

**Appendix B**  
**Toronto Municipal Code Chapter 219, Records, Corporate (Local Boards)**  
**Schedule J, Art. VIII, Records Retention Schedule (Board of Management for Cecil Street Community Centre)**

**BOARD OF MANAGEMENT FOR CECIL STREET COMMUNITY CENTRE**  
**RECORDS RETENTION SCHEDULE**

<b>A</b>	<b>Functional Category: Assets and Property Management</b>  Description: Records relating to the construction, operation, and maintenance of Cecil Community Centre (CCC)'s physical assets and property, which it owns or leases. This may include facilities, office and computer equipment artifacts and office supplies.						
Code	Records Title	Originating Office	Retention				Comments
			A	I	Total	Disposition	
CCC.A0049	<b>Accident, Incident and Complaint Reports</b>  Records relating to CCC's reporting of accidents, incidents or complaints that may involve members of the public, staff, buildings, and structures. Accident/ Incident/ Complaint reporting includes events such as an accident, injury, property damage, theft, vandalism, serious occurrence, contentious issue, trespassing, abuse, or general complaints. Documents may include Incident /Property Damage/ Contentious Issue Report Forms, Workplace Violence and Threat Reports, Witness Report Forms, Incident Follow-Up Forms, copies of police or emergency services reports, mediating third party documentation, complaint documents and all supporting correspondence.	Cecil Community Centre	T	4/18	T + 4/18	D	T = Date of last recorded action  Total retention for major accidents (involving police, ambulance, emergency services) and for incidents involving minors, under the age of 18 are kept for 18 years after date of last recorded action. All other records are kept for 4 years after the date of last recorded action.

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CCC.A0172	Office Supplies  Records relating to the tracking and provision of office supplies and consumables, including stationery and letterhead. Documents may include tracking worksheets, copies of purchase orders, copies of supplies catalogues, and correspondence.	Cecil Community Centre	C+1	1	C+2	D	
CCC.A0173	Operational Equipment and Furnishing  Records relating to the management and tracking of operational equipment and furnishings routinely used in CCC. This may include information on file cabinets, shelving units, desks, chairs, photocopiers, various furniture, program equipment and fax machines. Documents may include copies of purchase orders, warrantees, user guidelines, operations manuals, maintenance and repair history files, asset inventories, copies of contracts and service agreements, and copies of warranties.	Cecil Community Centre	C+2	T	T	D	T = Life of Asset
CCC.A0270	Computer System Implementation & Management  Records relating to the development, implementation, and support of computer system applications used by CCC. 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.	Cecil Community Centre	S	7	S+7	D	S = Until Superseded

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CCC.A0271	<p>Telecommunications and Electronic Communications Systems</p> <p>Records relating to the installation, maintenance, operation, and use of telecommunications equipment and systems. Includes information on telephone, cable, fibre optics, electronic mail, voice mail, fax, pager, cell phone, and emergency systems and processes. Documents include requests for installation or maintenance, change requests, copies of service contracts and maintenance agreements, copies of purchase orders, and service call requests to service providers.</p>	Cecil Community Centre	S	7	S+7	D	S = Until Superseded
CCC.A0272	<p>Computer Hardware</p> <p>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.</p>	Cecil Community Centre	S	7	S+7	D	S = Until Superseded

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CCC.A0273	<p>Computer Software</p> <p>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.</p>	Cecil Community Centre	S	7	S+7	D	S = Until Superseded
CCC.A0290	<p>Computer Systems Network</p> <p>Records relating to the development, implementation, and support of computer system applications used by CCC. 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.</p>	Cecil Community Centre	S	7	S+7	D	S = Until Superseded

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CCC.A0501	Construction and Renovation  Records relating to construction and renovation of CCC. 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.	Cecil Community Centre	T	20	T+20	D	T = Completion of construction and/or renovation project
CCC.A0502	Property Maintenance  Records relating to the ongoing and scheduled maintenance of CCC. 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.	Cecil Community Centre	T	20	T+20	D	T = Expiration of contract
CCC.A0508	Facility Bookings  Records relating to selecting and reserving CCC facilities or individual rooms for meetings, instructional seminars, and other professional purposes. Documents may include facility, rental agreements and room availability schedules, facility and room booking schedules.	Cecil Community Centre	C+1	1	C+2	D	

