

RECORDS RETENTION SCHEDULE

By-laws

Toronto Transit Commission

OVERVIEW

A retention by-law determines the length of time a record must be kept and specifies what will be done with it when it is no longer required. Its purpose is to control recorded information from its creation or receipt throughout its lifecycle.

Retention schedules are valuable and necessary tools in the management of records and information and constitute a strategic business resource. As a business activity, the aim of records and information management is to ensure that there are no barriers to access information (assuming appropriate permissions) and that information is available in a timely fashion to those who need it. An effective records and information management system is essential to support decision-making. Such a system supports accountability and risk avoidance, protects personal and confidential information, greatly improves organizational efficiency, ensures compliance by maintaining and disposing of records in a systematic fashion, reduces costs, and preserves the corporate memory and history of the TTC.

The TTC's Retention By-law is the official policy for the management of records of the TTC. It provides all business units, management, and staff with the authority to manage records in accordance with the relevant policies, legislation and regulations. The TTC has adopted the ISO 15489 functional approach structure for the management of its records rather than by organizational structure. The functional approach is organizing information according to the high-level purpose or responsibility of the organization. The main reasons for a functional approach are as follows:

- Eliminates duplication of records because all records related to a specific function are grouped together rather than split up among departments;
- Provides integrity and thus reliability when searching for information within the central repository because all "like" things are filed together rather than "classified" under different departments;
- Business functions are independent of organizational structure. Changes in organizational structure do not affect the classification scheme. It doesn't have to be "re-invented;"
- Department names are forever changing but functions remain constant; and
- Reduces silos of information.

The functions of the TTC are as follows:

- Administration
- Assets and Property/Equipment Management /Maintenance
- Communications, Promotion and External Relations
- Environment, Safety and Sustainable Resources
- Financial Management
- Governance
- Human Resources
- Information Management and Technology
- Legal and Licensing
- Works/Operations

DEFINITION OF RECORDS

RECORD

Recorded information regardless of physical form created, collected or received in the initiation, conduct or completion of an activity, and kept as evidence or to document such activity, process or decision.

Records include such items as books, paper, maps, photographs, voice recordings, web pages, machine readable materials or other documentary materials, regardless of physical form or characteristics, generated or received by the TTC in connection with the transaction of business, and preserved for any period of time by the TTC as evidence of the organization, functions, policies, decisions, procedures, operations or other activities.

RECORD SERIES

A group of related records that have the same form and function, are filed as a unit and are maintained together for retention scheduling purposes. Record series are maintained and destroyed as a unit.

NON-RECORDS (Transitory Records)

Recorded information that have no bearing on the organization's functions, operations, or mandate. Transitory records may facilitate the completion of insignificant transactions, be created while preparing an official corporate record or may be general reference or distribution items. Non-records are typically used, if ever, only for a very limited period of time. Unless otherwise specified in the schedule, or unless required for legal or legislated purposes, these records may be destroyed when their value ceases as determined by individual departments.

May include, subject to consultation with the Director, Commission Services:

- a) Duplicate copies;
- b) Records that are of insignificant or no value in documenting a business transaction;
- c) Records that are not related to TTC business;
- d) Email records that are not official business records and do not support decisions, activities and or transactions related to TTC business;
- e) Unsolicited advertising and promotional material, product catalogues, unrelated to corporate procurement;
- f) TTC website and social media content;

****Email Records***

Email records include email messages and attachments that are created, received or sent by the TTC in the course of its business and must be managed in accordance with the Records Retention By-law.

The TTC's email systems are not intended to be used as a repository for records. Email records that document and support decisions, activities and transactions related to TTC business must be saved in the appropriate repository, such as SharePoint or an approved business application outside of the email system and classified in accordance with the records retention schedule.

Email records that do not document and support decisions, activities and transactions related to TTC business are considered transitory emails. Transitory emails retained within the email system will be deleted from the system after seven years. This includes sent, received, user-deleted and archived emails.

****Convenience Copies***

Convenience copies are, by definition, not considered records. However, convenience copies may still be used for purposes of evidence or discovery. Incidents have occurred where primary documents have been destroyed as per established retention schedules, but convenience copies still exist in the organization. These copies have been deemed to be official and subject to discovery or legal proceedings. Given these legal implications it is important for the TTC to identify convenience copies and ensure they are tracked and destroyed or disposed of no later than the retention period of the original document.

Convenience copy holders are encouraged to destroy these copies on a regular basis. Convenience copies can be destroyed at any time before the retention period of the original document as the official or original document is held by the originator/primary area of accountability and subject to the approved retention period.

****Drafts***

Drafts may be relevant to decision-making processes or audit trails (e.g. showing historic trail of activities or decisions), and/or changes to legislation affecting the TTC. These drafts would be kept for historical significance. Nevertheless, drafts are generally destroyed once the final version of the document has been approved.

ACCOUNTABILITY – Originating Office

This retention by-law identifies the Office of Accountability – the originating office that is accountable for ensuring that the official record is managed throughout its lifecycle. This is the business area that has primary interest in, or ownership of the records. They are considered to be the official holder of the original records. Accountability usually resides with the originator of the document / record, or in the case of a document received from an external source, a recipient who is accountable for the original document, its retention and disposition. Where the Accountability states “ALL” – it signifies that every department is responsible for ensuring that the official record created is managed through the record series’ lifecycle.

RETENTION SCHEDULES

A records retention schedule specifies the length of time records must be kept in the office (active) or online, how long they are stored off-site (semi or in-active) or offline, if applicable, and how the records will be handled at the end of their total lifecycle (final disposition) e.g. archived for historical purposes, destroyed, or archival selection.

Retention periods are reviewed and approved by the Legal, Finance and Internal Audit departments and then final approval given by the Commission.

Records scheduled for destruction as per the retention schedules can only be destroyed / disposed of in accordance with the TTC's records destruction procedures and in conjunction with Commission Services' office that is responsible for administering the destruction procedures, as well as for maintaining the verification of destruction. Records scheduled for destruction will undergo an authorization-to-destroy process and then be supported by a certificate of destruction as proof of final disposition.

Decisions about the length of a retention period and the final disposition of the records are based on various factors, including any administrative, legal, financial, governance, historic requirements and government legislation.

The columns labeled "**Retention**" refer to the period of time the records are to be kept. A trigger may indicate an event that closes the file, or it may occur each calendar or fiscal year-end. A retention period is indicated in years for on-site and off-site storage. The length of time for on-site and off-site storage are added together to equal the total retention period.

The column labeled "**Disposition**" refers to the disposition of the records. This indicates the action to be taken once the records have reached the completion of their total retention period. For example, the records may be shredded, kept for historical reasons for future generations or there may be archival selection where specific records within a record series are kept for posterity. These decisions are made in conjunction with the City of Toronto Archives.

LEGEND FOR RETENTION TERMS

A	Active	The amount of time the record series will stay in the office or online before being moved to less expensive storage.
I	Inactive	The amount of time the record series will stay in storage or near-line/offline before being destroyed or evaluated for archival purposes.
AR	Archival Review	Record series to be assessed in collaboration with the “City of Toronto Archives” for historic significance.
C	Current Year	Refers to the period of time between January 1 to December 31 in a given year.
D	Destroy	Requires that upon expiration of the retention period the document is destroyed – shredded, recycled, deleted.
P	Permanent	Refers to a record series that must be kept permanently. This is usually governed by legislation.
S	Superseded	Refers to the replacement of a document once it has been updated or revised. The new document supersedes the previous version. The previous version is not maintained and is destroyed.
T	Terminated	Refers to a record being retained until it has been closed or terminated, typically used for case-based or project records where the retention refers to the case being closed or the transaction being completed. This retention applies to an employee file and is triggered at the point at which the employee leaves the organization. These records are usually maintained until the case, transaction or file is closed or terminated, plus a pre-defined number of years. (e.g. T+6 means records are retained until the case is closed plus six more years).

Summary of Functions and Record Categories

Administration	Assets and Property/ Equipment Management /Maintenance	Communications Promotion and External Relations	Environment, Safety and Sustainable Resources	Financial Management	Governance	Human Resources	Information Management and Technology	Legal and Licensing	Works / Operations
<ul style="list-style-type: none"> • Access to Information and Personal Information Protection – Access Requests • Administrative Records – Executive • Administrative Records – Office Administrative records • Associations and Organizations • Contact Lists • Courier, Postal and Custom Services • Divisional Daily Activity Reports • Facility, Vehicle, and Room Bookings 	<ul style="list-style-type: none"> • Building and Vehicle Operation and Maintenance • Construction and Renovation • Engineering Development and Planning • Engineering Design Development Documentation • Design Standards • Employee Uniforms • Inventory Management – Surplus Assets, Stock Codes, Material Requisitions • Project Management 	<ul style="list-style-type: none"> • Customer Information Programs • Exhibits • Film Productions • Inquiries, Complaints and Commendations • Market Research • Marketing, Communications , Advertising and Promotions and Programs • Media Relations • Speeches, Presentations, Receptions, Award Ceremonies and Events - Internal • Official Statements/ Corporate Publications 	<ul style="list-style-type: none"> • Air Quality • Conservation Studies • Energy Efficiency • Environmental Applications and Approvals • Environmental Assessments • Fire Emergency Incident Reports • Fire Prevention Inspection Reports • Fire Safety Planning • Pollution and Pollution Control • Hazardous Materials • Hazardous 	<ul style="list-style-type: none"> • Annual Reports • Accounting and Finance Administration • Accounts Payable • Accounts Receivable • Attendance and Scheduling • Bank Statements and Reconciliations • Budget- Capital • Budget – Operating • Budget – Subsidiaries • Capital Assets • Cost Sharing • Employment Workforce Statistics 	<ul style="list-style-type: none"> • Access and Privacy – Compliance • Audits • Corporate Records – Commission • Corporate Records – Subsidiary Companies • Government Departments and Agencies • TTC By-laws • Risk Management • Policies, Procedures, Standards and Guidelines – Governance 	<ul style="list-style-type: none"> • Application File - Employee Special Constable Status • Corporate Organization and Organization Charts • Employee Activities/ Programs • Employee Alcohol and Drug Tests Results and Documentation • Employee History Data • Employee Intelligence Files • Employee Medical Data 	<ul style="list-style-type: none"> • Backup Data • Computer Hardware and Software • Computer Systems Networks • Computer System Access and Security • Computer Solutions Documentation • Computer Systems Operations • Information Technology Service Requests • Internet and Intranet Development • Telecommunications and 	<ul style="list-style-type: none"> • Accident/ Occurrence and Incident Reports • Legal and Claims • Complaint Investigations involving Special Constable and Revenue Protection Personnel • Contracts and Agreements • Copyright • Easements • Employee Investigation Files • External Legal Correspondence • Filming Permits 	<ul style="list-style-type: none"> • Employee Check-in and Off Duty Sheets • Composting, Garbage and Recycling Collection • Log Sheets • Metering • Parking • Plumbing and Drainage Maintenance • Schedules and Service • Signs, Banners and Canopies • Snow Removal • Traffic Signs and Signals Equipment • Transit Control TETRA Communicatio

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Administration	Assets and Property/ Equipment Management /Maintenance	Communications Promotion and External Relations	Environment, Safety and Sustainable Resources	Financial Management	Governance	Human Resources	Information Management and Technology	Legal and Licensing	Works / Operations
<ul style="list-style-type: none"> • Meetings and Committees • Office Supplies • Operational Reviews/ Assessments • Planning – Annual Business • Planning- Strategic • Policies, Procedures, Standards and Guidelines – Administrative/ Routine • Travel Arrangements • Workplace Space Planning and Moves • Investigations into Privacy Complaints and Breaches 	<ul style="list-style-type: none"> • Property Design Planning • Property/Equipm ent Maintenance and Inspection Reporting • Public Art and Art in Transit Facilities • Video Recordings – Closed Circuit Television Recordings • Recordings – Carhouse Transmission Audio Recordings • Security • Video Recording Logs • Wheel-Trans Customer Files • Body-Worn and In-Car Camera Recordings (Audio and 	<ul style="list-style-type: none"> • External Events Support • Special Events Planning and Programming • Trade Shows • TTC Support Person Assistance Card Program 	<ul style="list-style-type: none"> • Wastes • Soil/ Geotechnical Reports • Waste Recycling • Water Quality Testing • Weed Control 	<ul style="list-style-type: none"> • Fares and Transit • Fare Media Destruction Certificates • Financial Management Reports • Annual/Periodic Financial Statements and Reports (TTC and Subsidiaries) • Fundraising and Donations • General Ledger Accounts (TTC and Subsidiaries) • Journal Entries (TTC and Subsidiaries) • Payroll Benefits (Employee) • Pay Period Processing 		<ul style="list-style-type: none"> • Employee Awards • Employee Suggestion Plan • Grievances and Arbitrations • Human Rights Complaints and Investigations • Job Bid Documents • Job Classifications • Labour Negotiations • Occupational Health and Safety • Pay Equity • Staff Competition and Recruitment • Training and Development 	<ul style="list-style-type: none"> Electronic Communications Systems Records, Archives and Information Management • Archives Management • Archives Accession Control • Records Retention and Disposition • Records Disposition Management • Record Centre Operations • Disaster Recovery and Business Continuity 	<ul style="list-style-type: none"> • Leases • Permits - Building Permits and Inspections • Provincial Offences • Trademarks • Criminal Offences 	<ul style="list-style-type: none"> ns Systems – Audio Recordings • Transportation Monitoring and Travel Survey Programs • Utility Applications, Plans, and Permits • Vehicle Pre-trip/Post Trip Inspections and Vehicle Sign-in Sheets • Waybills, Run/Crew Guides and Transfer Distribution Sheets • Work Orders and Material Requisitions

