

Authority: Administration Committee Report 2, Clause 11,
as adopted by City of Toronto Council on April 25, 26 and 27, 2006
Enacted by Council: April 27, 2006

CITY OF TORONTO

BY-LAW No. 262-2006

**To amend City of Toronto Municipal Code Chapter 217, Records, Corporate (City), to
amend certain record series and to adopt new record retention schedules.**

WHEREAS under section 255 of the *Municipal Act, 2001* a municipality may, subject to the approval of the municipal auditor, establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved; and

WHEREAS as the result of the establishment of the Auditor General position and Internal Audit division, the City's external auditor is now the "municipal auditor" for the purposes of subsection 255(3) of the *Municipal Act, 2001*; and

WHEREAS the City's external auditor has approved the amended and new retention periods as set out in this by-law;

The Council of the City of Toronto HEREBY ENACTS as follows:

1. Schedule A to Article II of Chapter 217, Records, Corporate (City), of The City of Toronto Municipal Code is amended as follows:
 - A. The following functional categories are added to Schedule A in alphabetical order by the designation letter for the functional category:

N Functional Category: Natural Environment and Sustainable Resources

Description: Records relating to environmental services, and the assessment, preservation and conservation of the natural environment, natural life forms and natural resources. Natural environmental protection and conservation strategies combat pollution; promote conservation and sustainable management of land, ecosystems, water, horticulture, forestry, natural fish habitats, wildlife, atmosphere, and energy resources; protect natural landscape; and develop efficient uses of both energy and recyclable waste materials.

W Functional Category: Works

Records relating to the construction, maintenance, and operations of the City's infrastructure, including sewer, water, garbage, waste, solid waste, and transportation programs and systems. Includes records relating to roads and bridges, snow removal, water and air quality, and utilities. Also includes records relating to environmental assessment and protection, such as conservation, pollution, and recycling programs.

- B. The records series for code “A0513” with record title “Urban Forestry Planning and Management” is amended as follows:
- (1) By deleting “A0513” and substituting “N05I3”;
 - (2) By deleting “Urban Forestry Planning and Management” and substituting “Urban Forestry Planning & Management”; and
 - (3) By deleting the records series from the functional category with the designation letter “A” and entitled “Assets and Property Management” and adding it to the functional category with the designation letter “N” and entitled “Natural Environment and Sustainable Resources”, in alphanumerical order by code.
- C. The records series for code “R0033” with record title “Wildlife Control and Management” is amended as follows:
- (1) By deleting “R0033” and substituting “N0033”; and
 - (2) By deleting the records series from the functional category with the designation letter “R” and entitled “Recreation and Culture” and adding it to the functional category with the designation letter “N” and entitled “Natural Environment and Sustainable Resources”, in alphanumerical order by code.
- D. The records series for code “F3100” with record title “Risk Management” is amended as follows (to change the total retention period from 21 to 7 years):
- (1) By deleting “18” and substituting “4”; and
 - (2) By deleting “C+20” and substituting “C+6”.
- E. The records series for code “G0006” with record title “Risk Management” is amended by deleting “AR” and substituting “P/AR”.
- F. The records series for code “F1575” with record title “Write-Offs” is amended as follows (to substitute the correct scope note as originally enacted by By-law No. 989-2004):
- (1) By deleting the following:

“Records relating to revenues received by the City through the sale of goods or services rendered. This includes revenues generated from charging parking, permit, landfill dumping, and other user fees. May include information on the administration and receipt of refunds and credits. Documents may include hand-written and machine-readable receipts, payment balancing stubs, invoices documenting the receipt of payment from City customers, accounts receivable and revenue reconciliation statements, copies of cheques, payment batch reports, and all supporting correspondence.”

(2) And substituting the following:

“Records relating to the dismissal of unpaid debts owed to the City. These debts are considered to be not collectible owing to such factors as customer bankruptcy or business closure. Documents may include invoices and correspondence.”