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CCC.A0518	<p>Security</p> <p>Records relating to the physical security of CCC. 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.</p>	Cecil Community Centre	C+2	4	C+6	D	
CCC.A0525	<p>Video Surveillance</p> <p>Video surveillance records relating to the physical security of Cecil Community Centre. 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.</p>	Cecil Community Centre	30 DY	0	30 DY	D	<p>Comments: Retention applies to electronic records. Active retention period is interrupted when there is an investigation by Toronto Police. Once the recordings have been obtained by Toronto Police in particular, they become part of a different record (police evidence file), independent of CCC. The securement of the tapes is recorded in A0526 - Video Surveillance Logs.</p>

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CCC.A0526	<p>Video Surveillance Logs</p> <p>This class governs records tracking or logging video surveillance recordings. Video recordings are used to guard Cecil Community Centre 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).</p>	Cecil Community Centre	3 Y	0	3 Y	D	
CCC.A1550	<p>Backup Data</p> <p>Records relating to data stored (onsite and remotely) by CCC Information &amp; Technology including servers and computers. This includes as annual, monthly, and as needed network backups, daily Exchange Mail Server backups, and unique or one-time backups, e.g., when a server is de-commissioned, computers upgraded or network upgrades. Backup data is created primarily for long-term system recovery requirements, such as loss or damage to computer hardware. In certain circumstances backup/recovery data is used to recover individual data files or forensically for investigations. Unique or one-time backups may be created for various reasons, e.g., to mitigate against the risk of unsuccessful data migration or unanticipated failure of a new production system. Backup data and media are organized or classified by CCC's Backup Policy and Procedures.</p>	Cecil Community Centre	2	0	2	D	

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<b>C</b>	<b>Functional Category: Community and Social Services</b>  Description: Records relating to the management and delivery of social and community programs and services designed to assist Cecil Community Centre (CCC)'s community members, including children, youth, families, senior citizens, and homeless persons.						
Code	Records Title	Originating Office	Retention				Comments
			A	I	Total	Disposition	
CCC.C2010	<b>Community Resources</b>  Records relating to CCC's community resources which provide social assistance, programs and services for community members 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.	Cecil Community Centre	S	7	S+7	D	S = Until Superseded
CCC.C2022	<b>Community Service Planning</b>  Records relating to community service planning which involves both the public and CCC 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.	Cecil Community Centre	C+2	4	C+6	D	

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CCC.F0045	<b>Fees Administration</b>  Records relating to the determination and administration of fees charged for services and activities provided and/or managed by CCC, or for the use of CCC 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 CCC. Documents may include fee schedules for permits and licenses, room rental and program fees, fee assistance policy, user fees determination studies and reports, lists of approved fees, and correspondence.	Cecil Community Centre	C+2	4	C+6	D	
CCC.F0169	<b>Fundraising and Donations</b>  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 CCC from various organizations and individuals. Documents include copies of committee minutes and agendas, activity planning schedules and itineraries, donation receipts, and correspondence.	Cecil Community Centre	C+2	5	C+7	D	

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CCC.F0400	<p>Capital Assets</p> <p>Records relating to CCC'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 a, infrastructure, and vehicles. Documents include capital assets inventories, yearly inventory furniture list, IT/Computer hardware lists, capital depreciation statements, and capital asset report.</p>	Cecil Community Centre	T	7	T+7	AR	T = Life of Asset
CCC.F1301	<p>Employee Payroll Files</p> <p>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.</p>	Cecil Community Centre	T	7	T+7	D	T = Termination of employment, or termination of retirement benefits, whichever is longer

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CCC.F1303	<p>Attendance and Scheduling</p> <p>Records relating to the attendance and scheduling for CCC 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 (CCC.F1325). Documents may include vacation requests, attendance registers, shift schedules, notes for extended leave, and all supporting correspondence.</p>	Cecil Community Centre	C+3	0	C+3	D	
CCC.F1325	<p>Pay Period Processing</p> <p>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, timesheets, employee expense reports, original and amended T4 statements, payroll adjustment and variance reports, and all supporting correspondence.</p>	Cecil Community Centre	C+2	5	C+7	D	