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Administration	Assets and Property/ Equipment Management /Maintenance	Communications Promotion and External Relations	Environment, Safety and Sustainable Resources	Financial Management	Governance	Human Resources	Information Management and Technology	Legal and Licensing	Works / Operations
<ul style="list-style-type: none"> • Access and Privacy Consultations • Project Management 	Video)			<ul style="list-style-type: none"> • Personal Expense Claims • Petty Cash • Property Tax Evaluation and Appeal • Purchasing of Goods and Services • Reconciliation Daily Records • Subsidies/ Grants/Funding • Taxation • Employee Payroll Files 		<ul style="list-style-type: none"> • Training/ Certification – Record of • Training Program – Safety and Technical • Workers' Compensation and Disability Management 			

AD	<p>Functional Category: Administration</p> <p>Records relating to administrative function of all departments such as records relating to general office information such as activity reports, executive correspondence, office administration records, associations, committee meetings, minutes, agendas, contact lists, office supplies, vendors and consultants, as well as the management of access requests under the MFIPPA legislation.</p>
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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	

AD-001	<p>Access to Information and Personal Information Protection – Access Requests</p> <p>Records relating to the receipt and processing of access requests for information and appeals under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Records will include Freedom of Information requests, Consultation requests, and appeals to the Information and Privacy Commissioner.</p> <p>Types of documents will include access applications, copies of original and released records, third party notifications, decision letters, Information and Privacy Commissioner appeal documentation and media to reports, notices of inquiry, Information and Privacy Commissioner Orders.</p> <p>Note: If an appeal is filed on an access decision, the appeal file will remain open until appeal process is complete.</p>	Commission Services	T	5	T+5	D	<p>Comments: T = Completion of Access Requests and Appeal Process.</p> <p>Legislation/Regulation: Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56., as amended.</p>
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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
AD-002	<p>Administrative Records - Executive Records</p> <p>Executive records are the administrative and operational records of the offices of senior managers 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>	All	T	10	T+10	AR	<p>Comments: T = File closed at Executive's discretion.</p> <p>Note: Executives will be advised that these files should not contain any original documents in their work area that are subject to a special statutory retention period.</p>
AD-003	<p>Administrative Records - Office Administration Records</p> <p>Records relating to routine office administration functions and subjects of the business unit not covered elsewhere.</p> <p>This may include daily correspondence and chronological files, routine administrative queries, procedural advice, staff summary sheets, management of office subscriptions, products or services, monthly and annual planning calendars, monthly activity or status reports, completed request forms, mail registries or logs.</p>	All	C+2	0	C+2	D	
AD-004	<p>Associations and Organizations</p> <p>Records relating to internal and external professional associations, clubs, societies, and organizations in which the institution has membership, interest, or official capacity. Documents may include minutes of meetings, association annual reports, membership lists and registration, and correspondence.</p>	All	C+1	1	C+2	D	

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AD-006	<p>Contact lists</p> <p>Listing of contacts and/or mailing lists of individuals who are employees or have dealings with the TTC. May be a database of employee contact information to be used in case of an emergency.</p>	All	S	0	S	D	
AD-007	<p>Courier, Postal and Custom Services</p> <p>Records relating to the use of hard-copy mail and courier services by the TTC. Includes postal and mail functions with Canada Post, courier services, freight services, and customs information such as clearance and related documentation. Documents may include mailing lists, logbooks, shipment permits, mailing lists, copies of post office regulations, and reports on lost or damaged mail/courier packages.</p>	All	C	2	C+2	D	<p>Legislation/Regulation: Transportation of Dangerous Goods Regulations (SOR/2001-286) as amended.</p> <p>s. 3.11. – Keeping Shipping Document Information</p> <p>- A consignor must be able to produce a copy of any shipping document</p> <ul style="list-style-type: none"> (a) for two years after the date the shipping document or an electronic copy of it was prepared or given to a carrier by the consignor.

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			A	I	Total	Disposition	
AD-008	<p>Divisional Daily Activity Reports</p> <p>Records relating to documenting daily work activities as part of the TTC operations. This may include but not limited to transit control daily files, ticket and information clerks' files such as shifts, deposits, over/short detail, and any other activity reports that track or outline the day's work or employees' responsibilities.</p>	All	C+1	2	C+3	D	
AD-009	<p>Facility, Vehicle, and Room Bookings</p> <p>Records relating to selecting, reserving, using and providing vehicles or rooms, workstations and other facilities for individual or team meetings, seminars and other such gatherings.</p>	All	C+1	1	C+2	D	
AD-010	<p>Meetings and Committees</p> <p>Records relating to meetings and committees of TTC staff that are not related to 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. Union meetings would be included.</p> <p>Excludes: Corporate Records - Commission (GV-003); Corporate Records - Subsidiary Companies (GV-004);</p>	All	C+3	0	C+3	D	

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
AD-011	<p>Office Supplies</p> <p>Records relating to the provision of office supplies and consumables, including stationery and letterhead. Documents may include completed material requisition forms, copies of purchase orders and purchase requisitions, copies of cheque requisitions, copies of supplies catalogues, and correspondence.</p>	All	C+1	0	C+1	D	
AD-012	<p>Operational Reviews/Assessments</p> <p>Records relating to the production and use of operational reviews and/or assessing the feasibility of a new service, routes, products, etc. These are intended to provide objective and constructive assessments of such issues as customer relations, staff communications, resource management, performance measurement, hazard assessments and other topics of significant concern for the TTC. Operational reviews may range from TTC-wide reviews to reviews focused specifically on a single activity or unit. Documents include operational review reports and supporting correspondence.</p>	All	T	7	T+7	AR	Comments: T = File closed upon termination of project.
AD-013	<p>Planning – Annual Business</p> <p>Records relating to the production and use of operational plans, which clearly match the implementation of TTC's strategic plans against specific objectives. Annual business plans may include information on what activities staff has 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>	All	C+3	7	C+10	D	

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Code	Records Title	Originating Office	Retention				Comments/Legislation
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AD-014	<p>Planning - Strategic</p> <p>Records relating to strategic planning for departments, divisions, units, and overall TTC. Strategic planning is a management tool designed to assess and adjust TTC's direction and determine its visions and future objectives. Includes information on seminars, strategy planning sessions, and mission statements.</p> <p>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.</p>	All	C+3	7	C+10	AR	
AD-016	<p>Policies, Procedures, Standards and Guidelines – Administrative/Routine</p> <p>Records related to administrative and routine policies, procedures, directives and manuals that address internal departmental functions such as standard operating procedures.</p>	All	S+1	0	S+1	D	
AD-017	<p>Travel Arrangements</p> <p>Records relating to the arrangement and conduct of visits and travel by TTC employees. 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 individual visits and tours.</p>	All	C+2	0	C+2	D	

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
AD-019	<p>Workplace Space Planning and Moves</p> <p>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.</p> <p>Excludes: Project Management (AD-023);</p>	All	C	5	C+5	D	

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
AD-020	<p>Investigations into Privacy Complaints and Breaches</p> <p>Records relating to a privacy investigation following reports or complaints that personal information was disclosed and/or destroyed in a manner that is not in compliance with the MFIPPA and/or the Personal Health Information Protection Act (PHIPA).</p> <p>Resolutions may be mediated between the complainant and the TTC and/or may require involvement of the Information and Privacy Commissioner.</p> <p>Documents may include complaint correspondence and submissions, responses from internal or external parties, letters of notification to affected parties, briefing notes, submissions to the Information Privacy Commission, investigation reports, briefing notes, findings and recommendations, interview documents, and other supporting documents.</p>	Commission Services	T	15	T+15	D	<p>Comments: T = File closed upon completion of investigation.</p> <p>Legislation/Regulation: Limitations Act, 2002, SO 2002, c 24, Sch B., as amended. 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, R.R.O. 1990, Reg. 823: General as amended.</p> <p>Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56 as amended.</p>

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AD-021	<p>Access and Privacy Consultations</p> <p>Records relating to advice and recommendations by Commission Services and Occupational Health to program areas to ensure compliance with MFIPPA and PHIPA legislation. Contains many consultation subject areas, may contain personal information and legal opinions. Each case is defined by the department requesting advice. The case is closed when advice is provided by Commission Services or Occupational Health.</p>	<p>Commission Services</p> <p>Occupational Health</p>	C+5	0	C+5	D	<p>Legislation/Regulation: Limitations Act, 2002, SO 2002, c 24, Sch B., as amended.</p> <p>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, R.R.O. 1990, Reg. 823: General., as amended.</p> <p>Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56., as amended.</p>

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AD-023	<p>Project Management</p> <p>Records relating to the collection, usage, and maintenance of documentation concerned with the effective management, control, and governance of all corporate, Information Technology, and system-wide projects conducted by and/or for the TTC.</p> <p>Documents may include information pertaining to the planning and management of resources, project proposals, facilities, integrations, scope, time, cost, quality controls, financials, communications, change management, risks and issues, safety, contracts, lessons learned and training.</p> <p>Includes information relating to organizational structures, process, decision rights, accountability framework, project status reporting, planning and estimating, progress tracking, quality assurance, and contingencies</p> <p>May include copies of financial reporting (i.e. vendor timesheets), procurement documentation (i.e. requests for proposals, purchase orders, contracts), memorandums, presentations, and all supporting correspondence.</p> <p>Excludes: Construction and Renovation (AS-002); Engineering Development and Planning (AS-003); Engineering Design Development Documentation (AS-004); Environmental Assessments (EV-005); Attendance and Scheduling (FM-005); Contracts and Agreements (LL-004); Work Orders and Material Requisitions (WO-016);</p>	All	T+1	4	T+5	D	Comments: T = Completion of project.

AS	<p>Functional Category: Assets and Property/Equipment Management/Maintenance</p> <p>Records relating to the engineering design and development, construction, renovation, operation, and maintenance of TTC’s physical assets and property and equipment, which it owns or leases and the associated professional standards, drawings and specifications. This may include buildings, facilities, lands, vehicles, uniforms and any other assets that must be maintained according to legislation and best practices.</p>
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			A	I	Total	Disposition	

AS-001	<p>Building and Vehicle Operation and Maintenance</p> <p>Records relating to the monitoring and scheduling of condition and maintenance of buildings/structures, vehicles, streetcars, subways and systems. Consists also of monitoring and maintaining components forming part of the property systems in accordance with manufacturer’s recommendations, industry standards, legislated requirements and best practices. Property systems may include (but not limited to): heating and cooling system (incl. chillers HVAC, compressors, cooling towers, boilers), elevating devices, electrical wiring, plumbing, fire alarm, emergency backup (especially, power generation), etc. Records may include maintenance manuals, technical reports, technical bulletins, prototype notices and building and equipment operating manuals for the maintenance of the equipment.</p>	<p>Operations and Infrastructure</p> <p>Transportation and Vehicles</p>	T+2	5	T+7	D	<p>Comments: T = File closed after the asset has been decommissioned.</p>
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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
AS-002	<p>Construction and Renovation</p> <p>Records relating to construction and renovation of TTC buildings and all subway locations including works for the City and other external parties. Documents may include specifications, 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 and drawing release letters.</p> <p>Excludes: Energy Efficiency (EV-003); Permits - Building Permits and Inspections (LL-011); Contracts and Agreements (LL-004); Legal and Claims (LL-002);</p>	<p>Operations and Infrastructure</p> <p>Engineering, Construction and Expansion</p> <p>Innovation and Strategic Projects</p>	T	20	T+20	AR	<p>Comments: T = File closed after the site has been decommissioned.</p> <p>Legislation/Regulation: Limitations Act, 2002, SO 2002, c 24, Sch B., as amended. 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>
AS-003	<p>Engineering Development and Planning</p> <p>Records relating to the development and planning of engineering projects. This includes projects undertaken both by TTC, the City and private sector organizations. Includes copies of site-specific engineering drawings, engineering proposals, application reviews, copies of agreements and contracts, and engineering and special studies.</p> <p>Excludes: Energy Efficiency (EV-003);</p>	<p>Engineering, Construction and Expansion</p> <p>Innovation and Strategic Projects</p>	T+2	5	T+7	AR	<p>Comments: T = File closed after the site has been decommissioned.</p>

