax Regulation (Canada), C.R.C., c. 945 (Last amended on June 19, 2014) s. 5800 - General ledger or other book of final entry to be kept two years after dissolution of corporation.
F2350	Journal Entries Records relating to the production and use of journal entries. These documents record the purchase or sale of goods and services (from the City to outside agencies and also between City departments), transfer revenue and charges, and correct posted transaction errors. Documents may include completed journal entry forms, transaction journals, copies of invoices and receipts, and correspondence.	Accounting Services	C+2	5	C+7	D	Legislation/Regulation: Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.) (Last amended on June 27, 2014) s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
F2401	Accounts Payable Records relating to the processing of payments made by the City to the external suppliers of goods and services. May include information on advance payments of expenses. Source documents initiating payments include vendor invoices, payment certificates, cheque requisitions, and miscellaneous transaction data. May also include accounts payable control reports and payment vouchers. Case files are arranged numerically by accounting system-generated document numbers.	Accounting Services	C + 1	6	C + 7		<p>Comments: Accounting Services is the Office of Primary Interest and maintains the authoritative record. Hard copy records that have been scanned through the Division approved process are stored for a period of 90 days following the verification established in the Division approved process and then destroyed.</p> <p>Legislation/Regulation: Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.) (Last amended on June 27, 2014) s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.</p> <p>Electronic Commerce Act, 2000, S.O. 2000, c. 17 (Last amendment: 2013, c. 2, Sched. 5) s. 12. - Legal requirement to retain a document satisfied by the retention of certain electronic documents.</p> <p>Canada Evidence Act, R.S.C., 1985, c. C-5 (Last amended on April 1, 2014) s. 30. (1) - a record made in the usual and ordinary course of business that contains information in respect of that matter is admissible in evidence under this section in the legal proceeding on production of the record.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
F2430	<p>Taxation</p> <p>Records relating to federal and provincial taxes, and other taxation matters. Includes the Goods and Services Tax (GST), Provincial Sales Tax (PST), fuel and gasoline tax rebates for non-licenced equipment such as backhoes, lawnmowers, and power take-off units. Documents include monthly tax returns and supporting documents, tax rebate claims, tax refund claims, T4ANR slips and summaries, reports, and correspondence.</p>	Accounting Services	C + 2	5	C + 7	D	<p>Legislation/Regulation:</p> <p>Excise Tax Act, (Canada), R.S.C. 1985, c. E-15 (Last amended June 20, 2014)</p> <p>s. 286. (3) - Keep records until the expiration of six years after the end of the year to which they relate.</p> <p>Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.) (Last amended on June 27, 2014)</p> <p>s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.</p> <p>Fuel Tax Act, R.S.O. 1990, c.F.35 (Last amendment 2013, c. 2, Sched. 7)</p> <p>s. 6. 1 (2) - shall retain the records and books of account, as well as any other documents necessary to verify the information in the records and books of account, for a period of seven years following the end of the fiscal period to which the records and books of account relate, unless written permission for their disposal is received from the Minister.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
F2430	Taxation (cont'd)						Legislation/Regulation: Fuel Tax Act, Regulation (General), R.R.O. 1990, Reg. 464 (Last amendment: O. Reg. 124/14) s. 9. (2) (e) - maintain records, invoices, books of account or other documents need not maintain records, invoices, books of account or other documents where (e) a period of seven years has expired since the end of the calendar year to which the records, invoices, books of account or other documents relate.
F2510	Residents' Finances - Long-Term Care Homes and Services Records relating to the financial and banking statements of residents, who currently live in long-term care homes, formerly resided in such homes, or are now deceased. May include information related to pre-authorized payment plans and delinquent accounts. Documents may include tax refund statements, deposit and withdrawal statements, bank reconciliations, and supporting correspondence.	Long-Term Care Homes and Services	T	7	T + 7	D	Comments: T = File closed upon discharge or death of resident. Legislation/Regulation: Long-Term Care Homes Act, 2007, Regulation (General), O. Reg. 79/10 (Last amendment O. Reg. 147/14) s. 241. (7) (g) - 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 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.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
F2510	Residents' Finances - Long-Term Care Homes and Services (cont'd)						<p>Legislation/Regulation:</p> <p>Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.) (Last amended on June 27, 2014)</p> <p>s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
F2541	<p>Estate Management Case Files</p> <p>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.</p>	Long Term Care Homes and Services	T	10	T+10	D	<p>Comments:</p> <p>T = Files closed upon discharge or death of resident. Records for deceased and discharged residents are kept for 10 years after discharge.</p> <p>Legislation/Regulation:</p> <p>Long-Term Care Homes Act, 2007, Regulation (General) O. Reg. 79/10, (Last amendment O. Reg. 147/14)</p> <p>s. 241. (7) (g) - 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 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.</p> <p>Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.) (Last amended on June 27, 2014)</p> <p>s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
F2801	Employee Payroll Benefits Records relating to the management of employee benefits plans which provide full or partial financial coverage of various benefits to City employees and/or their relatives. Benefits coverage may include health and dental plans, group life insurance, long term disability coverage, and accidental death and dismemberment plans. May include information relating to insurance or benefits carriers' policies and directives, deducting benefits coverage from the City's payroll, and types of benefits coverage. Documents may include copies of insurance or benefits carriers' policies, managerial directives and reports, benefits coverage notifications, benefits coverage statistical reports, and all supporting correspondence.	Pension, Payroll & Employee Benefits	T	7	T+7	D	Comments: T = File closed upon termination of employment or cessation of benefits. Legislation/Regulation: Canada Pension Plan, R.S.C. 1985, c. C-8, (Last amended on December 12, 2013) s. 24. (2) - Keeping of records and books of account --Every employer required by this section to keep records and books of account shall retain those records and books of account and every account and voucher necessary to verify the information contained therein until the expiration of six years from the end of the year in respect of which those records and books of account are kept.
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	D	Legislation/Regulation: City of Toronto Act, S.O. 2006, c.11 Sched. A (Last amendment: 2013, c.13, Sched. 1, s. 11) s. 237. (2) - Information be provided relating to the efficiency and effectiveness of the City's operations.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
F3204	Municipal Tax and Water – Tax Roll Data Records relating to the collection, maintenance, and use of tax roll data, which record payment of municipal taxes to the City by residential, commercial, and other taxpayers. This includes property, water, and all other municipal taxes. May include information relating to all details of taxation billings, adjustments, and payments. Documents may include customer inquiries logs, tax adjustment statements, base taxation amount summaries, assessment history statements, taxation installment statements, and payment history statements.	Revenue Services	C+2 C+2	27 P	C+29 P	D P	Comments: P = Electronic records retention Legislation/Regulation: City of Toronto Municipal Code Chapter 767, Taxation. City of Toronto Municipal Code Chapter 849, Water and Sewage Services, Article III, Collections and Billing
F3210	Municipal Tax and Water Account Updates Records relating to the account administration of municipal taxpayers, both residential and commercial, with regard to the collection of municipal taxes including the option provided to City taxpayers allowing them to make property taxes payments to their respective mortgage companies. This may include information relating to change of property ownership and change of billing mailing address, and information relating to mortgage companies changes. Documents may include copies of proof of death certificates, completed change request forms, change of property ownership notices, copies of land deeds and transfer statements, copies of legislative bills, mortgage changes and deletions, and all supporting correspondence.	Revenue Services	C+2	4	C+6	D	Legislation/Regulation: City of Toronto Municipal Code Chapter 767, Taxation. City of Toronto Municipal Code Chapter 849, Water and Sewage Services, Article III, Collections and Billing

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
F3212	<p>Municipal Tax and Water – Pre-Authorized Payment Maintenance</p> <p>Records relating to the receipt and processing of applications completed by City taxpayers which grant the City permission to automatically debit individual taxpayers' bank accounts for municipal taxes owed. This may include property, water, and all other municipal taxes. May include information relating to acceptance criteria, verification of data provided, taxpayer banking accounts, bank account changes, re-submitted applications, and cancellations of pre-authorized payment enrolments. Documents may include completed applications, void cheques, enrolment statements, copies of completed forms authorizing bank account debiting, completed change request forms, and all supporting correspondence.</p>	Revenue Services	T+3	4	T+7	D	<p>Comments:</p> <p>T = File to remain active until request for cancellation and change of ownership is received</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
F3215	Municipal Tax and Water – Payment Records relating to revenues received by the City through the billing of municipal taxes to residential, commercial, and other customers. This includes property, water, and all other City taxes. May include information relating to the receipt, processing, and monitoring of tax payments. These tax payments may be made in cash, by cheques, or through automatic bank account debiting. Documents may include payment stubs, payment batch status reports, billing invoices, payment status statements and balancing sheets, tax cash tape printouts, revenue reconciliation statements, copies of cheques, proof of payment statements, payment balancing sheets, payment history statements, and all supporting correspondence.	Revenue Services	C+2	4	C+6	D	<p>Legislation/Regulation: Excise Tax Act, (Canada), R.S.C. 1985, c. E-15 (Last amended on June 20, 2014) s. 262. - Application for rebate; determine liabilities and obligations, amount of any rebate or refund. s. 286. (3) - Keep records until the expiration of six years after the end of the year to which they relate.</p> <p>Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.) (Last amended on June 27, 2014) s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
F3216	<p>Municipal Tax & Water Payment Reconciliation Statements & Finance</p> <p>Records relating to the reconciliation of tax, and water transactions between the sub-systems (TMACS, and WMACS) and the General Ledger System. Reports include SAP downloads, and those generated from TMACS, and WMACS. Reports are used to monitor, adjust and reconcile elements of the tax and water systems and create reconciliation and financial statements for submission to the Accounting Division. Reports also relate to the Tax, and Water Revenue Accounts, and budget variance analysis and reporting. Suspense accounts report regarding the over-remittance of tax or water invoices. Suspense accounts provide a repository for these monies until contact is made by the account owner for refund.</p>	Revenue Services	C+2	5	C+7	D	<p>Legislation/Regulation:</p> <p>Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.) (Last amended on June 27, 2014) s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
F3237	Property Tax Rebates and Tax/Water Deferrals Records relating to the administration of property tax rebates and the deferral and cancellation of property tax and water tax payments. May include information relating to processing of applications, property assessment data, rebate amount calculations, vacancy rebate criteria, and requests from taxpayers to defer or cancel their tax payments and/or water payments. Documents may include completed applications for vacant unit rebates, copies of leases and indentures, completed deferral and cancellation applications, copies of federal government notices of assessment, statements of old age security, Canada Pension Plan benefits statements, copies of disability benefit statements, and all supporting correspondence.	Revenue Services	T+2	18	T+20	D	Comments: T = File to remain active until approval application and settlement of rebate request 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. Excise Tax Act, (Canada), R.S.C. 1985, c. E-15 (Last amended on June 20, 2014) s. 262. - Application for rebate; determine liabilities and obligations, amount of any rebate or refund. s. 286. (3) - Keep records until the expiration of six years after the end of the year to which they relate.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
F3240	Municipal Tax and Water – Credits and Transfers Records relating to transferring tax credits for residential, commercial, and other taxpayers between properties, payment years, and other variables. This includes transfers related to property, water, and all other municipal taxes. Tax credit transfers are typically performed in the event the City has received overpayments. Documents may include copies of refund history statements, copies of tax history statements, tax receivable statements, copies of property tax bills, photocopies of cheques, payment summary statements, and all supporting correspondence.	Revenue Services	C+2	4	C+6	D	<p>Legislation/Regulation:</p> <p>Excise Tax Act, (Canada), R.S.C. 1985, c. E-15 (Last amended on June 20, 2014)</p> <p>s. 262. - Application for rebate; determine liabilities and obligations, amount of any rebate or refund.</p> <p>s. 286. (3) - Keep records until the expiration of six years after the end of the year to which they relate.</p> <p>Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.) (Last amended on June 27, 2014)</p> <p>s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.</p> <p>City of Toronto Municipal Code Chapter 849, Water and Sewage Services, Article III, Collection and Billing</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
F3241	Property Tax Evaluation and Appeal Records relating to evaluation, assessment, appeal, modification and cancellation of municipal property taxes. Includes the assessment evaluation of individual commercial and residential properties by the City, the assessment appeal process under the Assessment Act, and the tax appeal process under the Municipal Act for cancellation, refund or reduction of tax. Documents include summaries of assessments, aerial photographs, inspection reports, rental income statements, appraisals, recalculation of property taxes, minutes of settlement	Revenue Services	C + 2	5	C + 7	D	Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B. (Last amendment: 2010, c. 16, Sched. 4, s. 27) s. 4. - A proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered.
F3245	Municipal Tax and Water – Certificates 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).	Revenue Services	C+2	4	C+6	D	Legislation/Regulation: City of Toronto Act, S.O. 2006 c.11, Sched. A (Last amendment: 2013, c.13, Sched. 1, s. 11) 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. Excise Tax Act, (Canada), R.S.C. 1985, c. E-15 (Last amended on June 20, 2014) s. 262. - Application for rebate; determine liabilities and obligations, amount of any rebate or refund. s. 286. (3) - Keep records until the expiration of six years after the end of the year to which they relate.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
F3250	<p>Municipal Tax and Water – Outstanding Revenue Collection</p> <p>Records relating to the City's collection of outstanding municipal tax receivables. Concerns residential, commercial, and all other City taxpayers who are delinquent in paying their respective property, water, and all other City taxes. May include information relating to bailiff warrants and fees, water disconnections, and delinquent taxpayers' payment history. Documents may include outstanding receivables and payment history statements, copies of cheques, weekly return statements concerning taxes collected, and all supporting correspondence.</p>	Revenue Services	T	8	T+8	D	<p>Comments: T = File to remain open until settlement of account</p> <p>Legislation/Retention: Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.) (Last amended on June 27, 2014) s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.</p> <p>City of Toronto Municipal Code Chapter 767, Taxation. City of Toronto Municipal Code Chapter 849, Water and Sewage Services, Article III, Collections and Billing</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
F3253	<p>Municipal Tax and Water – Property Sales</p> <p>Records relating to the City's sale, or claiming ownership, of properties for which outstanding municipal tax receivables have not been paid. May relate to unpaid property, water, and all other City taxes. May include information about registering liens on properties, sales of houses, and vesting ownership of properties to the City. Documents may include payment history statements, copies of land registration statements, copies of cheques, notices of registration of tax arrears certificates, and all supporting correspondence.</p>	Revenue Services	T	P	P	P/AR	<p>Comments: T = File to remain active until case is settled</p> <p>Legislation/Regulation: City of Toronto, By-law No. 578-2004 § 441-16 - Scale of costs for tax sale proceedings under the Part XI of the Municipal Act, 2001, Sale of Lands for Tax Arrears.</p> <p>Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.) (Last amended on June 27, 2014) s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
F3255	Municipal Revenue Administration Records relating to the exchange of communication regarding revenue and tax issues between the City and City departments, external organizations and individuals. The City may communicate with internal and external parties to address complaints and enquiries, provide information and notifications, and to resolve various issues. Includes general and special correspondence and enquiries relating to: mailing and service addresses; discounts; arrears; payment options; account balances; payments; billing dates; meter readings; consumption; tax and water certificates; penalty and interest; refund; vacancy; charity and appeal inquiries; final reads; other water and sewer related services. Also includes Parking Tag enquiries and complaints related to fines, payment and collection in general. May include general information relating to municipal tax management, processes, functions, utility billings and parking ticket management. Documents may include system-generated reports, manually created research and analysis reports, copies of council reports, and all supporting correspondence.	Revenue Services	C + 2	5	C + 7	D	Legislation/Regulation: City of Toronto Municipal Code Chapter 767, Taxation. City of Toronto Municipal Code Chapter 849, Water and Sewage Services, Article III, Collections and Billing

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
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	Comments: T = File closed from end of the last year in which the capital budget is expended. Legislation/Regulation: City of Toronto Act, S.O. 2006 c.11, Sched. A (Last amendment 2013, c. 13, Sched. 1, s. 11) 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. City of Toronto 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 (Last amendment 2009, c. 33, Sched. 9, s. 10) s. 39. – Annual estimates of board.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
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; 2013, c.13, Sched. 1, s. 11) 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. City of Toronto 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 (Last amendment 2009, c. 33, Sched. 9, s. 10) s. 39. - Annual estimates of board.
F4000	Pension Plan Investment and Administration 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.	Pension, Payroll & Employee Benefits	T+2	5	T+7	D	Comments: T = File closed upon termination of the last surviving beneficiary of the pension policy Legislation/Regulation: Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.) (Last amended on June 27, 2014) s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
F4000	Pension Plan Investment and Administration (cont'd)						<p>Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B (Last amendment: 2010, c.16, Sched. 4, s. 27) s. 4. - A proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered s. 5. (1) - Discovery</p> <p>City of Toronto Act, 2006, Regulation (Financial Activities) O. Reg. 610/06 (Last amendment: O. Reg. 372/11) 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>
F4200	<p>Property Assessment</p> <p>Records relating to the creation or receipt, use, and maintenance of property assessment records within the City. Property assessment information details specifications, such as location and size of lots and buildings, assessed property market values, and legal descriptions. Includes property assessments for City residential, commercial, industrial, and all other City properties. This information is used to help determine appropriate property tax billing rates amongst individual taxpayers, to determine property ownership, and to compare property values to see if they are assessed at comparable rates. Documents may include assessment rolls, supplementary assessment rolls, property assessment listings, and supporting correspondence.</p>	City Clerk's Office	C+2	P	P	P/AR	<p>Legislation/Regulation: Assessment Act, R.S.O. 1990, c. A.31(Last amendment: 2014, c. 7, Sched. 1) s. 14. - Assessment Roll Content; s. 53. - Disclosure of information.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
F4307	City Insurance Claims Records relating to first party claims made by the City to the City Insurer(s) (for example, City property and crime losses), and third party liability claims that are made against the City. Third party liability claims may arise from alleged negligence or omission by the City, for example, its failure to clear ice and snow from roads, falling trees, potholes and collisions involving municipal vehicles. Documents include copies of claims and affidavits, damage and injury reports, medical reports, and all supporting correspondence.	Corporate Finance	T	15	T+15	D	Comments: T = File closed upon resolution of case Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B (Last amendment: 2010, c.16, Sched. 4, s. 27) s. 14. (1) (2) - Serve notice of possible claim on another person; describe injury, loss or damage and extent; s. 15. (2) - No proceeding shall be commenced of any claim after the 15th anniversary of the day which the act on which the claim took place. Insurance Act. R.S.O. 1990, c. I.8 (Last amendment: 2014, c. 7, Sched. 14) s. 300. (7) - notice and proof of claim
F4600	Pension Case Files – Former Metro Toronto Records relating to the administration of the pension plan for retired employees of the former Municipality of Metropolitan Toronto. May include information relating to calculation of pension amounts, health benefits entitlements, and pension recipients' addresses. Documents may include completed pension enrolment forms, TD1 statements, completed pension adjustment forms, completed benefit fund calculation forms, and all related correspondence.	Pension, Payroll & Employee Benefits	T	15	T+15	D	Comments: T = File closed upon termination of the pension plan and remainder of funds or plan assets have been disbursed after all claims to funds are settled. Legislation/Retention: Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.) (Last amended on June 27, 2014) s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
F4600	Pension Case Files – Former Metro Toronto (cont'd)						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.
F4650	Pension Case Files – Former City of Toronto Records relating to the administration of the pension plan for retired employees of the former City of Toronto, which was amalgamated into the present City of Toronto. May include information relating to calculation of pension amounts, health benefits entitlements, and pension recipients' addresses. Documents may include completed pension enrolment forms, TD1 statements, completed pension calculation forms, direct deposit forms, and related correspondence.	Pension, Payroll & Employee Benefits	T	15	T+15	D	Comments: T = File closed upon termination of the pension plan and remainder of funds or plan assets have been disbursed after all claims to funds are settled. Legislation/Regulation: Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.) (Last amended on June 27, 2014) s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate. 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.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
F4700	Pension Case Files – Former Metro Toronto Police Records relating to the administration of the pension plan for retired employees of the former City of Toronto, which was amalgamated into the present City of Toronto. May include information relating to calculation of pension amounts, health benefits entitlements, and pension recipients' addresses. Documents may include completed pension enrolment forms, TD1 statements, completed pension calculation forms, direct deposit forms, and related correspondence.	Pension, Payroll & Employee Benefits	T	15	T+15	D	<p>Comments: T = File closed upon termination of the pension plan and remainder of funds or plan assets have been disbursed after all claims to funds are settled.</p> <p>Legislation/Regulation: Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.) (Last amended on June 27, 2014) s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.</p> <p>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.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
F4750	<p>Pension Case Files – Former City of York</p> <p>Records relating to the administration of the pension plan for retired employees of the former City of York. May include information relating to calculation of pension amounts, health benefits entitlements, and pension recipients' addresses. Documents may include completed pension enrolment forms, TD1 and TD2 statements, completed pension calculation forms, completed health insurance application forms, and related correspondence.</p>	Pension, Payroll & Employee Benefits	T	15	T+15	D	<p>Comments: T = File closed upon termination of the pension plan and remainder of funds or plan assets have been disbursed after all claims to funds are settled.</p> <p>Legislation/Regulation: Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.) (Last amended on June 27, 2014) s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.</p> <p>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.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
F4950	<p>Pension Case Files – Former City of Toronto Firefighters</p> <p>Records relating to the administration of the pension plan for retired employees of the former City of Toronto's fire fighting force. May include information relating to calculation of pension amounts, health benefits entitlements, and pension recipients' addresses. Documents may include completed direct deposit forms, completed payroll change authorization forms, completed provincial health forms, completed payroll adjustment forms, and related correspondence.</p>	Pension, Payroll & Employee Benefits	T	15	T+15	D	<p>Comments: T = File closed upon termination of the pension plan and remainder of funds or plan assets have been disbursed after all claims to funds are settled.</p> <p>Legislation/Regulation: Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.) (Last amended on June 27, 2014) s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.</p> <p>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.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
F5401	Provincial Offences – Payments Records relating to the administration and processing of payments received by the City in respect of the administration of Parts 1 and 3 provincial offences. This includes the processing of mailed-in/phone-in payments and any transactions made in the electronic system relating to payment and error adjustment. May include information relating to error adjustments, error receipts, and journal entries made respecting the suspense account. Documents may include payment notices, cash receipts, adjustment requests, ICON transaction screen prints, NSF cheques, and correspondence.	Court Services	C	6	C+6	D	<p>Legislation/Regulation: Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.) (Last amended on June 27, 2014) s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.</p> <p>Highway Traffic Act, R.S.O. 1990, c. H.8 (Last amendment: 2012, c.8, Sched. 22, s. 20) s. 205. (2) - Records shall be kept in any manner or on any medium that allows information to be recorded, stored, retrieved and reproduced.</p>
F5402	Provincial Offences – Refunds Records relating to processing refunds to Court Services clients. This includes refunds related to transcript requests, appeal cases, restitution cases, and overpayment/duplication payment of fines. Documents include copies of cheque requisitions, signed batch cover sheets and supporting documentation.	Court Services	C	6	C+6	D	<p>Legislation/Regulation: Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.) (Last amended on June 27, 2014) s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.</p> <p>Highway Traffic Act, R.S.O. 1990, c. H.8 (Last amendment: 2012, c.8, Sched. 22, s. 20) s. 205. (2) - Records shall be kept in any manner or on any medium that allows information to be recorded, stored, retrieved and reproduced.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
F5503	Parking Infractions - Payments Records relating to the administration and control of payment activities in respect of parking infractions under Part 2 of the Provincial Offences Act (excluding Part 2 GO Transit), generally referred to as parking tags. Include payments made in person at the First Attendance Facilities, payments processed by a third party under contract by the City, mailed-in payments, payments redirected by third party for separate processing, telephone payments, and internet payments. May include information relating to daily cash reconciliation, adjustments, transaction journals, third party batch listing of payments processed, and the Interactive Voice Response (IVR) telephone payment system. Documents may include Parking Infraction Notices (PIN), Notices of Impending Conviction (NIC), Notices of Fine and Due Date (NFDD), Notices of Impending Summons, any other notices that may be required, cashier balance reports, and copies of system generated reports.	Revenue Services	C + 1	5	C + 6	D	Legislation/Regulation: Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.) (Last amended on June 27, 2014) s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate. Highway Traffic Act, R.S.O. 1990, c. H.88 (Last amendment:2012, c.8, Sched. 22, s. 20) s. 205. (2) - Records shall be kept in any manner or on any medium that allows information to be recorded, stored, retrieved and reproduced.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
F5404	Provincial Offences – Collection Records relating to action taken for the collection of defaulted fines. Files are typically defendant case files. Documents include correspondence with the defendant, system screen prints of information respecting the offence(s), copies of cheques or other proofs of payment.	Court Services	T	7	T+7	D	Comments: T = File to remain active until case closed Legislation/Regulations: Provincial MOU, Schedule 2, Operational Standards, paragraphs 2.8.3, 2.10.2, 2.10.3 - maintenance, retention and release of records and information relevant to court proceedings, including tapes, transcripts, files, documents and exhibits or any other data in paper or electronic form; retention periods for all proceedings commenced under Part II of the Act, the calendar year of the date of judgement plus 2 additional years; any other record retention requirements prescribed by law
F5857	Grants and Subsidies Records relating to subsidies and grants received and administered by the City of Toronto. Includes information on obtaining and distributing federal, provincial, and municipal subsidies and grants. Documents include follow-up spending evaluation reports, grant applications, review and decision statements, correspondence, and supporting documentation relating to the City's entitlement to subsidies and grants.	Common	C+2	5	C+7	D	Legislation/Regulation: Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.) (Last amended on June 27, 2014) s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate. Auditor General Act, R.S.O. 1990, c. A.35 (Last amendment: 2009, c. 34, Sched. J, s. 26) s. 9.2 (1) - Examination of accounting records – s. 10. (2) - Access to records