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CCC.F1500	Accounting and Finance Administration  Records relating to the overall management of the CCC'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.	Cecil Community Centre	C+2	5	C+7	D	
CCC.F1541	Purchasing of Goods and Services  Records relating to the procurement and acquisition of goods and services from external contractors and vendors. Documents may include purchase orders, purchase requisitions, requests for proposals (RFPs), quotation requests, vendor proposals, and tenders.	Cecil Community Centre	T	7	T+7	D	T = Termination or expiry of agreement
CCC.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.	Cecil Community Centre	C+2	5	C+7	D	

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CCC.F1562	<b>Personal Expense Claims</b>  Records relating to CCC 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.	Cecil Community Centre	C+2	5	C+7	D	
CCC.F1570	<b>Accounts Receivable</b>  Records relating to revenues received by CCC through the sale of goods or services rendered including programs, rentals, fundraising, donations and grants. 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 CCC customers, accounts receivable and revenue reconciliation statements, receipt books, copies of cheques, payment batch reports, and all supporting correspondence.	Cecil Community Centre	C+2	5	C+7	D	
CCC.F1575	<b>Write-Offs</b>  Records relating to the dismissal of unpaid debts owed to CCC. These debts are considered to be not collectible owing to such factors as customer bankruptcy or business closure. Documents may include invoices and correspondence.	Cecil Community Centre	T	7	T+7	D	T = Occurrence of making debt uncollectible or date decision made to write off

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CCC.F2157	<p>Financial Statements and Reports</p> <p>Records relating to the production and use of financial statements and reports, which are sources of financial information for a wide variety of public users (auditors, creditors, provincial and federal government agencies, etc.). These documents provide summaries, details, and analyses of the CCC's financial position. Documents may include paper and electronic balance sheets, income statements, funding statements, liability statements, net assets sheets, and expense statements.</p> <p>Also included as part of CCC.F2313 Year End Audit Binders (2006 onwards).</p>	Cecil Community Centre	C+2	P	P	P	
CCC.F2207	<p>Cheque Register Reports</p> <p>Records relating to the administration and use of the CCC'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 CCC. 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.</p>	Cecil Community Centre	C+2	5	C+7	D	

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CCC.F2301	<p>Bank Statements and Reconciliations</p> <p>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 CCC'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.</p>	Cecil Community Centre	C+2	5	C+7	D	
CCC.F2303	<p>Cheques</p> <p>Records relating to the management and processing of CCC and other cheques. Includes information on the issuance of cheques by CCC to other organizations. Also includes information relating to CCC-issued cheques and external cheques that are returned to the CCC after they have been cashed by banking and financial institutions, or if they have been dishonoured. Documents include cancelled, processed, and dishonoured cheques; cheque reports, and supporting correspondence.</p>	Cecil Community Centre	C+2	5	C+7	D	

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CCC.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 year end and audit binders (2006 onward), accounting entries and back-up working papers.	Cecil Community Centre	C+2	P	P	P	
CCC.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 CCC to outside agencies), 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.	Cecil Community Centre	C+2	5	C+7	D	
CCC.F2401	Accounts Payable  Records relating to the processing of payments made by CCC 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.	Cecil Community Centre	C+1	6	C+7	D	

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CCC.F2430	<p>Taxation</p> <p>Records relating to federal and provincial taxes, and other taxation matters. Includes the Goods and Services Tax (GST) and Provincial Sales Tax (PST). Documents include monthly tax returns and supporting documents, tax rebate claims, tax refund claims, slips and summaries, reports, and correspondence.</p>	Cecil Community Centre	C+2	5	C+7	D	
CCC.F2801	<p>Employee Payroll Benefits</p> <p>Records relating to the management of employee benefits plans which provide full or partial financial coverage of various benefits to CCC 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 CCC'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.</p>	Cecil Community Centre	T	7	T+7	D	T = Termination of employment or cessation of benefit

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CCC.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. Documents may include budget submissions, contractor and hard costs data, and internal chargeback costs directives.	Cecil Community Centre	T	7	T+7	AR	T = End of the last year in which the capital budget is expended.
CCC.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 CCC. 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.	Cecil Community Centre	C+2	5	C+7	D	
CCC.F4307	City Insurance Claims  Records relating to first party claims made by CCC to the City Insurer(s) (for example, City property and crime losses), and third-party liability claims that are made against CCC. Documents include copies of claims and affidavits, damage and injury/ accident reports, health emergencies, medical reports, and all supporting correspondence.	Cecil Community Centre	T	15	T+15	D	T = Resolution of case