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
AS-004	<p>Engineering Design Development Documentation</p> <p>Records related to the engineering design development of a specific project/contract. May include field notes and drawings for property survey, in-house and consultant engineering reports, development review records, design notes, utilities identification reports, design documentation, and cost estimates.</p> <p>Excludes: Energy Efficiency (EV-003); Utility Applications, Plans and Permits (WO-013);</p>	All	T+2	5	T+7	AR	Comments: T = File closed after the site has been decommissioned.
AS-005	<p>Design Standards</p> <p>Records relating to engineering design standards and master specifications for TTC infrastructure.</p>	Engineering, Construction and Expansion	S+2	P	P	P	
AS-006	<p>Employee Uniforms</p> <p>Records relating to the management, evolution and inventory control of special, safety, protective, and required clothing and footwear for TTC employees. This includes information on designated uniforms for operators, supervisors, inspectors, security, cleaning staff, labourers and other unionized and non-union workers and TTC summer staff. Documents may include clothing specification sheets, order tracking reports, complaints, copies of purchase orders, copies of invoices, and correspondence.</p>	People and Culture	C+1	1	C+2	D	

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
AS-007	<p>Inventory Management - Surplus Assets, Stock Codes, Material Requisitions</p> <p>Declaration for surplus assets, sales delivery slips authorization for surplus material sold and inventory requests for the creation of stock codes.</p>	Materials Management	C+1	6	C+7	D	
AS-008	<p>Property Design Planning</p> <p>Records relating to internal initiatives intended to ensure effective construction and renovation of TTC 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, technical and development reviews, noise and signage studies, safety plans or studies, consultant selection criteria, staffing layout plans, detailed needs analysis reports, and copies of capital budget statements.</p> <p>Excludes: Permits - Building Permits and Inspections (LL-011); Contracts and Agreements (LL-004); Legal and Claims (LL-002);</p>	<p>Operations and Infrastructure</p> <p>Engineering, Construction and Expansion</p>	C+2	17	C+19	AR	

Retention Legend: A = Active; I = Inactive; AR = Archival Review; C = Current Year; D = Destroy; P = Permanent; S = Superseded; T = Termination – Based on Specific Criteria

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
AS-010	<p>Property/Equipment Maintenance and Inspection Reporting</p> <p>Records relating to the ongoing and scheduled maintenance and inspections of TTC buildings, assets, property and vehicle components such as brakes, new wheels, decals, farebox etc. May include information on building, station, escalator, elevator inspections, yearly inspection of physical security measures and janitorial services. Documents may include inspection reports including those after a patron injury, call reports for elevator stoppages, preventive maintenance reports, Technical Standards and Safety Authority (TSSA) corrective repairs, inspection test and record logbooks, maintenance logs, deficiency reports, copies of work orders, copies of contracts and supporting agreements, and correspondence.</p> <p>Excludes: Building and Vehicle Operation and Maintenance (AS-001); Plumbing and Drainage Maintenance (WO-006); Contracts and Agreements (LL-004); Work Orders and Material Requisitions (WO-016);</p>	Operations and Infrastructure Transportation and Vehicles Safety and Environment	T	20	T+20	D	<p>Comments: T = Inspection date.</p> <p>Legislation/Regulation: Limitations Act, 2002, SO 2002, c 24, Sch B., as amended. 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>
AS-011	<p>Public Art and Art in Public Transit Facilities</p> <p>Records relating to art which is owned or licensed and displayed by the TTC. Art may include paintings, etchings, pictures, tapestries, statuaries, memorial and monument artworks, and other works of art with artistic and/or historical value. May include information relating to artists, designers, competition judges, and the acquisition of art via donations or commissions. Documents may include inventories of public and transit facilities art collections, photographs relating to the inventory, conservation reports, copies of agreements and contracts, and correspondence.</p>	Engineering, Construction and Expansion Commission Services	T	10	T+10	AR	<p>Comments: T = Decommissioning of artwork.</p>

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
AS-013	<p>Video Recordings - Closed Circuit Television Recordings</p> <p>Closed circuit television recordings made at designated locations such as owned, operated or leased vehicles, TTC property, etc. Applies to all recording mediums used with a closed circuit system except those retained for management within another record series in accordance with the record retention schedule.</p> <p>Video recordings are used to guard against damage, unauthorized entry, and to ensure safety.</p> <p>Information collected by a video recording system will be retained, unless otherwise requested, for the periods stated.</p> <p>See Also: Body-Worn and In-Car Camera Recordings (Audio and Video) (AS-018); Legal and Claims (LL-002); Complaint Investigations Involving Special Constable and Revenue Protection Personnel (LL-003); Provincial Offences (LL-012); Criminal Offences (LL-014);</p>	Video Services Unit	3 Days	0	3 Days	D	<p>Comments: 3 days for streetcars, light rail transit systems, bus surface vehicles, subway cars, or within the subway systems.</p> <p>7 days for Wheel Trans vehicles and Wheel Trans infrastructure (e.g. Hubs).</p> <p>T+3 for video that has been secured by Video Services Unit, where T = Date of incident (i.e. Footage from date of incident that was secured, not date of download).</p>
			7 Days	0	7 Days	D	
			T+3	0	T+3	D	
AS-014	<p>Recordings – Carhouse Transmission Audio Recordings</p> <p>The intended purpose is to ensure strict radio protocol adherence to carhouse transmissions for car houses.</p>	<p>Operations and Infrastructure</p> <p>Transportation and Vehicles</p>	C+1	0	C+1	D	

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
AS-015	<p>Security</p> <p>Records relating to the physical security of TTC buildings, properties, 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, and security services personnel and employee evacuations. Documents may include security clearance files, key distribution lists, security logs, reports and other records related to security matters.</p>	Special Constable Service	C+2	4	C+6	D	
AS-016	<p>Video Recording Logs</p> <p>Records related to tracking or logging video surveillance recordings. This class of records includes logbooks, inventories, and accompanying control data, from tracking systems, such as requests by Toronto Police Services to secure a recording for law enforcement purposes or internal access requests.</p>	<p>Special Constable Service</p> <p>Revenue Protection</p> <p>Video Services Unit</p>	C	11	C+11	D	
AS-017	<p>Wheel Trans Customer Files</p> <p>Records relating to information of Wheel Trans customers. Documents include customer applications, approvals and rejections, audits, medical history, etc.</p>	Wheel Trans	T	3	T+3	D	<p>Comments: T = Termination of service.</p> <p>Note* Termination may occur after a prolonged period of account inactivity.</p>

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
AS-018	<p>Body-Worn and In-Car Camera Recordings (Audio and Video)</p> <p>Recordings relating to security, transit enforcement or revenue protection activities by Special Constable Service or Revenue Protection.</p> <p>Recordings may be used to:</p> <ul style="list-style-type: none"> – Enhance public and Officer safety; – Capture an accurate record of Officer interactions with individuals relating to law enforcement or investigations; – Provide supplementary evidence for investigations, oversight and other legal purposes; – Ensure the accountability of the TTC and Officer through internal and public oversight systems; – Provide data to improve transit enforcement and support training. <p>Recordings may contain: Time, date, statement by officer(s) and other individuals (witness etc.), video of scene, audio of involved persons, etc. Footage produced may be used as evidence in civil and/or criminal investigations, reviewed administratively for officer compliance with TTC policies, used as a tool in law enforcement training, or utilized as a reference in incident documentation, to enhance agency transparency, to document encounters between TTC officers and the public, and to investigate and resolve complaints.</p> <p>Excludes: Video Recording Logs (AS-016); Legal and Claims (LL-002); Complaint Investigations Involving Special Constable and Revenue Protection Personnel (LL-003); Provincial Offences (LL-012); Criminal Offences (LL-014);</p>	Special Constable Service Revenue Protection	T	3	T+3	D	Comments: T = Date of offence/creation of file. If a recording is secured to document a particular incident, it is then retained for management in accordance with the record retention schedule.

CO	<p>Functional Category: Communications, Promotion and External Relations</p> <p>The function of providing internal/external publications and communications including advice, and implementation of communication strategies that support business objectives, advertising of TTC products, services and events and the liaison activities with external groups. Includes all corporate communications, publications, media releases, executive speeches, websites, events, advertising and promotion of those events. Records relating to events planning and support, film production, inquiries and complaints, market research, news releases and media relations.</p>
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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
CO-001	<p>Customer Information Programs</p> <p>Records relating to implementation of communication strategies and programs designed to inform the public about the TTC's services and initiatives such as the Ride Guide, PoleCards, Maps, Brochures, etc.</p>	Strategy and Customer Experience	C+2	4	C+6	AR	
CO-002	<p>Exhibits</p> <p>Records relating to all aspects of planning and mounting exhibits. Documents may include research notes, information on design, layout, implementation, and promotions of exhibits, lists of didactics and labels, correspondence, copies of exhibit materials, photographs of exhibits, information about supplies, information relating to exhibit openings, educational programming materials, brochures and/or posters, press releases, and copies of exhibit reviews.</p>	All	T+1	10	T+11	AR	Comments: T = File closed upon completion or closure of exhibit.

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
CO-003	<p>Film Productions</p> <p>Records relating to the production of individual films for or at TTC locations, 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.</p>	Strategy and Customer Experience	C+2	8	C+10	D	Legislation/Regulation: Municipal Code Chapter 459, Filming., as amended.
CO-004	<p>Inquiries, Complaints and Commendations</p> <p>Includes records regarding general inquiries, suggestions, complaints and commendations regarding TTC service or operations including complaints and commendations regarding operators, collectors, fare or service. Also includes inquiries from councillors, concerns about the services provided by the TTC and responses to these inquiries.</p>	Strategy and Customer Experience	C+1	2	C+3	D	
CO-005	<p>Market Research</p> <p>Records relating to the development and administration of market research initiatives. Market research is conducted to obtain information about the needs and wants of TTC customers with the aim being to ensure high-quality services. Documents may include correspondence, questionnaires, surveys, market research reports, memoranda, and other supporting documentation.</p>	Strategy and Customer Experience	T	3	T+3	AR	Comments: T = File closed upon completion of project.

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
CO-006	<p>Marketing Communications, Advertising and Promotion and Programs</p> <p>Records relating to implementation of communication strategies that support business objectives, advertising of TTC products, services and events and the liaison activities with external groups. Includes all brochures, websites, events, advertising and promotion of those events.</p>	Strategy and Customer Experience	C+5	5	C+10	AR	
CO-007	<p>Media Relations</p> <p>Records relating to the promotion of the TTC 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.</p>	Strategy and Customer Experience	C+2	4	C+6	D	
CO-008	<p>Speeches, Presentations, Receptions, Award Ceremonies, and Events - Internal</p> <p>Records relating to the preparation, delivery, and performance protocol for speeches, presentations, receptions, and awards ceremonies hosted by the TTC.</p> <p>These may include employee recognitions, inaugurations, events, milestones, official openings, etc... Includes speech notes, formal addresses, photographs, video and audio recordings, arrangement correspondence and memoranda.</p> <p>See Also: Exhibits (CO-002);</p>	Strategy and Customer Experience	C+2	4	C+6	AR	

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
CO-009	<p>Official Statements/Corporate Publications</p> <p>Records relating to the development and production of media releases, official statements announcements and corporate publications by the TTC. Includes corporate publications like the Coupler and Branch and Corporate notices. Documents may also include supporting correspondence and memoranda.</p>	Strategy and Customer Experience	C+2	4	C+6	AR	
CO-010	<p>External Events Support</p> <p>Records relating to the promotional support provided by the TTC for externally-produced cultural, communities, City of Toronto and Tourism Toronto special events. May include, parades, and festivals. TTC support is in the form of consulting and promoting transit to large city events.</p>	Strategy and Customer Experience	C+5	0	C+5	AR	

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
CO-011	<p>Special Events Planning and Programming</p> <p>Records relating to the planning and programming of cultural, community, historical and special events that are directly produced by the TTC.</p> <p>This may include events such as, Doors Open, Subway Musicians program, etc. May include information on event logistics, plans, and co-ordination, background research concerning respective events, and proposals and suggestions for new events.</p> <p>Documents may include photographs, memoranda, contact lists, event brochures, event schedules, information kits, lists of volunteer requirements, safety and crowd control reports, volunteer sign-in sheets, event itineraries and schedules, lists of contact persons, event proposals and purpose statements, background research documentation, and all supporting correspondence.</p> <p>TTC may assist external organizations to hold events on TTC property (subway stations, etc.) Support provided by the TTC may include providing information and approval to hold events on TTC property.</p> <p>See Also: Exhibits (CO-002);</p>	Strategy and Customer Experience	C+5	0	C+5	AR	

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
CO-012	<p>Trade Shows</p> <p>Records relating to the 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 TTC or external agencies. May include information relating to exhibit layout and design, TTC employee participation, registration, and event production.</p> <p>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.</p>	All	C+2	4	C+6	D	
CO-013	<p>TTC Support Person Assistance Card Program</p> <p>Records relating to applications for the TTC's Support Person Assistance Card Program.</p>	Strategy and Customer Experience	C	5	C+5	D	