G. By adding the new records series as set out in Schedule A at the end of this by-law in alphanumerical order by code number, under the functional category as set out in Schedule A for reference purposes.

ENACTED AND PASSED this 27th day of April, A.D. 2006.

DAVID R. MILLER,
Mayor

ULLI S. WATKISS
City Clerk

(Corporate Seal)

SCHEDULE A TO BY-LAW No. 262-2006

SCHEDULE A

**RECORDS SERIES BEING ADDED TO SCHEDULE A TO CH. 217, ART. II
UNDER THE FUNCTIONAL CATEGORIES AS NOTED**

A Functional Category: Assets and Property Management

Description: Records relating to the construction, operation, and maintenance of the City’s physical assets and property, which it owns or leases. This may include buildings, facilities, lands, vehicles, office and computer equipment, trees, uniforms, artifacts and heritage sites, and office supplies

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
A0100	Public Art Records relating to public art which is owned and displayed by the City and/or exists on City property. Public 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 art, photographs relating to the inventory, copies of agreements and contracts, and correspondence.	Economic Dev. & Culture	C+2	P	P	P/AR	
A1545	Vehicle Pre-Trip Inspections Records relating to the regular and ongoing automotive inspections of the City’s licensed commercial motor vehicles which weigh over 4,500 kilograms. These inspections examine the mechanical and operating conditions of vehicles prior to them being used for daily trips and tasks. Inspection results and recommendations are recorded in inspection reports. Documents may also include supporting correspondence.	All	6M	0	6M	D	Legislation/Regulation: Highway Traffic Act, (Commercial Motor Vehicle Inspections) R.R.O. 1990, Reg. 575, ss 11(b) - Keep inspection report that does not show a defect(s) for three months after report is completed.

Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
D	Functional Category: Development and Planning						
	Description: Records relating to the management of economic and business development initiatives, conducted both directly by the City and by independent parties; and the planning and development of City buildings, facilities, parks and properties, prior to actual construction. Includes records relating to rezoning, business improvement initiatives, and building and land development plans.						
D0410	Business Improvement Areas	Economic Dev. & Culture	T+2	10	T+12	AR	Comments: T = File remains active 2 years after completion of local improvement. T+7 = Electronic records retention (copies)
	Records relating to the City's dealings with, and support of, business improvement areas, which are associations of local business persons and property owners who work in partnership with the City to improve conditions for local businesses in their respective geographically-defined areas. May include information on community interest, public consultation with local business tenants and property owners, both proposed and fully-developed business improvement areas, and improvement priorities. Documents may include cost summary statements, copies of construction notices, copies of invoices, copies of purchase requisitions and purchase orders, copies of brochures relating to private businesses, project continuity schedules, copies of meeting agendas and minutes, copies of City by-laws, and all supporting memorandums and correspondence.		T+2	5	T+7		Legislation/Regulation: Municipal Act, S.O. 2001, c. 25, s 205, 207, ss 210(1), 211(7) - prepare proposed budget; annual report, audit; notice, issue of certificate.

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
D0430	<p>Business Development and Company Retention Files</p> <p>Records relating to large private-sector companies that may be interested in or are actually conducting business in the City. The City works to attract and retain business investment so as to promote the City's economic sustainability. May include information relating to company expansion and relocation, companies' business investments, company and industry intelligence, City programs and policies affecting business operations, and individual company projects. Documents may include copies of consultants' reports, copies of respective companies' annual reports and brochures, newspaper clippings, copies of company-produced feasibility and other studies and reports, pictures of companies' property sites, and all supporting correspondence.</p>	Economic Dev. & Culture	T + 2	5	T+7	D	<p>Comments:</p> <p>T= respective client association, project, or initiative ends.</p>