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CCC.F4650	<p>Pension Case Files (OMERS Files)</p> <p>Records relating to the administration of the pension plan for retired employees. 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.</p>	Cecil Community Centre	T	15	T+15	D	T = Termination of the pension plan and remainder of funds or plan assets have been disbursed after all claims to funds are settled.
CCC.F5857	<p>Grants and Subsidies</p> <p>Records relating to subsidies and grants received by CCC. Includes information on obtaining federal, provincial, and municipal subsidies and corporate and foundation grants. Documents include follow-up spending evaluation reports, grant applications, review and decision statements, correspondence, and supporting documentation relating to CCC's entitlement to subsidies and grants.</p>	Cecil Community Centre	C+2	5	C+7	D	
CCC.F6000	<p>Investment Activity and Administration</p> <p>Records relating to investments made by CCC, including both short and long-term investments. Includes statements of compliance with CCC's investment policies and goals; annual reports about the performance of the portfolio of investments; records of the date of each transaction in or disposal of CCC's own securities, purchase and sale price of each security; and the proposed use of funds realized in the disposition of securities. Investment documents are kept as part of the Audit Binder (CCC.F2313 - General Ledger Accounts).</p>	Cecil Community Centre	T+2	18	T+ 20	D	T = Maturity of investment

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**Toronto Municipal Code Chapter 219, Records, Corporate (Local Boards)**  
**Schedule J, Art. VIII, Records Retention Schedule (Board of Management for Cecil Street Community Centre)**

Code	Records Title	Originating Office	Retention				Comments
			A	I	Total	Disposition	
CCC.G0006	Board Proceedings  Records relating to the meetings, duties, and functions of CCC's Volunteer Board of Management. Documents may include agendas, minutes, correspondence, and reports.	Cecil Community Centre	C+4	15	C+19	AR	
CCC.G0244	Policies, Procedures, Standards and Guidelines  Records relating to the production and formal approval of CCC official policy statements, procedures, standards, guidelines, and manuals. May also include information on program reviews, benchmarking and performance management, and other issues related to governance.	Cecil Community Centre	S	20	S+20	AR	S = Until Superseded
CCC.G0250	Annual Reports  Records relating to internally produced annual reports, as well as financial and other reporting data. These reports describe CCC's activities and results over the past year in reference. They discuss management findings and analysis, financial statements, independent auditing results, financial highlights, and other related financial and management information. May also include interim reports.	Cecil Community Centre	C+2	4	C+6	AR	

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			A	I	Total	Disposition	
CCC.H0135	Associations and Organizations  Records relating to internal and external professional associations, clubs, societies, and organizations in which an employee or CCC has membership, interest, or official capacity. Documents may include minutes of meetings, association annual reports, membership lists, and correspondence.	Cecil Community Centre	C+1	1	C+2	D	
CCC.H1200	Human Resources Administration  Records relating to the general and overall administration of CCC's human resources. May include general information relating to human resources management, processes, systems, and functions. Documents may include copies of federal and provincial guidelines, copies of personnel policies and procedures, and supporting correspondence.	Cecil Community Centre	C+2	4	C+6	D	
CCC.H1201	Employee History Files  Records relating to employee/personnel files of complete. Records may include resumes, hiring, performance reviews, discipline, benefits, OMERS, retirement and police checks.	Cecil Community Centre	T	7	T+7	D	T = File closed on termination date of employee, or upon resolution of outstanding issues

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			A	I	Total	Disposition	
CCC.H1205	Corporate Organization and Organizational Chart  Records relating to the development and ongoing maintenance of CCC's organizational framework and structure. Documents include departmental function statements, mission statements, organizational charts, reorganization plans, and related correspondence.	Cecil Community Centre	S	5	S+5	AR	S = Until Superseded
CCC.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.	Cecil Community Centre	C+2	4	C+6	D	
CCC.H1208	Employee Performance Management  Records relating to the performance management program for CCC 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.	Cecil Community Centre	T	7	T+7	D	T = Termination of employment