EV	<p>Functional Category: Environment, Safety and Sustainable Resources</p> <p>Records relating to environmental services and the safety of our environment. Records include the assessment, preservation and conservation of not only the natural environment, natural life forms and natural resources but also the physical working environment of staff to reduce stress and remain healthy. Includes records on environmental approvals and compliance, fire safety, ergonomics, air and water records, pollution, conservation and energy efficiency, pollution, hazardous materials and waste recycling.</p>
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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	

EV-001	<p>Air Quality</p> <p>Records relating to the monitoring of indoor and outdoor air quality. Includes information on emissions such as smog, aerosols, asbestos, ozone, particulates, and toxic airborne substances. Documents include copies of air quality standards and guidelines, copies of announcements and warnings, brochures, complaints, and inquiries.</p>	<p>Safety and Environment</p> <p>Innovation and Strategic Projects</p>	T	7	T+7	D	<p>Comments: T = File closed upon completion of report or investigation of case.</p> <p>Legislation/Regulation: Environmental Protection Act, R.S.O. 1990, c. E.19 – O. Reg. 419 / 05: Air Pollution – Local Air Quality., as amended. s. 27. (1) - A person who prepares or updates a report that is required to be prepared or updated in accordance with section 26 shall keep a copy of the report at the place to which the report relates for at least five years.</p>
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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
EV-002	<p>Conservation Studies</p> <p>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.</p>	<p>Safety and Environment</p> <p>Engineering, Construction and Expansion</p> <p>Innovation and Strategic Projects</p>	T	7	T+7	AR	<p>Comments: T = File closed upon termination of study.</p> <p>Legislation/Regulation: Lakes and Rivers Improvement Act, R.S.O. c. L. 3., as amended. s. 21. - All plans, orders and reports shall be kept on file in the ministry.</p> <p>Environmental Protection Act Regulation (Records of Site Condition) O. Reg. 153/04 – PART XV.1 OF THE ACT as amended. 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>
EV-003	<p>Energy Efficiency</p> <p>Records relating to the conservation and efficient use of energy (heat, electricity, and other natural resources, such as water).</p> <p>May include information on utility consumption, solar energy, geothermal energy, wind energy, building retrofitting, and energy-efficient appliances. Documents include educational materials, feasibility reports and studies, and supporting correspondence.</p>	All	S	7	S+7	AR	

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
EV-004	<p>Environmental Applications and Approvals</p> <p>Any facility that releases emissions into the atmosphere, discharges contaminants to ground or surface water, provides potable water supplies, or stores, transports or disposes of waste, must have a Certificate of Approval from the Ministry of the Environment (MOE) before it can operate lawfully. It is the responsibility of owners and operators of these facilities to apply for and obtain Certificates of Approval. Records include applications and approvals for air and noise, waste disposal site approvals, waste management system approvals, sewage work approvals, municipal and non-municipal drinking water approvals. Toronto and Region Conservation Authority (TRCA) applications and requirements are included within this series.</p> <p>Approvals from all other federal, provincial or municipal governments would be included here.</p>	All	T+2	T+5	T+7	D	<p>Comments: T = Life of asset.</p> <p>Legislation/Regulation: Environmental Assessment Act, R.S.O. 1990, c. E. 18., as amended. s. 30. (1) - maintain a record for every undertaking in respect of which an application is submitted.</p>

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
EV-005	<p>Environmental Assessments</p> <p>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 transit infrastructure expansion, water, air, climate change studies, and other environmental issues. Documents include special studies such as diesel emissions and reports, heritage assessments, environment planning documents, engineering plans, and correspondence.</p> <p>Excludes: Soil/Geotechnical Reports (EV-014);</p>	All	T	7	T+7	AR	<p>Comments: T = File closed upon completion of assessment.</p> <p>Legislation/Regulation: Environmental Assessment Act R.S.O. 1990, c. E.18 as amended. s. 30. (1) - maintain a record for every undertaking in respect of which an application is submitted.</p> <p>Ontario Heritage Act, R.S.O. 1990, c. O.18., as amended.</p>
EV-007	<p>Fire Emergency Incident Reports</p> <p>Records containing incident date, event times, vehicles assigned, and any other pertinent information involved at the incident. This report is completed for all responses by Fire and Ambulance Services to incidents.</p>	Safety and Environment	T+5	2	T+7	D	<p>Comments: T = File to remain active until resolution/closure of case.</p>

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
EV-008	<p>Fire Prevention Inspection Reports</p> <p>Records relating to both routine and requested inspections of buildings and properties 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>	Safety and Environment	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., as amended. §79-18 - Inspection of premises and by-law enforcement.</p> <p>Fire Protection and Prevention Act, 1997, O. Reg. 213/70: Fire Code as amended. s.1.1.2.2. - Retention of records (1)(a) - 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 as amended. PART VI Inspections s. 19. (9) – A 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>

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
EV-009	<p>Fire Safety Planning</p> <p>Records relating to documenting the planning and preparation necessary so that individual buildings 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, self-compliance surveys, risk assessments and all supporting correspondence.</p>	Safety and Environment	S	15	S+15	D	<p>Comments: S = Approval of an updated fire safety plan.</p> <p>Legislation/Regulation: Fire Protection and Prevention Act, 1997, O. Reg. 213/07: Fire Code., as amended. s. 2.8. - Emergency Planning.</p>
EV-010	<p>Pollution and Pollution Control</p> <p>Records relating to pollution as a result of chemical spills, industrial waste disposal, etc. This includes the contamination of soil, air, surface water, underground water.</p> <p>Also includes information on treatment initiatives to minimize or eliminate the effects of pollution. Records relating to initiatives undertaken by the TTC to minimize or eliminate pollution from contaminating water supplies. Includes complaints, reports and studies, and correspondence.</p>	All	C+2	7	C+9	AR	<p>Legislation/Regulation: Environmental Protection Act 1990, O. Reg.153/04: Records of Site Condition - PART XV.1 of The Act., as amended. 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>

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
EV-011	<p>Hazardous Materials</p> <p>Records relating to the storage, transportation, and handling of hazardous materials (raw materials or products purchased from a supplier). 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 such as oil, petroleum, gases, propane, etc.... Documents include disposal instructions, health and safety measures documentation, hazard assessment reports, and recommendations, and correspondence.</p>	All	C	2	C+2	D	
EV-012	<p>Hazardous Wastes</p> <p>Records relating to the collection and processing of hazardous wastes (materials generated as wastes from processes from our facilities) that pose a health and safety hazard, such as paint, batteries, antifreeze, and adhesives. May include information brochures, collection schedules and collection reporting statistics.</p>	Safety and Environment	C+1	3	C+4	D	
EV-014	<p>Soil/Geotechnical Reports</p> <p>Records include geotechnical and soil reports.</p>	Engineering, Construction and Expansion	T+3	P	P	P	Comments: T = Termination of project/contract.

Retention Legend: A = Active; I = Inactive; AR = Archival Review; C = Current Year; D = Destroy; P = Permanent; S = Superseded; T = Termination – Based on Specific Criteria

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
EV-015	<p>Waste Recycling</p> <p>Records relating to the reduction, reuse, recycling or diversion of solid and liquid waste materials. Includes the recycling of newspapers, cardboard, other curb side materials, automobile tires, white goods, scrap metal, and soil. 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.</p>	<p>Operations and Infrastructure</p> <p>Transportation and Vehicles</p> <p>Safety and Environment</p>	C+6	0	C+6	D	
EV-016	<p>Water Quality Testing</p> <p>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.</p>	<p>Safety and Environment</p> <p>Operations and Infrastructure</p> <p>Innovation and Strategic Projects</p>	C	16	C+16	D	

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
EV-017	<p>Weed Control</p> <p>Records relating to the control of weeds, for aesthetic 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.</p>	<p>Operations and Infrastructure</p> <p>Transportation and Vehicles</p> <p>Safety and Environment</p> <p>Innovation and Strategic Projects</p>	C+2	4	C+6	D	<p>Legislation/Regulation: Weed Control Act, R.S.O. 1990, c. W.5., as amended. s. 15. (2) - Record of expenses of weed inspector.</p> <p>Pesticides Act, R.S.O. 1990, c.P11, O. Reg. 63/09: General, as amended. 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.</p>

FM	<p>Functional Category: Financial Management</p> <p>Description: Records relating to finances and accounting processes at the TTC and its subsidiaries, including the receipt, control, and expenditure of funds. Includes records relating to liability, risk management, payroll, taxation, treasury, purchasing, budgeting and financial reporting.</p>
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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	

FM-001	<p>Annual Reports</p> <p>Records relating to internally-produced annual reports concerning the TTC's annual and long-term goals, as well as financial and other reporting data. These reports describe 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 such as TTC and EAC Consolidated Year-end reports, Work Order Closing – TTC – Year-end.</p>	Finance	C+2	4	C+6	P/AR	
FM-002	<p>Accounting and Finance Administration</p> <p>Records relating to the overall management of TTC's financial and accounting functions and processes. May include information on accounting systems, workflow reports and diagrams, chart of accounts, financial signing authority, copies of federal and provincial guidelines and compliance requirements, and correspondence. Work Order accounts, approvals, Accounts Data base Listing – TTC and EAC Consolidated Project Reports/Year-end TTC (after work order closing).</p>	Finance	C	7	C+7	D	<p>Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), as amended. s. 230. - Records and books of account to determine tax payable accounts and vouchers to verify information to be kept six years from end of last tax year to which they relate.</p> <p>City of Toronto Act, 2006, s.138 as amended.</p>

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
FM-003	<p>Accounts Payable</p> <p>Records relating to the processing of payments made by TTC to external suppliers of goods and services. May include information on advance payments of expenses. Source documents initiating payments include vendor invoices, receipts such as returns of fare media, payment certificates, cheque requisitions, and miscellaneous transaction data. May also include accounts payable control reports and payment vouchers and ticket sales payables to tenant carriers. May include information on the administration and receipt of refunds and credits/credit notes received from vendors for return of materials/products.</p> <p>Note: Originating Departments are responsible for maintaining records related to reconciliation of accounts payable financial records (e.g. proof of delivery documents).</p>	Finance	C+1	6	C+7	D	<p>Legislation/Regulation:</p> <p>Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), as amended.</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>Electronic Commerce Act, 2000, S.O. 2000, c. 17., as amended.</p> <p>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., as amended.</p> <p>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>

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
FM-004	<p>Accounts Receivable</p> <p>Records relating to revenues received by the TTC through the sale of goods or services rendered including point of sale. This includes revenues generated from charging parking, permits and other fees. May include information on the administration and receipt of refunds and credits/credit notes received from vendors for return of materials/products. Documents may include hand-written and machine-readable receipts, payment balancing stubs, invoices documenting the receipt of payment from customers, accounts receivable and revenue reconciliation statements, copies of cheques, payment batch reports, cash reports, Rental and Service Agreements, Rental and Service Order Forms and all supporting correspondence.</p>	Finance	C+2	5	C+7	D	<p>Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), as amended. 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., as amended. s. 138. (1) (a) - collecting money payable to the City and issuing receipts for those payments.</p>

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
FM-005	<p>Attendance and Scheduling</p> <p>Records relating to the attendance and scheduling for TTC 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.</p> <p>This data and information are kept as part of the official record collection in Pay Period Processing (FM-021). 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. Some departments may maintain paper records whereas other divisions maintain electronic records as a direct upload to OARS (Online Attendance Reporting System), SAP (Systems Applications and Products), etc...</p> <p>Excludes: Pay Period Processing (FM-021) for Master Payroll;</p>	All	C+3	0	C+3	D	<p>Legislation/Regulation: Employment Standards Act, S.O. 2000, c.41., as amended.</p> <p>s. 15. (5) - The employer shall retain the records of the information required for the following periods:</p> <p>3. - three years after the day or week to which the information relates;</p> <p>4. - three years after the information was given to the employee.</p>

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
FM-006	<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 TTC records with the balance appearing in the banks' records and explain any discrepancies. Documents also include transfers, notices of stop payments returned/cancelled cheques, copies of financial policies and procedures, and correspondence.</p>	Finance	C+2	5	C+7	D	<p>Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), as amended. 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>
FM-007	<p>Budget – Capital</p> <p>Records relating to the management and administration of the capital budget account. The Five-year 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 TTC. Documents may include budget submissions, contractor and hard costs data, and internal chargeback costs directives.</p>	Finance	T	7	T+7	AR	<p>Comments: T = File closed from end of the last year in which the capital project budget is expended.</p> <p>Legislation/Regulation: City of Toronto Act, S.O. 2006 c.11, Sched. A., as amended. 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.</p> <p>City of Toronto Municipal Code Chapter 71, Article II, Budgets, § 71-7 Capital Budget., as amended.</p>

Retention Legend: A = Active; I = Inactive; AR = Archival Review; C = Current Year; D = Destroy; P = Permanent; S = Superseded; T = Termination – Based on Specific Criteria