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
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	<p>Comments: T = File closed at maturity of investment.</p> <p>Legislation/Regulation: City of Toronto Act, 2006, Regulation (Financial Activities) O. Reg. 610/06 (Last amendment: O. Reg. 372/11) 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.</p> <p>Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.) (Last amended on June 27, 2014) s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.</p> <p>Limitations Act, S.O. 2002, c. 24, Sched. B. (Last amendment: 2010, c. 6, Sched. 4, s. 27) s. 4. – A proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered; s. 5. (1) - Discovery</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
F6050	Debenture Registry 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.	Treasurer	T + 2	18	T + 20	D	<p>Comments: T = File closed upon maturity of debenture.</p> <p>Legislation/Regulation: City of Toronto Act, 2006, Regulation (Financial Activities) O. Reg. 610/06 (Last amendment: O. Reg. 372/11) 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.</p> <p>Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.) (Last amended on June 27, 2014) s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.</p> <p>Limitations Act, S.O. 2002, c. 24, Sched. B, (Last amendment: 2010, c. 6, Sched. 4, s. 27) s. 4. - A proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered. s. 5. (1) - Discovery</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
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:</p> <p>City of Toronto Act, 2006, Regulation (Financial Activities) O. Reg. 610/06 (Last amendment: O. Reg. 372/11)</p> <p>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> <p>s. 54 - Reports to Council.</p> <p>Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.) (Last amended on June 27, 2014)</p> <p>s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.</p> <p>Limitations Act, S.O. 2002, c. 24, Sched. B. (Last amendment: 2010, c. 6, Sched. 4, s. 27)</p> <p>s. 4. – A proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered.</p> <p>s. 5. (1) - Discovery</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
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	<p>Council and Committee Proceedings</p> <p>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.</p> <p>NOTE: A directory of Council committees and task forces is available at http://www.toronto.ca/committees/directory.htm</p>	City Clerk's Office	C+3	P	P	P/AR	<p>Legislation/Regulation:</p> <p>City of Toronto Act, S.O. 2006 c.11, Sched. A (Last amendment: 2013, c.13, Sched. 1, s. 11) Part VI - Practices and Procedures.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
G0002	<p>Municipal Code & Bylaws</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/Regulation: City of Toronto Act, S.O. 2006 c.11, Sched. A (Last amendment: 2013, c.13, Sched. 1, s. 11) 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.</p> <p>City of Toronto Municipal Code Chapter 1, General Provisions, Article II, Adoption of Code (City of Toronto By-law No. 871-2000), § -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>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
G0004	<p>Task Force & Special Committees</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' Office responsibilities.</p>	City Clerk's Office	C + 7	3	C +10	AR	<p>Legislation/Regulation:</p> <p>City of Toronto Act, S.O. 2006 c.11, Sched. A (Last amendment: 2013, c. 11, Sched.1, s. 11) Part VI - Practices and Procedures.</p>
G0244	<p>Policies, Procedures, Standards and Guidelines</p> <p>Records relating to the production and formal approval of official corporate and departmental policy statements, procedures, standards, guidelines, and manuals. May also include information on corporate and departmental program reviews, benchmarking and corporate performance management, and other issues related to corporate governance.</p>	Common	S	20	S+20	D	<p>Comments:</p> <p>S = Until Superseded</p> <p>Legislation/Regulation:</p> <p>Limitations Act, S.O. 2002, c. 24, Sched. B. (Last amendment: 2010, c. 6, 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.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
G0260	<p>Access to Information and Personal Information Protection – Compliance</p> <p>Records relating to strategies and initiatives undertaken to ensure the City's compliance with the public's right of access to City records and the protection of personal information resources. Documents may include impact assessments, copies of policies and guidelines, data-sharing checklists, and supporting correspondence.</p>	City Clerk's Office	T	2	T+2	D	<p>Comments: T = File closed upon completion of case</p> <p>Legislation/Regulation: Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56 (Last amendment: 2007, c. 13, s. 45) Compliance with: s. 4. - Right of access; s. 5. - Obligation to disclose; s. 6. (2) - Exemptions; s. 7. - Advice or recommendations; s. 8. - Law enforcement; s. 9. - Relations with governments; s. 10. - Third party information; s. 12. - Solicitor-client privilege; s. 13. - Danger to safety or health; s. 14. - Personal privacy limitation; s. 15. - information to be published.</p>
G0261	<p>Access to Information Request</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: T = File closed upon completion of case</p> <p>Legislation/Regulation: Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56 (Last amendment: 2007, c. 13, s. 45) s. 17. - Request; s. 18. - Notice of forwarding or transfer; s. 19. - Notice of decision; s. 20. - Notice of extension; s. 21. - Notice to affected person; s. 22. - Notice of refusal; s. 43. - Notice of order; s. 45. - Estimate of costs</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
G0262	Personal Information Disclosure Request Records relating to the disclosure of personal information under Part II of MFIPPA or personal health information of PHIPA, including copies of the requested information, law enforcement disclosure request forms, and correspondence to and from agencies and agents. Disclosure refers to the authorized provision of complete information, including personal information or personal health information, to a person other than the individual to whom the personal information or personal health information relates. The circumstances that authorize these disclosures are outlined in Part II of MFIPPA or in PHIPA. Common examples of disclosures are to law enforcement officers, government agencies with investigative powers, agents of the individual (such as law firms), and internal disclosures within and between City divisions where necessary and proper for the administration of City functions.	City Clerk's Office	C + 1	3	C + 4	D	Legislation/Regulation: Municipal Freedom of Information and Protection of Privacy Act, (General) R.R.O. 1990, Reg. 823 (Last amendment: O. Reg. 47/12) Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56 (Last amendment: 2007, c. 13, s. 45) PART II - Protection of Individual Privacy
G0263	Forms Compliance Reviews Records relating to the review of City forms and web applications, and the maintenance of Corporate Forms Repository, to ensure compliance with legislation and corporate policies and standards. This includes inquiries respecting previously approved forms and consultation respecting the collection, use and disclosure of personal information in City forms. Documents may include correspondence with program areas, compliance review questionnaires, recommendations and legal authorities for collection and form samples. Records are stored in electronic format and organized by the division and name of the form.	City Clerk's Office	T	5	T+5	D	Comments: T = Completion of review of the form. Legislation/Regulation: Municipal Freedom of Information and Protection of Privacy Act, (General) R.R.O. 1990, Reg. 823 (Last amendment: O. Reg. 47/12) Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56 (Last amendment: 2007, c. 13, s. 45) PART II - Protection of Individual Privacy

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
G0265	<p>Investigations into Privacy Complaints and Breaches</p> <p>Records relating to formal and informal privacy complaints and breach investigations. Privacy Complaint - The Act creates a privacy protection scheme which the City of Toronto must follow to protect an individual's right to privacy. The scheme includes rules regarding the collection, retention, use, disclosure and disposal of personal information in its custody or control. A Privacy Breach - occurs when personal information is collected, used, disclosed and or destroyed in ways that are not in accordance with the privacy provisions of the Municipal Freedom of Information and Protection of Privacy Act or the Personal Health Information Protection Act. Documents may include complaint correspondence, submissions to the Information Privacy Commission, investigation reports, briefing notes, recommendations, and interview documents.</p>	City Clerk's Office	T	15	T + 15	D	<p>Comments: T = File closed upon completion of case.</p> <p>Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B. (Last amendment: 2010, c. 6, 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.</p> <p>Municipal Freedom of Information and Protection of Privacy Act, (General) R.R.O. 1990, Reg. 823 (Last amendment: O. Reg. 47/12)</p> <p>Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56 (Last amendment: 2007, c. 13, s. 45)</p> <p>PART II - Protection of Individual Privacy</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
G0266	<p>Access and Privacy Consultations</p> <p>Records relating to advice and recommendations by CAP to program areas to ensure compliance with MFIPPA and PHIPA. Contains over 100 consultation subject areas, may contain personal information and legal opinions. Files are organized by division and program area. Each case is defined by the division requesting advice. The case is closed when advice is provided by CAP and when a decision in the program area is taken.</p>	City Clerk's Office	T+15	0	T+15	D	<p>Comments: T = File closed upon completion of case.</p> <p>Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B. (Last amendment: 2010, c. 6, 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.</p> <p>Municipal Freedom of Information and Protection of Privacy Act, (General) R.R.O. 1990, Reg. 823 (Last amendment: O. Reg. 47/12)</p> <p>Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56 (Last amendment: 2007, c. 13, s. 45) PART II - Protection of Individual Privacy</p>
G0267	<p>Privacy Impact Assessments</p> <p>Records relating to draft and/or final Privacy Impact Assessment (PIA) reports and privacy risk analysis, notes, agendas and minutes, correspondence, presentations, background information, briefing notes, project proposal, project charter, business case, project plan, system requirements, functional requirements, project work plans, data flow charts, and analysis, project/process specific policies, procedures and guidelines. These documents, relate to the PIA analysis of a project initiated by a division/program area or by Special Purpose Bodies. The PIA may also include security reports and screening.</p>	City Clerk's Office	T+2	5	T+7	D	<p>Comments: T = Completion of PIA.</p> <p>Legislation/Regulation: Municipal Freedom of Information and Protection of Privacy Act, (General) R.R.O. 1990, Reg. 823 (Last amendment: O. Reg. 47/12)</p> <p>Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56 (Last amendment: 2007, c. 13, s. 45) PART II - Protection of Individual Privacy</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
G0268	<p>Privacy Impact Assessment Administration</p> <p>Records relating to City of Toronto Privacy Impact Assessments (PIA) methodology and research on PIAs. Records include PIA toolkit – forms and documents (e.g. PIA MFIPPA Questionnaire, guidelines, screening tool template, checklist methodologies, PIA report templates) relating to PIAs that Information, Privacy and Technology (IPT) uses in the PIA process. These forms are either final copy or under development. Also includes, other jurisdictions' PIA reports – reports from other institutions, enquiries, Information Privacy Commission (IPC) reports and publications, PIA research material – reference material to be used in the PIA process including academic papers.</p>	City Clerk's Office	8 Y	0	8 Y	D	<p>Legislation/Regulation: Municipal Freedom of Information and Protection of Privacy Act, (General) R.R.O. 1990, Reg. 823 (Last amendment: O. Reg. 47/12)</p> <p>Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56 (Last amendment: 2007, c. 13, s. 45) PART II - Protection of Individual Privacy</p>
G0269	<p>Access to Information Request Appeals</p> <p>Records relating to the processing of request appeals under MFIPPA and PHIPA. Request appeal status may be tracked electronically by unique request identification number. Copies of appeals documentations are filed in paper format, arranged by their respective request number. Documents include access request forms and supporting documentation, copies of responsive records, decision letters, Mediator's report, Notice of enquiry, appeals representations, IPC Order and all supporting correspondence.</p>	City Clerk's Office	T	15	T+15	D	<p>Comments: T = Conclusion of appeal process.</p> <p>Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B. (Last amendment: 2010, c. 6, 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.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
G0300	Election Management Records relating to the processes involved in the administration and management of City elections, by-elections, appointments, referendums and plebiscites. This may include management of election projects such as voting locations, collection of voter data (kept and managed in access database), voting systems, communication and media management and all other general administrative activities about the election, by-election or appointment. Documents may include copies of leases, contracts and inspections, meeting minutes, agendas, project plans and supporting correspondence.	City Clerk's Office	9 S	6M 0	9 + 6M S	AR AR	Comments: (Active) S applies to Electronic Records Legislation/Regulation: Municipal Elections Act, S.O. 1996, c.32, Sched. (Last amendment: 2012, c. 8, Sched. 35) s. 88. (1) -The clerk shall retain the ballots and all other documents and materials related to an election for 120 days after declaring the results of the election. s. 88. (2) (Destruction of records) - When the 120-day period has elapsed, the clerk, (a) shall destroy the ballots, in the presence of two witnesses; and (b) may destroy any other documents and materials related to the election. s. 88. (3) (Exception, recount) - the clerk shall not destroy the ballots, documents or materials if, (a) a court orders that they be retained; or (b) a recount has been commenced and not finally disposed of. s. 88. (4) (Exception, election campaign finance documents) - Subsection (2) does not apply to documents filed under sections 78 and 79.1, which the clerk shall retain until the members of the council or local board elected at the next regular election have taken office.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
G0310	Election Personnel Records relating to election personnel appointed to assist in the City's election. Qualified individuals are assigned their positions, work locations and training sessions and election worker's employment history is stored and updated in electronic database. Documents may include election employment application, notices of appointment, oaths of office and supporting documents.	City Clerk's Office	2	6M	2 + 6M	D	Comments: 9 + 6 Months applies to Electronic Records Legislation/Regulation: Municipal Elections Act, S.O. 1996, c.32, Sched. (Last amendment: 2012, c. 8, Sched. 35) s. 88. (1) - The clerk shall retain the ballots and all other documents and materials related to an election for 120 days after declaring the results of the election. s. 88. (2) (Destruction of records) - When the 120-day period has elapsed, the clerk, (a) shall destroy the ballots, in the presence of two witnesses; and (b) may destroy any other documents and materials related to the election. s. 88. (3) (Exception, recount) - the clerk shall not destroy the ballots, documents or materials if, (a) a court orders that they be retained; or (b) a recount has been commenced and not finally disposed of. s. 88 (4) (Exception, election campaign finance documents) - Subsection (2) does not apply to documents filed under sections 78 and 79.1, which the clerk shall retain until the members of the council or local board elected at the next regular election have taken office.
			9	6M	9 + 6M	D	
G0325	Contract Election Services Records relating to election management services the City provides to other jurisdictions and external agencies under contract. This may include information on the City's roles and responsibilities identified in the contract. Documents may include copies of election contracts, invoices and other supporting documents.	City Clerk's Office	9	6M	9 + 6M	D	

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
G0330	<p>Ward Boundaries Administration</p> <p>Records relating to the review of ward boundaries. This may include historical information and ward profiles. Documents may include background information, boundary descriptions, option documents and maps, press releases, consultants' notes and reports.</p>	City Clerk's Office	S + 9	6M	S + 9 + 6M	AR	<p>Comments:</p> <p>S = Until Superseded</p>
G0340	<p>Election Recounts</p> <p>Records relating to the administration of election recounts. Information may include recount requests, affidavits and certifications, recount procedures and court submissions and decisions, copies of recount results, and other supporting documents involved in the conduct of election recounts.</p> <p>Note: Where election recounts are requested the relevant records are kept until recounts are completed and official results are declared</p>	City Clerk's Office	9	6M	9 + 6M	AR	<p>Legislation/Regulation:</p> <p>Municipal Elections Act, S.O. 1996, c.32, Sched. (Last amendment 2012, c. 8, Sched. 35) s. 88. (3) - (Exception, recount) - the clerk shall not destroy the ballots, documents or materials if, (a) a court orders that they be retained; or (b) a recount has been commenced and not finally disposed of.</p>
G0350	<p>Election Candidates</p> <p>Records relating to candidates running for the office of Mayor, Councillor, or School Trustee. These candidates may be running for office during municipal elections and by-elections, or wishing to be considered for appointment to a Council vacancy. This may include information on the candidate nomination process, election campaign finances, canvassing and election signs. Documents may include completed nomination forms and declarations, nomination withdrawals, signed oaths, financial statements, auditor's reports and, copies of affidavits, notices of extension of campaign periods and supporting correspondence.</p>	City Clerk's Office	5	1	5 + 1	AR	<p>Legislation/Regulation:</p> <p>Municipal Elections Act, S.O. 1996, c.32 Sched. (Last amendment 2012, c. 8, Sched. 35) s. 88. (4) (Exception, election campaign finance documents) Subsection (2) does not apply to documents filed under sections 78 and 79.1, which the clerk shall retain until the members of the council or local board elected at the next regular election have taken office. The clerk shall retain until the members of the council or local board elected at the next regular election have taken office.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
G0355	Election Returns Records relating to voting place documents and materials. Return generally includes background information: ballot box documents, used and unused ballots, voters' lists, applications to amend the voters' lists, voted proxy certificates, final statements, and any machine readable or computerized printouts of the total number of votes cast, and all other supporting documents.	City Clerk's Office	T + 120 D	0	T + 120 D	D	Comments: T = Official declarations of results unless there is a court order or recount. Legislation/Regulation: Municipal Elections Act, S.O. 1996, c.32 Sched. (Last amendment 2012, c. 8, Sched. 35) s. 88. (1) -The clerk shall retain the ballots and all other documents and materials related to an election for 120 days after declaring the results of the election.
G0360	Election Results Records relating to City's election results, which contains election date, City Clerk's official declaration of election results, poll by poll results (stored and updated in Election night management database) and all other supporting documentations.	City Clerk's Office	9 4	6M 6M	9 + 6M 4+6M	AR AR	Comments: 4+6 Months applies to Electronic Records Legislation/Regulation: Municipal Elections Act, S.O. 1996, c.32, Sched. (Last amendment 2012, c. 8, Sched. 35) s. 88. (1) - The clerk shall retain the ballots and all other documents and materials related to an election for 120 days after declaring the results of the election.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
G0365	<p>Campaign Contribution Rebate Application</p> <p>Records relating to contribution rebate applications for individuals who made contributions to candidates seeking council office in the municipal election. The amount of the rebate payable to a contributor is based upon the total amount of all the contributions made to candidates in the election. To receive a rebate, the contributor must fully complete and mail in the rebate application received from the candidate to City Clerk before the deadline date. Documents include a completed rebate application form, copy of receipts, affidavits, batch reports (produced by the Rebate database) and SAP reports, and rebate statistics and correspondence.</p>	City Clerk's Office	6 9	1 6M	6 + 1 9+6M	D D	<p>Comments: 9+6 Months applies to Electronic Records</p> <p>Legislation/Regulation: Municipal Elections Act, S.O. 1996, c.32 Sched. (Last amendment 2012, c. 8, Sched. 35) s. 88. (4) (Exception, election campaign finance documents) Subsection (2) does not apply to documents filed under sections 78 and 79.1, which the clerk shall retain until the members of the council or local board elected at the next regular election have taken office. The clerk shall retain until the members of the council or local board elected at the next regular election have taken office.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
G0370	<p>Election Candidates' Financial Filing Data</p> <p>Records relating to candidates' financial filing information managed and stored in electronic format. The financial information is entered into the system either by the candidates or by City staff from the hard copy submitted by candidates. This information is then pushed to the web for the purpose of an on-line election finance disclosure system allowing members of the public to readily obtain information regarding the financial contributions to, and expenditures of, candidates in that election. Financial filing information includes name of candidate and office, summary of campaign income and expenses, statements of assets and liabilities; surplus or deficit and disposition of surplus; campaign period income and expenses; campaign contributions and candidate declaration. The database also permits users to search contributions to a particular candidate.</p> <p>Note: Despite candidates' participation in the electronic financial filing system, candidates must still file original financial statements with original signatures with the City Clerk governed by G0350.</p>	City Clerk's Office	C + 10	1	12	D	<p>Comments: Retention applies to electronic records.</p> <p>Legislation/Regulation: Municipal Elections Act, S.O. 1996, c.32 Sched. (Last amendment 2012, c. 8, Sched. 35) s. 88. (4) (Exception, election campaign finance documents) - Subsection (2) does not apply to documents filed under sections 78 and 79.1, which the clerk shall retain until the members of the council or local board elected at the next regular election have taken office. The clerk shall retain until the members of the council or local board elected at the next regular election have taken office.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
G0400	<p>Vital Statistics Registers</p> <p>Records relating to vital statistics registration of vital events pertaining to births, marriages and deaths that occur in the City of Toronto in Registry Services Tracking System. Birth, Marriage and Death registrations are permanent, legal records of birth, marriage and death, which constitute key electronic data as registers. Events registers are printed in hard copy for permanent storage as required by Vital Statistics Act.</p> <p>Note: Paper data collection forms used (governed by G0420) are produced, and eventually forwarded to the Office of the Registrar General of Ontario. The ORG, not the City, maintains the master records after processing is completed.</p>	City Clerk's Office	C	P	P	P	<p>Legislation/Regulation:</p> <p>Vital Statistics Act, R.S.O. 1990, c. V.4 (Last amendment: 2012, c. 8, Sched. 58) s. 2. - Uniform system of registration of births, marriages, deaths, still-births and changes of name.</p> <p>Marriage Act, R.S.O. 1990, c. M.3 (Last amendment: 2012, c. 8, Sched. 32) s. 13. (1) Record of licences - Every issuer shall keep in his or her office a record of the serial number and the date of issue of every licence issued by him or her, and the names and addresses of the parties to the intended marriage; s. 14. (1) - Issuer immediately upon issuing a licence and every person registered as authorized to solemnize marriage upon publishing banns shall forward to the Registrar General.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
G0415	<p>Polling Records</p> <p>Records relating to opinion polls conducted at the request of city regarding off-street parking; permit parking; traffic calming; boulevard café and business improvement area. All polls are conducted under the governance of Polling and Notification Bylaw. Records will include information relating to subject of the poll; name of business owners, residents or tenants and councillor of the ward in which the poll will be conducted, type of polls and questionnaires, polling period (start and end dates), criteria for accepted ballots, ballot confidentiality and divisional contact name and phone number. Types of records include Poll Request forms; Polling Area Map; Poll List; Eligibility documents; Notice letters; Poll Results Certification and Result letters; Manager's Expense Report, Division Poll Expenses confirmation, Return Ballots, Signed Declaration Forms and all other supporting documents. Records are in electronic form and organized by poll and poll location</p>	City Clerk's Office	5	0	5	D	<p>Comments: Hard copy records that have been scanned through the Division approved process, and Return Ballots and Signed Declaration Forms are stored for a period of 90 days following the verification established in the Division approved process and then destroyed.</p> <p>Legislation/Regulation: City of Toronto Municipal Code, Chapter 190, City of Toronto By-law No. 677-2006 – Polling and Notification.</p> <p>Municipal Freedom of Information and Protection Of Privacy Act, (General) R.R.O. 1990, Reg. 823 (Last amendment: O. Reg. 47/12)</p> <p>s. 5. - Personal information that has been used by an institution shall be retained by the institution for the shorter of one year after use or the period set out in a by-law or resolution made by the institution or made by another institution affecting the institution, unless the individual to whom the information relates consents to its earlier disposal.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
G0415	Polling Records (con'td)						<p>Electronic Commerce Act, 2000, S.O. 2000, c. 17 (Last amendment: 2013, c. 2, Sched. 5) s. 12. - Legal requirement to retain a document satisfied by the retention of certain electronic documents.</p> <p>Canada Evidence Act, R.S.C., 1985, c. C-5 (Last amended on April 1, 2014) s. 30. (1) - a record made in the usual and ordinary course of business that contains information in respect of that matter is admissible in evidence under this section in the legal proceeding on production of the record.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
G0420	Vital Statistics Applications Records relating to vital statistics registration applications of vital events such as births, deaths and marriages that occur in the City of Toronto. In order for the registrations to be completed by the municipality, applications must be accurately completed, accompanied by an administrative fee and submitted to the City of Toronto. The City will match and confirm the information and forward the completed documents to the Office of the Registrar General. Documents may include completed application forms, travel letters and all supporting documents	City Clerk's Office	C	1	C + 1	D	Legislation/Regulation; Municipal Freedom of Information and Protection Of Privacy Act, (General) R.R.O. 1990, Reg. 823 (Last amendment: O. Reg. 47/12) s. 5. - Personal information that has been used by an institution shall be retained by the institution for the shorter of one year after use or the period set out in a by-law or resolution made by the institution or made by another institution affecting the institution, unless the individual to whom the information relates consents to its earlier disposal.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
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.						
H0135	Associations and Organizations Records relating to internal and external professional associations, clubs, societies, and organizations in which an employee or the City has membership, interest, or official capacity. Documents may include minutes of meetings, association annual reports, membership lists, and correspondence.	Common	C + 1	1	C + 2	D	

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
H1202	Employee Medical Data Records relating to the medical status, conditions, and recovery of individual City employees. This includes situations concerning the sustainment of physical injuries and the development of medical conditions causing disability or impairment, both work and non-work related. May include information relating to clarification of medical conditions, mental health status, determination of whether and/or when an employee should return to work, and confirmation of job duties the employee is and is not capable of performing. Documents may include doctors' notes and referrals, copies of resumes and training certificates, medical progress notes, and all supporting correspondence.	Human Resources	T	20 / 40	T+ 20/40	D	Comments: T = Prior to inactive storage files are separated according to: the period of 40 Years from the time records were first made or the period of 20 Years from the time the last of the records were made. Legislation/Regulation: Occupational Health and Safety Act, R.S.O. 1990, c. O.1 (Last amendment: 2011, c. 11, ss. 1-18) s. 26. (1) (d) - accurately keep and maintain and make available to the worker affected such records of the exposure of a worker to biological, chemical or physical agents ; s. 26. (1) (h) - establish a medical surveillance program for the benefit of workers. Occupational Health and Safety Act, O. Reg. 490/09 (Designated Substances) (Last amendment: O. Reg. 148/12) s. 30. (1) 1. - The 40 th anniversary of the date the first record was created in the personal exposure; 2. The 20 th anniversary of the date the last record was added to the personal exposure record. s. 31. (1) 1. - The 40 th anniversary of the date the first record was made; 2. The 20 th anniversary of the date last record was made.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
H1204	Employee Personal Counselling & Rehabilitation Records relating to the professional psychological counselling and rehabilitation that is offered to City employees and their immediate family members to help them to resolve personal problems that may affect their relationships, work life, and their self-esteem. May include information relating to parent/child problems, marital relationships, and referral services. Documents may include counselling notes, medical reports, psychological assessments, doctors' notes and certificates, letters of referral, and all supporting correspondence.	Human Resources	T	15	T+15	D	Comments: T = File to remain active until case closed. Destruction according to Legislation. Legislation/Regulation: Medicine Act, 1991, Regulation (General) O. Reg. 114/94 (Last amendment: O. Reg. 110/13) s. 19. (1) - A member shall retain the records required by regulation 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, or until the member ceases to practise medicine, whichever occurs first.
H1205	Corporate Organization and Organizational Charts Records relating to the development and ongoing maintenance of the City's organizational framework and structure. Documents include departmental function statements, mission statements, organizational charts, reorganization plans, and related correspondence.	Human Resources	S	5	S+5	AR	Comments: S = Until Superseded.
H1207	Salary Administration Records relating to the establishment, administration, and scheduling of employee salaries. Documents include salary grids, comparison studies, and salary reviews and revisions.	Human Resources	C+2	4	C+6	D	