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			A	I	Total	Disposition	
CCC.H1209	<b>Job Classifications</b>  Records relating to the classification of employment positions within CCC's organizational hierarchy. Job classification assigns jobs into grades based on several 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.	Cecil Community Centre	S	5	S+5	D	S= Until Superseded
CCC.H1210	<b>Staff Competition and Recruitment</b>  Records relating to the recruitment of staff for existing or future jobs and appointments within CCC. 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.	Cecil Community Centre	T	6	T+6	D	T = Closing of Competition

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			A	I	Total	Disposition	
CCC.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, seniors 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 at CCC. 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>	Cecil Community Centre	C+1	0	C+1	D	
CCC.H1213	<p>Secondments and Acting Assignments</p> <p>Records relating to staff secondments to or from other institutions or organizations, or within CCC itself. Secondments enable CCC employees to work in other organizations, departments, or capacities for a fixed period (during which they are exempt from their normal work duties). Documents include reimbursement schedules, copies of payroll notification forms (PNFs), and correspondence.</p>	Cecil Community Centre	T	6	T+6	D	T = Termination of employee's secondment or assignment.

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			A	I	Total	Disposition	
CCC.H1214	<p>Special Employment Programs and Placements</p> <p>Records relating to CCC's special employment Programs. These temporary placements help workers to gain experience in new career areas or assist persons in making a transition back to the paid workforce, without receiving monetary compensation from CCC. Includes work-study, co-operative education, internships and volunteer programs. Documents may include program information, resumes, application forms, reference checks, copies of work/education agreements, waiver forms, emergency contacts, sign-in sheets, evaluations, feedback forms, orientation materials and correspondence. Documents may be kept in electronic and/or paper formats.</p>	Cecil Community Centre	T	6	T+ 6	D	T = Termination of special employment program and/ or placement
CCC.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>	Cecil Community Centre	1	0	1	D	

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			A	I	Total	Disposition	
CCC.H1240	<p>Training and Development</p> <p>Records relating to the design, delivery, and follow-up activities associated with training and skills development opportunities provided to CCC 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. Training may include camp training, program specific training, human resources training, etc.</p>	Cecil Community Centre	S	7	S+7	D	S= Until Superseded
CCC.H1241	<p>Record of Training</p> <p>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.</p>	Cecil Community Centre	T	21	T+21	D	T = Termination of employment

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			A	I	Total	Disposition	
CCC.H1246	<p>Labour Negotiations</p> <p>Records relating to conducting labour negotiations, which involve discussions and meetings between CCC 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 CCC 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 CCC and the respective unions or workers' representatives. All official negotiated documentation is prepared by the respective unions. The information is shared by CCC and respective unions or worker representatives.</p>	Cecil Community Centre	T	21	T+21	AR	T = Resolution or settlement of case.
CCC.H1250	<p>Grievances and Arbitrations</p> <p>Records relating to complaints received from CCC 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.</p>	Cecil Community Centre	T	7	T+ 7	D	T = Resolution or settlement of case

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Code	Records Title	Originating Office	Retention				Comments
			A	I	Total	Disposition	
CCC.H1260	Human Rights Complaints and Investigations  Records relating to receiving, investigating, and resolving complaints from CCC staff persons, residents and recipients of municipal services concerning discrimination and/or harassment based on human rights protected grounds, as listed in the Association of Community Centres' 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.	Cecil Community Centre	T	10	T+10	D	T = Resolution of investigation
CCC.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.	Cecil Community Centre	S	7	S+7	D	S = Until Superseded

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			A	I	Total	Disposition	
CCC.H1275	<p>Occupational Health and Safety</p> <p>Records relating to CCC'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., mold) 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 Health and Safety Committees.</p>	Cecil Community Centre	C+9	7	C+16	D	

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Code	Records Title	Originating Office	Retention				Comments
			A	I	Total	Disposition	
CCC.H1355	<p>Workers' Compensation and Disability Management</p> <p>Records relating to tracking and monitoring of all individual CCC 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.</p>	Cecil Community Centre	T	7	T+7	D	T = Termination of employment