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
FM-008	<p>Budget – Operating</p> <p>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 TTC 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.</p> <p>Includes copies of budget process procedures, directives, variance reports, expenditure forecasts and reports, and budget submissions.</p>	Finance	C+2	5	C+7	D	<p>Legislation/Regulation: City of Toronto Act, S.O. 2006 c.11, Sched. A., as amended. 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.</p> <p>City of Toronto Municipal Code Chapter 71, Financial Control, Article II, Budgets, § 71-6. Operating Budget., as amended.</p>
FM-009	<p>Budget - Subsidiaries</p> <p>Records relating to the budgets and monitoring of budgets for subsidiary companies, and external entities.</p> <p>(e.g. Toronto Coach Terminal Inc. and Toronto Transit Commission Insurance Company Ltd.)</p>	Finance	C+2	5	C+7	D	<p>Legislation/Regulation: City of Toronto Act, 2006., as amended.</p>

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
FM-010	<p>Capital Assets</p> <p>Records relating to TTC capital and fixed assets, which are long-term assets that are not purchased or sold in the normal course of business. Also includes records with respect to declaring a property surplus to TTC requirements. 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, capital asset reports and capital acquisition project summary.</p>	Finance	T	7	T+7	AR	<p>Comments: T = Life of Asset.</p> <p>Legislation/Regulation: Municipal Affairs Act, R.S.O. 1990, c. M.46., as amended. 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.</p> <p>Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), as amended. 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>

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
FM-011	<p>Cost Sharing</p> <p>Records relating to the sharing of total costs for sponsored corporate projects between two or more parties, even if only one party directly benefits from the project. Cost sharing arrangements may be between the TTC and external entities, or among internal TTC units. May include information on direct and indirect costs calculation, verification of cost sharing among sponsors, cost sharing allocation, individual project accounts, carryovers of project monies into other accounting cycles, and cost sharing tracking. Documents may include cost sharing request forms, cost sharing budget sheets, cost sharing project applications, and all supporting correspondence.</p>	Finance	T+2	10	T+12	D	Comments: T = Termination of cost sharing project.
FM-012	<p>Employment Workforce Statistics</p> <p>Records relating to the forecasts for growth and attrition rates of the TTC. Statistics taken from the actual versus budget figures supplied by departments. Statistics relating to the level, type and rate of growth of employment within the TTC. Includes unemployment statistics, growth rate, composition of work force, etc.</p>	Finance Employee Services and Systems	C+5	10	C+15	D	
FM-013	<p>Fares and Transit</p> <p>Records relating to the management and disbursement of TTC and regional carriers' fares and passes. Includes records relating to fares and passes issued to special groups using TTC transit. Includes charter applications, reconciliations, working papers and related documentation.</p>	Finance	C+2	5	C+7	D	Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), as amended. s. 230 - Records and books of account to determine tax payable, accounts and vouchers to verify information to be kept six years from the end of last tax year to which they relate.

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
FM-014	<p>Fare Media Destruction Certificates</p> <p>Records relating to the daily summary of collectors' returns of fare media for destruction. Includes fare media destruction certificates for fare media such as Metropass, tokens, etc... to validate and confirm destruction of this media.</p>	<p>Operations and Infrastructure</p> <p>Transportation and Vehicles</p>	C+2	5	C+7	D	<p>Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), as amended. s. 230 - Records and books of account to determine tax payable, accounts and vouchers to verify information to be kept six years from the end of last tax year to which they relate.</p>
FM-015	<p>Financial Management Reports</p> <p>Records relating to the operational levels of the TTC, where the transaction processing systems capture important financial events such as accounts payable, accounts receivables, purchasing, selling activities, account activities. Includes monthly accounting detail, cost allocations, monthly financial analysis, new cost centre /account documentation rationale for new cost centres.</p> <p>Records include: Overhead reports, HST rebate monthly reports, accounts payable details-consolidated, project reports (3rd extract), JBCS activity by account, project reports, All GL Extracts/Reports except the GL Database (see FM-19).</p> <p>Also, Accruals, Fringes, Labour Transfers, etc. for Capital Accounting only.</p>	Finance	C+2	8	C+10	D	<p>Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), as amended. s. 230 - Records and books of account to determine tax payable, accounts and vouchers to verify information to be kept six years from the end of last tax year to which they relate.</p>

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
FM-016	<p>Annual/Periodic Financial Statements and Reports (TTC and Subsidiaries)</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 financial position of the TTC and its subsidiaries. Documents may include leadsheets, schedules, working papers, provision binder, deferred revenue analysis, auditors' reports and financial statements and notes.</p>	Finance	C+2	P	P	P	<p>Legislation/Regulation: City of Toronto Act, S.O. 2006, c.11, Sched. A., as amended. 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.</p> <p>City of Toronto Municipal Code Chapter 71, Financial Control (City of Toronto By-law No. 152-2000).</p>
FM-017	<p>Fundraising and Donations</p> <p>Records relating to the development and organization of fundraising activities such as the United Way and donation solicitations. Includes information on charitable campaigns and financial donations, including donated funds, received by the TTC from various organizations and individuals. Documents include copies of committee minutes and agendas, activity planning schedules and itineraries, donation receipts, and correspondence.</p>	All	C+2	5	C+7	D	<p>Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), as amended. 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>

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
FM-018	<p>General Ledger Accounts (TTC and Subsidiaries)</p> <p>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, (by corporation) is used to produce financial statements. Records include GL Database.</p>	Finance	C+2	P	P	P/AR	<p>Legislation/Regulation: Income Tax Regulations (Canada), C.R.C., c. 945., as amended. s. 5800 - General ledger or other book of final entry to be kept two years after dissolution of corporation.</p>
FM-019	<p>Journal Entries (TTC and Subsidiaries)</p> <p>Records relating to the production and use of journal entries. These documents record the purchase or sale of goods and services (e.g. from TTC to outside agencies and also between TTC departments), transfer revenue and charges, and correct posted transaction errors. Documents may include completed journal entry forms, transaction journals, cash books, copies of invoices and receipts, and correspondence back-up working papers.</p>	Finance	C+2	5	C+7	D	<p>Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), as amended. 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>

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
FM-020	<p>Payroll Benefits (Employee)</p> <p>Records relating to the management of employee benefits plans which provide full or partial financial coverage of various benefits to TTC employees and/or their relatives. Records include completed benefit enrolment forms. Benefits coverage may include health and dental plans, tuition coverage for courses, group life insurance, long term disability coverage, and accidental death and dismemberment plans, sick benefits from the Sick Benefit Association. May include information relating to insurance or benefits carriers' policies and directives, deducting benefits coverage from the TTC 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> <p>People and Culture is responsible for determining eligibility for benefits, determining what benefits are provided to TTC employees, administering the Sick Benefit plan, etc.</p>	<p>Finance</p> <p>People and Culture</p>	T	7	T+7	D	<p>Comments: T = File closed upon termination of employment or cessation of benefits.</p> <p>Legislation/Regulation: Personal Health Information Protection Act, 2004, S.O. 2004, c. 3, Sched. A., as amended.</p>

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
FM-021	<p>Pay Period Processing</p> <p>Records relating to the administration and processing of employee salary and expense payments during regularly scheduled pay periods for union and non-union employees. May include information relating to payroll generation, overriding deductions, year-end payroll reporting, and payroll variance reporting. Documents may include payroll registers, time sheets, job tickets, employee expense reports, timecards, original and amended T4 statements, payroll adjustment and variance reports, unclaimed wages and all supporting correspondence.</p> <p>See Also: Attendance and Scheduling (FM-005) for departmental payroll entries;</p>	Finance	C+2	5	C+7	D	<p>Legislation/Regulation: Employment Insurance Act (Canada), 1996, c. 23., as amended. s. 87 - Records, books of account to determine premiums, accounts and voucher to verify information to be kept six years from which records kept.</p> <p>Employment Standards Act, S.O. 2000, c.41., as amended. s. 15(5) - records to be kept three years after the employee ceased to be employed.</p>
FM-025	<p>Personal Expense Claims</p> <p>Records relating to TTC employees' claims for reimbursement for financial expenses. Personal expenses may be incurred in the course of normal business operations, including travel, attending conferences, and vehicle use. Documents may include receipts, invoices, expense claims statements, and correspondence.</p>	Finance	C+2	5	C+7	D	<p>Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), as amended. 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>

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
FM-026	<p>Petty Cash</p> <p>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.</p>	Finance	C+2	5	C+7	D	<p>Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), as amended.</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>
FM-027	<p>Property Tax Evaluation and Appeal</p> <p>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.</p>	Finance	C+2	5	C+7	D	<p>Legislation/Regulation: Limitations Act, 2002, SO 2002, c 24, Sch B., as amended.</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>

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
FM-028	<p>Purchasing of Goods and Services</p> <p>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, company evaluation forms, vendor proposals, and tender contracts. Records relate to both pre-award and post award contracts.</p>	<p>Finance</p> <p>Procurement and Category Management</p>	T	7	T+7	D	<p>Comments: T = File closed upon termination or expiry of agreement.</p> <p>Note*Unsuccessful bids are kept for three years after contract award.</p> <p>Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), as amended. 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>

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
FM-029	<p>Reconciliation Daily Records</p> <p>Records relating to reconciling the accounts to ensure complete and accurate records of the transactions initiated for the accounts. Records relating to but not limited to the daily operation of the Main Vault, Pass Vending Machines, Token Vending Machines, Coin Counting Machines and all other working funds (e.g. Ticket Agents, Suppliers and Collectors). These records are filed daily or by period and include cash summaries, balance of funds with cash reconciliation, receipts, transaction summaries and account balances.</p>	All	C+1	6	C+7	D	<p>Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), as amended. s. 230 - Records and books of account to determine tax payable accounts and vouchers to verify information to be kept six years from end of last tax year to which they relate.</p> <p>City of Toronto Act, 2006, s.138 (Municipal Act, S. O. 2001, c. 25., as amended. s. 286 - receipts for money payable to the municipality.</p>
FM-030	<p>Subsidies/Grants/Funding</p> <p>Records relating to subsidies, and grants received and administered by the TTC. 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, calculations, account statements correspondence, and supporting documentation relating to the TTC's entitlement to subsidies and grants. Includes funding programs such as Infrastructure stimulus fund, Canada strategic Infrastructure Fund, Transit Secure Funding, Government/Transit Technology and Infrastructure program other federal/provincial/city funding programs.</p>	Finance	C+2	5	C+7	D	<p>Legislation/Regulation: Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.), as amended. s. 230 - Records and books of account to determine tax payable, accounts and vouchers to verify information to be kept six years from end of the last tax year to which they relate.</p> <p>Audit Act, R.S.O. 1990, c. A.35., as amended. s. 13 - Financial statement of disposition of grant payment.</p>

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
FM-031	<p>Taxation</p> <p>Records relating to federal and provincial taxes, and other taxation matters such as tax provision reports prepared prior to the preparation/issuing of the quarterly financial report. Includes Income Tax Payable Roll forward documentation, cost information, deferred revenue schedules, tax memos, etc. Includes the Harmonized sales tax (HST), fuel and gasoline tax rebates for non-licensed equipment such as backhoes, lawnmowers, and power take-off units. Documents include monthly tax returns and supporting documents, tax rebate claims, tax refund claims, annual income tax returns, T4ANR slips and summaries, reports, and correspondence. Also includes tax provision reports.</p>	Finance	C+2	5	C+7	D	<p>Legislation/Regulation:</p> <p>Excise Tax Act (Canada), R.S.C. 1985, c. E-15., as amended.</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.), as amended.</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., as amended.</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>

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
FM-031	Taxation (continued)	Finance	C+2	5	C+7	D	Fuel Tax Act Regulations (General), R.R.O. 1990, Reg. 464., as amended. 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.
FM-032	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, pension administration and both elected and mandatory payroll deductions for each employee. Documents include completed payroll notification forms concerning newly hired staff, 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.	Finance Employee Services and Systems	T	7	T+7	D	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., as amended. 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.