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
H1208	Employee Performance Management Records relating to the performance management program for City employees. This program provides employees with a clear understanding about what is expected on the job, and the skills that need to be developed or enhanced in order to effectively conduct assigned work duties. Includes information on career development planning, interim and merit increment review, and evaluation processes. Documents may include performance planners, project status reports, and correspondence.	Human Resources	T	7	T+7	D	Comment: T = File closed upon termination of employment
H1209	Job Classifications 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.	Human Resources	S	5	S+5	D	Comments: S = Until Superseded

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
H1210	Staff Competition and Recruitment 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.	Human Resources	T	6	T+6	D	Comments: T = File closed upon closing of competition. Legislation/Regulation: Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56 (Last amendment: 2007, c. 13, s. 45) s. 30. (4) - Dispose of personal information under the control of the institution accordance with the regulations.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
H1211	<p>Police Reference Checks</p> <p>Police Reference Checks are used to assist in determining the suitability of successful candidate's positions of employment or volunteer work where the primary duties require direct contact with children and/or vulnerable adults. In these circumstances, an individual's rights to equal treatment with respect to employment are not infringed if employment is refused due to the candidate's record of offences. This policy applies to all new external hires being considered for identified positions and those individuals volunteering for positions in the City. The Police Reference Checks are conducted pursuant to the terms and conditions of the Memorandum of Understanding between the City of Toronto and the Toronto Police Service. Police Reference Check information is subject to the privacy provisions of the Municipal Freedom of Information and Protection of Privacy Act.</p>	Common	C+1	0	C+1	D	<p>Legislation/Regulation: Long-Term Care Homes Act, 2007, Regulation (General) O. Reg. 79/10, (Last amendment: O. Reg. 147/14) s. 215. Criminal Reference Checks</p> <p>CPIC: Local and/or National Offences and Pardon Records. Toronto Police Service Police Reference Check Program "Consent to Disclosure of Personal Information", Police Reference Check, July 8, 2003. Types of information that may appear on an Individual's "Summary of Details" form prepared by TPS (for Program Manager information only) TPS: List of Offences and Proper Terminology Under the Criminal Code. City Council November 23, 24, 25, 1999 – Police Reference Checks for Staff, Volunteers and Home Child Care Providers As City Council November 23, 24, 25, 1999 – Police Reference Checks for Staff, Volunteers and Home Child Care Providers Associated with Toronto's Directly Operated Child Care Services.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
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: T = File closed upon termination of employee's secondment or assignment.</p> <p>Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B. (Last amendment: 2010, c. 16, Sched. 4, s. 27) s. 4. - A proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered.</p> <p>Employment Standards Act, S.O. 2000, c.41 (Last amendment: 2014, c. 6) s. 15. (5) The employer shall retain the records of the information required for the following periods: 3. – three years after the day or week to which the information relates; 4. – three years after the information was given to the employee</p>
H1215	<p>Applications and Resumes – Unsolicited</p> <p>Records relating to the receipt and processing of unsolicited resumes and applications for employment opportunities that are either not presently existent and/or not advertised. Documents may include resumes, completed application forms, and related correspondence.</p>	Human Resources	1	0	1	D	<p>Legislation/Regulation: Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56 (Last amendment: 2007, c. 13, s. 45) s. 30. - Dispose of personal information under the control of the institution accordance with the regulations.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
H1240	Training and Development Records relating to the design, delivery, and follow-up activities associated with training and skills development opportunities provided to City employees. This includes seminars, workshops, and conferences. May include information relating to review and quality control of training course materials, training fees, and statistical data such as course attendance figures. Documents may include training materials such as workbooks and answers to exercises, lists of attendees, training course statistical reports, training course calendars, and all supporting correspondence.	Common	S + 3	4	S + 7	D	Comments S = Year material is superseded Legislation/Regulation: Long-Term Care Homes Act, 2007, Regulation (General) O. Reg. 79/10 (Last amendment: O. Reg. 147/14) s. 216 to s. 223 - Training and Orientation.
H1241	Record of Training Records relating to the registration of employee training, certification and qualifications for equipment operation, hazardous material handling and emergency procedures, technical and machine training. Documents may include: pre-requisite certification; registration application form; copies of certificates; test and result information; registration billing information; employee sign off sheets indicating that employees have received training; instruction sheets; copies of hazardous material data sheets; informational materials, SAP system reports; and all other related documentation and correspondence.	Parks, Forestry & Recreation	T	21	T+21	D	Comments: T = File closed upon termination of employment Legislation/Regulation: Occupational Health and Safety Act, R.S.O. 1990, c. O.1 (Last amendment: 2011, c. 11, ss. 1-18) s. 7. 5 (1) - collect information about a worker's successful completion of an approved training program for the purpose of maintaining a record of workers who have successfully completed approved training programs; s. 54. 1. (p) - materials concerning content, frequency and manner of instruction of any training program.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
H1241	Record of Training (cont'd)						Legislation/Regulation: Transportation of Dangerous Goods Regulation (Canada) SOR/2012-245 (Amendment 11) Part 6 – Training s. 6.1 to s. 6.8 Training Certificate Requirements and Proof of Training Employer's and Person's Responsibility
H1242	<p>Safety and Technical Training Program</p> <p>Records relating to the administration and development of technical training programs and skills development opportunity offered to employees. Includes information on training programs such as: equipment operation, handling of hazardous material, transportation of dangerous goods, training programs on safety and accident prevention on the work site. Documents may include SAP program owner sign off sheet, instruction sheets; authorized instructors competency certificate or declaration; detailed session plan and program change logs, teaching aid package; test questions and answers; required fees; material price list and contact names; employee sign off sheets template, used to indicating that employees have received training; copies of hazardous material data sheets; informational materials, SAP system reports; and all supporting correspondence.</p>	Parks, Forestry & Recreation	T	21	T+21	D	<p>Comments: T = File closed upon termination of employment</p> <p>Legislation/Regulation: Occupational Health and Safety Act, R.S.O. 1990, c. O.1 (Last amendment: 2011, c. 11, ss. 1-18) s. 7. 5 (1) - collect information about a worker's successful completion of an approved training program for the purpose of maintaining a record of workers who have successfully completed approved training programs; s. 54. (p) - materials concerning content, frequency and manner of instruction of any training program.</p> <p>Transportation of Dangerous Goods Regulation (Canada) SOR/2012-245 (Amendment 11) Part 6 – Training s. 6.1 to s 6.8 Training Certificate Requirements and Proof of Training Employer's and Person's Responsibility</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
H1246	Labour Negotiations Records relating to conducting labour negotiations, which involve discussions and meetings between City and employee groups, such as unions, to achieve resolution on a wide range of issues pertaining to unionized employees. These issues may include staff reductions and layoffs, staff recalls, promotions and wage increases, working conditions, disciplinary actions, seniority rights, and department and City restructuring. May include information on collective bargaining, dispute mediation, and conflict resolution. Documents may include proposals and final collective agreements; employment contracts; union contracts; and any other negotiated agreements between the City and the respective unions or workers' representatives. All official negotiated documentation is prepared by the respective unions. The information is shared by City and respective unions or worker representatives.	Human Resources	T	21	T + 21	AR	Comments: T = File closed upon resolution or settlement of case. Legislation/Regulation: Labour Relations Act, 1995, c. 1, Sched. A (Last amendment: 2014, c. 5, s. 50) s. 90. - Collective agreements to be filed. Labour Relations Act, 1995, Regulation (General), O. Reg. 94/7 (Last amendment: O. Reg. 259/07) s. 1. (2) - A record of all awards filed shall be maintained

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
H1250	Grievances and Arbitrations Records relating to complaints received from City unionized employees concerning workplace and personal treatment, benefits, discipline, promotions, and any other issues as defined in the collective agreement. Includes information on addressing and resolving the grievances, such as mediation and formal adjudication hearings involving arbitrators. Documents may include completed grievance forms, copies of meeting minutes, adjudication hearing schedules, arbitration notices, minutes of settlements, and all supporting correspondence.	Human Resources	T	21	T+21	D	Comments: T = File closed upon resolution or settlement of case Legislation: Occupational Health and Safety Act, R.S.O. 1990, c. O.1 (Last amendment: 2011, c. 11, ss. 1-18) s. 49. (2) - 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. (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.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
H1260	Human Rights Complaints and Investigations Records relating to receiving, investigating, and resolving complaints from City staff persons, 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	D	Comments: T = File closed upon resolution of investigation.
H1261	Pay Equity Records relating to the evaluation of job positions by comparing duties, skills, and responsibilities of similar positions. The objective is to ensure equal pay for work of equal value. Documents may include copies of policies, classification ratings, job evaluation information, action plans, and information about designated worker groups.	Human Resources	S	7	S+7	D	Comments: S = Until Superseded Legislation/Regulation: Pay Equity Act, R.S.O. 1990, c. P.7 (Last amendment: 2009, c. 33, Sched. 18, s. 24) s. 13. - Pay equity plans be prepared to provide equity in each establishment and for job classes to which the plan applies.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
H1275	Occupational Health and Safety Records relating to the City's responsibility to provide its employees with a safe and healthy workplace through assessment of occupational hygiene, ergonomics, and safety issues. A significant number of records contain confidential health information and personal information of employees. Records may also include correspondence regarding concerns, employee surveys, research materials, data collection, analytical results, and reports. Occupational hygiene records include employee concerns related to workplace exposure to chemical, physical (e.g., noise, temperature, radiation, etc) and/or biological (e.g., mould) agents. Ergonomics records include a) employee concerns related to workstation and furniture design and configuration and assisting the disability management team with addressing employee accommodation issues, b) consultation regarding furniture, equipment, vehicles, workplace design and work practices, and developing ergonomics guidelines, and c) job demands analyses. Safety records include general safety concerns, monitoring of compliance with legislative requirements (e.g., WHMIS, First Aid provisions, traffic control, and protective equipment), and activities related to the establishment and maintenance of the City's Joint Health and Safety Committees.	Human Resources	C+9	7	C+16	D	Legislation/Regulation: Occupational Health and Safety Act, R.S.O. 1990, c. O.1 (Last amendment: 2011, c. 11, ss. 1-18) s. 9. (2) - joint health and safety committee; s. 9. (12) - certification requirement; s. 9. (20) - response to recommendations within 21 days; s. 9. (22) - maintain and keep minutes; s. 9. (28) - scheduled inspections; s. 9. (30) - inspection reports; s. 26. (1) (c) - keep and maintain records of handling, storage, use and disposal of agents; s. 26. (1) (d) - accurately keep and maintain and make available to the worker affected such records of the exposure of a worker to biological, chemical or physical agents; s. 26. (1) (f) - post records of monitoring levels in workplace. Workplace Safety and Insurance Act, 1997, Regulation, (First Aid Requirements) R.R.O. 1990, Reg. 1101 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.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
H1355	Workers' Compensation and Disability Management Records relating to tracking and monitoring of all individual City employees' claims for financial and/or medical compensation as a result of personal injuries, illness, or other medical conditions preventing employees from fulfilling regular job duties. This includes workers' compensation and long term disability claims. Documents may include injury report forms, copies of long term disability and workers' compensation claims that have been submitted, disability recurrence continuity reports, completed summary claims information cards, and all supporting correspondence.	Human Resources	T	7	T+7	D	Comments: T = File closed upon termination of employment Legislation/Regulation: Workplace Safety and Insurance Act, 1997, Regulation (First Aid Requirements) R.R.O. 1990, Reg. 1101 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.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
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.						
I0005	Office Administration Records relating to the routine administration of the business unit. Included are records such as correspondence of a routine or repetitive type; routine administrative queries; procedural advice; reference materials used but not created by the office; daily, weekly or monthly office activity reports which relate to routine activities; business unit copies of submitted purchase orders, travel expense statements or similar financial papers; daily or weekly work assignments for office staff	Common	C+1	0	C+1	D	

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
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	D	<p>Comments: T = File closed upon termination of the audit process.</p> <p>Legislation/Regulation: City of Toronto Act, S.O. 2006, c.11 (Last amendment: 2013, c. 13, Sched. 1, s. 11) s. 179. (1) - 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; s. 179. (2) - 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; s. 179. (3) - 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.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
I0028	<p>City Residents Demographic Data</p> <p>Records relating to demographic profiling of persons who reside within the City. May include collecting information relating to languages spoken within homes, persons' genders and ages, employment status, and types of residential dwellings. These data may be used to make area comparisons, to conduct small area studies, and to help identify the percentages of individual demographic groups in various locations served by various City programs. Documents may include demographic profiling statistics, graphs, and charts; comparison data summaries; completed survey forms; high-level recommendation reports; and all supporting correspondence.</p>	Economic Dev. & Culture	S	10	S+10	AR	Comments: S = Until Superseded
I0040	<p>Communications Management</p> <p>Records relating to the management and control of language usage within City communications. This includes information on the use of language within City correspondence, presentations, and publications. Documents may include directives and style sheets on language format, style, terminology, and quality.</p>	City Manager's Office	C+2	4	C+6	D	
I0060	<p>Travel Arrangements</p> <p>Records relating to the arrangement and conduct of visits and travel by City employees and formal visitors. May include visits to, or visitors from, local, provincial, national, and international locations. Documents include travel itineraries, transportation and accommodation booking arrangements, correspondence with travel agents, hotel and airfare price lists, and documentation on individuals visits and tours.</p>	Common	C+1	1	C+2	D	

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
I0161	Meetings and Committees Records relating to meetings and committees of City staff that are not related to City governance issues. May include regular or interim meetings held with external and internal client groups or individuals. Documents may include meeting agendas, minutes of meetings, and committee reports.	Common	C+1	4	C+6	D	
I0186	Speeches, Presentations, Receptions and Awards Ceremonies Records relating to the preparation, delivery, and performance protocol for speeches, presentations, receptions, and awards ceremonies hosted by the City. These events may include employee recognitions, inaugurations, and centennial events. Includes speech notes, formal addresses, and arrangement correspondence and memoranda.	Common	C+1	5	C+6	AR	
I0188	Proclamations and Official Greetings Records relating to proclamations and official greetings given or received by the City. These formal announcements may involve ceremonies, dedications, and visitor relations. Documents may also include copies of payment receipts and invoices, copies of pledge card legal agreements, and correspondence.	Common	C+1	5	C+6	AR	

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
I0199	Sponsorship Records relating to the City's development of sponsorship relationships. This involves sponsorship efforts and funding for activities produced or promoted by the City, such as parades, festivals, awards ceremonies, and special events. Documents may include research information, presentation kits (including power point), correspondence, and copies of promotional information to win sponsorship.	Common	C+2	18	C+20	D	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.
I0200	Promotion and Marketing Records relating to advertising and promotion of City programs and services. Methods of promotion and marketing include souvenirs, brochures, manuals, user guides, directories, periodicals articles, radio, Internet web pages, advertisements, and television. Documents may include action plans, marketing statistics, and correspondence.	Common	C+2	4	C+6	AR	
I0204	Market Research Records relating to the development and administration of market research initiatives. Market research is conducted to obtain information about the needs and wants of City residential and business customers, with the aim being to ensure high-quality City services. Documents may include correspondence, questionnaires, surveys, market research reports, memoranda, and other supporting documentation.	Common	T	3	T+3	D	Comments: T = File closed upon completion of project

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
I0220	Public Education and Awareness Records relating to the programs and seminars designed to inform the public about City services and a wide range of subjects of topical interest. May include information on educational tours and outreach programs, curriculum planning, and program planning and preparation. Documents may include educational kits, questionnaires, educational statistics, notes and scripts, copies of presentation speeches, evaluations, and correspondence.	Common	C+2	4	C+6	AR	
I0230	Reference Services Administration Records relating to the provision of reference services, including libraries, reference kiosks and resource centres organized within City divisions, or business units. Includes acquisition inventories, holdings inventories, circulation lists, requests for library materials, and recommendations for collections.	City Clerk's Office	C+2	4	C+6	D	
I0240	Records Classification Files Records relating to the preparation of record classes prepared by Records & Information Management (RIM) unit staff. Records created since amalgamation, including completed inventories, client questionnaires, workflow analyses, and superseded records, are captured in the Record Series Inventory Form module of the Record Series Management Tool (RSMT) database. Records Classification files of former municipalities were superseded at amalgamation (end of 1997). Pre-amalgamation Records Classification files are paper-based and not found in RSMT. Files are organized by Record Classification System (RCS) code.	City Clerk's Office	S	5	S + 5	D	Comments: S = Until Superseded

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
I0249	Archives Management Records relating to the administration and operation of the City's archives. The archives serve as the repository for records with scholastic and historical value which are retained in perpetuity. May include information on special archival projects. Documents may include copies of transfer authorizations for archival custody, archives usage reports and statistics, and correspondence.	City Clerk's Office	C+2	4	C+6	D	
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: 2013, c. 13, Sched. 1, s. 11) 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: 2013, c. 13, Sched. 1, s. 11) s. 201. (2) (a) - the retention period has expired; s. 201. (2) (b) - the record is a copy of the original record. s. 201. (3) - records of the City may be destroyed if a retention period for the record has been established under this section

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
I0265	Records Management Files Records relating to initiatives and projects concerning City records throughout the management of the records' life cycle, including preparation of staff reports recommending amendments to the Corporate Records (City) bylaw (Municipal Code, c.217). May include information relating to records management needs analysis, file conversions, digital imaging, records management implementation assistance, records purging, filing equipment determination requirements, assessment of system record keeping capacity, space planning, file plan development, integrated document management, and project plans. Documents may include file lists and indexes, records conversion and implementation action plans and analysis reports.	Common	C + 2	4	C + 6	D	
I0270	Records Centre Operations Records relating to the operations and management of City-owned offsite records storage facilities. These facilities provide cost and space-effective storage for inactive records, i.e., records which must be retained but are less frequently consulted. May include information relating to inactive records retrieval and storage locations. Documents may include staffing schedules, equipment and facilities maintenance, work assignments, and reports on available storage space.	City Clerk's Office	C + 7	P	P	P	

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
I0280	Exhibits Records relating to all aspects of planning and mounting exhibits. Documents may include research notes, information on design, layout, implementation, and promotions of exhibits, exhibit text and labels, correspondence, photographs of exhibits, information about supplies, information relating to exhibit openings (catering services, invitation lists, speeches), educational programming materials, brochures and/or posters, press releases, and copies of exhibit reviews	Common	T+25	0	T+25	A/R	Comments: T= Completion or closure of exhibit.
I0300	Internet and Intranet Development Records relating to the development and maintenance of the City's internet and intranet online web sites and services. Internet resources are made available to the public at large and can be hosted both locally and on external servers, whereas Intranet resources are hosted only locally on a City server solely for internal employee access. Includes information on website development, technical design information, and user requirements. Documents may include Internet and Intranet review statements and reports, user complaints, website information content specifications, and correspondence.	Strategic Communications	S	7	S+7	D	Comments: S = Until Superseded

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
I0320	Computer System Access and Security Records relating to the security and confidentiality of the City's online information resources. Includes information about computer security practices and tools. Documents may include access requests, computer monitoring reports, and user authorization lists.	Information & Technology	S	7	S+7	D	Comments: S = Until Superseded
I0340	Internal Computer Systems Documentation Records relating to the use of internally-produced supporting documentation concerning computer systems and software used by the City. This applies to both internally-developed and externally-purchased software and computer systems. May include information on standard macros, sign-on procedures, indexing, and other pertinent subject material. Documents may include manuals, user guides and reports, and correspondence.	City Clerk's Office	S	7	S+7	D	Comments: S = Until Superseded
I0455	Trade Show Planning Records relating to the City's planning of, and participation in, trade shows, which are exhibitions held for members of a common or related industry or profession. This includes trade shows organized and presented by either the City or external agencies. May include information relating to exhibit layout and design, City employee participation, registration, and event production. Documents may include copies of public relations packages, attendance lists, copies of supply lists, copies of catering requests and forms, invitation lists, brochures, copies of press releases, posters, explanatory labels for exhibit items, copies of research notes, and supporting correspondence.	Common	C+2	4	C+6	D	

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
I0470	Trademarks Records relating to the use of City trademarks, which are words and/or symbols that identify, and are associated with, the City's services. The City's trademarks are unique from those belonging to any other municipality or organization and may include the City's crest, coat of arms and logos. May include information on trademark availability, registration, and infringement. Documents may include completed applications for trademark registration, lists descriptions of trademarks, trademark uses criteria and supporting correspondence.	City Clerk's Office	C+2	P	P	P/AR	Legislation/Regulation: Trade-marks Act, (Canada), R.S.C. 1985, c. T-13 (Last amended on June 19, 2014) s. 30. - Application for registration of trade-mark.
I0489	Strategic Planning Records relating to strategic planning for departments, divisions, business units, and the overall City. Strategic planning is a management tool designed to assess and adjust the City's direction and determine its visions and future objectives. Includes information on retreats, strategy planning sessions, and mission statements. Documents include objectives statements, long and short-term strategic planning reports, copies of financial statements and reports, five-year business planning notes, reports, and correspondence.	Common	T	10	T+10	AR	Comments: T = File to remain active until strategic plan end date.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
I0495	Operational Planning Records relating to the production and use of operational plans, which clearly match the implementation of the City's strategic plans against specific objectives. Operational plans may include information on what activities staff have to undertake, specific time frames for each activity, and key events and issues. May range from simple timetables to complex plans. Documents may include financial spreadsheets, planning reports, work plans, service level agreements, and supporting correspondence.	Common	T	7	T+7	D	Comments: T = File closed upon termination of project
I0500	Operational Reviews Records relating to the production and use of operational reviews. These reviews are intended to provide objective and constructive assessments of such issues as customer relations, staff communications, resource management, performance measurement, and other topics of significant concern for the City. Operational reviews may range from City-wide reviews to reviews focussed specifically on a single business unit. Documents include operational review reports and supporting correspondence.	Common	T	7	T+7	D	Comments: T = File closed upon termination of project.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
I0550	Protocol Events Management Records relating to managing and organizing civic events such as: ceremonial events; corporate awards; flag raisings and half mastings; conferences and seminars; presentations at council meetings and overseeing of official gifts donations. Records will also include facilitating visits that may range from a brief courtesy call, to multi-faceted information program, study tours of dignitaries, national and international delegations, including City of Toronto official visits to other cities and countries. Documents include letters of requests; agendas and schedules; event logistics; program order; seating order; flag protocol; photos; official gifts inventory; and other supporting documents. Authoritative records are in electronic form and organized by event.	City Clerk's Office	10	0	10	AR	Comments: Hard copy records that have been scanned to initiate authoritative records through the Division approved process are stored for a period of 90 days following the verification established in the Division approved process and then destroyed. Legislation/Regulation: Electronic Commerce Act, 2000, S.O. 2000, c. 17 (Last amendment: 2013, c. 2, Sched. 5) s. 12. - Legal requirement to retain a document satisfied by the retention of certain electronic documents. Canada Evidence Act, R.S.C., 1985, c. C-5 (Last amended on April 1, 2014) s. 30. (1) - a record made in the usual and ordinary course of business that contains information in respect of that matter is admissible in evidence under this section in the legal proceeding on production of the record
I0552	Visits and Visitors Records - Delete						

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
I0553	<p>Ceremonial Documents</p> <p>Records relating to ceremonial documents issued to the public on behalf of the Mayor and City Council. Ceremonial documents include celebratory scrolls; letters of greeting; proclamations; fly-by letters; condolence motions; condolence letters and all other supporting documents. Authoritative records are in electronic form and organized by genre of the document and requestor name</p>	City Clerk's Office	10	0	10	AR	<p>Comments: Hard copy documents and web domino based forms that have been scanned through the Division approved process are stored for a period of 90 days following the verification established in the Division approved process and then destroyed.</p> <p>Legislation/Regulation: Electronic Commerce Act, 2000, S.O. 2000, c. 17 (Last amendment: 2013, c. 2, Sched. 5) s. 12. - Legal requirement to retain a document satisfied by the retention of certain electronic documents.</p> <p>Canada Evidence Act, R.S.C., 1985, c. C-5 (Last amended on April 1, 2014) s. 30. (1) - a record made in the usual and ordinary course of business that contains information in respect of that matter is admissible in evidence under this section in the legal proceeding on production of the record</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
I1000	<p>Executive Records</p> <p>Executive records are the administrative and operational records of the offices of senior managers down to the level of director. Certain positions below this level may be designated as executive records based on the nature of the office and its level of independent decision-making capability.</p>	City Clerk's Office	T	10	T+10	AR	<p>Comments: T + File closed at Executive's discretion</p> <p><i>Caution note added: "Executives will have to be advised that these files should not contain any "original" documents in their work area that are subject to a special statutory retention period.</i></p>
I2616	<p>Food Services and Delivery</p> <p>Records relating to the provision and delivery of food services, either by the City or by external agencies. May include information relating to meal services, meal delivery, cafeterias, restaurants, catering, and food products. Documents may include copies of contracts and agreements, copies of brochures and promotional materials related to external contractors, food services pricing lists, nutritional planning reports, and correspondence.</p>	Social Development, Finance & Admin.	C + 2	4	C + 6	D	