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<b>I</b>	<b>Functional Category: Information, Communications, and Administration</b>  Description: Records relating to the management of all Cecil Community Centre (CCC) formal communications, including press releases, media releases, promotional advertising, and speeches. Includes records relating to a wide variety of general administrative matters, such as committees not related to CCC governance activities, office administration, audits, travel arrangements, and operational and strategic planning.						
Code	Records Title	Originating Office	Retention				Comments
			A	I	Total	Disposition	
CCC.I0005	Office Administration  Records relating to the routine administration of CCC. 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 admin activity reports which relate to routine activities, copies of submitted purchase orders, travel expense statements or similar financial papers; daily or weekly work assignments for admin staff.	Cecil Community Centre	C+1	0	C+1	D	
CCC.I0006	Program Administration  Records relating to the functions and activities of CCC programs. Records are typically arranged by activity or subject and include: substantive correspondence relating to the establishment and operation of the function as well as policy decisions; correspondence with other program areas within CCC, internal or external reports and documents relating to CCC programs.	Cecil Community Centre	C+1	5	C+6	AR	

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Code	Records Title	Originating Office	Retention				Comments
			A	I	Total	Disposition	
CCC.I0020	<p>Audits</p> <p>Records relating to developing, administering, and conducting audits of the CCC'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>	Cecil Community Centre	T	7	T+7	D	<p>T = Termination of audit process</p> <p>Note: Audit Binders (2011 onwards) are permanent.</p>
CCC.I0028	<p>Community Residents Demographic Data/Needs Assessment</p> <p>Records relating to demographic profiling of CCC community members. 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 needs of individual demographic groups in various locations served by various CCC programs. Documents may include demographic profiling statistics, graphs, and charts, comparison data summaries, completed survey forms, high-level recommendation reports and all supporting correspondence for needs assessments.</p>	Cecil Community Centre	S	10	S+10	AR	S = Until Superseded

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Code	Records Title	Originating Office	Retention				Comments
			A	I	Total	Disposition	
CCC.I0161	Meetings and Committees  Records relating to meetings and committees of CCC staff that are not related to CCC 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.	Cecil Community Centre	C+1	5	C+6	D	
CCC.I0200	Promotion and Marketing  Records relating to advertising and promotion of CCC programs and services. Methods of promotion and marketing include, brochures, manuals, radio, Internet web pages, advertisements, social media, special events and television. Documents may include action plans, marketing statistics, infographics, reports and correspondence.	Cecil Community Centre	C+2	4	C+6	AR	
CCC.I0201	News Releases and Official Statements  Records relating to the development and production of media releases, official statements, and announcements by CCC. These statements and announcements are intended to alert the media to newsworthy events associated with CCC. Documents may also include supporting correspondence and memoranda.	Cecil Community Centre	C+2	4	C+6	AR	

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			A	I	Total	Disposition	
CCC.I0203	Media Relations  Records relating to the promotion of CCC through fostering positive and ongoing relationships with local, provincial, national, and international news media. Includes information on print, radio, television, and other types of news reporting. May also include information on media promotion projects. Documents may include media contact lists, lists of standard media interview questions, and correspondence.	Cecil Community Centre	C+2	4	C+6	AR	
CCC.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 CCC community members, with the aim being to ensure high-quality services. Documents may include correspondence, questionnaires, surveys, market research reports, memoranda, and other supporting documentation.	Cecil Community Centre	T	3	T+3	D	T= Completion of project
CCC.I0240	Records Classification Files  Records relating to the preparation of record classes prepared by CCC. Records, include completed inventories.	Cecil Community Centre	S	5	S+5	D	S= Until Superseded
CCC.I0253	Records Destruction Files  Records relating to signed destruction packages (cover sheet, summary information, authorization page, and inventory of boxes), and matching destruction certificates.	Cecil Community Centre	C+2	97	C+99	D	

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			A	I	Total	Disposition	
CCC.I0320	Computer System Access and Security  Records relating to the security and confidentiality of the CCC's online information resources. Includes information about computer security practices and tools. Documents may include access requests, computer monitoring reports, and user authorization lists.	Cecil Community Centre	S	7	S+7	D	S = Until Superseded
CCC.I0340	Internal Computer Systems Documentation  Records relating to the use of internally produced supporting documentation concerning computer systems and software used by CCC. 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.	Cecil Community Centre	S	7	S+7	D	S = Until Superseded
CCC.I0470	Trademarks  Records relating to the use of CCC trademarks, which are words and/or symbols that identify, and are associated with, CCC's services. CCC trademarks are unique from those belonging to any other organization. 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.	Cecil Community Centre	C+2	P	P	P	