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
FM-032	Employee Payroll Files (continued)	Finance Employee Services and Systems	T	7	T+7	D	<p>Employment Insurance Act (Canada), 1996, c. 23., as amended.</p> <p>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.</p> <p>Employment Standards Act, S.O. 2000, c.41., as amended.</p> <p>s. 15. (5) - The employer shall retain the records of the information required for the following periods:</p> <ol style="list-style-type: none"> 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. <p>Pension Benefits Act, R.S.O. 1990, c. P.8., as amended.</p>

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GV	<p>Functional Category: Governance</p> <p>Records relating to the ways in which the TTC is governed and regulated to ensure efficiency, effectiveness, and compliance with statutory requirements. Includes records of the TTC's legislative process, bylaws, and agendas and minutes of the commission and its committees. Also includes information received from federal, provincial and other municipal governments.</p>
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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	

GV-001	<p>Access and Privacy – Compliance</p> <p>Records relating to strategies and initiatives undertaken to ensure TTC is in compliance with the public's right of access to TTC records and the protection of personal information resources.</p> <p>Documents may include privacy impact assessments, risk analysis, copies of policies and guidelines, business case, project proposals, data-sharing checklists, and any supporting correspondence.</p>	Commission Services	S	2	S+2	D	Legislation/Regulation: Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56., as amended.
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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
GV-002	<p>Audits</p> <p>Records relating to developing, administering, and conducting audits of TTCs 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.</p> <p>May include audit information on personnel, contracts, contractors, systems, environment, structure, and other functions. Includes internal audits, external audits, federal audits, and Auditor General audits. Documents include audit reports, audit statements, and correspondence.</p>	Audit, Risk and Compliance	T	7	T+7	AR	<p>Comments: T = File closed upon completion of the audit process.</p> <p>Legislation/Regulation: City of Toronto Act, S.O. 2006, c.11., as amended. 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;</p>

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
GV-002	Audits (continued)	Audit, Risk and Compliance	T	7	T+7	AR	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.
GV-003	Corporate Records - Commission The function of governing the organization and the exercise of authority and control to ensure good corporate governance. Records relating to the meetings, duties, and functions of the TTC. Includes resolutions, agendas, minutes of meetings, correspondence, memoranda, video/audio recordings, and committee reports.	Commission Services	C+10	0	C+10	AR	
GV-004	Corporate Records - Subsidiary Companies Records related to agendas, meeting minutes, directorships, corporate registers, by-laws and history of TTC's subsidiary companies and affiliates. (e.g. Toronto Coach Terminal Incorporated, TTC Insurance Company Limited, Sick Benefit Association)	Commission Services	C+10	0	C+10	AR	

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
GV-006	<p>Government Departments and Agencies</p> <p>Records relating to federal, provincial, municipal government departments and agencies whose functions may impact or be involved with the TTC's administration and operations. Subjects may include the exchange of information, routine notifications and inquiries, and offers of service. Documents may include government strategy and planning reports, government funding statements, government submissions and correspondence.</p>	All	C+3	0	C+3	D	
GV-007	<p>TTC By-laws</p> <p>Records relating to the development, review, and City Council approval and adoption of TTC By-laws.</p> <p>May include information on by-law harmonization, consolidation, replacement, analysis, or amendments.</p>	Commission Services Legal	S	0	15	AR	
GV-008	<p>Risk Management</p> <p>Records relating to the initiatives undertaken to identify, measure, and effectively manage TTC's risks (exposures to loss). Risk management is intended to minimize the costs of risks on the operating functions of the TTC. Documents may include copies of claims risk management policies and procedures, reports, audits such ISO, APTA – American Professional Transportation Society and supporting correspondence.</p>	All	C+2	4	C+6	AR	Legislation/Regulation: City of Toronto Act, S.O. 2006, c.11 Sched. A., as amended. Z s. 237. (2) - Information be provided relating to the efficiency and effectiveness of the City's operations.

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
GV-009	<p>Policies, Procedures, Standards and Guidelines – Governance</p> <p>Records relating to the production and formal approval of official corporate statements, such as corporate policy, emergency plan, corporate security escalation plan, strike plan, environmental management manual, etc. May also include information on corporate and departmental program reviews, benchmarking and corporate performance management, and other issues related to corporate governance.</p>	All	S	20	S+20	AR	<p>Legislation/Regulation: Limitations Act, 2002, SO 2002, c 24, Sch B., as amended.</p> <p>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>

HR	<p>Functional Category: Human Resources</p> <p>Records relating to TTC employees and personnel services. Includes records relating to recruiting, training, labour relations, health and safety, staff benefits, and salary administration.</p>
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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	

HR-002	<p>Application File - Employee Special Constable Status</p> <p>Records relating to the application process which occurs every five years to Toronto Police to renew their status as a special constable. Records may include application for hire or renewal, personal history forms, police checks, police waiver forms, recommendation letters, driver's licence copy and related correspondence.</p>	<p>People and Culture</p> <p>Special Constable Service</p>	T+1	6	T+7	D	<p>Comments: T = File closed upon termination of employment.</p> <p>Legislation/Regulation: Employment Standards Act, S.O. 2000, c. 41., as amended. s. 15.</p>
HR-003	<p>Corporate Organization and Organization Charts</p> <p>Records relating to the development and ongoing maintenance of the TTC's organizational framework and structure. Documents include departmental function statements, mission statements, organizational charts, reorganization plans, and related correspondence.</p>	<p>Finance</p> <p>Employee Services and Systems</p>	S	5	S+5	AR	
HR-004	<p>Employee Activities/Programs</p> <p>Records relating to employee activities and programs such as pensioners' reception, long service and seasonal functions/receptions. Records may include invitations, menus, itineraries, programs plans, etc.</p>	All	C+2	0	C+2	AR	

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
HR-005	<p>Employee Alcohol and Drug Test Results and Documentation</p> <p>Positive alcohol and drug test results and related investigation documentation and forms including alcohol test forms, employer's copy of the controlled substances test chain of custody and control form and consent forms. All unannounced test results and schedules. Documentation of refusals to take required alcohol and/or drug tests. Annual summary reports on drug and alcohol test results.</p> <p>Negative drug test results which include dilute negative and cancelled certification, reasonable cause and post-incident alcohol and drug test results and related investigation documentation and forms including alcohol test forms, employer's copy of the controlled substances test chain of custody and control form and consent forms.</p>	Human Resources	C	5	C+5	D	
HR-006	<p>Employee History Data</p> <p>Records relating to TTC employees' work history. May also include information on retirements, layoffs, and resignations. Documents may include resumes, offer letters, successful job call results, previous employment reference checks, criminal record checks, photocopies of degrees and diplomas, educational transcripts, letters of discipline, employee contact information sheets, performance appraisals, accident/incident reports, copies of employment letters, return to work notifications, absence history reports, promotions, commendations, complaints, training records and personal contact information sheets.</p>	Human Resources	T+1	6	T+7	D	<p>Comments: T = File closed upon termination of employment.</p> <p>Legislation/Regulation: Employment Standards Act, S.O. 2000, c. 41., as amended.</p>

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
HR-007	<p>Employee Intelligence Files</p> <p>TTC employees who could be potentially involved in criminal activity. Records relating to CPIC (Canadian Police Information Reports), general occurrence and arrest reports and Toronto Police memo book entry.</p>	<p>Human Resources</p> <p>Investigative Services</p>	C+7	0	C+7	D	
HR-008	<p>Employee Medical Data</p> <p>Records relating to the medical status, conditions, and recovery of individual TTC 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.</p>	<p>Human Resources</p>	T	20/40	T+20/40	D	<p>Comments:</p> <p>T = File closed upon termination of employment. Prior to inactive storage files are separated according to:</p> <ul style="list-style-type: none"> 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. <p>Legislation/Regulation:</p> <p>Occupational Health and Safety Act, R.S.O. 1990, c. O.1., as amended.</p> <p>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;</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
HR-008	Employee Medical Data (continued)	Human Resources	T	20/40	T+20/40		<p>Occupational Health and Safety Act, O. Reg. 490/09 (Designated Substances), as amended.</p> <p>s. 30. (1) 1. - The 40th anniversary of the date the first record was created in the personal exposure; 2. The 20th anniversary of the date the last record was added to the personal exposure record.</p> <p>s. 31. (1) 1. - The 40th anniversary of the date the first record was made; 2. The 20th anniversary of the date last record was made.</p> <p>Personal Health Information Protection Act, 2004, S.O. 2004, c. 3, Sched. A., as amended.</p> <p>Regulated Health Professionals Act, 1991, S.O. 1991, c.18., as amended.</p> <p>Workplace Safety and Insurance Act, 1997, S.O. 1997, c.16, Sched. A., as amended.</p> <p>Human Rights Code, R.S.O. 1990, c. H.19., as amended.</p>
HR-009	Employee Awards Records relating to employee recognition awards and other rewards such as award of excellence, safety awards, staff recognition award, zero absence award.	Strategy and Customer Experience	C+3	0	C+3	D	

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
HR-010	<p>Employee Suggestion Plan</p> <p>Records relating to suggestions by employees for improvements to the operations of the TTC such as methodologies for productivity improvement and improving customer service.</p>	All	C+3	0	C+3	D	
HR-011	<p>Grievances and Arbitrations</p> <p>Records relating to complaints received from TTC 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, memorandum of settlement and all supporting correspondence.</p>	Human Resources	T	21	T+21	D	<p>Comments: T = File closed upon resolution or settlement of case.</p> <p>Legislation/Regulation: Labour Relations Act, 1995, S.O. 1995, c. 1, Sched. A., as amended.</p> <p>Occupational Health and Safety Act, R.S.O 1990, c. O.1., as amended. s. 49(2), s.3. a complaint must be file not later than 30 days after the event to which the complaint relates. Limitations Act, 2002, SO 2002, c 24, Sch B., as amended. 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	
HR-012	<p>Human Rights Complaints and Investigations</p> <p>Records relating to receiving, investigating, and resolving complaints from TTC employees and TTC customers concerning discrimination, harassment or violence as set out in TTC Policy.</p> <p>May include information on accommodation requests, 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.</p>	Human Rights	T	10	T+10	D	<p>Comments: T = File closed upon resolution of investigation.</p> <p>Legislation/Regulation: Occupational Health and Safety Act, R.S.O. 1990, c. O.1., as amended.</p>
HR-013	<p>Job Bid Documents</p> <p>Record of employee bids. Sign-up for available posted work/bump information which may be used for audit and potential grievances.</p>	<p>Operations and Infrastructure</p> <p>Transportation and Vehicles</p> <p>Employee Services and Systems</p>	C+2	0	C+2	D	

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
HR-014	<p>Job Classifications</p> <p>Records relating to the classification of employment positions within the TTCs 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.</p>	Talent Management	S	10	S+10	AR	
HR-015	<p>Labour Negotiations</p> <p>Records relating to conducting labour negotiations, which involve discussions and meetings between the TTC and employee groups, such as unions, to achieve resolution on a wide range of issues pertaining to unionized employees.</p> <p>These issues may include staff reductions and layoffs, staff recalls, promotions and wage increases, working conditions, disciplinary actions, seniority rights, and 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 TTC and the respective unions or workers' representatives.</p>	Human Resources	T	21	T+21	AR	<p>Comments: T = Resolution or settlement of case. Records are often required for a long duration to investigate the history of an issue in order to defend positions taken.</p> <p>Legislation/Regulation: Labour Relations Act, 1995, c. 1, Sched. A., as amended. s. 90. - Collective agreements to be filed.</p> <p>Labour Relations Act, 1995, Regulation (General), O. Reg. 94/7., as amended. s. 1. (2) - A record of all awards filed shall be maintained.</p>

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
HR-016	<p>Occupational Health and Safety</p> <p>Records relating to the TTC's responsibility to provide its employees with a safe and healthy workplace through assessment of occupational hygiene, ergonomics, and safety issues.</p> <p>A significant number of records contain confidential health information and personal information of employees. Occupational hygiene records include concerns related to workplace exposure to chemical, ergonomic, physical (e.g., noise, temperature, radiation) and/or biological (e.g., mould) agents.</p> <p>Ergonomic records include:</p> <p>a) employee concerns related to workstation and furniture design and configuration and assisting the disability management team with addressing employee accommodation issues;</p> <p>b) consultation regarding furniture, equipment, vehicles, workplace design and work practices, and developing ergonomics guidelines; and</p> <p>c) job demands analyses.</p> <p>Safety records include general safety concerns, workplace inspection reports, provincial workplace safety boards' records, safety audit reports, safety statistic reports, research materials, employee surveys, data collection, analytical results and reports, monitoring of compliance with legislative requirements (e.g., WHMIS, First Aid provisions, material safety data sheets (MSDS), and protective equipment), activities related to the establishment and maintenance of the TTC's Joint Health and Safety Committees, and supporting correspondence.</p>	<p>Safety and Environment</p> <p>Human Resources</p>	C+9	7	C+16	AR	<p>Legislation/Regulation:</p> <p>Occupational Health and Safety Act, R.S.O. 1990, c. O.1., as amended.</p> <p>s. 9. (2) - joint health and safety committee;</p> <p>s. 9. (12) - certification requirement;</p> <p>s. 9. (20) - response to recommendations within 21 days;</p> <p>s. 9. (22) - maintain and keep minutes;</p> <p>s. 9. (28) - scheduled inspections;</p> <p>s. 9. (30) - inspection reports;</p> <p>s. 26. (1) (c) - keep and maintain records of handling, storage, use and disposal of agents;</p> <p>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;</p> <p>s. 26. (1)(f) - post records of monitoring levels in workplace.</p> <p>Workplace Safety and Insurance Act 1997, Regulation, (First Aid Requirements) R.R.O. 1990, Reg. 1101., as amended.</p> <p>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.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
HR-017	<p>Pay Equity</p> <p>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, position description questionnaires, action plans, and information about designated worker groups.</p>	Talent Management	S	7	S+7	D	<p>Legislation/Regulation: Pay Equity Act, R.S.O. 1990, c. P.7., as amended. s. 13. - Pay equity plans be prepared to provide equity in each establishment and for job classes to which the plan applies.</p>
HR-018	<p>Staff Competition and Recruitment</p> <p>Records relating to the recruitment of staff for existing or future jobs and appointments within the TTC. 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 requests for employment forms, job postings, solicited resumes and employment applications, job skills test sheets, interview questions and sheets, scoring matrices, competition lists, reference checks, background for awarding positions such as health service notices and all supporting correspondence.</p>	Talent Management	T	6	T+6	D	<p>T = File closed upon closing of competition.</p> <p>Legislation/Regulation: Toronto Municipal Code, c. 169., as amended. s. 5. - 6 years after file closed upon closing of competition then destroyed.</p>