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
I2617	Food Production Records relating to the preparation and production of meals primarily residents in long-term care facilities, but also for City staff and the public. May include information about food preparation, menu planning, nutritional concerns, ingredients and portions control, food production scheduling, food handling and storage methods, food allergies, food orders, and food products. Documents may include menu plans, copies of purchase orders, meal volume statistics, meal history notes, and correspondence.	Social Development, Finance & Admin.	C + 2	4	C + 6	D	<p>Legislation/Regulation: Health Protection and Promotion Act, R.S.O. 1990, c. H.7 (Last amendment: 2011, c. 7) s. 16. (5) - Every person who operates a food premise shall keep records in respect of the manufacturing, processing, preparation, storage, handling, display, transportation and sale, or offering for sale of food on or in the food premise and the distribution of food from the food premise as are prescribed by the regulations, and shall keep the records in such form, with such detail and for such length of time as are prescribed by the regulations.</p> <p>Health Protection and Promotion Act, Regulation (Food Premises), R.R.O. 1990, Reg. 562 (Last amendment: O. Reg. 339/13) s. 38. (1) - Every operator of a premise in which meat products are manufactured shall maintain records of meats received for processing in the premise and the records shall include the kinds of meats, the names and addresses of suppliers, weights and the dates of receipt; s. 38. (2) - 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.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
I4124	Records Disaster Contingency Planning and Recovery Records relating to the development and implementation of a comprehensive records disaster contingency plan, which documents the backup and recovery procedures for all City records in the event of a records disaster. Also includes information relating to the actions taken in the event of actual records disasters. Documents may include photographs of damaged records, status reports, the records disaster contingency plan, phone lists of key persons to contact in the event of records disasters, lists of vital records, and all supporting correspondence.	City Clerk's Office	S	7	S+7	D	Comments: S = Until Superseded
I5001	Public Notices Records relating to the production and issuance of the City's public notices, which are required by law to be posted (e.g., in newspapers). Public notices are intended for the general population and ensure that persons are informed of local government developments that may affect them, such as proposed local residential and business developments. Documents may include draft and final copies of public notices, completed statutory forms, rates sheets for newspaper and periodical announcements, and supporting correspondence.	Strategic Communications	C+2	4	C+6	D	Legislation/Regulation: City of Toronto Municipal Code, Chapter 162, Notice, Public § 162-3. Notice to the Public

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
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.						
L0045	Building Permits & Inspections Records relating to the issuance of building permits and building inspections. These permits and inspections relate to all disciplines including but not limited to Heating/Ventilation/Air Conditioning, Plumbing, Architectural, including foundation, shoring, drain, site servicing. Also includes Conditional and Part Permits, demolitions, sign permit, pool enclosures, revoked permits and Occupancy permits. Inspection records include Inspection Status letters on building folders; Inspection clearance letters for occupancy; Inspection Investigation Cards: fire damage inspection requests; outstanding inspections or deficiencies; orders; Inspection monitoring of Development Agreement/Undertakings. Documents may include permit applications, certified building plans, plan examiners & inspectors' notes, inspection reports, orders to comply, building permits, and Building Application Index Cards/ledgers and other related correspondence.	Toronto Building	T	15	T+15	AR	Comments: T = The later of January 1, 2004 or file closed upon completion of final inspection. Legislation/Regulation: City of Toronto Municipal Code Chapter 363, Building Construction and Demolition, Article I – Building Permits; § 363-10. Notification of inspections 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. Building Code Act, S.O. 1992, c. 23 (Last amendment: 2014, c. 7, Sched. 3) s. 3. (9) - Every municipality and every upper-tier municipality that has jurisdiction for the enforcement of this Act shall retain such records as may be prescribed by regulation for the prescribed period of time.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
L0046	<p>Preliminary Project and Pre-Applicable Law Review Applications</p> <p>Records relating to both Preliminary Project and Pre-Application Law Review applications. The Preliminary Project Review is submitted by the public which is the process to identify any bylaw deficiencies related to the City's Zoning Bylaw only. These applications are made available for all types of proposals but is specifically intended for Committee of Adjustment, Site Plan or Rezoning applications and the Right of Way Management permits such as curb cuts. The Pre-Application Applicable Law is a detailed preliminary plan review for proposed development projects to confirm compliance with the City Zoning By-laws and other applicable law. At this stage the PAL and PPR review will become part of a permit if a permit for the same proposal is received. Documents may include completed application forms, one set of plans containing information on drawings and documents, information related to the applicable law and payment fees in accordance with Schedule A of the Building Permit By-law.</p>	Toronto Building	T + 2		T + 2	D	<p>Comments: T = File closed upon pending approval of the project review application.</p> <p>Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B. (Last amendment: 2010, c. 16, Sched. 4, s. 27) s. 4. - A proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
L0047	<p>Business License Preliminary Project Review (LPR) Applications</p> <p>Records relating to Business License Preliminary Project Review (LPR) Applications. These applications confirm Zoning Compliance or details of non-compliance or areas where compliance could not be determined due to insufficient information. These applications are used by Municipal Licensing & Standards Division, Licensing Services to determine if a Business License should be issued with respect to zoning compliance.</p>	Toronto Building	T	15	T+15	D	<p>Comments: T = The later of January 1, 2004 or file closed upon approval of the project review application.</p> <p>Legislation/Regulation: City of Toronto Municipal Code Chapter 363, Building Construction and Demolition, Article I – Building Permits; § 363-10. Notification of inspections.</p> <p>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.</p> <p>Building Code Act, S.O. 1992, c. 23 (Last amendment: 2014, c. 7, Sched. 3) s. 3. (9) - Every municipality and every upper-tier municipality that has jurisdiction for the enforcement of this Act shall retain such records as may be prescribed by regulation for the prescribed period of time.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
L0048	<p>Occupancy Use Reference Files</p> <p>Records relating to Building Code and Zoning Review with respect to use of properties with frequent tenancy turnover, e.g. strip malls. Documents include copies of site plans, building layouts, design information, life safety systems e.g. sprinklers, standpipes, gross floor area.</p>	Toronto Building	Life of Building	0	T	D	<p>Legislation/Regulation: City of Toronto Municipal Code Chapter 363, Building Construction and Demolition.</p> <p>Building Code Act, S.O. 1992, c. 23 (Last amendment: 2014, c. 7, Sched. 3) s. 3. (9) - Every municipality and every upper-tier municipality that has jurisdiction for the enforcement of this Act shall retain such records as may be prescribed by regulation for the prescribed period of time.</p>
L0360	<p>Parks and Facility Usage Permits</p> <p>Records relating to the issuance of permits for the use of City-owned parks and recreational facilities, including sports fields, ice rinks, and swimming pools. Any group or person wishing to reserve space for a formal event, such as a wedding or a birthday party, is required to obtain a permit. Includes permit applications, booking lists, and correspondence.</p>	Parks, Forestry & Recreation	T	4	T+4	D	<p>Comments: T = File closed upon expiration of permit</p> <p>Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B. (Last amendment: 2010, c. 16, Sched. 4, s. 27) s. 4. - A proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
L0361	Business Licences Records relating to the issuance of stationary and mobile licenses and the monitoring of vehicles, stationary businesses and trades to ensure they follow all applicable municipal by-laws. Some of the stationary licenses issued may include adult entertainment parlours and dancers, restaurants and building trade renovators and in the mobile area driving instructors, diving school operators, school bus driver, hawker / pedlar and livery driver / owner. Documents may include completed applications, taxicab lease / contract and franchise agreements made between the licensee and franchise, insurance certificates, zoning authorization, limited liability returns, articles of incorporation, name and address change forms, tow truck run sheets / rate sheets / invoices, driving school list of instructors, tribunal reports and minutes of meetings, copies of Ontario Driver's Licenses, copies of proof of work status, access to information waiver, police clearance reports, client photos, expired or replaced licenses and any other related correspondence as required by the Toronto Municipal Code, Chapter 545.	Municipal Licensing & Standards	T T	2 21	T + 2 T + 21	D	Comments: T = File closed upon expiration of licence T+21= Electronic records retention Legislation/Regulation: City of Toronto Municipal Code Chapter 545, Licensing (By-law 514-2002)

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
L0370	Business Licenses - Rejected Records relating to the denial of licenses for any existing owner or new applicant when a license application or renewal is refused or if a licensee has contravened the Licensing Chapter of the Municipal Code. The Tribunal Unit has the power to grant, refuse, suspend, revoke or place conditions on a license. Documents may include copies of reports from Municipal Licensing & Standards, notice of hearings, agendas, minutes of meetings, final decision reports, and correspondence. Records are filed by hearing date.	Municipal Licensing & Standards	C + 2	7	C + 9	D	Legislation/Regulation: City of Toronto Municipal Code Chapter 545, Licensing (By-law 514-2002)
L0375	Taxicab Driver/Owner Training Courses Records relating to training courses for prospective taxicab drivers, refresher courses for currently licensed taxicab drivers and specialized courses for experienced drivers who wish to own and operate an accessible or Ambassador taxicab. Documents may include a roster attendance list, a course list of results, photo ID of attendees including signatures, the examination and scantron forms, quizzes and answer sheet pertaining to the actual examination and a copy of a First Aid / CPR Certificate. In addition, the City of Toronto licenses a number of its taxicab training products to municipalities across Canada as well as internationally. The training courses come with full support service, including participant's manuals, trainer's guides, audio/visual aids, and other support materials such as student evaluations and corresponding answer keys.	Municipal Licensing & Standards	1	3	4	D	Legislation/Regulation: City of Toronto Municipal Code, Chapter 545, Article VIII - Owners and Drivers of Cabs. Municipal Freedom of Information and Protection Of Privacy Act, (General) R.R.O. 1990, Reg. 823 (Last amendment: O. Reg. 47/12) s. 5. - Personal information that has been used by an institution shall be retained by the institution for the shorter of one year after use or the period set out in a by-law or resolution made by the institution or made by another institution affecting the institution, unless the individual to whom the information relates consents to its earlier disposal.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
L0380	Lottery Licences Records relating to the processing and issuance of lottery licences to charitable or religious organizations. These licences grant permission to operate various lottery events, such as bingos, bazaars, and raffles. May include general reference information relating to individual organizations applying for lottery licences. Documents may include copies of lottery licences, copies of cheques and bank current account statements, copies of invoices, questionnaires for renewal of lottery licences, questionnaires respecting application for lottery licences, copies of certificates of registration for gaming suppliers, bingo reports, and all supporting correspondence.	City Clerk's Office	T	4	T+4	D	Comments: T = File closed from date set out on certificate Legislation/Regulation: City of Toronto Municipal Code, Chapter 553, Lottery Licensing. Gaming Control Act, 1992, Regulation (General), O. Reg. 78/12 s. 11. (5) - registration granted or renewed expires four years from the date set out on the certificate of registration. Order-in-Council 2688/93, as amended by OIC 1413/08 s. 2 - municipalities to issue licences. Criminal Code (Canada), R.S.C.1985, c. C-46 (Last amended on July 11, 2014) s. 207. (1) - permitted lotteries; s. 207. (2) - terms and conditions of licence.
L0385	Liquor Licence Clearance Records relating to the City's role in approving applications for liquor licences to be issued to commercial establishments. May include information relating to the City's established liquor zones or areas, applications processing, and the City's inspections of the establishments. Documents may include completed applications for liquor licences, completed clearance questionnaires for municipal liquor licences, completed municipal clearance forms, and all supporting correspondence.	City Clerk's Office	C+2	4	C+6	D	Legislation/Regulation: Liquor Licence Act, R.S.O. 1990, c. L. 19 (Last amendment: 2011, c.1, Sched. 1, s. 6) s. 12. - Issuance of licence; s. 13. - Continuance pending approval; s. 44. - Inspections.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
L0400	Right of Way Permits Records relating to the issuing and use of right of way and other road-related permits. These permits permit the public to reserve and/or use a road, sidewalk, or City-owned property for specific purposes, such as construction, street vending, movie filming, and piling and shoring. Also includes information on street vending lotteries to determine which vendors out of many may be issued permits. Documents may include applications, permits, correspondence, diagrams and plans, and follow-up reports.	Common	T	7	T + 7	D	Comments: T = File closed upon cancellation or revocation of permit.
L0410	Road Use Permits Records relating to the issuance of road use permits, which authorize the use of City roads for hauling dangerous goods and both oversize and overweight vehicles and equipment. Persons or organizations wishing to transport such items must apply for a City permit. Documents include copies of provincial government ministry guidelines on such matters, applications, correspondence, and road use permits.	Transportation Services	T	3	T+3	D	Comments: T = File closed upon expiration of permit

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
L0420	Filming Permits Records relating to the City's issuance of film permits, which are granted to companies and/or individuals involved in movie, television, video, and all other types of film production. These permits provide legal permission for the production company or individual to conduct filming in the City. May include information relating to permit holder, filming location, location of production vehicles, and special film production instructions. Documents may include film permits, location filming vehicle permits, and supporting correspondence.	Economic Dev. & Culture	T	13	T+13	D	Comments: T = File closed upon completion of film production Legislation/Regulation: City of Toronto Municipal Code Chapter 459, Filming
L0495	Line Fences Records relating to disputes over line fences, division fence marking the boundary between adjoining lands. Information may include dispute settlement between property owners or by a fence-viewer, which may be appealed within 15 days of award issuance, details of construction, repair or replacement of a division fence or to bear a reasonable and just proportion of the cost of any work required. Documents may include line fences agreement and appeal forms, request for fence-viewers, copies of fence-viewers information package, fence by-laws, letters between parties, certificate of award, default collection (tax roll), copies of cheques and all other supporting documents.	City Clerk's Office	T + 3	10	T + 13	D	Comments: T = File to remain active until decision or settlement is awarded. Legislation/Regulation: City of Toronto Municipal Code, Chapter 447- Fences (City of Toronto By-law No. 472-2000 amended By-law No. 402-2004; By-law 557-2004) Line Fence Act, R.S.O. 1990, c. L.17 (Last amendment: 2006, c .32, Sched. D, s. 6) s. 16. - Enforcement of Agreements; s. 31. - Inspection of Awards, decisions, etc.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
L0520	<p>Easements</p> <p>Records relating to the need for and issuance of easements, which are rights to use the City's or privately-owned land for a specific purpose, such as constructing a right-of-way road or erecting utility structures, for example. Includes information on both water and sewer easements and private easements over City-owned property granted by the City to private parties. Documents may include requests for easements, official easement permits, copies of easement agreements, and supporting correspondence.</p>	Common	T	7	T+7	D	<p>Comments: T = File closed upon expiration of right.</p> <p>Legislation/Regulation: Electricity Act, 1998, S.O. c. 15, Sched. A (Last amendment: 2014, c. 7, Sched. 7) s. 46. (1) - If, immediately before the repeal of section 48 of the <i>Power Corporation Act</i> under the Energy Competition Act, 1998, land was subject to a right referred to in subsection 48 (2) or (3) of the <i>Power Corporation Act</i>, the land continues to be subject to the right until the right expires or until it is released by the holder of the right.</p> <p>City of Toronto Municipal Code, Chapter 363, Article V, Right of Entry (City of Toronto By-law 1154-2008).</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
L2000	Property Acquisitions 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. Note: Original deeds are kept by Facilities and Legal. Original land surveys are kept by Survey & Mapping Services, and only copies of land surveys are kept by Facilities.	Real Estate Services	T	21	T+21	AR	Comments: T = File closed upon completion of case 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: 2011, c. 9, Sched. 27, s. 25) 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, in the prescribed form, but failure to serve the notice does not invalidate the expropriation.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
L2100	Property Dispositions Records relating to the disposition of City-owned property, including buildings and lands. Disposition may be attained through transfer, sale, or expiry of lease. Documents may include copies of leases, proposals, copies of maps and drawings, appraisal reports, copies of agreements and deeds, and supporting correspondence.	Real Estate Services	T	21	T+21	AR	Comments: T = File closed upon completion of case. 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. City of Toronto Municipal Code Chapter 213 - Real Property, Sale of
L2200	Leases Records relating to obtaining and issuing leases, which convey the right to use, possess, or control property belonging to another party in exchange for financial compensation. Leases allow the City to use properties, facilities, and vehicles belonging to external organizations on a temporary or ongoing basis. Also includes information on the City leasing out its own properties to other parties. Documents may include copies of financial arrangements, draft and approved lease agreements, applications for property transfer, memoranda of understanding, and supporting correspondence.	Legal Services	T	20	T + 20	D	Comments: T = File closed upon termination of lease. 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.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
L2206	<p>Child Care Centres – Fraud</p> <p>Records relating to investigations and/or charges filed against persons who received financial child care assistance, such as daycare subsidies, using fraudulent means or for fraudulent purposes. May include information on a parent's or guardian's financial, employment, and educational circumstances. Documents may include investigation reports and all supporting correspondence.</p>	Children's Services	T	5	T+5	D	<p>Comments: T = File closed upon resolution of case</p> <p>Legislation/Regulation: Ontario Works Act, 1997, Regulation (General), O. Reg. 134/98 (Last amendment: O. Reg. 164/14) s. 65. (1) (b) - inquire into all financial transactions, records and other matters that are relevant to the investigation.</p> <p>Ontario Disability Support Program Act, 1997, Regulation (General) O. Reg. 222/98 (Last amendment: O. Reg. 166/14) s. 54. (1) (b) - inquire into financial transactions, records relevant and other matters relevant to investigation.</p>
L3050	<p>Copyright</p> <p>Records relating to copyright privileges issued to the City. Copyright is an exclusive legal right granted to publish, produce, sell, and distribute intellectual properties, such as books and drawings. May include information on copyright infringements and permission to use copyright materials. Documents include applications for copyrights, copyright approval statements, and supporting correspondence.</p>	Legal Services	T	P	P	P/AR	<p>Comments: T = File closed upon copyright authorization received.</p> <p>Legislation/Regulation: Copyright Act (Canada), R.S.C. 1985, c. C-42 (Last amended on: November 7, 2012) s. 56. - Application for registration of copyright.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
L3085	External Legal Correspondence Records relating to routine inquiries received by the City from external lawyers and other external legal professionals. These inquiries are made to obtain information from the City, including documents such as outstanding work orders and zoning information compliance letters, that may influence external legal cases and matters. Documents may include letters of inquiry and notifications, offers of assistance, responses to inquiries, and supporting correspondence.	Legal Services	T	4	T + 4	D	Comments: T = File closed upon resolution or notice of decision.
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	D	Comments: T = File closed when successor takes office. Legislation/Regulation: Commissioners for taking Affidavits Act, R.S.O. 1990, c.C.17 (Last amendment: 2006, c. 35, Sched. C, s. 17) Notaries Act, R.S.O. 1990, c.N.6 (Last amendment: 2006, c. 35, Sched. C, s. 91) City of Toronto Act, S.O 2006, c. 11, Sched. A (Last amendment: 2013, c. 13, Sched. 1, s. 11) s. 186. (1) - Declaration of office.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
L4020	<p>By-law and Business Licence Enforcement</p> <p>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.</p>	Municipal Licensing & Standards	T	6	T + 6	D	<p>Comments: T = File closed upon resolution of investigation.</p> <p>Legislation/Regulation: City of Toronto Act, S.O. 2006, c.11, Sched. A (Last amendment: 2013, c. 13, Sched. 1, 2. 11) s. 85-96, - Licences.</p> <p>City of Toronto Municipal Code Chapter 545, Licensing (By-law 514-2002) - Require compliance with any code, standard, procedure or regulation.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
L5001	Provincial Offences Records relating to the production and use of both computer-generated and manually-written court docket records that pertain to judicial offences specifically under provincial jurisdiction. Court docket records are comprehensive listings of all court cases heard and may include information on court date, court room number, offender name(s), case/information number, type(s) of charges, court start and end times, judgements, and names of prosecutors and court staff. They constitute a formal and high-level overview of judicial proceedings. Documents may include court decision reports, original dockets, and all supporting correspondence.	Court Services	C + 2	5	C+7	D	<p>Legislation/Regulation: Highway Traffic Act, R.S.O. 1990, c. H.8 (Last amendment: 2012, c. 8, Sched. 22, s. 20) s. 205. (2) - Records shall be kept in any manner or on any medium that allows information to be recorded, stored, retrieved and reproduced.</p> <p>Provincial Offences Act, Regulation (Electronic Documents and Remote Meetings), O. Reg. 67/12 s. 6. (5) (Use and retention of electronic records) - The period of time for which a document is to be retained is not affected by whether the document is filed or maintained in an electronic format.</p> <p>Provincial MOU, Schedule 2, Operational Standards, paragraphs 2.8.3, 2.10.1, 2.10.3 - maintenance, retention and release of records and information relevant to court proceedings, including tapes, transcripts, files, documents and exhibits or any other data in paper or electronic form; retention periods for all proceedings commenced under Parts I and III of the Act, the calendar year of the date of judgement plus 2 additional years, except where there has been an accident or a charge of careless driving, the calendar year of the judgement plus 7 additional years; any other record retention requirements prescribed by law.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
L5002	Provincial Offences – Processing Records relating to the processing of charges for individual cases specifically under provincial jurisdiction. These records cover all phases of the judicial process and include conviction by payment out of court, actual trial cases, and cases where defendants have failed to exercise their judicial options within a specified time period. May include information on unpaid new charges received, charges laid, trial hearings, court decisions and license reinstatements, convictions with outstanding fines, and appeals. Documents may include offence certificates, court summons, notices of intention to appear, trial notices, copies of payment receipts, court orders, Part 3 information sheets, bench warrant log sheets, drivers' license reinstatement report notification forms, and all supporting correspondence.	Court Services	T+2	5	T+7	D	<p>Comments: T = File closed upon completion date (payment date, or last court appearance date for disposition with no imposed fines)</p> <p>Legislation/Regulation: Highway Traffic Act, R.S.O. 1990, c. H.8, (Last amendment: 2012, c. 8, Sched. 22, s. 20) s. 205. (2) - Records kept in any manner or on any medium that allows information to be recorded, stored, retrieved and reproduced.</p> <p>Provincial Offences Act, Regulation (Electronic Documents and Remote Meetings), O. Reg. 67/12 s. 6. (5) (Use and retention of electronic records) - The period of time for which a document is to be retained is not affected by whether the document is filed or maintained in an electronic format.</p> <p>Provincial MOU, Schedule 2, Operational Standards, paragraphs 2.8.3, 2.10.1, 2.10.3 - maintenance, retention and release of records and information relevant to court proceedings, including tapes, transcripts, files, documents and exhibits or any other data in paper or electronic form; retention periods for all proceedings commenced under Parts I and III of the Act, the calendar year of the date of judgement plus 2 additional years, except where there has been an accident or a charge of careless driving, the calendar year of the judgement plus 7 additional years; any other record retention requirements prescribed by law.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
L5003	Provincial Offences – Court Administration Reporting Records relating to the production and use of reports that support and document the administrative, financial, and other routine aspects associated with managing overall court operations. Daily and monthly reports are typically generated for each court location.	Court Services	C+2	5	C+7	D	<p>Legislation/Regulation: Highway Traffic Act, R.S.O. 1990, c. H.8, (Last amendment: 2012, c. 8, Sched. 22, s. 20) s. 205. (2) - Records shall be kept in any manner or on any medium that allows information to be recorded, stored, retrieved and reproduced.</p> <p>Provincial Offences Act, Regulation (Electronic Documents and Remote Meetings), O. Reg. 67/12 s. 6. (5) (Use and retention of electronic records) - The period of time for which a document is to be retained is not affected by whether the document is filed or maintained in an electronic format.</p> <p>Provincial MOU, Schedule 2, Operational Standards, paragraphs 2.8.3, 2.10.1, 2.10.3 - maintenance, retention and release of records and information relevant to court proceedings, including tapes, transcripts, files, documents and exhibits or any other data in paper or electronic form; retention periods for all proceedings commenced under Parts I and III of the Act, the calendar year of the date of judgement plus 2 additional years, except where there has been an accident or a charge of careless driving, the calendar year of the judgement plus 7 additional years; any other record retention requirements prescribed by law.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
L5004	<p>Provincial Offences – Court Proceedings</p> <p>Records relating to the production and use of court proceedings, as recorded by clerk monitors and court clerks during trials. Court proceedings are comprehensive, fully-detailed accounts of all events that transpired during courtroom hearings, including all spoken dialogue. Documents may include digital audio records, certification forms, cassette tapes, index books, completed interpreter request forms, completed transcript request forms, and transcripts of proceedings.</p> <p>NOTE: Commencing December 2007 Digital Audio Recording (DAR) system was implemented to replace the analog recording system (audio tapes) at all City of Toronto POA Courts. The analog recording system will be used only during the occasional occurrences of the DAR system failure.</p>	Court Services	C+2	5	C+7	D	<p>Legislation/Regulation: Highway Traffic Act, R.S.O. 1990, c. H.8, (Last amendment: 2012, c. 8, Sched. 22, s. 20) s. 205. (2) - Records shall be kept in any manner or on any medium that allows information to be recorded, stored, retrieved and reproduced.</p> <p>Provincial Offences Act, Regulation (Electronic Documents and Remote Meetings), O. Reg. 67/12 s. 6. (5) (Use and retention of electronic records) - The period of time for which a document is to be retained is not affected by whether the document is filed or maintained in an electronic format.</p> <p>Provincial MOU, Schedule 2, Operational Standards, paragraphs 2.8.3, 2.10.2, 2.10.3 - maintenance, retention and release of records and information relevant to court proceedings, including tapes, transcripts, files, documents and exhibits or any other data in paper or electronic form; retention periods for all proceedings commenced under Part II of the Act, the calendar year of the date of judgement plus 2 additional years; any other record retention requirements prescribed by law.</p> <p>Provincial schedule ROC 31/83: 1 year after date of judgement for a record at a prosecution for a contravention of a municipal bylaw and of the Highway Traffic Act, except for HTA contraventions involving careless driving and accident involving personal injury or property damage.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
L5102	Parking Infractions – Investigation Records relating to the investigation of disputes over parking infractions. Include error corrections and subsequent payments made to the courts. Investigation may be initiated by the completion of a Request for Supervisory Review form. Investigation may lead to cancellation of the parking tag, or the offender may exercise either option of requesting a trial or making a payment. Documents include supervisory review forms, yellow copies of the Parking Infraction Notice (PIN), copies of Notice of Impending Conviction (NIC) and other documentary proofs justifying the disputes, e.g. bill of sales, delivery receipts, cheque stubs, receipts.	Revenue Services	C + 2	0	C + 2	D	<p>Legislation/Regulation: Highway Traffic Act, R.S.O. 1990, c. H.8, (Last amendment: 2012, c. 8, Sched. 22, s. 20) s. 205. (2) - Records shall be kept in any manner or on any medium that allows information to be recorded, stored, retrieved and reproduced.</p> <p>Provincial Offences Act, Regulation (Electronic Documents and Remote Meetings), O. Reg. 67/12 s. 6. (5) (Use and retention of electronic records) - The period of time for which a document is to be retained is not affected by whether the document is filed or maintained in an electronic format.</p> <p>Provincial MOU, Schedule 2, Operational Standards, paragraphs 2.8.3, 2.10.2, 2.10.3 - Maintenance, retention and release of records and information relevant to court proceedings, including tapes, transcripts, files, documents and exhibits or any other data in paper or electronic form; retention periods for all proceedings commenced under Part II of the Act, the calendar year of the date of judgement plus 2 additional years; any other record retention requirements prescribed by law.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
L5104	Parking Infractions - Administration Reports Records relating to the production and use of reports for the processing and administration of parking infractions. Include reports relating to data captured in other systems such as the Ministry of the Attorney General, the Ministry of Transportation, and the third party responsible for parking tags payment processing. May also include reports relating to parking infractions administration performance activities.	Revenue Services	T + 2	5	T + 7	D	<p>Comments: T = Certificate requesting Plate Denial to be kept until last item on certificate is paid</p> <p>Legislation/Regulation: Highway Traffic Act, R.S.O. 1990, c. H.8, (Last amendment: 2012, c. 8, Sched. 22, s. 20) s. 205. (2) - Records shall be kept in any manner or on any medium that allows information to be recorded, stored, retrieved and reproduced.</p> <p>Provincial Offences Act, Regulation (Electronic Documents and Remote Meetings) O. Reg. 67/12 s. 6. (5) (Use and retention of electronic records) - The period of time for which a document is to be retained is not affected by whether the document is filed or maintained in an electronic format.</p> <p>Provincial MOU, Schedule 2, Operational Standards, paragraphs 2.8.3, 2.10.2, 2.10.3 - Maintenance, retention and release of records and information relevant to court proceedings, including tapes, transcripts, files, documents and exhibits or any other data in paper or electronic form; retention periods for all proceedings commenced under Part II of the Act, the calendar year of the date of judgement plus 2 additional years; any other record retention requirements prescribed by law.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
L5105	Parking Infractions – Certificates Requesting Conviction Records relating to the processing of charges for individual parking infractions in which the defendants have failed to exercise their judicial options within a specified time period, such as making financial restitution. Documents may include original certificates of parking infraction (CPI), certificates requesting conviction (CRC), and all supporting memorandum and correspondence.	Court Services	T	2	T+2	D	<p>Comments: T = Parking infraction to remain active until payment in full.</p> <p>Legislation/Regulation Highway Traffic Act, R.S.O. 1990, c. H.8, (Last amendment: 2012, c. 8, Sched. 22, s. 20) s. 205. (2) - Records shall be kept in any manner or on any medium that allows information to be recorded, stored, retrieved and reproduced.</p> <p>Provincial Offences Act, Regulation (Electronic Documents and Remote Meetings), O. Reg. 67/12 s. 6. (5) (Use and retention of electronic records) - The period of time for which a document is to be retained is not affected by whether the document is filed or maintained in an electronic format.</p> <p>Provincial MOU, Schedule 2, Operational Standards, paragraphs 2.8.3, 2.10.2, 2.10.3 - maintenance, retention and release of records and information relevant to court proceedings, including tapes, transcripts, files, documents and exhibits or any other data in paper or electronic form; retention periods for all proceedings commenced under Part II of the Act, the calendar year of the date of judgement plus 2 additional years; any other record retention requirements prescribed by law.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
L5107	Parking Infractions – Trial Processing Records relating to the processing of charges for individual parking infraction trial proceedings in which the defendants have requested trials within a specified time period. The defendants may be either convicted or acquitted. These records cover all phases of the judicial process. May include information on new unscheduled charges filed, cases with scheduled future court appearance dates, convictions, acquittals, and appeals. Documents may include notices of intention to appear, trial notices, court orders, and all supporting correspondence.	Court Services	T	2	T+2	D	<p>Comments: T = Parking infraction remains active until final court decision, or payment in full</p> <p>Legislation/Regulation Highway Traffic Act, R.S.O. 1990, c. H.8, (Last amendment: 2012, c. 8, Sched. 22, s. 20) s. 205. (2) - Records shall be kept in any manner or on any medium that allows information to be recorded, stored, retrieved and reproduced.</p> <p>Provincial Offences Act, Regulation (Electronic Documents and Remote Meetings), O. Reg. 67/12 s. 6. (5) (Use and retention of electronic records) - The period of time for which a document is to be retained is not affected by whether the document is filed or maintained in an electronic format.</p> <p>Provincial MOU, Schedule 2, Operational Standards, paragraphs 2.8.3, 2.10.2, 2.10.3 - maintenance, retention and release of records and information relevant to court proceedings, including tapes, transcripts, files, documents and exhibits or any other data in paper or electronic form; retention periods for all proceedings commenced under Part II of the Act, the calendar year of the date of judgement plus 2 additional years; any other record retention requirements prescribed by law.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
L5301	Parking Infractions - Data Capture Records relating to the maintenance, control and management of data captured in and generated from the parking infractions management system, including all data interfaced with the Ministry of Transportation, the Ministry of Attorney General, the third party for central payment processing, and all system generated reports filed electronically in Document Direct. Also include microfilm records of Parking Infraction Notice (PIN), Notice of Impending Conviction (NIC), and Notice of Fine and Due Date (NFDD) processed by the third party in tag number order; captured images of all Certificate of Parking Infraction (CPI) on the system; and system back-up tapes/disks.	Revenue Services	T	5	T + 5	D	<p>Comments: T = File to remain active until the paid date or decision of the last case entered into the system.</p> <p>Legislation/Regulation: Highway Traffic Act, R.S.O. 1990, c. H.8, (Last amendment: 2012, c. 8, Sched. 22, s. 20) s. 205. (2) - Records shall be kept in any manner or on any medium that allows information to be recorded, stored, retrieved and reproduced.</p> <p>Provincial Offences Act, Regulation (Electronic Documents and Remote Meetings), O. Reg. 67/12 s. 6. (5) (Use and retention of electronic records) - The period of time for which a document is to be retained is not affected by whether the document is filed or maintained in an electronic format.</p> <p>Provincial MOU, Schedule 2, Operational Standards, paragraphs 2.8.3, 2.10.2, 2.10.3 - Maintenance, retention and release of records and information relevant to court proceedings, including tapes, transcripts, files, documents and exhibits or any other data in paper or electronic form; retention periods for all proceedings commenced under Part II of the Act, the calendar year of the date of judgement plus 2 additional years; any other record retention requirements prescribed by law.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
N	Functional Category: Natural Environment & Sustainable Resources Description: Records relating to environmental services, and the assessment, preservation and conservation of the natural environment, natural life forms and natural resources. Natural environmental protection and conservation strategies combat pollution; promote conservation and sustainable management of land, ecosystems, water, horticulture, forestry, natural fish habitats, wildlife, atmosphere, and energy resources; protect natural landscape; and develop efficient uses of both energy and recyclable waste materials.						
N0033	Wildlife Control and Management Records relating to the control and management of City wildlife. This involves proactively and humanely ensuring that wildlife can exist within the City but not interfere with human activities and health. May include information on public education, prevention awareness, insect spraying, and hands-on removal of identified pests. Documents may include complaints, insect spraying statistics, animal removal statistics, and correspondence.	Parks, Forestry, & Recreation	C+2	P	P	P	Legislation/Regulation: Fish and Wildlife Conservation Act, 1997, Regulation (Wildlife in Captivity) O. Reg. 668/98 (Last amendment: O. Reg. 174/13) s. 112. 52. - records to be kept for the purposes of this Act