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			A	I	Total	Disposition	
CCC.I0489	<p>Strategic Planning</p> <p>Records relating to strategic planning for CCC. Strategic planning is a management tool designed to assess and adjust CCC'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, business planning notes, reports, and correspondence.</p>	Cecil Community Centre	T	10	T+10	AR	T= End date of strategic plan
CCC.I0495	<p>Operational Planning</p> <p>Records relating to the production and use of operational plans, which clearly match the implementation of the CCC'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.</p>	Cecil Community Centre	T	7	T+7	D	T= Termination of project

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Code	Records Title	Originating Office	Retention				Comments
			A	I	Total	Disposition	
CCC.I0500	Operational Review  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 CCC. Operational reviews may range from CCC-wide reviews to reviews focused specifically on a program. Documents include operational review reports and supporting correspondence.	Cecil Community Centre	T	7	T+7	D	T = Termination of project
CCC.I1000	Executive Records  Executive records are the administrative and operational records of the offices of the Executive Director and Assistant Executive 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. Documents may include policies (i.e. OMERS), contracts (café), governance issues, community consultations, etc.	Cecil Community Centre	T	10	T+10	AR	T = File closed at Executive's discretion

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			A	I	Total	Disposition	
CCC.L2200	<b>Leases</b>  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 CCC to use properties, facilities, and vehicles belonging to external organizations on a temporary or ongoing basis. Also includes information on CCC 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.	Cecil Community Centre	T	20	T+20	D	T = Termination of lease
CCC.L3085	<b>External Legal Correspondence</b>  Records relating to routine inquiries received by CCC from external lawyers and other external legal professionals. These inquiries are made to obtain information from CCC, 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.	Cecil Community Centre	T	4	T+4	D	T = Resolution or notice of decision

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R	Functional Category: Recreation and Culture						
	Description: Records relating to the recreational and cultural programs and services offered to Cecil Community Centre (CCC) community members. Includes record relating to special events.						
Code	Records Title	Originating Office	Retention				Comments
			A	I	Total	Disposition	
CCC.R0016	Weight Room Memberships  Records relating to Cecil Community Centre weight room memberships. Documents may include waivers and fitness assessments.	Cecil Community Centre	C+2	2	C+4	D	
CCC.R0030	Recreational Programs  Records relating to the administration and development of community recreational programs and services offered by Cecil Community Centre for families, children, adults and seniors. This may include sports, music, dance, art, cooking and drop-in classes and lessons May also include information on trips or visits to community centres, museums, parks, and 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 manuals, recreational research studies, usage and program and course-related statistics, quality assurance reports, program descriptions and brochures, program guides, evaluations, statistical data summaries, high-level recommendation reports, and all supporting correspondence.	Cecil Community Centre	C+2	4	C+6	D	

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**Appendix B**  
**Toronto Municipal Code Chapter 219, Records, Corporate (Local Boards)**  
**Schedule J, Art. VIII, Records Retention Schedule (Board of Management for Cecil Street Community Centre)**

Code	Records Title	Originating Office	Retention				Comments
			A	I	Total	Disposition	
CCC.R0031	Recreational Program Registration and Membership	Cecil Community Centre	C+2	5	C+7	D	Note: 1 year total retention is for paper records only.  EarlyON documentation must be kept for C+7 years, as required by Ministry of Education.
	Records relating to individuals, including children, youth, adults, seniors, and families registering for membership and various community recreational programs and services. This may include sports, music, dance, art, cooking and drop-in classes and lessons. Documents include completed enrolment applications, fee assistance forms, income tax parent letters, registration payment request invoices, attendance folders, copies of program descriptions, enrolment usage statistics, membership forms, voting records for AGMs and correspondence.		1	0	1		

Legend: A = Active, AR = Archival Review, C = Current Year, D = Destroy, DY = Days, I = Inactive, P = Permanent, S = Superseded, T = termination based on specific type of event, as explained under each records series.