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
HR-019	<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 TTC employees. This includes seminars, workshops, and conferences including orientation training for new employees. 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.</p> <p>Excludes: Training Program – Safety and Technical (HR-021);</p>	All	S+2	5	S+7	D	

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
HR-020	<p>Training / Certification – Record of</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 forms; copies of certificates; test and result information; driver abstracts, commercial vehicle operator records (CVOR), registration billing information; employee sign off sheets indicating that employees have received training; instruction sheets; copies of hazardous material data sheets; informational materials, reports; and all other related documentation and correspondence.</p>	People and Culture	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., as amended. s. 25. - Maintain record of participant (employee) training on technical and hard skills. s. 54 - (materials concerning content, frequency and manner of instruction of any training program). Current (for employment duration of employee) + 1 active + 4 inactive.</p> <p>Transportation of Dangerous Goods Regulation (SOR/2001-286., as amended. Part 6 – Training s. 6.1 to s. 6.8 (Training Certificate Requirements and Showing Proof of Training: Employer's and Person's Responsibility).</p>

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
HR-021	<p>Training Program - Safety and Technical</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, security and accident prevention on the work site.</p> <p>Documents may include source files, owner sign off sheets, 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, reports; and all supporting correspondence.</p> <p>See Also: Training/Certification - Record of (HR-020);</p>	People and Culture	S	21	S+21	D	<p>Legislation/Regulation: Occupational Health and Safety Act, R.S.O. 1990, c. O.1., as amended. 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 (SOR/2001-286., as amended. Part 6 – Training s. 6.1 to s. 6.8 (Training Certificate Requirements and Showing Proof of Training: Employer's and Person's Responsibility).</p>

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
HR-022	<p>Workers' Compensation and Disability Management</p> <p>Records relating to tracking and monitoring of all individual TTC 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>	Human Resources	T	7	T+7	D	<p>Comments: T = Termination of employment.</p> <p>Legislation/Regulation: Workplace Safety and Insurance Act, 1997, Regulation (First Aid Requirements) R.R.O. 1990, Reg. 1101., as amended.</p> <p>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.</p> <p>Personal Health Information Protection Act, 2004, S.O. 2004, c. 3, Sched., as amended.</p>

IM	<p>Functional Category: Information Management and Technology</p> <p>Records relating to the TTC’s information technology environment including systems, supports, hardware, software, applications and telecommunications systems, CADD technology, industrial computing, internet/intranet and website development and maintenance. Additionally, records and information management services such as records and archival management.</p>
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Information Technology

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
IM-001	<p>Backup Data</p> <p>Records relating to data stored by Information Technology Services as annual network backups, annual and monthly backups, and unique or one-time backups, e.g. when a server is decommissioned. This series includes backed-up data as well as the associated backup metadata. 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.</p> <p>Unique or one-time backups may be created by ITS 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 the backup application.</p>	Information Technology Services	C+1	0	C+1	D	<p>Comments: Daily, weekly and monthly are transitory.</p> <p>NOTE: The idea that system backups suffice as an electronic recordkeeping system is a persistent misconception. There is a difference between backing up for disaster recovery and preserving electronic records for future retrieval.</p> <p>Preserving involves the proper application of records retention schedules and the preservation, in viable and usable formats, of records with permanent or long-term value.</p>

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
IM-002	<p>Computer Hardware and Software</p> <p>Records relating to computer software and hardware, 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, requests for hardware installations, hardware inventories, software inventories and software installation. May include recommendations or reports regarding specific software products, user lists, copies of purchase orders, copies of license agreements, and software user manuals.</p>	Information Technology Services	S	7	S+7	D	
IM-003	<p>Computer Systems Networks</p> <p>Records relating to the TTC'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). Documents may include network functional review statements and reports, user complaints, network needs specifications, and correspondence.</p>	Information Technology Services	S	7	S+7	D	

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
IM-004	<p>Computer System Access and Security</p> <p>Records relating to the security and confidentiality of the TTC's online information resources. Includes information about computer security practices and tools. Documents may include access requests, computer monitoring reports, and user authorization lists, accounts schema, privileges and computer security, threat assessments and justification for reasons (including request forms) for alternative security practices or configurations.</p>	Information Technology Services	S	7	S+7	D	
IM-005	<p>Computer Solutions Documentation</p> <p>Records relating to the use of internally produced supporting documentation concerning the development and maintenance of computer solutions used by the TTC. This applies to both internally developed and externally purchased software computer solutions. May include information on the planning, implementation, testing, documentation, deployment and maintenance of the IT solution.</p> <p>Documents may include feasibility studies, requirements or analysis, use cases, architecture, information security, design, development, testing, implementation, manuals, operating procedures, TTC specific installation and configuration instructions, user guides and reports, post implementation and closeout documentation and all supporting correspondence.</p>	Information Technology Services	S	7	S+7	D	

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
IM-006	<p>Computer Systems Operations</p> <p>Records from vendors and external organizations such as standards, procedures and operating instructions on the operation and maintenance of computer hardware and software. Includes user guides, maintenance support materials, desktop service manuals and instructions, backup instructions and related documentation for the maintenance of the mainframe.</p>	Information Technology Services	T	0	T	D	Comments: T = Life of System
IM-008	<p>Information Technology Services Requests</p> <p>Records relating to tracking computer end-user problems and requests and the action taken to resolve the problems or requests. Help Desk and service requests such requests for technical assistance on software use, requests for additional hardware or software, service call information on hardware and/or software.</p>	Information Technology Services	C+1	1	C+2	D	
IM-009	<p>Internet and Intranet Development</p> <p>Records relating to the development and maintenance of the TTC'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 TTC 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. Previous versions of the website are evaluated for archival value.</p>	Information Technology Services Strategy and Customer Experience	S	7	S+7	D	

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
IM-010	<p>Telecommunications and Electronic Communication 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>	Information Technology Services	S	7	S+7	D	

Records, Archives and Information Management

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
IM-011	<p>Archives Management</p> <p>Records relating to the administration and operation of the TTC archives. The archives serves 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.</p>	Commission Services	C+2	4	C+6	D	

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
IM-012	<p>Archival Accession Control</p> <p>Records relating to the transfer of legal and physical custody of records to the archives. Accession control involves documenting the titles, dates of receipt, donor information, size, general description, and location for each collection of similar types of records now in archival custody. Documents include accession control sheets, which list all records received by the archives on an annual basis.</p>	Commission Services	T	7	T+7	AR	<p>Comments: T = Date material is deaccessioned.</p> <p>Legislation/Regulation: Ontario Heritage Act, R.S.O. 1990, c. O.18., as amended. s. 23. - shall keep a Register.</p>
IM-013	<p>Records Retention and Disposition</p> <p>Records relating to the development and implementation of the records retention and disposition scheduling initiatives. Includes information relating to all issues that may affect the development and approval of the TTC's records retention schedules, which officially govern for how long information is kept and whether it is destroyed. Documents may include records retention schedules, copies of current and former by-laws, and municipal legislation, records inventories, and all supporting correspondence.</p>	Commission Services	T	10	T+10	D	<p>Comments: T = Completion of review.</p> <p>Legislation/Regulation: City of Toronto Act 2006., as amended.</p>

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
IM-014	<p>Records Disposition Management</p> <p>Records relating to records transfer lists, box content listings and destruction certificates, which authorize the destruction of TTC records in accordance with formally approved records retention schedules.</p> <p>Includes destruction of paper, microform, electronic media devices and electronic records.</p> <p>Documents include records transfer forms, file description lists, disposition notifications, destruction certificates, applications for records destruction, destruction notices, records destruction statistics and reports and supporting correspondence.</p>	Commission Services	C	99	C+99	D	Legislation/Regulation: City of Toronto Act, 2006., as amended.
IM-015	<p>Records Centre Operations</p> <p>Records relating to the operations and management of the TTC's records storage facilities. These facilities provide cost and space-effective storage for inactive records, which are seldom referred to but cannot yet be destroyed. May include information relating to inactive records retrieval and storage locations.</p>	Commission Services	C	7	C+7	D	

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
IM-016	<p>Disaster Recovery and Business Continuity</p> <p>Records relating to the development and implementation of comprehensive disaster recovery or business continuity plans, which document the response and recovery procedures for TTC services and applications in the event of a disruption or disaster. Includes information relating to the actions taken in the event of an actual disaster or emergency exercise. Documents may include photographs, status reports, disaster recovery and business continuity plans, phone lists of key persons to contact in the event of disasters, lists of vital records, and all supporting correspondence.</p>	All	S	3	S+3	D	

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LL	<p>Functional Category: Legal and Licensing</p> <p>Records relating to legal matters involving the TTC. Includes permits, leases, deed agreement, contracts, licenses, insurance policies. Also includes records relating to lawsuits and legal issues, such as copyright protection.</p>
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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	

LL-001	<p>Accident/Occurrence and Incident Reports</p> <p>Records relating to the TTC's reporting of accidents or incidents that have occurred on TTC properties and that may involve members of the public, staff, and buildings and structures. Accident reporting concerns events such as vandalism, arson, vehicle accidents, and personal injuries that have occurred. Incident reporting concerns events that had the potential to be accidents, but were not accidents, and are used for tracking hazardous trends. May also include detailed investigative reports for individual accidents or incidents, which document synopses of events, probable causes, and recommendations for improvement. Documents may include completed accident and incident report forms, detailed investigative full and summary reports, 24-hour reports, on-call summaries and all supporting correspondence.</p> <p>See Also: Fire Emergency Incident Reports (EV-007); Fire Prevention Inspection Reports (EV-008);</p>	All	C+1	6	C+7	D	<p>Comments: Any and all reports involving TTC employees should be filed within the Employee History Data –HR-006.</p>
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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
LL-002	<p>Legal and Claims</p> <p>Records relating to the administration of, and consultation for, legal and claims matters, insurance claims, contractual claims or extensions and litigation affecting or initiated by employees or other parties. This may include information on legal opinions and decisions, litigation fees, legal challenges and issues, by-law enforcement court cases, personal injury, and judicial decisions. Documents may include accident benefit files, damage and injury reports, medical reports, subpoenas, copies of contracts and legislation, copies of property plans, legal exhibits such as photographs, legal research documentation, and supporting correspondence.</p>	Legal	T	15	T+15	D	<p>Comments: T = Expiry of a limitation period, resolution by settlement, dismissal or judgement.</p> <p>T = Matter involving infant with no Litigation Guardian.</p> <p>Legislation/Regulation: Limitations Act, 2002, SO 2002, c 24, Sch B., as amended.</p>
			T	21	T+21	D	
LL-003	<p>Complaint Investigations Involving Special Constable and Revenue Protection Personnel</p> <p>Records relating to the investigation of complaints related to the performance of TTC Special Constables and Revenue Protection Personnel. Records may include letters of complaint, statements, investigation reports, summary reports, evidence, photos, video recordings and all supporting correspondence.</p>	<p>Special Constable Service</p> <p>Revenue Protection</p> <p>People and Culture</p>	C+1	6	C+7	D	

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
LL-004	<p>Contracts and Agreements</p> <p>Records relating to the negotiation, formation, and use of all official contracts and agreements, which are typically used to establish a legal relationship governing goods and services, the use or transfer of property, and the performance of obligations. Contracts and agreements may be between the TTC and external organizations or individuals.</p> <p>Documents may include both draft and approved contracts and agreements, memoranda of understanding, and supporting correspondence. Record series includes software license agreements.</p>	Legal	T+1	2	T+3	AR	<p>Comments: T = Expiry of contract.</p> <p>Legislation/Regulation: Limitations Act, 2002, SO 2002, c 24, Sch B., as amended.</p>
LL-005	<p>Copyright</p> <p>Records relating to copyright privileges issued to the TTC. Copyright is an exclusive legal right granted to publish, produce, sell, and distribute intellectual properties. 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	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., as amended. s. 56. - Application for registration of copyright.</p>

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
LL-006	<p>Easements</p> <p>Records relating to the need for and issuance of easements, which are rights to use the TTC's or privately-owned land for a specific purpose, such as constructing a right-of-way, erecting structures. Documents may include requests for easements, official easement permits, copies of easement agreements, and supporting correspondence.</p>	Property, Planning and Development	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., as amended. s. 46. (1) - If, immediately before the repeal of section 48 of the Power Corporation Act under the Energy Competition Act, 1998, land was subject to a right referred to in subsection 48 (2) or (3) of the Power Corporation Act, the land continues to be subject to the right until the right expires or until it is released by the holder of the right.</p> <p>City of Toronto Municipal Code, Chapter 363, Article V, Right of Entry (City of Toronto By-law 1154-2008),, as amended.</p>
LL-007	<p>Employee Investigation Files</p> <p>Records relating to TTC employees who are under investigation or have been charged with an offence. Typically used in legal proceedings.</p>	<p>Legal</p> <p>People and Culture</p>	T+1	6	T+7	D	<p>Comments: T = Case settled or closed.</p>