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
N0039	Air Quality Records relating to the routine control and monitoring of outdoor air quality. Includes information on smog, aerosols, ozone, particulates, and toxic airborne substances. Documents include copies of air quality standards and guidelines, copies of public announcements and warnings, public brochures, complaints, and inquiries.	Transportation Services	T	7	T+7	D	Comments: T = File closed upon completion of report or investigation of case. Legislation/Regulation: Environmental Protection Act, Regulation (Airborne Contaminant Discharge Monitoring and Reporting), O. Reg. 127/01 (Last amendment: O. Reg. 37/06) s. 12. (Maintenance of Reports and Records) - a copy of the report and of any record prepared for the purposes of the report are kept for at least seven years after the day the report is required to be submitted and shall ensure that any other record required to be prepared under this Regulation is kept for at least seven years after the day the record is required to be prepared
N0041	Conservation Studies Records relating to studies and reports which discuss the conservation and preservation of the natural environment. This includes information on all ecological issues relating to conservation, including soil, water, wildlife, and vegetation.	Technical Services	T	7	T+7	AR	Comments: T = File closed upon termination of study. Legislation/Regulation: Lakes and Rivers Improvement Act, R.S.O. c. L. 13 (Last amendment: 2012, c. 8, Sched. 26) s. 21. - All plans, orders and reports shall be kept on file. Environmental Protection Act, Regulation (Records of Site Condition) O. Reg. 153/05 – PART XV.1 OF THE ACT (Last amendment: O. Reg. 333/13) s. 18. (1) (Retention and storage of reports) - the prescribed period for the retention of a report is seven years after the date the record of site condition listing the report is filed.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
N0045	Energy Efficiency Records relating to the conservation and efficient use of heat, electricity, and other natural resources. May include information on solar energy, geothermal energy, wind energy, and energy-efficient appliances. Documents include educational materials, reports and studies, and correspondence.	Technical Services	S	7	S+7	D	Comments: S = Until Superseded
N0046	Environmental Assessments Records relating to studies of environmental issues and impacts. These assessments are required by legislation and are responsible for determining the state of the current environment and the impacts that development activities might have on it. Includes information relating to soil, water, air, and other environmental issues. Documents include studies and reports, environment planning documents, engineering plans, and correspondence.	Technical Services	T	7	T+7	AR	Comments: T = File closed upon completion of assessment Legislation/Regulation: Environmental Assessment Act R.S.O. 1990, c. E.18 (Last amendment: 2010, c. 16, Sched. 7, s. 1) s. 30. (1) - maintain a record for every undertaking in respect of which an application is submitted.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
N0048	<p>Natural Heritage</p> <p>Records relating to the inventory and analysis of natural environment attributes or characters including environmentally sensitive areas. Much of the City's Natural Heritage attributes are found within the City's Parks and Open Space Areas as defined in the City's Official Plan but also includes the attributes on an eco-system basis. The Natural Heritage 'System' includes conservation of natural diversity in the environment by identifying ecologically important areas and its biodiversity, and setting priorities for the protection of environmentally sensitive areas. The natural heritage inventory is a comprehensive and dynamic database that tracks the location and status of rare species and natural communities, which includes plants, wildlife, landscape, and water resources. Environmentally sensitive areas provide crucial habitat for native vegetation and wildlife, including rare or endangered species, and may also enhance human health and activities. May include information on conservation priorities, preservation of natural resources and heritage, development densities, and related environmental issues. Documents include background studies and reports, planners' notes and comments, copies of Official Plan, copies of amendments, and supporting correspondence.</p>	City Planning	T	50	T+50	AR	<p>Comments: T = File to remain active until study or project is completed</p> <p>Legislation/Regulation: Environmental Protection Act, 1990, Regulation (Records Of Site Condition - PART XV.1 Of The Act), O.Reg.153/04 (Last amendment: O. Reg. 333/13) s. 18. (1) (Retention and storage of reports) - the prescribed period for the retention of a report is seven years after the date the record of site condition listing the report is filed.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
N0049	Ground Pollution Records relating to ground pollution as a result of chemical spills, agricultural runoff, and industrial waste disposal. This includes the contamination of soil, surface water, and underground water. Also includes information on treatment initiatives to minimize or eliminate the effects of ground pollution. Includes complaints, reports and studies, newspaper clippings, and correspondence.	Technical Services	C+2	7	C+9	AR	Legislation/Regulation: Environmental Protection Act, 1990, Regulation (Records Of Site Condition - PART XV.1 Of The Act), O. Reg.153/04, 04 (Last amendment: O. Reg. 333/13) s. 18. (1) (Retention and storage of reports) - the prescribed period for the retention of a report is seven years after the date the record of site condition listing the report is filed.
N0050	Hazardous Materials Records relating to the storage, transportation, and handling of hazardous materials. Hazardous materials are any substance or material which may result in health injuries, destruction of life and environmental conditions, and facility damage. This includes toxic, flammable, corrosive, and explosive materials. Documents include disposal instructions, health and safety measures documentation, reports and recommendations, and correspondence.	Policy, Planning, Finance & Administration	T	2	T+2	D	Comments: T= File closed upon completion of statistical reporting Legislation/Regulation: Environmental Protection Act, Regulation (General - Waste Management), R.R.O. 1990, Reg. 347 (Last amendment: O. Reg. 302/14) s. 16. (5) (c) - The operator of a waste management system for hauled sewage shall keep the daily records for a period of at least two years after the calendar year to which the records relate.
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	D	Legislation/Regulation: Environmental Protection Act 1990, Regulation (Records Of Site Condition - PART XV.1 Of The Act), O. Reg.153/04 (Last amendment: O. Reg. 333/13) s. 18. (1) (Retention and storage of reports) - the prescribed period for the retention of a report is seven years after the date the record of site condition listing the report is filed.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
N0052	Noise Pollution Records relating to noise level and reduction studies. Feasibility or detailed noise impact studies may be required to support development applications. The purpose of the detailed study is to assess the impact of all noise sources affecting the subject lands and determine the appropriate layout, design and required control measures. Noise pollution may include excessive aircraft, road, rail, industrial, neighbourhood, and other noises created as a result of human activities. Includes noise level and reduction studies, recommendations for noise pollution initiatives, reports, and correspondence.	City Planning	T	30	T+30	D	Comments: T = File to remain upon until completion of study or initiative Legislation/Regulation: City of Toronto Municipal Code Chapter 591, Noise
N0053	Pollution Records relating to issues and initiatives concerning multiple types of pollution, including soil, water, and air. These records are used for reference purposes. Includes reports, studies, correspondence, and newspaper clippings.	Technical Services	C+2	4	C+6	AR	Legislation/Regulation: City of Toronto Municipal Code Chapter 681, Sewers.
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/Regulation: Environmental Protection Act, R.S.O. 1990, c. E.19 (Last amendment: 2010, c. 16, Sched. 7, s. 2) s. 4. 1 (d) - Conduct studies of environmental planning designed to lead to the wise use of the natural environment. City of Toronto Municipal Code Chapter 658, Ravine and Natural Feature Protection.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
N0059	Waterfront Environmental Protection and Maintenance Records relating to the protection and maintenance of the City's waterfront, which constitutes areas immediately bordering on Lake Ontario. May include information on breakwaters, piers, lawn runoff, and beach preservation. Documents include environmental and ecosystem strategic plans, waterfront protection analysis reports, copies of provincial government brochures, and project files.	Technical Services	C+2	18	C+20	AR	<p>Legislation/Regulation:</p> <p>Environmental Protection Act, R.S.O. 1990, c. E.19 (Last amendment: 2010, c. 16, Sched. 7, s. 2)</p> <p>s. 18. (1) 5. - record the presence or discharge of a contaminant ;</p> <p>s. 18. (1) 6. - report on the presence or discharge of a contaminant; effects of the presence or discharge of a contaminant; measures to control the presence or discharge of a contaminant; the natural environment into which a contaminant discharged.;</p> <p>s. 92. - Notice of spills and action taken.</p> <p>Ontario Water Resources Act, R.S.O. 1990, c. O.40 (Last amendment: 2011, c. 9, Sched. 27, s. 36)</p> <p>s. 32. 5. - record the quality and quantity of any water;</p> <p>s. 32. 6. - report measures to control the discharge into a water or watercourse of material specified; effects of the discharge into a water or watercourse of material specified; the water or watercourse into which material discharged.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
N0060	Watershed Environmental Protection and Maintenance Records relating to the protection and maintenance of watersheds or sub-watersheds, which constitute land areas drained by a particular river or creek. The preservation of these areas helps to reduce the impacts of erosion, water pollution, and flooding. May include information on erosion control, stormwater discharges, and excessive sediment removal. Documents include environmental and ecosystem strategic plans, analysis reports, project files, copies of provincial government brochures concerning watersheds, copies of federal and provincial guidelines, and correspondence.	Technical Services	C+2	18	C+20	AR	Legislation/Regulation: Environmental Protection Act, R.S.O. 1990, c. E.19 (Last amendment: 2010, c. 16, Sched. 7, s. 2) s. 18. (1) 5. - record the presence or discharge of a contaminant; s. 18. (1) 6. - report on the presence or discharge of a contaminant; effects of the presence or discharge of a contaminant; measures to control the presence or discharge of a contaminant; the natural environment into which a contaminant discharged; s. 92. - Notice of spills and action taken. Ontario Water Resources Act, R.S.O. 1990, c. O.40 (Last amendment: 2011, c. 9, Sched. 27, s. 36.) s. 32. 5. - record the quality and quantity of any water; s. 32. 6. - report measures to control the discharge into a water or watercourse of material specified; effects of the discharge into a water or watercourse of material specified; the water or watercourse into which material discharged.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
N0061	Weed Control Records relating to the control of weeds, for esthetic and safety reasons and to protect the land's native biodiversity from invasive plant species. Methods of weed control may include fire, spraying, uprooting, and mowing. Includes weed complaints, destruction work orders, and charges for failure to control weeds in compliance with regulations and legislation.	Technical Services	C+2	4	C+6	D	Legislation/Regulation: Weed Control Act, R.S.O. 1990, c. W.5 (Last amendment: 2009, c. 33, Sched. 1, s. 27) s. 15. - Record of expenses of weed inspector. Pesticides Act, Regulation (General), O. Reg. 63/09 (Last amendment: O. Reg. 42/13) s. 62. 2. 4 (Indoor fumigations under coverings or inside sealed containers) - keep the record for a period of at least two years after the fumigation is complete; s. 65. (2) (c) (Outdoor fumigations of soil) - keep the record for at least two years after the fumigation is complete; s. 73. (4) (Aerial application, land) - keep the record for a period of at least two years after the extermination is complete; s. 85. (3) (Aerial application, water) - keep the record for a period of at least two years after the extermination is complete.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
N0062	Wetlands Records relating to the protection and preservation of wetlands within the City. Wetlands constitute low-lying areas that have water-saturated soils for all or part of the year, and they provide habitat for plants requiring large amounts of water. Wetlands may include marshes, swamps, bogs, and river bottoms. Documents include environmental reports and studies, newspaper clippings, copies of public information brochures, and correspondence.	Technical Services	C+2	18	C+20	AR	<p>Legislation/Regulation:</p> <p>Environmental Protection Act, R.S.O. 1990, c. E.19 (Last amendment: 2010, c. 16, Sched. 7, s. 2)</p> <p>s. 18. (1) 5. - record the presence or discharge of a contaminant;</p> <p>s. 18. (1) 6. - report on the presence or discharge of a contaminant; effects of the presence or discharge of a contaminant; measures to control the presence or discharge of a contaminant; the natural environment into which a contaminant discharged;</p> <p>s. 92. - Notice of spills and action taken.</p> <p>Ontario Water Resources Act, R.S.O. 1990, c. O.40 (Last amendment: 2011, c. 9, Sched. 27, s. 36)</p> <p>s. 32. 5. - record the quality and quantity of any water ;</p> <p>s. 32. 6. - report measures to control the discharge into a water or watercourse of material specified; effects of the discharge into a water or watercourse of material specified; the water or watercourse into which material discharged.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
N0513	Urban Forestry Planning and Management Records relating to the management and preservation of trees and forests located in City of Toronto parks and streets. This includes information relating to the planting, maintenance, protection, and removal of trees. May also include information on mineral deposits, tree diseases, soil analysis, pesticide spraying, pruning, and planting regimens. Documents may include tree canopy reports, tree health reports, trees species inventories, and newsclippings.	Parks, Forestry & Recreation	T+2	18	T+20	D	Comments: T = File closed upon completion of project 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.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
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.						
P3602	Healthiest Babies Possible Client Files Records relating to the HBP Program for high-risk pregnant women. Documents include medical histories, assessments and interventions, request for special diet allowance, client's diet record, progress notes, referrals to other community groups and services, consent for release of information, etc.	Toronto Public Health	T+18	10	T+28	D	Comments: T = File to remain active in office for two years after last recorded date then retain semi-active in the Records Centre until child reaches 18 years of age. After which the file is retained inactive for additional 10 Years in the Records Centre. Legislation/Regulation: Medicine Act, 1991, Regulation (General) O. Reg. 114/94 (Last amendment: O. Reg. 110/13) 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.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
P3611	<p>Toronto Preschool Speech and Language Services Client Files</p> <p>Records relating to preschool children (0 to 5 years) who are referred to Toronto Preschool Speech and Language Services (TPSLS) by either parents or community child and healthcare professionals. Service involves the assessment and treatment of speech and language delays/ disorders until discharge, or school board transfer and mandatory age-related discharge. Documents include Danic intake form, Toronto Preschool Speech and Language Services (TPSLS) consent to treatment and other consent forms, initial assessment report, progress notes, progress reports (if requested), referrals made by Toronto Preschool Speech and Language Services (TPSLS), reports (if produced) and discharge report (if requested) and all other supporting correspondence..</p>	Toronto Public Health	T+3	25	T+28	D	<p>Comments: T = Date of last recorded action. Retained semi-active in the Records Centre until child reaches 18 years of age. Inactive retention in Records Centre for additional 10 years.</p> <p>Legislation/Regulation: Medicine Act 1991, Regulation (General) O. Reg. 114/94 (Last amendment: O. Reg. 346/11) 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.</p> <p>College of Nurses of Ontario Practice Standard Documentation, Pub. 41001, April 2008 Retain records for at least ten years after the date of the last entry in the record, or until ten years after the day on which the patient reached or would have reached the age of eighteen years.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
P3615	Infant Hearing Program Records relating to the Infant Hearing Program (IHP). Provincially funded, the Infant Hearing Program was introduced in 2000. It is a preventive and early intervention initiative with the goals to identify infants born deaf, hard of hearing or at risk for developing hearing loss, and to provide the child and family with subsequent services needed for communication development. All newborns will be screened at the hospitals or community clinics for any hearing loss. The screening is a two-stage process where different screening technology is employed. Those identified as "high risk" will be referred to an audiologist for further assessment. All babies with a confirmed hearing loss will then be referred to an otolaryngologist and their parents will be provided with necessary support and counselling services. Documents include minutes and agendas of staff meetings, statistics, reports, etc.	Toronto Public Health	2	3	5	D	
P3616	Infant Hearing Client Files - Well Babies Records relating to newborns that have a "PASS", "RC" (Refer to Community) or "DNT" (Did Not Test) outcome from a TPH screener at any stage of the hearing screening process with no risk factors identified. Once the pass status with no risk indicator is confirmed and/or IHP services are completed, the client file is closed/ discharged from ISCIS and no follow up on the client is needed. Documents may include screening results, guidelines to define newborns at risk, consent for release of information, etc.	Toronto Public Health	C + 1	27	C + 28	D	Legislation/Regulation: Medicine Act, 1991, Regulation General) O. Reg. 114/94 (Last amendment: O. Reg. 110/13) 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.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
P3617	<p>Infant Hearing Client Files - High Risk Surveillance and Refer to Audiology Babies</p> <p>Records relating to newborns identified as "high risk" regardless of whether the screening is given at the hospital well baby nursery or the community centres, whether the babies are at stage 1 or stage 2 screening, or whether the screening result is a pass or referral. Babies meet specific risk criteria to be included in the high risk surveillance protocol. As a Program requirement, these babies need to be monitored for two years, that is, they will be seen at audiology at 4 months, between 8 and 12 months and then receive an 18 month and 30 month follow-up telephone call and will be discharged after 30 months. Documents may include screening reports, referrals, audiologic assessment, telephone follow-up surveillance, consent for release of information, etc.</p>	Toronto Public Health	C + 3	25	C + 28	D	<p>Legislation/Regulation: Medicine Act, 1991, Regulation (General) O. Reg. 114/94 (Last amendment: O. Reg. 110/13) 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.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
P3618	<p>Infant Hearing Client Files - Babies with Hearing Loss</p> <p>Records relating to babies who are identified as deaf or hard of hearing. These babies will be referred to an otolaryngologist for assessment and medical management, and their family will be provided with necessary counselling and support services. These include the provision of information on methods of deaf / hard of hearing communication and types of services available to assist the baby in learning language, etc. According to the program requirements, babies with hearing loss will be monitored for until school entry or age 6. Documents may include screening reports, referrals, audiologic assessment, hearing aid evaluation, follow up support and counselling notes, Speech-Language Pathologist's consultant notes, ASL consultant and A-VT or oral rehab therapy progress reports, consent for release of information, etc.</p>	Toronto Public Health	C+ 6	22	C + 28	D	<p>Legislation/Regulation: Medicine Act, 1991, Regulation (General) O. Reg. 114/94 (Last amendment: O. Reg. 110/13) 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.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
P3619	<p>Blind /Low Vision Client Files</p> <p>Records related to children who are born with (or who acquire in early childhood) blindness or low vision. The Blind Low Vision (BLV) Early Intervention Program will ensure that families receive the services and resources they need to support the healthy development of their child from birth until Grade 1 entry. The Blind Low Vision Early Intervention Program will partner CNIB, the Ontario Foundation for Visually Impaired Children, infant development and early intervention services as well as the network of paediatric ophthalmologists, optometrists, and physicians across Toronto. Documents may include service coordination documents, continuation sheets, referral forms, medical reports, letters from doctors, follow up support and counselling notes, consent for release of information, and all other relevant information.</p>	Toronto Public Health	T+3	19	T+22	D	<p>Comments: T = Termination occurs when child reaches 6 years of age. T + 3 Years = File to remain active in office 3 years after child reaches 6 years of age.</p> <p>Legislation/Regulation: Medicine Act 1991, Regulation (General) O. Reg. 114/94 (Last amendment: O. Reg. 346/11) 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.</p> <p>College of Nurses of Ontario Practice Standard Documentation, Pub. 41001, April 2008 pg 15 - Retain health records for a minimum of 10 years after the client was last assessed or treated. The health records of clients under age 18 at the time of last assessment/treatment must be retained for a minimum of 10 years from the day the client turns 18.</p> <p>College of Nurses of Ontario Practice Standard Documentation, Revised 2008, pg 8 Security Indicator (i) A nurse meets the standard by i) retaining health records for the period the organization's policy and legislation stipulates when required by the nurse's role.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
P3621	<p>Family Health Client Files</p> <p>Records relating to the Family Health Program individual clients including adolescents, senior and those from the Healthy Babies, Healthy Children (HBHC) program. Documents include PARKYN forms, family profile, assessments and intervention, referrals, progress notes, Infant and Maternal Postnatal Sheet, Home Visitor Record, consent forms for release of information, and all supporting correspondence.</p>	Toronto Public Health	T+18	10	T+28	D	<p>Comments: T = File to remain active in office for two years after last recorded date then retain semi-active in the Records Centre until child reaches 18 years of age. After which the file is retained inactive for additional 10 Years in the Records Centre.</p> <p>Legislation/Regulation: Medicine Act, 1991, Regulation (General) O. Reg. 114/94 (Last amendment: O. Reg. 110/13) 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.</p>
P3650	<p>Healthy Living Program Administration</p> <p>Records relating to day-to-day operations and administration of the Healthy Living Service Area. This service promotes health, prevention of chronic disease and injury, strengthening communities and reducing health inequities by working in partnerships with people who live, work and play in the City of Toronto. Documents include minutes and agenda's of staff meetings, reference materials, statistics, surveys, strategic and operational plans, etc.</p>	Toronto Public Health	C +1	3	C+4	D	

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
P3652	Program Committee and Workgroup Files Records relating to project files created by Toronto Public Health workgroups or committees. Information contained in these files demonstrate the history, research, group efforts, marketing strategies and any supportive documentation used for the development of projects used by Toronto Public Health. Documents include copies of work group work plans, meeting minutes, copies of e-mails, reports, research materials, references, correspondence, RFP's, legal opinions, print masters, documentation of program initiated marketing campaigns, etc.	Toronto Public Health	T+2	9	T +11	AR	Comment: T = File kept until project no longer active.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
P3653	<p>Individual Client Files</p> <p>Records relating to individual client files of the Healthy Families and Healthy Living Program. These files are of two types: Single and Family interactions. Single interaction records document a single contact with a client in which there is limited assessment and counseling and does not require any follow-up intervention. Family records document interventions requiring more extensive assessment and counseling and possible follow-up or referral to external agencies. Single interaction forms are organized by the program office and year. Family records are organized by the client's last name. Files relating to minors are differentiated from those relating to adults. Documents include referral forms, consent forms, assessment forms, documentation forms, continuation notes, correspondence, etc.</p> <p>NOTE: Once TCHIS (Toronto Community Health Information System) is fully implemented, the majority of these records will be electronic and ICRA will no longer be needed.</p>	Toronto Public Health	<p>C+2</p> <p>C+10/27</p>	<p>8/26</p> <p>0</p>	<p>C+10/28</p> <p>C+10/27</p>	<p>D</p> <p>D</p>	<p>Comment:</p> <p>File to remain active in the office 2 years for both adults & minors, after last recorded date. Inactive retention in Records Centre for adults additional 8 Years; for minors additional 26 Years (16 Years as semi-active & 10 Years as inactive).</p> <p>(Active) C+10/27 Years applies to Electronic Records</p> <p>Legislation/Regulation:</p> <p>Medicine Act, 1991, Regulation (General) O. Reg. 114/94 (Last amendment: O. Reg. 110/13) 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.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
P3711	Infection Control Inspections Records relating to inspections of premises ensuring infection prevention practices are in place. The Control of Infectious Diseases / Infection Control program of Public Health requires regular inspections for Licensed Day Nurseries, Funeral Homes, and personal services setting. This program also provides consultations on infection control issues to hospitals, long term care homes and retirement homes. Inspections are also conducted for processing license requests and to respond to complaints logged against a premise. Documents include responses to complaints, copies of training provided by Public Health staff to premises staff and to the population at risk, copies of agenda and minutes of Infection Control meetings, correspondence, etc.	Toronto Public Health	C + 3	6	C + 10	D	Legislation/Regulation: Day Nurseries Act, Regulation (General), R.R.O. 262 (Last amendment: O. Reg. 39/13) s. 13. (b) - record is kept of each inspection made and that the record is maintained for at least two years from the date of the inspection; s. 25. (1) - Inspections - one copy of the report is kept on the premises of the day nursery or at the head office of the private-home day care agency for at least two years from the date of its making.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
P3721	Premises Inspection – Food Safety Records relating to food premises inspection including manufacturing, processing, preparation, storage, handling, display, transportation, sale and distribution of food. Documents may include food premises risk assessment form, food safety inspection form, supplement inspection reports, food premises profile, complaint/request for service reports, tobacco inspection reports, establishment create / update / delete form, report of offences, order to close premises, court decision, tickets, test results, correspondence, lawyer's letters etc.	Toronto Public Health	C + 2	4	C + 6	D	Legislation/Regulation: City of Toronto Municipal Code Chapter 545, Licensing (By-law 514-2002)
P3722	Food Handler Certification Files Records relating to the Food Handler Certification process of Toronto Public Health. This process involves activities associated with training and certification delivered by Toronto Public Health or private companies accredited by Toronto Public Health to potential Food Handlers, outlining safe food handling practices to prevent food-borne illness. Documents include registrations for training and certification session, application forms, examination material, examination results, payment information, copies of personal identification documents. The media format for the records is paper and electronic. Electronic format is supported by THEIS (Toronto Healthy Environments Information System), which is an integrated system to manage inspections, public disclosure, on-demand requests, time and activity tracking for the Healthy Environments unit of Toronto Public Health. It is expected that electronic records would mirror paper records once THEIS would be fully developed.	Toronto Public Health	C+5	0	C+5	D	Legislation/Regulation: City of Toronto Municipal Code Chapter 545, Licensing (By-law No. 678-2006) § 545-5G 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, (Food Premises) R.R.O. 1990, Reg. 562 (Last amendment: O. Reg. 175/13) s. 10. (9) - Records shall be made available upon request to the medical officer of health or a public health inspector; s. 38. (1) – operator shall maintain records of meats; s. 38. (2) – records maintained at the premise for not less than one year from the date of entry of the record.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
P3733	Public Pools Records relating to the complaints, inspections and investigations regarding public pools, spas, wading pools within the City of Toronto. Documents may include investigation reports, supplemental reports, public spa / swimming pool / wading pool inspection reports, supporting correspondence, plans, etc.	Toronto Public Health	C + 2	4	C + 6	D	Legislation/Regulation: Health Protection and Promotion Act, Regulation (Public Pools), R.R.O. 1990, Reg. 565 (Last amendment: 50/07) s. 6. 1 (2) (c) - written record of the inspection is made by the person who performed the inspection; s. 6. 1 (2) (d) - written record of the inspection is retained by the owner or operator for at least one year from the date the record is made.
P3741	Health Hazard Investigations Records relating to complaints investigations concerning health hazards and inspections of facilities as required by the Ontario Public Health Standards such as recreational and institutional premises and other public facilities. Complaints may include issues related to sewage back-ups, mould, air quality, chemical spills, contaminated sites, etc. Documents may include inspection reports of facilities (such as ice arenas, schools, recreation camps, lodging and boarding houses, group homes and other facilities deemed necessary by the Ministry of Health and Long Term Care), investigation reports, complaint/ requests for service reports, correspondence, lawyer's letters, legal documents (including orders, charges and court decisions), sample test results, plans, establishment create/ update/ delete and other related program administration forms, etc. Files related to contaminated properties and environmental issues pertaining to land use (i.e. PCB storage sites, wireless phone towers, wind towers) are not included (see P3742).	Toronto Public Health	C+2	4	C+6	D	Legislation/Regulation: Health Protection and Promotion Act, R.S.O. 1990, c. H.7 (Last amendment: 2011, c. 7) Part III – Community Health Protection s. 11. (2) - report the results of the investigation to the complainant. Environmental Protection Act, R.S.O. 1990, c. E.19 (Last amendment: 2010, c. 16, Sched. 7, s. 2) s. 18. (1) 5. - record the presence or discharge of a contaminant; s. 18. (1) 6. - report on the presence or discharge of a contaminant; effects of the presence or discharge of a contaminant; measures to control the presence or discharge of a contaminant; the natural environment into which a contaminant discharged; s. 92. - Notice of spills and action taken

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
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: City of Toronto 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.</p> <p>Health Protection and Promotion Act, R.S.O. 1990, c. H .7 (Last amendment: 2011, c. 7) 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.</p> <p>Environmental Assessment Act, R.S.O. 1990, c. E.18 (last amendment: 2010, c. 16, Sched. 7, s. 1) s. 30. (1) - 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>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
P3742	Environmental Site Reports (cont'd)						<p>Legislation/Regulation con't: Environmental Protection Act, R.S.O. 1990, c. E.19 (last amendment: 2010, c. 16, Sched. 7, s. 2) s. 165.1 (1) - 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; s. 165.1 (3) - 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.</p> <p>Occupational Health and Safety Act, R.S.O. 1990, c. O. (Last amendment: 2011, c. 11, ss. 1-18) 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, 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</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
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P3761	<p>Human/Animal Contact Exposure Investigations</p> <p>Records relating to investigation of contact with animals such as dogs, cats, raccoons, ferrets, squirrels and bats and any other type exposure where there is a concern of contracting of rabies. Documents may include reports by or to physicians, veterinarians, health officers, law enforcement officers, court orders, rabies investigation reports, supplemental reports, vaccination status of the animal, quarantine reports relating to the observations, testing results, human vaccine distribution and other related correspondence.</p>	Toronto Public Health	C + 2	4	C + 6	D	<p>Legislation/Regulation: Health Protection and Promotion Act, Regulation (Communicable Diseases), R.R.O. 1990, Reg. 557 (Last amendment: O. Reg. 420/07) s. 2. - report of animal bite; s. 3. - details of exposure and treatment, clinical evidence of rabies.</p> <p>Health Protection and Promotion Act, Regulation (Reports), R.R.O. 1990, Reg. 569 (Last amendment: O. Reg. 306/08) s. 1 to s. 8 - reports of diseases.</p>
P3801	<p>Dental Claims</p> <p>Records relating to dental claims submitted for financial reimbursement covered by Children In Need of Treatment (CINOT) or Ontario Works (OW) dental programs. The programs provide basic urgent care to children without dental insurance and whose families are not able to pay for dental treatments. Documents include CINOT/OW claim forms and Pre-Treatment Authorization request forms, copies of invoices, and all supporting correspondence.</p>	Toronto Public Health	C+2	4	C+6	D	<p>Legislation/Regulation: Dentistry Act, S.O. 1991, c. 24 (Last amendment: 2009, c. 26, s.6) s. 12. (b) - to keep prescribed records</p> <p>Royal College of Dental Surgeons of Ontario (January 2002), Guidelines, Dental Recordkeeping Pg. 9 - copies of all dental claim forms for the preceding two years; Pg. 12- records must be kept for at least 10 years from the date of the last entry in the record. In the case of minor, these records must be kept for at least 10 years after the day on which the patient reached the age of 18.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
P3811	Dental Screening Records relating to dental screening services provided by dental hygienists to City children between the academic levels of kindergarten to grade eight, and also to English as a Second Language (ESL) high-school students. These dental screenings are typically conducted annually to determine individual students' needs for routine or urgent dental care. Records include screening cards and defect lists. Documents may include school name and school class lists, dental screening results and recommendations, and all supporting correspondence.	Toronto Public Health	T+18	10	T+28	D	Comments: T = File to remain active in office for two years after last recorded date then retain semi-active in the Records Centre until child reaches 18 years of age. After which the file is retained inactive for additional 10 Years in the Records Centre. Legislation/Regulation: Dentistry Act, S.O. 1991, c. 24 (Last amendment: 2009, c. 26, s. 6) s. 12. (b) - to keep prescribed records. Royal College of Dental Surgeons of Ontario (January 2002), Guidelines, Dental Recordkeeping - records must be kept for at least 10 years from the date of the last entry in the record. In the case of minor, these records must be kept for at least 10 years after the day on which the patient reached the age of 18.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
P3821	Dental Client Files – Adults Records relating to adults who receive free dental treatments. Basic dental services are available to low-income adults. Documents may include eligibility statements, medical and dental history statements, dental examination and treatment plans, progress notes, dental x-rays, treatment consent forms, information release consent forms, copies of lab invoices, and correspondence.	Toronto Public Health	T+2	8	T+10	D	Comments: T= File to remain active in office for 2 Years after last date of treatment. Legislation/Regulation: Dentistry Act, S.O. 1991, c. 24 (Last amendment: 2009, c. 26, s. 6) s.12. (b) - to keep prescribed records. Royal College of Dental Surgeons of Ontario (January 2002), Guidelines, Dental Recordkeeping - records must be kept for at least 10 years from the date of the last entry in the record. In the case of minor, these records must be kept for at least 10 years after the day on which the patient reached the age of 18.
P3822	Dental Appointment Book Records relating to the routine dental appointments for persons requiring dental treatment services at dental clinics operated by the Ontario government. Documents include dental appointment books with patient information, date and time of appointment, and all supporting correspondence.	Toronto Public Health	C+1	27	C+28	D	Legislation/Regulation: Royal College of Dental Surgeons of Ontario (January 2002), Guidelines, Dental Recordkeeping.

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			A	I	Total	Disposition	
P3823	Dental Client Files – Children Records relating to children who receive free dental treatments. Basic dental services are available to children up to the completion of high school. Documents may include eligibility statements, parent notifications, medical and dental history statements, dental examination and treatment plans, progress notes, dental x-rays, treatment consent forms, information release consent forms, copies of lab invoices, and correspondence.	Toronto Public Health	T+2	26	T+28	D	<p>Comment: T = File to remain active in office for two years after last recorded date then retain semi-active in the Records Centre until child reaches 18 years of age. After which the file is retained inactive for additional 10 Years in the Records Centre.</p> <p>Legislation/Regulation: Dentistry Act, S.O. 1991, c. 24 (Last amendment: 2009, c. 26, s. 6) s.12. (b) - to keep prescribed records.</p> <p>Royal College of Dental Surgeons of Ontario (January 2002), Guidelines, Dental Recordkeeping - Records must be kept for at least 10 years from the date of the last entry in the record.</p>
P3830	Control of Infectious Diseases/Infection Control (CID/IC) Program Administration Records relating to the administration of the Control of Infectious Diseases/Infection Control (CID/IC) Program. Documents include policies and procedures, guidelines, manuals, reference materials, CID/IC statistics, surveys, correspondence, etc	Toronto Public Health	C + 2	4	C + 6	D	<p>Legislation/Regulation: Health Protection and Promotion Act, Regulation (Reports), R.R.O. 1990, Reg. 569 (Last amendment: O. Reg. 306/08)</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
P3831	<p>Resolved Reportable Diseases</p> <p>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.</p>	Toronto Public Health	T + 2	8 / 26	T + 10 / 28	D	<p>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)</p> <p>Legislation/Regulation: Medicine Act, 1991, Regulation (General) O. Reg. 114/94 (Last amendment: O. Reg. 110/13) 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.</p> <p>Health Protection and Promotion Act, Regulation (Reports), R.R.O. 1990, Reg. 569 (Last amendment: O Reg. 306/08)</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
P3834	Chronic Reportable Diseases Records relating to clients diagnosed with reportable disease that requires ongoing and long term treatment. Documents include disease worksheets, investigation reports, progress notes, contact follow up, laboratory test results, counselling information provided to the client and their contacts, correspondence, etc.	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, Regulation (General) O. Reg. 114/94 94 (Last amendment: O. Reg. 110/13) 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 Regulation (Reports), R.R.O. 1990, Reg. 569 (Last amendment: O Reg. 306/08)
P3835	Vaccine Ordering Records relating to ordering vaccines, which have been placed by community physicians for patients who are categorized as high risk as defined by the Ministry of Health and Long Term Care. The vaccines are ordered through Toronto Public Health to the Ontario Government Pharmacy (OGP) directly to the physician's office. Documents include vaccine order forms, with a list of clients for whom the vaccine was ordered, as well as the order confirmation forms confirming the order has been placed with OGP.	Toronto Public Health	C + 1	3	C + 4	D	