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
LL-008	<p>External Legal Correspondence</p> <p>Records relating to routine inquiries received by the TTC from external lawyers and other external legal professionals. These inquiries are made to obtain information from TTC, 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, inquests from coroners, offers of assistance, responses to inquiries, and supporting correspondence.</p>	Legal	T	4	T+4	D	<p>Comments: T = File closed upon resolution or notice of decision.</p>
LL-009	<p>Filming Permits</p> <p>Records relating to TTC'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 at TTC locations. 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, filming policy documents and supporting correspondence.</p> <p>See Also: Film Productions (CO-003); Contacts and Agreements (LL-004);</p>	Legal	T	13	T+13	D	<p>Comments: T = File closed upon completion of film production.</p> <p>Legislation/Regulation: City of Toronto Municipal Code Chapter 459, Filming., as amended.</p>

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
LL-010	<p>Leases</p> <p>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 TTC to use properties, facilities, and vehicles belonging to external organizations on a temporary or ongoing basis. Also includes information on the leasing out TTC properties and buildings 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.</p> <p>See Also: Contracts and Agreements (LL-004);</p>	Property, Planning and Development	T	20	T+20	D	<p>Comments: T = File closed upon termination of lease.</p> <p>Legislation/Regulation: Limitations Act, 2002, SO 2002, c 24, Sch B., as amended. s. 15(2) - No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place.</p>

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
LL-011	<p>Permits - Building Permits and Inspections</p> <p>Records relating to 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, bridge construction, tree cut, 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.</p> <p>Documents may include permit applications, certified building plans, plan examiners and inspectors' notes, inspection reports, orders to comply, and building permits.</p> <p>See Also: Filming Permits (LL-009); Utility Applications, Plans and Permits (WO-013)</p>	Operations and Infrastructure Safety and Environment Engineering, Construction and Expansion	T+1	T+14	T+15	D	<p>Comments: T = File closed upon completion of final inspection.</p> <p>Legislation/Regulation: City of Toronto Municipal Code Chapter 363, Building Construction and Demolition., as amended. Article I – Building Permits; § 363-10. Notification of inspections</p> <p>Limitations Act, 2002, SO 2002, c 24, Sch B., as amended. 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., as amended. 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>

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
LL-012	<p>Provincial Offences</p> <p>Records relating to the production and processing of charges for cases specifically under provincial jurisdiction. Records cover all stages of the judicial process and may include conviction by payment out of court, trials, appeals, and cases where a defendant has failed to exercise their judicial options within a specified period of time.</p> <p>Records include textual, video and audio information that pertain to judicial offences (smoking, loitering, vandalism, refusal to pay, failure to comply with posted notices, etc.) under provincial jurisdiction (e.g. Trespass to Property Act, Liquor License and Control Act, 2019, Mental Health Act).</p> <p>Records may include information pertaining to types of offences occurring on TTC properties, charges laid, copies of by-law tickets issued, video and audio records of interactions, payments, trial hearings, court decisions, convictions, appeals and supporting correspondence.</p>	<p>Special Constable Service</p> <p>Revenue Protection</p>	C	7	C+7	D	<p>Legislation/Regulation: Highway Traffic Act, R.S.O. 1990, c. H.8., as amended. 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., as amended. 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 Memorandum of Understanding, Schedule 2, Operational Standards, paragraphs 2.8.3, 2.10.1, 2.10.3 - maintenance, retention and release of records and information relevant to the court proceedings... (proceeding commenced under Part I and Part III of the Provincial Offences Act).</p>

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
LL-013	<p>Trademarks</p> <p>Records relating to the use of TTC trademarks, which are words and/or symbols that identify, and are associated with, TTC services. 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.</p>	Legal	C+2	P	P	P	Legislation/Regulation: Trade-marks Act (Canada), R.S.C. 1985, c. T-13., as amended. s. 30. - Application for registration of trademark.
LL-014	<p>Criminal Offences</p> <p>Records relating to evidence documenting particular incidents and retained for the investigation and processing of criminal offences.</p> <p>Records may include textual, video and audio information that pertain to criminal offences (assault, robbery, possession, etc.) under the Criminal Code.</p> <p>May include information pertaining to types of offences occurring on TTC properties, charges laid, video and audio records of interactions, memo books, photographs, security threat assessments, reports, payments, trial hearings, court transcripts, court decisions, convictions, appeals and supporting correspondence.</p>	<p>Special Constable Service</p> <p>Revenue Protection</p>	C	11	C+11	D	

WO	<p>Functional Category: Works/Operations</p> <p>Records relating to the maintenance and administration of day-to-day TTC operations including records relating to garbage collection, parking, plumbing, metering, service log sheets, scheduling and service changes, waybills and ride guides, work orders, snow removal, utilities applications and plans and pre-trip inspections on vehicles.</p>
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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
WO-001	<p>Employee Check-in and Off-Duty Sheets</p> <p>Records related to the tracking of employees at each station. Check-in sheets are for day, afternoon and evening shifts. Off duty sheets record who is absent and why as well as who replaced the operator (and payment consequences for both). Records may be transferred to Legal for pending claims.</p>	<p>Operations and Infrastructure</p> <p>Transportation and Vehicles</p>	C+1	2	C+3	D	
WO-002	<p>Composting, Garbage and Recycling Collection</p> <p>Records relating to solid waste garbage, recycling, and composting at TTC locations. Composting refers to the decomposition of plant remains and other once-living materials, to form organic plant nutrients. Includes information on composter equipment. This also includes garbage and recycling collection from TTC tenants and from TTC events.</p> <p>Includes collection schedules, collection statistics and collection reports.</p>	<p>Operations and Infrastructure</p> <p>Transportation and Vehicles</p> <p>Innovation and Strategic Projects</p>	C+2	2	C+4	D	

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
WO-003	<p>Log Sheets</p> <p>Records relating to the use of log sheets for recording data about services performed by TTC departments and staff. Log sheets record information about time spent, location, employee name(s), and type(s) of services performed.</p>	All	T	T+2	T+2	D	<p>Comments:</p> <p>T = File closed upon last entry in Log Sheet.</p>
WO-004	<p>Metering</p> <p>Records relating to measuring the amount of water, hydro, etc. supplied and used by TTC assets. May include information relating to both current and previous consumption meter readings, meter reading issues, and routine and requested visits to record meter data.</p> <p>Documents may include copies of meter service orders and meter reading statistics.</p>	<p>Operations and Infrastructure</p> <p>Innovation and Strategic Projects</p>	C+2	4	C+6	D	<p>Legislation/Regulation:</p> <p>Municipal Chapter Code 849, Water and Sewage Services., as amended.</p>
WO-005	<p>Parking</p> <p>Records relating to the operations and administration of TTC parking areas. May include information on parking rates, disabled parking spot reservations, fire routes, parking facilities, and service reports.</p>	Property Development	S	10	S+10	D	

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Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
WO-006	<p>Plumbing and Drainage Maintenance</p> <p>Records relating to routine plumbing and drainage maintenance and inspections. This refers to work the TTC may perform on drains located in stations, buildings and adjacent properties.</p> <p>Includes copies of plumbing permits, engineering drawings, plumbing routing plans, and private drain location maps.</p> <p>See Also: Permits - Building Permits and Inspections (LL-011);</p>	Operations and Infrastructure	T	7	T+7	D	<p>Comments: T = File closed upon completion of maintenance inspection project.</p> <p>Legislation/Regulation: Municipal Code Chapter 681, Sewers., as amended. Article I, Sewage and Land Drainage.</p>
WO-007	<p>Schedules and Service</p> <p>Records relating to upcoming service details such as service changes and summaries describing these changes. Records form basis of work by schedule writers which becomes the communication device for customers' notification of changes in service.</p>	Strategy and Customer Experience	C+2	17	C+19	AR	
WO-008	<p>Signs, Banners and Canopies</p> <p>Records relating to the use and display of signs, banners, and canopies. Documents may include sketches and drawings of banners and signs and accompanying correspondence.</p>	All	T	5	T+5	D	<p>Comments: T = When sign no longer in use or closed upon expiration of permit.</p>

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
WO-009	<p>Snow Removal</p> <p>Records relating to snow removal from TTC locations which is undertaken to ensure public safety and to facilitate vehicle movement. Includes information on salting, sanding, snowploughing, snow blowing, and shovelling. Documents include snow removal schedules, snow route plans, and complaints.</p>	<p>Operations and Infrastructure</p> <p>Transportation and Vehicles</p>	C+2	13	C+15	D	<p>Legislation/Regulation: City of Toronto Municipal Code Chapter 719, Snow and Ice Removal., as amended.</p> <p>Limitations Act, 2002, SO 2002, c 24, Sch B., as amended. 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>
WO-010	<p>Traffic Signs and Signals Equipment</p> <p>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.</p>	<p>Engineering, Construction and Expansion</p> <p>Operations and Infrastructure</p> <p>Strategy and Customer Experience</p>	T+2	13	T+15	D	<p>Comments: T = Decommissioning of signal system or traffic signs.</p> <p>Legislation/Regulation: Highway Traffic Act, R.S.O. 1990, c H.8., as amended. s. 144. (31) - approvals of erection of traffic control signals and signal systems.</p> <p>Limitations Act, 2002, SO 2002, c 24, Sch B., as amended. s. 15. (2) - No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place.</p>

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
WO-011	<p>Transit Control TETRA Communication Systems - Audio Recordings</p> <p>Transit Control Communication Systems audio recordings are internally recorded calls initiated or received at either the Transit Control Centre or at the various offices and equipped transit vehicles across the entire TTC system. The audio recordings capture operational and emergency related communications on a 24-hour basis largely involving emergency response personnel, TTC operating personnel, supervisors and other authorized internal and external parties. Records may be transferred to Legal for pending claims.</p>	Transit Control	C+3	0	C+3	D	
WO-012	<p>Transportation Monitoring and Travel Survey Programs</p> <p>Records relating to travel surveys and monitoring of TTC operated transportation programs. Includes information on ridership statistics, monitoring programs and ridership indicators. Documents include travel and transportation studies, traffic assessments, statistical data and reports.</p>	All	C+2	17	C+19	D	
WO-013	<p>Utility Applications, Plans and Permits</p> <p>Records relating to applications for the installation of utilities on land properties and sites. This includes the routing of fibre-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.</p>	<p>Engineering, Construction and Expansion</p> <p>Operations and Infrastructure</p>	T+2	P	P	P	

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			A	I	Total	Disposition	
WO-014	<p>Vehicle Pre-Trip/Post Trip Inspections and Vehicle Sign-in sheet</p> <p>Records relating to the regular and ongoing automotive inspections of the TTC's revenue and non-revenue vehicles. These inspections examine the mechanical and operating conditions of vehicles prior to them being used for daily trips and tasks and after they have been returned by the operator. Inspection results and recommendations are recorded in inspection reports. Documents may also include supporting documentation such as the vehicle sign-in sheet signed by the operator after returning a vehicle.</p>	All	C+3	0	C+3	D	<p>Legislation/Regulation: Highway Traffic Act, (Commercial Motor Vehicle Inspections) R.R.O. 1990, Reg. 199/07., as amended.</p> <p>s. 15. - An operator shall keep the daily inspection reports submitted by drivers for at least six months.</p>
WO-015	<p>Waybills, Run/Crew Guides and Transfer Distribution Sheets</p> <p>Records pertaining to an Operator's schedule and runs. Documents include waybills, which serve as a daily log and tally-sheet of the day's events (Operator's individual schedule picked up at the beginning of a shift, along with the fare box and transfers), run guides that validate the time taken to reach each destination, crew guides that outline the details of the work involved in the operation of a route, transfer distribution report that shows the number of transfers allocated to all runs for each route for a given period and the summary of transfer, which reports the total number of transfers allocated to each route without listing all the runs.</p>	<p>Transportation and Vehicles</p> <p>Operations and Infrastructure</p>	C+1	2	C+3	D	<p>Comments: These documents are required in the event of a legal claim against the TTC.</p>

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
WO-016	<p>Work Orders and Material Requisitions</p> <p>Records relating to the creation and processing of Work Orders. Work Orders are initiated internally and issued to TTC employees indicating required tasks to be performed such as repairs and design. Includes cyclical, emergency, preventive, non-emergency and maintenance completed Work Orders and Material Requisition forms, estimates, summaries and final charges.</p>	<p>Operations and Infrastructure</p> <p>Transportation and Vehicles</p> <p>Engineering, Construction and Expansion</p>	C+2	4	C+6	D	

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