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
P3836	<p>Exposures to Blood Borne Diseases Client Files</p> <p>Records relating to clients that are exposed to blood or fluid borne pathogens, for instance, puncture from contaminated needles, contact between non-intact skin and infectious body fluids, etc. Documents include Exposure Assessment Form, investigation reports, progress notes, laboratory test results, correspondence, etc.</p>	Toronto Public Health	T + 2	8 / 26	T + 10 / 28	D	<p>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).</p> <p>Legislation/Regulation: Medicine Act, 1991, Regulation (General) O. Reg. 114/94 94 (Last amendment: O. Reg. 110/13) 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.</p> <p>Health Protection and Promotion Act, Regulation (Reports), R.R.O. 1990, Reg. 569 (Last amendment: O Reg. 306/08)</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
P3837	<p>Disease Outbreak Case Files</p> <p>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.</p>	Toronto Public Health	T + 2	8 / 26	T + 10 / 28	D	<p>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).</p> <p>Legislation/Regulation: Medicine Act, 1991, Regulation (General) O. Reg. 114/94 (Last amendment: O. Reg. 110/13) 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.</p> <p>Health Protection and Promotion Act, Regulation (Reports) R.R.O. 1990, Reg. 569 (Last amendment: 306/08)</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
P3841	<p>Body Shipment / Disinterment and Clothing Shipment Documentation</p> <p>Records relating to requests for approval of body shipments outside Canada and requests for permit of body disinterment. In preparing disinterment / shipment of the deceased, funeral homes and cemeteries must obtain Public Health documentation to ensure compliance with the required legislation. May include the letter of application, death certificate, coroner's report for the deceased, requests from companies who ship clothing to other parts of the world, correspondence, etc.</p>	Toronto Public Health	C + 1	3	C + 4	D	
P3842	<p>"The Works" Client Files</p> <p>Records relating to client files created in the Works program of Toronto Public Health. The Works is a needle exchange program helping to prevent the spread of communicable disease for drug users and sex workers in Toronto, using harm reduction services. Records created include Methadone and Needle Exchange client files. As a requirement of funding by the Ministry of Health and Long Term Care, for methadone clients, part of the information is collected electronically through a system called Catalyst. The system collects demographic client information, information on health and social issues, problems of clients, referrals made and services provided. Files relating to minors are differentiated from those relating to adults. Documents include client agreements, transfer information, referral forms, clinical notes, intake and / or physician assessments, authorization to disclose information, treatment information forms, correspondence, etc.</p>	Toronto Public Health	T + 3	7/25	T+10 / 28	D	<p>Comments: T = Date of last recorded action for both adults & minors. Inactive retention in Records Centre for adults additional 7 Years; for minors additional 25 Years (15 Years as semi-active & 10 Years as inactive).</p> <p>Legislation/Regulation: Medicine Act, 1991, Regulation (General) O. Reg. 114/94 (Last amendment: O. Reg. 110/13) 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.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
P3851	<p>Tuberculosis Client Case and Contact Files</p> <p>Records relating to the Tuberculosis Prevention and Control Program client files including adolescents, seniors, clients who have been transferred from outside City of Toronto and contact investigations. Documents include contact identification lists, case management, progress notes, physician's report, hospital reports, lab flow sheets, lab reports, drug orders, discharged summary reports, assessment guides for directly observed therapy, notification reports, correspondence, etc.</p>	Toronto Public Health	T + 3	25	T + 28	D	<p>Comments: T = File to remain active until case file closed.</p> <p>Legislation/Regulation: Medicine Act, 1991, Regulation (General) O. Reg. 114/94 (Last amendment: O. Reg. 110/13) 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.</p> <p>Independent Health Facilities Act, Regulation (General) O. Reg. 57/92 (Last amendment: O. Reg. 19/08) s. 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.</p> <p>Nursing Act, S.O. 1991, c. 32 (Last amendment: 2009, c. 6, s. 18)</p> <p>College of Nurses of Ontario; College of Dietitians 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.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
P3852	<p>Tuberculosis Medical Surveillance Client Files</p> <p>Records relating to individuals who are medically observed for evidence of Tuberculosis. All people arriving to Canada are issued an IMM595 form in order for medical surveillance to be undertaken. Records belonging to this record series can be inactive or active tuberculosis. Documents include discharged forms, physician's report, lab reports, intake forms, copies of citizenship, progress notes, notification of medical surveillance reports, correspondence, etc.</p>	Toronto Public Health	T + 3	25	T + 28	D	<p>Comments: T = File to remain active until case file closed.</p> <p>Legislation/Regulation: Medicine Act, 1991, Regulation (General) O. Reg. 114/94 (Last amendment: O. Reg. 110/13) 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.</p> <p>Independent Health Facilities Act, Regulation (General) O.Reg.57/92 (Last amendment: O. Reg. 19/08) s.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.</p> <p>Nursing Act, S.O. 1991, c. 32 (Last amendment: 2009, c. 6, s. 18)</p> <p>College of Nurses of Ontario; College of Dietitians 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.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
P3853	<p>Tuberculosis Routine Drug Ordering</p> <p>Records relating to drug orders that are required and handled by the Case Management Team of the Tuberculosis Prevention and Control program. These records are the result of communication from doctor's and / or hospitals and are provided for all active cases and contact investigations. Records include Chemo Prophylaxis (PCH) and Outside City Limits (OCL) clients. Documents include drug orders, progress notes, order reminders, lab reports, assessment forms, correspondence, etc.</p>	Toronto Public Health	T + 3	25	T + 28	D	<p>Comments: T = File to remain active until case file closed.</p> <p>Legislation/Regulation: Medicine Act, 1991, Regulation (General) O. Reg. 114/94 (Last amendment: O. Reg. 110/13) 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.</p> <p>Independent Health Facilities Act, Regulation (General) O.Reg.57/92 (Last amendment: O. Reg. 19/08) s.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.</p> <p>Nursing Act, S.O. 1991, c. 32 (Last amendment: 2009, c. 6, s. 18)</p> <p>College of Nurses of Ontario; College of Dietitians 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.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
P3854	<p>Tuberculosis Screening/Active Case Finding</p> <p>Records relating to individuals that have been screened for possible active case tuberculosis, as a result of contact with a client having tuberculosis. Records include screening of individuals from Schools, Community Centres, Organizations and Shelters. Documents include physician's report, lab reports, progress notes, workplace listings, follow-up forms, line listings, screening summary, class lists, correspondence, etc.</p>	Toronto Public Health	T + 3	25	T + 28	D	<p>Comments: T = File to remain active until case file closed.</p> <p>Legislation/Regulation: Medicine Act, 1991, Regulation (General) O. Reg. 114/94 (Last amendment: O. Reg. 110/13) 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.</p> <p>Independent Health Facilities Act, Regulation (General) O.Reg.57/92 (Last amendment: O. Reg. 19/08) s.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.</p> <p>Nursing Act, S.O. 1991, c. 32 (Last amendment: 2009, c. 6, s. 18)</p> <p>College of Nurses of Ontario; College of Dietitians 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.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
P3860	Immunization Program Records relating to the Vaccine Preventable Disease (VPD) program in general. The Program provides immunization services to City residents and administers inspection on vaccine storage and handling. Documents may include recommendations and reports, vaccine storage and handling information, guidelines and standards of immunization, research, statistics, VPD Program meeting minutes and correspondence.	Toronto Public Health	C+2	4	C+6	D	Legislation/Regulation: Immunization of School Pupils Act, Regulation (General) R.R.O. 1990, Reg. 645 (Last amendment: O. Reg. 260/13) - Record of immunization.
P3861	Student Immunization Records relating to mandatory immunization of students in public and private schools, between grades one and nine. Documents may include medical history questionnaires, student suspension orders, submitted immunization status statements, and correspondence.	Toronto Public Health	C	0	C	D	Comments: C = Current School Year Legislation/Regulation: Immunization of School Pupils Act, Regulation (General) R.R.O. 1990, Reg. 645 (Last amendment: O. Reg. 260/13) - Record of immunization.
P3862	Student Immunization - Suspension Hearings Records relating to hearings to decide on whether children should be suspended from schools or day nurseries if they have not received immunization treatments. Non-immunized students may be suspended until proof of immunization is provided. Documents may include suspension orders, suspension appeals and all supporting correspondence.	Toronto Public Health	T + 2	7	T + 9	D	Comments: T = File to remain active until decision of hearing Legislation/Regulation: Immunization of School Pupils Act, Regulation (General) R.R.O. 1990, Reg. 645 (Last amendment: O. Reg. 260/13) - Record of immunization.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
P3863	<p>Day Nurseries Immunization</p> <p>Records relating to mandatory immunization of pre-school age children attending day nurseries. Documents may include submitted immunization status statements, class lists, and all supporting correspondence.</p>	Toronto Public Health	C	0	C	D	<p>Comments: C = Current School Year</p> <p>Legislation/Regulation: Day Nurseries Act, Regulation (General) S.R.O. 262 (Last amendment: O. Reg. 39/13) Enrolment and Records s. 48. (1) (j) – (1) Every operator shall ensure that up-to-date records that are available for inspection by a program adviser at all times are kept on the premises of a day nursery or private-home day care agency operated by the operator that include in respect of each child enrolled; (j) the child's previous history of communicable diseases, conditions requiring medical attention, and in the case of a child who is not in attendance at a school within the meaning of the <i>Education Act</i>, immunization or any statement from a parent or legally qualified medical practitioner as to why the child should not be immunized.</p>
P3864	<p>Immunization Exemption</p> <p>Records relating to individual children attending either schools or day nurseries whose parents or guardians have requested their exemption from receiving immunization treatments on account of medical, religious, or ethical reasons. Documents include rejected and/or approved exemptions, as well as other related correspondence such as, medical exemption statements, dismissed exemption request memoranda.</p>	Toronto Public Health	T	0	T	D	<p>Comments: T= File to remain active during school life of the student</p> <p>Legislation/Regulation: Immunization of School Pupils Act, Regulation (General) R.R.O. 1990, Reg. 645 (Last amendment: O. Reg. 260/13) - Record of immunization.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
P3865	<p>Children Immunization Consents - Hepatitis B, Meningococcal, HPV</p> <p>Records relating to consents given by parents and guardians permitting medical personnel to immunize their children against Hepatitis B, Meningococcal, and HPV. Documents include signed immunization consent forms for Grade 7/8 students and all supporting correspondence.</p>	Toronto Public Health	3	17	20	D	<p>Legislation/Regulation: Immunization of School Pupils Act, Regulation (General) R.R.O. 1990, Reg. 645 (Last amendment: O. Reg. 260/13) - Record of immunization.</p>
P3866	<p>Adverse Vaccine Reaction (AVR) Reports</p> <p>Records relating to persons, who have suffered adverse reactions to vaccine immunizations. Documents may include adverse vaccine reaction (AVR) reports that meet the Ministry of Health criteria and all other reports that refer to any other reactions to the vaccine, and all supporting correspondence.</p>	Toronto Public Health	C+5	14	C+19	D	<p>Legislation/Regulation: Immunization of School Pupils Act, Regulation (General) R.R.O. 1990, Reg. 645 (Last amendment: O. Reg. 260/13) s. 1. - Record of immunization to contain any reactions to vaccine.</p>
P3867	<p>Immunization Clinic Client Consents</p> <p>Records relating to persons receiving immunization treatments operated by the Vaccine Preventable Disease Program (VPD). These clinics provide services to the general public. Documents may include signed immunization consent forms and all supporting correspondence.</p>	Toronto Public Health	C + 2	26	C + 28	D	<p>Legislation/Regulation: Medicine Act, 1991, Regulation (General) O. Reg. 114/94 (Last amendment: O. Reg. 110/13) 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.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
P3868	Vaccine Storage and Handling Inspections Records relating to the annual inspections of all vaccines maintained in various City storage facilities, government-sponsored clinics, and private-sector medical clinics. These inspections are conducted to determine the effectiveness of vaccines used to immunize persons against preventable diseases. Documents may include vaccine inspection reports for facilities which passed inspection, copies of inspection reports for facilities which failed inspection, and all supporting correspondence.	Toronto Public Health	C+2	7	C+9	D	Legislation/Regulation: Health Canada, National Guidelines for Vaccine Storage and Transportation. Food and Drug Regulation (Canada) C.R.C., c. 870 (Last amended on May 16, 2014) Division 4, Schedule D Drugs, s C.04.003 Date of drug and cold storage requirements.
P3869	Cold Chain Failure Reports Records relating to City storage facilities, government-sponsored clinics, and private-sector medical clinics which have failed inspections to determine whether vaccines are properly stored and handled. Documents may include Cold Chain Failure Reports, temperature log books, and correspondence.	Toronto Public Health	C+2	7	C+9	D	Legislation/Regulation: Health Canada, National Guidelines for Vaccine Storage and Transportation. Food and Drug Regulation (Canada) C.R.C., c. 870 (Last amended on May 16, 2014) Division 4, Schedule D Drugs, s C.04.003 Date of drug and cold storage requirements.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
P3871	Sexually Transmitted Diseases (STD) Client Files Records relating to clients with sexually transmitted diseases (STD). Sexually transmitted diseases include Chlamydia, Gonorrhea, Chancroid, Congenital cytomegalovirus infection, Neonatal herpes, Ophthalmia neonatorum, etc. Documents include case notification, lab reports, progress notes, consent for release of information, medical correspondence, etc.	Toronto Public Health	T + 18	10	T + 28	D	<p>Comments: T = File to remain active in office 2 years after last recorded date, file is then retained semi-active in the Records Centre until child reaches 18 year of age. After which the file is retained inactive for an additional 10 Years in the Records Centre.</p> <p>Legislation/Regulation: Medicine Act , 1991, Regulation (General) O. Reg. 114/94 (Last amendment: O. Reg. 110/13) 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.</p> <p>Independent Health Facilities Act, Regulation (General) O.Reg.57/9292 (Last amendment: O. Reg. 19/08) s.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.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
P3871	Sexually Transmitted Diseases (STD) Client Files (cont'd)						<p>Legislation/Regulation: Nursing Act, S.O. 1991, c. 32 (Last amendment: 2009, c. 6, s. 18)</p> <p>College of Nurses of Ontario; College of Dietitians 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.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
P3872	<p>HIV / AIDS Client Files</p> <p>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.</p>	Toronto Public Health	P	0	P	P	<p>Legislation/Regulation: Medicine Act, 1991, Regulation (General) O. Reg. 114/94 (Last amendment: O. Reg. 110/13) 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.</p> <p>Independent Health Facilities Act, Regulation (General) O. Reg. 57/92 (Last amendment: O. Reg. 19/08) s.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.</p> <p>Nursing Act, S.O. 1991, c. 32 (Last amendment: 2009, c. 6, s. 18)</p> <p>College of Nurses of Ontario; College of Dietitians 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.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
P3873	<p>Syphilis Client Files</p> <p>Records relating to persons with Syphilis. Documents include case notification, lab reports, progress notes, consent for release of information, medical correspondence, etc.</p>	Toronto Public Health	T + 5	15	T + 20	D	<p>Comments: T = File to remain active until case file closed</p> <p>Legislation/Regulation: Medicine Act, 1991, Regulation (General) O. Reg. 114/94 (Last amendment: O. Reg. 110/13) 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.</p> <p>Independent Health Facilities Act, Regulation (General) O.Reg.57/92 (Last amendment: O. Reg. 19/08) s.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.</p> <p>Nursing Act, S.O. 1991, c. 32 (Last amendment: 2009, c. 6, s. 18)</p> <p>College of Nurses of Ontario; College of Dietitians 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</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
P3876	Sexual Health Clinic Client Files Records relating to sexual health clinic clients. The clinics provide counselling, education, referral and treatment related to sexual issues such as, birth control, STD, pregnancy testing, etc. Documents include admission registration, client medical history, counselling records, referrals, progress notes, lab reports, prescription renewal forms, consent for release of information, etc.	Toronto Public Health	T + 18	10	T + 28	D	Comments: T = File to remain active in office 2 years after last recorded date, file is then retained semi-active in the Records Centre until child reaches 18 years of age. After which the file is retained inactive for an additional 10 Years in the Records Centre. Legislation/Regulation: Medicine Act, 1991, Regulation (General) O. Reg. 114/94 (Last amendment: O. Reg. 110/13) 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, Regulation (General) O.Reg.57/92 (Last amendment: O. Reg. 19/08) s.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. Nursing Act, S.O. 1991, c. 32 (Last amendment: 2009, c. 6, s. 18)

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
P3876	Sexual Health Clinic Client Files (cont'd)						Legislation/Regulation: College of Nurses of Ontario; 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.
P3880	Anonymous Service Records Records relating to anonymous inquiries and services provided by Toronto Public Health, including but not limited to AIDS/HIV testing, Sexual Health Infoline or anonymous health counseling. These records are anonymous in nature and have no information that might specifically identify individuals by name, address, or contact number. Documents may include counseling forms, anonymous HIV tests, etc.	Toronto Public Health	C Y	10	C + 10	D	

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
P3619	<p>Blind /Low Vision Client Files</p> <p>Records related to children who are born with (or who acquire in early childhood) blindness or low vision. The Blind Low Vision (BLV) Early Intervention Program will ensure that families receive the services and resources they need to support the healthy development of their child from birth until Grade 1 entry. The Blind Low Vision Early Intervention Program will partner CNIB, the Ontario Foundation for Visually Impaired Children, infant development and early intervention services as well as the network of paediatric ophthalmologists, optometrists, and physicians across Toronto. Documents may include service coordination documents, continuation sheets, referral forms, medical reports, letters from doctors, follow up support and counselling notes, consent for release of information, and all other relevant information.</p>	Public Health	T+3	19	T+22	D	<p>Comments: Termination occurs when child reaches 6 years of age. T + 3 Years = File to remain active in office 3 years after child reaches 6 years of age.</p> <p>Legislation/Regulation: Medicine Act 1991, Regulation (General) O. Reg. 114/94 (Last amendment: O. Reg. 346/11) 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.</p> <p>College of Nurses of Ontario Practice Standard Documentation, Pub. 41001, April 2008 pg 15 - Retain health records for a minimum of 10 years after the client was last assessed or treated. The health records of clients under age 18 at the time of last assessment/treatment must be retained for a minimum of 10 years from the day the client turns 18.</p> <p>College of Nurses of Ontario Practice Standard Documentation, Revised 2008, pg 8 Security Indicator (i) A nurse meets the standard by i) retaining health records for the period the organization's policy and legislation stipulates when required by the nurse's role.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	

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 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.	Parks, Forestry, & Recreation	S	7	S+7	AR	Comments: S = Until Superseded

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
R0016	Fitness Club Membership Records relating to fitness club programs and memberships offered within City-owned fitness clubs and facilities. Includes information on aerobics, weightlifting, and cardiovascular fitness programs. Also may include information on members' access to facility locker rooms. Documents may include fitness appraisal forms, membership attendance statistics, completed enrolment applications, fitness program descriptions, and correspondence.	Parks, Forestry, & Recreation	C+2	2	C+4	D	
R0027	Recreational Registrant Profiling Records relating to the profiles and types of registrants who have participated in City recreational courses and activities, such as organized and individual sports lessons, arts and craft lessons, and community centre visits. May include information relating to age profiling, population census tracts, and other demographic details. This information may be used to support recreational initiatives and planning strategies. Documents may include registrant statistics, including graphs and charts; comparison data summaries; high-level recommendation reports; and all supporting correspondence.	Economic Dev. & Culture	S	10	S+10	AR	Comments: S = Until Superseded

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
R0030	Recreational Programs Records relating to the administration and development of community recreational programs and services offered throughout the City for both children and adults. This may include organized and individual sports offerings and lessons, school field trips, and arts and crafts lessons. May also include information on trips or visits to community centres, museums, parks, and City recreational facilities; recreational course locations; and recreational course start and end dates. Documents may include copies of recreational program policies and procedures, program instructors' training materials, recreational research studies, usage and program and course-related statistics, quality assurance reports, program descriptions and brochures, statistical data summaries, high-level recommendation reports, and all supporting correspondence.	Parks, Forestry, & Recreation	C+2	4	C+6	D	

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
R0031	Recreational Program Registration Records relating to individuals, including both children and adults, registering for various community recreational programs and services. This may include organized and individual sports offerings and lessons, school field trips, and arts and crafts lessons. Documents include completed enrolment applications, copies of program descriptions, enrolment usage statistics, call centre statistics, and correspondence.	Parks, Forestry, & Recreation	C+2 1	4 0	C+6 1	D	
R0034	Tourism Planning Records relating to planning and development of tourism activities and initiatives within the City. May include information on sporting, cultural, and artistic activities. Documents may include tourism planning reports, action plans, tourism statistics, and correspondence.	Economic Dev. & Culture	C+2	4	C+6	AR	Legislation/Regulation: Ministry of Tourism and Recreation Act, R.S.O. 1990, c. M.35 (Last amendment: 2010, c. 1, Sched. 19) s. 4. - promote tourism and recreation by providing tourist facilities, attractions and services to the travelling and vacationing public; s. 10. (1) Inspection of financial records - inspect any document or record relating to financial assistance given by the Ministry and may require the recipient of financial assistance to prepare and submit a financial statement setting out the details of the disposition of the assistance.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
R0040	Tourism Events Determination Records relating to collecting and analyzing data on a wide array of tourism events in order to determine viable opportunities for the City to host. This may include sporting, cultural, and other tourism-related events that would generate positive economic and promotional opportunities for the City. May include information on tourism event mandates, economic impacts, potential attendance figures, and recommendations on feasible opportunities to pursue. Documents may include copies of event brochures and other promotional materials, findings reports, copies of newspaper and Internet articles and announcements, and all supporting correspondence.	Economic Dev. & Culture	T	3	T+3	AR	Comments: T = Event is determined feasible or not
R0045	Tourism Events Procurement Records relating to actively soliciting and securing designated tourism events to take place in the City. This may include sporting, cultural, and other tourism-related events that would generate positive economic and promotional opportunities for the City. May include information on tourism event mandates, bidding processes and proponents, meetings with stakeholders, City Council acceptance or rejection, and facilitating approvals and agreements. Documents may include copies of event brochures, copies of meeting notes, status and recommendations reports, hosting agreements, and all supporting correspondence.	Economic Dev. & Culture	T+1	6	T+7	AR	Comments: T = Targeted tourism event has been lost or won (and event has concluded)

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
R0190	<p>Electronic Postcards</p> <p>Records relating to the indirect collection of personal information of the sender and recipient of an electronic postcard promoting tourism and other events in the City of Toronto.</p> <p>These postcards support the Toronto: You Belong Here campaign and are targeted to the following events which include but are not limited to: Calvacade of Light, Designs in Ice, WinterCity Festival, Celebrate Toronto Street Festival, Canada Day, Summerlicious, Winterlicious, Tasty Thursday's, and Fresh Wednesday.</p>	Economic Dev. & Culture	10 Days	0	10 Days	D	<p>Comments:</p> <p>10 Day retention applies only to Electronic Records</p> <p>Legislation/Regulation: City of Toronto Municipal Code Chapter.217, Records, Corporate (City) § 217-12. Transitory and duplicate Records (By-law 635-2000).</p> <p>IPC Authorization for Indirection Collection of Personal Information Relating to Electronic Postcards, October 7, 2004, pg 4. Par 6. The City will dispose of any personal information collected after a period of ten days, as stated in its application for Authorization to Indirectly Collect Personal Information.</p> <p>Municipal Freedom of Information and Protection of Privacy Act (General) R.R.O. 1990, Reg. 823 (Last amendment: O. Reg. 47/12) s. 5. - Personal information that has been used by an institution shall be retained by the institution for the shorter of one year after use or the period set out in a by-law or resolution made by the institution or made by another institution affecting the institution, unless the individual to whom the information relates consents to its earlier disposal.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
R0193	City Events Planning and Programming Records relating to the planning and programming of cultural, community, historical, and special events that are directly produced by the City. This may include one-time and/or ongoing activities, including exhibits, parades, and festivals. May include information on event logistics and co-ordination, background research concerning respective events, and proposals and suggestions for new events. Documents may include photographs, contact lists, copies of event brochures and other publications, volunteer sign-in sheets, event itineraries and schedules, lists of contact persons, event proposals and purpose statements, background research documentation such as copies of newspaper clippings and Internet printouts, copies of invoices and print requisitions, and all supporting correspondence.	Economic Dev. & Culture	C+2	18	C+20	AR	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.
R0197	External Events Support Records relating to the support provided by the City for externally-produced cultural, community, and special events. May include marathons, parades, and festivals. The City may assist external organizations to hold events in Toronto. Support provided by the City may include providing information and consultation on such issues as policing, venue locations, and required permits. Documents may include information packages, event lists and schedules, contact lists, and supporting correspondence	Economic Dev. & Culture	C+2	18	C+20	D	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.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
R0205	Media Arts Records relating to the media arts, which includes visual, theatre, and electronic arts. Also includes records relating to City-sponsored or City partnerships in music, literacy, dance, and other cultural events. Documents may include copies of financial statements, copies of sponsorship agreements, reports, and newsclippings.	Economic Dev. & Culture	C+2	4	C+6	D	Legislation/Regulation: Arts Council Act, R.S.O. 1990, c. A.30 (Last amendment: 2009, c. 33, Sched. 11, s. 1) s. 6. - promote study, enjoyment and production of the arts, assist, provide grants, scholarships or loans for study or research and make awards for outstanding accomplishments.
R0430	Film Productions Records relating to the production of individual films within the City, which may include commercials, music videos, television programs, movies, and all other film production initiatives. May include information relating to filming locations, production companies and/or individuals, and types and subject content of film productions. Documents may include crew lists, production filming schedules, film permit applications, scripts, film listing logs, copies of film permits and supporting documentation, and all supporting correspondence.	Economic Dev. & Culture	C+2	P	P	P/AR	Legislation/Regulation: City of Toronto Municipal Code Chapter 459, Filming

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
W	Functional Category: Works Description: Records relating to the construction, maintenance, and operations of the City’s infrastructure, including sewer, water, garbage, waste, solid waste, and transportation programs and systems. Includes records relating to roads and bridges, snow removal, water and air quality, and utilities. Also includes records relating to environmental assessment and protection, such as conservation, pollution, and recycling programs.						
W0001	Composting Records relating to the composting of leaves and other organic wastes. Composting refers to the decomposition of plant remains, and other once-living materials, to form organic plant nutrients. Includes information on residential backyard composting and use of composter equipment. Documents include applications for composter acquisitions, composter usage reports and statistics, composter instructions, inquiries, and correspondence.	Solid Waste Management Services	T	10	T+10	D	Comments: T = File closed upon completion of statistical reporting Legislation/Regulation: Environmental Protection Act, Regulation (Recycling and Composting of Municipal Waste), O. Reg. 101/94 (Last amendment: O. Reg. 251/11) s. 33. (1) iii - compost records to be kept for ten years after using the compost, of the date the compost was used, the amount of compost used and the chemical analysis of the compost received from the producer of the compost.
W0004	Garbage Collection and Routes Records relating to solid waste garbage collection and route pick-ups within the City of Toronto. This includes garbage collection from residential, commercial, and industrial sites. Includes collection and route schedules, collection statistics, and collection reports.	Solid Waste Management Services	C+2	2	C+4	D	

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
W0005	Household Hazardous Wastes Records relating to the collection and processing of household hazardous wastes that pose a health and safety hazard, such as paint, batteries, antifreeze, and adhesives. May include public information brochures, collection and route schedules, and collection reporting statistics.	Solid Waste Management Services	C+1	3	C+4	D	Legislation/Regulation: Environmental Protection Act, Regulation (Recycling and Composting of Municipal Waste), O. Reg. 101/94 (Last amendment: O. Reg. 251/11) s. 10. - annual report on blue box system; s. 15. - annual report on leaf and yard waste system; s. 23. 22. - Maps of the vicinity and a site plan shall be kept at the site; s. 23. 23. - An operating plan shall be kept at the site; s. 23. 24. Emergency response plans shall be kept at the site; s. 23. 25. - Contingency plans shall be kept at the site; s. 23. 27. - record of waste processing in 26. to be kept on site two years after event to which it relates; s. 31. 11. - record of composting mass to be kept three years.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
W0006	Waste Disposal & Landfill Areas Records relating to the maintenance and use of landfills for disposal of routine and hazardous waste materials. Landfills are ground depressions which accommodate wastes and isolate them from the surrounding environment. Includes consulting engineering reports, copies of payments to contractors, and complaints. Individual landfill sites will be classified at the secondary level. Also includes information on disposal user fees for commercial, industrial, and restaurant organizations, waste disposal statistics and reports, and correspondence. Individual landfill sites will be classified at the secondary level.	Solid Waste Management Services	C+2	P	P	P/AR	Legislation/Regulation: Environmental Protection Act, Regulation (Landfilling Sites), O. Reg. 232/98 (Last amendment: O. Reg. 268/11) s. 16. - Operations and maintenance procedures - report prepared containing plans, specifications and descriptions of the operation, maintenance, monitoring, closure and post-closure care of the site, including matters related to record keeping, reporting and financial assurance; s. 17. (1) Financial Assurance - ensure that financial assurance is provided for the contingency plans for the site, including the construction, operation, maintenance and replacement of works required by the contingency plans; s. 19. Site Preparation Report documenting all construction, quality assurance and quality control activities and confirming that the site conditions and details of the construction of the new area are in accordance with the design plans and specifications of the landfilling site. s. 20. Record Keeping - daily records of site operations are made during the operation of the site and that the records are retained for at least two years after they are made; s. 21. (b) - Annual Operations Report - reports are retained until at least two years after the site is closed.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
W0007	Material Recovery Facilities Records relating to the provisions and operation of material recovery facilities. These facilities accept and process solid waste materials, remove contaminants, and recover recyclable materials wherever possible. Includes processing volume reports and statistics, copies of financial reporting materials, and information on contamination rates.	Solid Waste Management Services	C+2	P	P	P	Legislation/Regulation: Environmental Protection Act, Regulation (Recycling and Composting of Municipal Waste), O. Reg. 101/94 (Last amendment: O. Reg. 251/11) s. 23. 22. - Maps of the vicinity and a site plan shall be kept at the site; s. 23. 23. - An operating plan shall be kept at the site; s. 23. 24. Emergency response plans shall be kept at the site; s. 23. 25. - Contingency plans shall be kept at the site; s. 23. 27. - record of waste processing in 26. to be kept on site two years after event to which it relates.
W0009	Transfer Stations Operations Records relating to the operations of transfer stations, which serve as dropoff points for waste haulers. Includes copies of committee minutes and agendas, engineering and consulting reports, production and volume statistics and reports, and transfer hauling statistics. Individual transfer stations will be classified at the secondary level for records relating to their routine daily management.	Solid Waste Management Services	C+2	P	P	P	Legislation/Regulation: Environmental Protection Act, Regulation (General, Waste Management), R.R.O. 1990, Reg. 347 (Last amendment: O. Reg. 302/14) s. 23. (6) - carrier transferring waste shall retain Copy 4 (Pink) of the manifest for a period of two years.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
W0011	Waste Recycling Records relating to the reduction, reuse, and recycling of solid and liquid waste materials. Includes the recycling of newspapers, cardboard, other curb side materials, automobile tires, white goods, scrap metal, and soil. May also include information about recycling operations at transfer stations. Documents may include copies of committee minutes and agendas, copies of recycling contracts, copies of public brochures and promotional materials, and lists of recyclable versus non-recyclable materials.	Solid Waste Management Services	C+2	4	C+6	D	
W0012	Banners, Canopies and Signs Records relating to the use and display of banners, canopies, and signs. This may include billboards, advertisements, and special event banners. Organizations and individuals who wish to display banners and signs on public highways are required to obtain City permits. Documents may include applications for permits, sketches and drawings of banners and signs, and permits.	Transportation Services	T	5	T+5	D	Comments: T = File closed upon expiration of permit. Legislation/Regulation: City of Toronto Municipal Code Chapter 693, Signs

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
W0013	Boulevard Parking and Marketing Records relating to the use of boulevard spaces for parking areas and marketing purposes. Boulevards are open areas, such as grass lawns or concrete patios, that are not typically designated for parking and marketing purposes, but the City may grant permits to use such space as parking facilities or restaurant patios. Includes copies of agreements and permits, drawings and diagrams of boulevards, and polling statistics concerning impacts on the neighbourhood. May also include non-approved applications and information on marketing of boulevard parking areas.	Transportation Services	T	7	T+7	D	Comments: T = File closed upon cancellation or revocation of permit or license. Legislation/Regulation: City of Toronto Municipal Code Chapter 743, Streets and Sidewalks, Use of; City of Toronto Municipal Code Chapter 925, Permit Parking
W0016	Log Sheets Records relating to the use of log sheets for recording data about services performed by City departments and staff. Log sheets record information about time spent, location, employee name(s), and type(s) of services performed. This includes log sheets on garbage collection, pothole fixing, meter reading, and all other services routinely provided by the City.	Transportation Services	T	2	T+2	D	Comments: T = File closed upon last entry Legislation/Regulation: Ontario Water Resources Act, Regulation (Licensing of Sewage Works Operators), O. Reg. 129/04, (Last amendment: O. Reg. 236/11) s. 19. (6) - the owner shall ensure that logs and other record-keeping mechanisms are accessible in the facility for at least two years after each entry in it was made.
W0018	Parking Records relating to the operations and administration of municipal parking areas. This includes parking facilities and street parking. May include information on disabled parking spot reservations, fire routes, parking facilities, parking meter service reports, and parking permits for overnight street parking.	Transportation Services	S	10	S+10	D	Comments: S = Until Superseded Legislation/Regulation: City of Toronto Municipal Code Chapter 950, Traffic and Parking

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
W0022	Road Assumptions and Reversions Records relating to issues and decisions concerning road assumptions and reversions. Road assumptions concern roads for which the City assumes responsibility for maintenance, whereas road reversions concern roads for which non-municipal organizations assume maintenance responsibility (e.g. roads running through private property). Includes copies of agreements, consultant reports, feasibility studies, and correspondence.	Transportation Services	T	7	T+7	D	Comments: T = File closed upon completion of case
W0023	Road Closures Records relating to temporary road closures for purposes of construction and events such as parades and movie filming. Includes applications for road closures, complaints, and correspondence.	Transportation Services	T	7	T+7	D	Comments: T = File closed upon expiration of granted order Legislation/Regulation: City of Toronto Municipal Code Chapter 937, Temporary Closing of Highways
W0024	Road Construction Records relating to road construction projects. This includes the design and planning of new roads; road and intersection improvements; and resurfacing, reconstruction, and widening of existing roads. May include copies of contracts, plan approvals, consultant reports, land surveys, and geotechnical surveys. Original Engineering Drawings related to this classification must be filed under W0110 - Engineering Drawings	Transportation Services	T	15	T+15	D	Comments: T = File closed upon completion of construction project. 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 15 th anniversary of the day on which the act or omission on which the claim is based took place.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
W0026	Roads Inventory Management Records relating to the management of roads inventory and classification data, which list road names and areas. These data document the status and condition of City roads, including both major arterial roads and minor roads. Includes inventory reports, consultant studies, and correspondence.	Transportation Services	S	7	S+7	D	Comments: S = Until Superseded
W0027	Roads Maintenance Records relating to the maintenance of City roads. This includes the ongoing maintenance of culverts, catch basins, storm sewers, water mains, curbs, and medians. May include information on grading, minor road surface repairs, and securing safe use of manholes. Documents include complaint letters, road activities reports, requests to close roads, and traffic impact assessment studies.	Transportation Services	T	6	T+6	D	Comments: T = File closed upon completion of maintenance work.
W0029	Sidewalks Maintenance Records relating to the maintenance of City sidewalks. May include information on sidewalk realignment and narrowing, tree root removal, and snow removal enforcement. Documents include complaints, activities reports, and traffic and pedestrian impact assessment studies.	Transportation Services	T	6	T+6	D	Comments: T = File closed upon completion of maintenance work. Legislation/Regulation: Municipal Act, S.O. 2001, c. 25 (Last amendment: 2013, c. 13, Sched. 1, s. 16) s. 55. (1) - municipality is responsible for the construction and maintenance of the sidewalks.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
W0030	Traffic Signs and Signals Equipment Records relating to the manufacture, installation, and inspections of traffic signs and signals equipment. May include inspection reports, copies of vendor brochures and catalogues, product specifications, copies of purchase orders, and error reports.	Transportation Services	C+2	12	15	D	Legislation/Regulation: Highway Traffic Act, R.S.O. 1990, c H.8 (Last amendment: 2012, c. 8, Sched. 22, s. 20) s. 144. (31) - approvals of erection of traffic control signals and signal systems. 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.
W0031	Snow Removal Records relating to snow removal from the City's main and side streets, which is undertaken to ensure public safety and to facilitate vehicle movement. Includes information on salting, sanding, snowploughing, snowblowing, and the shovelling program. Documents include snow removal schedules, snow route plans, and complaints.	Transportation Services	C+2	12	15	D	Legislation/Regulation: City of Toronto Municipal Code Chapter 719, Snow and Ice Removal. 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.
W0033	Street Naming and Street Numbering Records relating to the processes by which names and/or numbers are assigned to City streets. This includes City roads, avenues, thoroughfares, expressways, and cul de sacs. Includes requests for changes to street names and numbers, complaints concerning current names, and correspondence.	Transportation Services	T	7	T+7	D	Comments: T = File closed upon completion of project or notice of decision Legislation/Regulation: City of Toronto Municipal Code Chapter 598, Numbering of Properties

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
W0035	Streetscape and Design Records relating to streetscaping and design, which refers to improvements made to the areas surrounding City streets for aesthetic and visual purposes. May include information on noise barriers, improved building entrances, and tree and flower planting. Documents include requests for streetscaping and design, complaints, diagrams, and engineering plans.	Transportation Services	T	7	T+7	D	Comments: T = File closed upon completion of project or notice of decision.
W0036	Traffic Control Records relating to the control of City traffic, which includes all motorized road vehicles and bicycles. Methods of control include traffic signals, speed humps, stop and yield sign intersections, vehicle speed restrictions, vehicle load limitations, and pedestrian crossover signals. May include parking, accident, and collision statistics; traffic count registers; copies of engineering drawings; and traffic studies.	Transportation Services	C+2	4	C+6	D	Legislation/Regulation: Highway Traffic Act, R.S.O. 1990, c. H.8 (Last amendment: 2012, c. 8, Sched. 22, s. 20) s. 202. (2) - reports on motor vehicle accidents statistics and traffic control
W0037	Traffic Control Signals, Pedestrian Crossovers, and Turn Lanes/Intersections Records relating to the investigative and analytical decision-making processes used to determine the need to install, improve, or remove traffic control signals (TCS), pedestrian crossovers (PXO), and turn lanes at intersections. May include accident statistics, complaints, and consultant reports and diagrams.	Transportation Services	C+2	4	C+6	D	

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
W0038	Utility Applications Records relating to applications for the installation of utilities on land properties and sites. This includes the routing of fiber-optics, phone lines, cable, power, and gas lines. Documents include construction reference drawings, applications, completed approval forms, utility permits, and copies of notices of hearings.	Transport. Services	T	P	P	P	Comments: T = File closed upon completion of project or notice of decision
W0044	Engineering Development and Planning Records relating to the development and planning of engineering projects within City boundaries. This includes projects undertaken both by the City and private sector organizations. Includes copies of site specific engineering drawings, engineering proposals, application reviews, copies of agreements and contracts, and engineering studies. Original Engineering Drawings related to this classification must be filed under W0110 - Engineering Drawings	Technical Services	T	7	T+7	D	Comments: T = File closed upon completion of project.
W0054	Sewers Design and Construction Records relating to the design and construction of sanitary and storm sewers. Documents include activities reports, land surveys, consultant reports, and correspondence. Records relating to individual sewers are classified at the secondary level. Original Engineering Drawings related to this classification must be filed under W0110 - Engineering Drawings	Technical Services	T	21	T+21	D	Comments: T = File closed upon completion of construction project. Legislation/Regulation: Ontario Water Resources Act, R.S.O. 1990, c. O.40 (Last amendment: 2011, c. 9, Sched. 27, s. 36) Sewage Works City of Toronto Municipal Code Chapter 681, Sewers

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
W0057	Water Efficiency Records relating to the conservation and efficient use of municipal water resources. May include information on water reuse, drought management, high-efficiency toilets, and drinking and storm water initiatives. Includes water conservation plans, water use surveys and statistics, educational materials and brochures, consultant studies, and correspondence.	Technical Services	C+2	18	C+20	D	Legislation/Regulation: Ontario Water Resources Act, R.S.O. 1990, c. O.40 (Last amendment: 2011, c. 9, Sched. 27, s. 36) s. 13. (2) - maintain a record of orders, approvals, requirements, directions and reports; s. 32. 5. - record the quality and quantity of any water ; s. 32. 6. - report measures to control the discharge into a water or watercourse of material specified; effects of the discharge into a water or watercourse of material specified; the water or watercourse into which material discharged.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
W0058	<p>Water Main Construction Projects</p> <p>Records relating to the planning, design, and construction of water mains, which are pipelines that transport water. Includes construction plans and drawings, pipe-laying plans and schedules, consultant reports, and correspondence. Coding of individual water mains is performed at the secondary classification level and will depend on the system and naming convention used by each section.</p> <p>Original Engineering Drawings related to this classification must be filed under W0110 - Engineering Drawings</p>	Technical Services	T	P	P	P/AR	<p>Comments:</p> <p>T = File closed upon completion of construction project</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
W0064	Central Maintenance - Water Supply System Records relating to the maintenance of the City's water supply system. This refers to the whole of the water supply system, not simply water mains or trunks. May include information on electrical, mechanical, building, and ground maintenance; carpentry; and instrumentation. Documents include reports, studies, and engineering plans and drawings.	Toronto Water	T	16	T+16	D	<p>Comments: T = File closed upon completion of statistical reporting.</p> <p>Legislation/Regulation: Environmental Protection Act, R.S.O. 1990, c. E.19 (Last amendment: 2010, c.16, Sched. 7, s. 2) s. 18. (1) 5. - record the presence or discharge of a contaminant; s. 18. (1) 6. - report on the presence or discharge of a contaminant; effects of the presence or discharge of a contaminant; measures to control the presence or discharge of a contaminant; the natural environment into which a contaminant discharged; s. 92. - Notice of spills and action taken.</p> <p>Ontario Water Resources, R.S.O. 1990, c. O.40 (Last amendment: 2011, c. 9, Sched. 27, s. 36) s. 32. 5. - record the quality and quantity of any water ; s. 32. 6. - report measures to control the discharge into a water or watercourse of material specified; effects of the discharge into a water or watercourse of material specified; the water or watercourse into which material discharged.</p> <p>Safe Drinking Water Act, Regulation (Drinking Water Systems), O. Reg. 170/03 (Last amendment: O. Reg.335/13) s. 13. (3) - owner of a drinking-water system shall ensure that documents and records are kept for at least 15 years.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
W0065	<p>Travel Surveys and Transportation Monitoring Programs</p> <p>Records relating to travel surveys and monitoring of City-operated transportation programs, including public transit. Includes information on traffic counts, monitoring programs, and transportation indicators. Documents include travel and transportation studies, statistical data, and reports.</p>	City Planning	C+2	17	C+19	D	
W0066	<p>Flooding</p> <p>Records relating to the damages caused by flooding, which is the partial or complete inundation by water of normally dry land areas. Includes the flooding of City, residential, commercial, and industrial properties. May include information on building and foundation damages, disruption and destruction of City transportation routes, basement flooding, and soil erosion. Documents include damage reports, complaints, analysis reports, and clean-up activity reports.</p>	Toronto Water	T	6	T+6	D	<p>Comments: T = File closed upon remedial of damage and submission of final report</p> <p>Legislation/Regulation: Environmental Protection Act, R.S.O. 1990, c. E. 19 (Last amendment: 2010, c.16, Sched. 7, s. 2) s. 18. (1) 5. - record the presence or discharge of a contaminant; s. 18. (1) 6. - report on the presence or discharge of a contaminant; effects of the presence or discharge of a contaminant; measures to control the presence or discharge of a contaminant; the natural environment into which a contaminant discharged; s. 92. - Notice of spills and action taken.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
W0070	Water Testing Laboratories Records relating to the operations and administration of City-operated laboratories, where drinking water is tested and analyzed to ensure it is safe for human consumption. Includes information on fluoride, chlorine, and bacterial counts. Documents include water quality reports and correspondence. Individual laboratories will be classified at the secondary classification level.	Toronto Water	T	16	T+16	D	Comments: T = File closed upon completion of statistical reporting. Legislation/Regulation: Safe Drinking Water Act, Regulation (Drinking-Water Systems), O. Reg. 170/03 (Last amendment: O. Reg. 335/13) s. 13. (3) - owner of a drinking-water system shall ensure that documents and records are kept for at least 15 years.
W0073	Water Meter Houses Records relating to the operations and management of the City's water meter houses. These buildings house apparatus used to measure the amount of water stored in City reservoirs. Includes information relating to water consumption and usage. Documents may include field notes, copies of meter house rental agreements, and survey reports. Individual meter houses will be classified at the secondary level.	Toronto Water	C+2	4	C+6	D	Legislation/Regulation: Ontario Water Resources, R.S.O. 1990, c. O.40 (Last amendment: 2011, c. 9, Sched. 27, s. 36) s. 13. (2) - maintain a record of orders, approvals, requirements, directions and reports; s. 32. 5. - record the quality and quantity of any water ; s. 32. 6. - report measures to control the discharge into a water or watercourse of material specified; effects of the discharge into a water or watercourse of material specified; the water or watercourse into which material discharged.
W0074	Plumbing & Drainage Maintenance Records relating to routine plumbing and drainage maintenance and inspections. This refers to work the City may perform on private drains located on residential or commercial properties, as opposed to the City water mains. Includes copies of plumbing permits, engineering drawings, plumbing routing plans, and private drain location maps.	Toronto Water	T	7	T+7	D	Comments: T = File closed upon completion of maintenance inspection project. Legislation/Regulation: City of Toronto Municipal Code Chapter 681, Sewers, Article I, Sewage and Land Drainage

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
W0075	<p>Pumping Stations</p> <p>Records relating to the operation and maintenance of pumping stations, which pump water to water filtration plants. Includes information on safety inspections and disinfection of pumps. Documents include operations reports, water pumpage volume statistics, and copies of contracts. Individual pumping stations will be classified at the secondary level.</p> <p>Original Engineering Drawings related to this classification must be filed under W0110 - Engineering Drawings</p>	Toronto Water	T	7	T+7	D	<p>Comments:</p> <p>T = File closed upon completion of statistical reporting.</p>
W0076	<p>Reservoirs</p> <p>Records relating to the use and operation of reservoirs, which are locations where surplus drinking water is stored in natural or artificial ground depressions. May include information on inspections, disinfection of basins, and general maintenance and cleaning. Documents include inspection reports, volume reports and statistics, and correspondence. Individual reservoirs will be classified at the secondary level.</p>	Toronto Water	T	7	T+7	D	<p>Comments:</p> <p>T = File closed upon completion of maintenance or maintenance inspection reports.</p>
W0077	<p>Residential Service Requests</p> <p>Records relating to service requests submitted by residents concerning water, sewer, water meter, sanitation, road, and other City services. Requests concern the need to fix problems or to expand services. Issues may include broken water mains, tree roots disrupting sidewalks, and the need for sewer inspections. Documents include completed request and service forms, inspection reports, cost determination reports, analysis reports, and follow-up correspondence.</p>	Toronto Water	T	5	T+5	D	<p>Comments:</p> <p>T = File closed upon completion of service request.</p> <p>Legislation/Regulation:</p> <p>City of Toronto Municipal Code Chapter 681, Sewers</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
W0079	Sewer Maintenance and Operations Records relating to the ongoing maintenance of City sewers. Sewers collect used water from residential and commercial customers and transport it to the City's sewage treatment plants. May include information on sewer backups and odours, regular sewer cleaning, conditions of sewers, repair and maintenance of manholes, water levels, and sewer repairs. Documents include sewer maintenance studies, inspection reports, and correspondence.	Toronto Water	T	7	T+7	D	Comments: T = File closed upon completion of maintenance inspection reporting. Legislation/Regulation: City of Toronto Municipal Code Chapter 681, Sewers Environmental Protection Act, R.S.O. 1990 c. E.19 (Last amendment: 2010, c.16, Sched. 7, s. 2) s. 18. (1) 5. - record the presence or discharge of a contaminant; s. 18. (1) 6. - report on the presence or discharge of a contaminant; effects of the presence or discharge of a contaminant; measures to control the presence or discharge of a contaminant; the natural environment into which a contaminant discharged; s. 92. - Notice of spills and action taken.
W0084	Water Main Operations and Maintenance Records relating to the operations and maintenance of City water mains, which are pipes that transport water to customers. Includes information on water main inspections and special testing. Documents include breakage and repair reports, control usage reports, complaints, and water main failure work reports.	Toronto Water	C+ 2	7	C+9	D	

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
W0086	Water Metering Records relating to measuring the amount of water supplied and used by residential, industrial, commercial, and all other City taxpayers. May include information relating to both current and previous water meter readings, meter reading issues, and routine and requested visits to record water meter data. Documents may include meter cards, meter installation reports, meter reading route activity sheets, route instructions, copies of water meter service orders, meter revenue flow charts, and meter reading statistics.	Toronto Water	C+2	4	C+6	D	Legislation/Regulation City of Toronto Municipal Code Chapter 849, Water and Sewage Services
W0087	Water Pollution Control Records relating to initiatives undertaken by the City to minimize or eliminate pollution from contaminating City water supplies. Includes information on rainfall records, river flows, storm damage, flood control, sewage flow, the management and treatment of storm and waste water, and industrial waste. Includes consultant reports, regular operations reports, and correspondence.	Toronto Water	C+2	4	C+6	AR	Legislation/Regulation: City of Toronto Municipal Code Chapter 681, Sewers
W0088	Water Quality Testing Records relating to the testing, control, and monitoring of drinking water quality. Water quality testing is undertaken to determine the types and quantities of contaminants in drinking water, such as lead and bacteria. Includes copies of policies and procedures, water testing results reports, water quality monitoring reports, complaints, and inquiries.	Toronto Water	T	16	T+16	D	Comments: T = File closed upon completion of inspection and statistical reporting. Legislation/Regulation: Safe Drinking Water Act, Regulation (Drinking-Water Systems), O. Reg. 170/03 (Last amendment: O. Reg. 335/13) s. 13. (3) - owner of a drinking-water system shall ensure that documents and records are kept for at least 15 years.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
W0090	Water Supply Records relating to the City's supply of potable water for drinking and commercial purposes. Includes information on rainfall, drought, aquifers, wells, springs, snowpack, and inflow and outflow water levels. Documents include copies of water rates and water billings for water supplied by the City to other municipalities, water supply forecasts, water supply current conditions reports, and water consumption forecasts.	Toronto Water	T	16	T+16	AR	Comments: T = File closed upon completion of statistics reporting. Legislation/Regulation: Safe Drinking Water Act, Regulation (Drinking-Water Systems), O. Reg. 170/03 (Last amendment: O. Reg. 333/13) s. 13. (3) - owner of a drinking-water system shall ensure that documents and records are kept for at least 15 years.
W0092	Water Tanks Records relating to the use and maintenance of water tanks, which are human-constructed water storage facilities located above ground. May include information on inspections, disinfection, general maintenance and repairs, and cleaning. Documents include reports, volume statistics, and correspondence. Individual water tanks will be classified at the secondary level.	Toronto Water	T	P	P	P	Comments: T = File closed upon completion of maintenance or maintenance inspection reports Legislation/Comments: Building Code Act, 1992 – (Building Code) O. Reg. 332/12 (Last amendment: O. Reg. 191/14) ss. 1.3.5.1. clause (2) (i) (ii) - readiness for inspection and testing of water services pipes. Ontario Water Resources, R.S.O. 1990, c. O.40 (Last amendment: 2011, c. 9, Sched. 27, s. 36) s. 10. (1) (d) - disseminate information and advice with respect to the collection, production, transmission, treatment, storage, supply and distribution of water or sewage; s. 10. (3) - control and regulate the collection, production, treatment, storage, transmission, distribution and use of water for public purposes and to make orders with respect thereto.

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
W0093	<p>Water Treatment Plants and Operations</p> <p>Records relating to the treatment of water and waste water after it has been tested. Water may be treated using separation and aeration processes, as well as the addition of chemicals, such as chlorine. May include daily chemical logs, monthly operations reports, raw sludge reports, and copies of environmental audits. Records relating to the day to day operations and maintenance of individual treatment plants will be classified at the secondary level.</p> <p>Original Engineering Drawings related to this classification must be filed under W0110 - Engineering Drawings</p>	Toronto Water	C+3	17	C+20	D	<p>Legislation/Regulation: Safe Drinking Water Act, Regulation (Drinking-Water Systems), O. Reg. 170/03 (Last amendment: O. Reg. 333/13) s. 13. (3) - owner of a drinking-water system shall ensure that documents and records are kept for at least 15 years.</p>
W0095	<p>Red Light Monitoring</p> <p>Records relating to the monitoring of automated traffic stop signals at designated City roadway intersections. Red lights may be monitored to record vehicles which fail to stop at intersections. Includes film from red light cameras.</p>	Transportation Services	T	7	T+7	D	<p>Comments: T = File closed upon resolution of case.</p> <p>Legislation/Regulation: Highway Traffic Act, Regulation (Red Light Camera System Evidence) O. Reg. 277/99 (Last amendment: O. Reg. 328/12) Photograph taken by the red light camera system to be received as evidence.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
W0096	<p>Engineering Standards, Policies, and Quality Assurance</p> <p>Records relating to standards, policies, and quality assurance for engineering projects. May include standards and best practices related to engineering design, construction and consulting, research and development, management, landscape architecture and streetscape improvement, infrastructure, major facilities, and engineering business processes and practices.</p> <p>Original Engineering Drawings related to this classification must be filed under W0110 - Engineering Drawings</p>	Transportation Services	S	P	P	P/AR	<p>Comments:</p> <p>S = Until Superseded</p>
W0097	<p>Water Filtration Plants Operation</p> <p>Records relating to the daily operations and maintenance of City water filtration plants, which remove pollutants, sediments, and other particulate matter from drinking water. Water filtration is conducted prior to water testing and treatment. Includes information on instrumentation and control features, chemical feed equipment, and valves maintenance. Documents include consultant and engineering reports, control valve inspection reports, release forms concerning persons who attended guided tours of the plants, and newspaper clippings. Individual filtration plants will be coded at the secondary classification level.</p> <p>Original Engineering Drawings related to this classification must be filed under W0110 - Engineering Drawings</p>	Toronto Water	T	15	T+15	D	<p>Comments:</p> <p>T = File closed upon completion of maintenance or maintenance inspection reports.</p> <p>Legislation/Regulation:</p> <p>Ontario Water Resources Act, Regulation (Licensing of Sewage Works Operators) O. Reg. 129/04 (Last amendment: O. Reg. 236/11) s. 19. (6) - the owner shall ensure that logs and other record-keeping mechanisms are accessible in the facility for at least two years after each entry in it was made.</p> <p>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.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
W0101	<p>Landfill Sites Construction</p> <p>Records relating to the construction of City landfill sites, which are used for the disposal of routine and hazardous waste materials. Includes plan approvals, copies of contracts and agreements, consultant reports, land surveys, engineering reports and drawings, and correspondence.</p> <p>Original Engineering Drawings related to this classification must be filed under W0110 - Engineering Drawings</p>	Solid Waste Management Services	T	P	P	P/AR	<p>Comments: T = File closed upon completion of construction project</p> <p>Legislation/Regulation: Environmental Protection Act, Regulation (Landfilling Sites), O. Reg. 232/98 (Last amendment: O. Reg. 268/11)</p> <p>s. 16. - Operations and maintenance procedures - report prepared containing plans, specifications and descriptions of the operation, maintenance, monitoring, closure and post-closure care of the site, including matters related to record keeping, reporting and financial assurance;</p> <p>s. 17. (1) Financial Assurance - ensure that financial assurance is provided for the contingency plans for the site, including the construction, operation, maintenance and replacement of works required by the contingency plans;</p> <p>s. 19. Site Preparation Report documenting all construction, quality assurance and quality control activities and confirming that the site conditions and details of the construction of the new area are in accordance with the design plans and specifications of the landfilling site</p> <p>s. 20. Record Keeping - daily records of site operations are made during the operation of the site and that the records are retained for at least two years after they are made;</p> <p>s. 21. (b) - Annual Operations Report - reports are retained until at least two years after the site is closed.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
W0108	Bridge Maintenance Records relating to the routine and ongoing maintenance and repairs of City bridges. This includes bridges over roadways (overpasses) and bridges over waterways. May include complaints, engineering plans and drawings, copies of contracts and agreements, and correspondence.	Technical Services	C+2	P	P	P	Legislation/Regulation: City of Toronto Municipal Code Chapter 937, Temporary Closing of Highways
W0110	Engineering Drawings Records relating to the production, use, and storage of master copies of engineering drawings. Engineering drawings demonstrate design solutions and define instrumentation requirements. They are used to manufacture, test, and procure equipment and repair parts for systems, subsystems, and components. May include information on drawing systems, computer-aided design (CAD), engineering drawing control, and engineering symbols.	Technical Services	S	P	P	P/AR	Comments: S = Until Superseded with Permanent Retention

SCHEDULE 2

- A. Delete the following entries from Former Municipality of Metropolitan Toronto By-law No. 2561, being a by-law "To establish schedules of retention periods for records of the Municipality of Metropolitan Toronto," as amended:

(In Column 1)	(In Column 2)	(In Column 3)
Community Services Department (103-87)		
Administrative Services Division, Financial and Administrative Services	Hostel Applications	7 Years
	RSI 2900, 2390 - Hostel Services	Retention never determined
	RSI 2940 - Purchased Hostel Services	Retention never determined
	RSI 2950 - Directly Operated Hostel Services	Retention never determined

- B. Delete the following entries from Former City of Scarborough By-law No. 24987, being a by-law "To establish a schedule of retention periods for records in the possession of the City of Scarborough," as amended:

HEALTH DEPARTMENT

<u>DE</u>	<u>DI</u>	<u>PR</u>	<u>SEC</u>	<u>TER</u>	<u>FILE SUBJECT NAME</u>	<u>RETENTION PERIOD</u>
<u>Communicable Diseases & Clinical Services (0403)</u>						
04	03	09	620	626	After Care Clinic (Schizophrenia)	20

- C. Delete the following entries from Former City of Toronto Municipal Code Chapter 97, Records Retention, as amended:

**SCHEDULE A
RECORDS OF THE CITY**

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

Resignations Locked in Benefits - Civic	000393	1	74
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MANAGEMENT SERVICES DEPARTMENT

Job Family Books	001567	PC	
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PUBLIC HEALTH

Blood Lead Survey Hair Samples	000028	---	20
Cardiac Register	000705	PC	---
Nursing Activities Weekly Report	001910	2	---

TORONTO PUBLIC LIBRARY BOARD

Subject Correspondence: Annette Branch	001618	3	2
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