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Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
F	Functional Category: Financial Management						
	Records relating to the City's finances and accounting processes, including the receipt, control, and expenditure of funds. Includes records relating to liability, risk management, payroll, taxation, treasury, insurance, and purchasing.						
F1301	Employee Payroll Files Records relating to individual employees' pay history profiles. Includes information on rates of pay, hours of work, reported absences, garnishments, pay rate changes, and both elected and mandatory payroll deductions for each employee. Documents include completed payroll notification forms concerning newly hired staff, completed benefit enrolment forms, completed federal record of employment forms, tax credit return statements, previous pay adjustment sheets, performance pay transition sheets, copies of court orders, and all supporting correspondence.	Pension, Payroll & Employee Benefits	T	6	T+6	D permission for their disposal is given by the Minister	<p>Comments: T= Termination of employment, or termination of retirement benefits, whichever is longer</p> <p>Legislation/Regulation: Employer Health Tax Act, R.S.O. 1990, c. E.11 ss 12(4) - records, books of account shall, until permission for their disposal is given by the Minister, retain each such record and book of account and every primary source document required to support and verify the entries and information in records and books of account. Employment Insurance Act (Canada), 1996, c. 23, s 87 - Records, books of account to determine premiums, accounts and voucher to verify information to be kept six years from which records kept. Employment Standards Act, S.O. 2000, c.41, ss 15(5) - records to be kept three years after the employee ceased to be employed. Canada Pension Plan (Canada), R.S.C. 1985, c. C-8, s 24 -records, books of account to determine contributions, accounts and vouchers to verify information</p>

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F2240	<p>Charge Backs</p> <p>Records relating to the assessment of financial charges billed by City departments to other City departments or to City agencies, boards, and commissions. Charge backs are designed to recover the costs associated with the use of goods and services, including office usage, labour, and materials. Documents may include copies of financial policies and procedures, charge back analysis statements, chargeback schedules, and supporting correspondence.</p>	Accounting Services	C+2	4	C+6	D	Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), s 230 - Records and books of account to determine tax payable accounts and vouchers to verify information to be kept six years from end of last tax year to which they relate.
F3264	<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 City and external entities, or among internal City business 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>	Economic Dev. & Culture	T+2	10	T+12	D	Comments: T = File remains active 2 years after cost sharing project closes.

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I Functional Category: Information, Communications, and Administration

Description: Records relating to the management of all City formal communications, including press releases, media releases, promotional advertising, and speeches. Also includes records to the production and/or management of information-related resources and initiatives, both by the City and by external parties, including libraries, films and movies, online web site data, corporate records management, and archival collections. Finally, includes records relating to a wide variety of general administrative matters, such as committees not related to City governance activities, office administration, audits, travel arrangements, trade shows, and operational and strategic planning.

I0028	City Residents Demographic Data	Economic Dev. & Culture	S	10	S+10	AR	
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Records relating to demographic profiling of persons who reside within the City. May include collecting information relating to languages spoken within homes, persons' genders and ages, employment status, and types of residential dwellings. These data may be used to make area comparisons, to conduct small area studies, and to help identify the percentages of individual demographic groups in various locations served by various City programs. Documents may include demographic profiling statistics, graphs, and charts; comparison data summaries; completed survey forms; high-level recommendation reports; and all supporting correspondence.

I0220	Public Education and Awareness	All	C+2	4	C+6	AR	
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Records relating to the programs and seminars designed to educate and enlighten the public, including adults and children, about City services and a wide range of subjects of topical interest. May include information on educational tours and outreach programs, curriculum planning, and program planning and preparation. Documents may include educational kits, questionnaires, educational statistics, notes and scripts, copies of presentation speeches, evaluations, and correspondence.

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I1000	<p>Executive Records</p> <p>Executive records are the administrative and operational records of the offices of senior managers down to the level of director. Certain positions below this level may be designated as executive records based on the nature of the office and its level of independent decision-making capability</p> <p>Included are records in all formats and media and records classified and scheduled under all primaries of the Records Classification System (RCS) or other former municipal records schedules. This special classification and schedule for executive records takes precedence over retention periods and final dispositions indicated in the RCS.</p>	City Clerk's Office	T	10	T+10	AR	<p>Comments: File closed at Executive's discretion</p> <p>Caution: 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>
I4110	<p>Archival Acquisitions</p> <p>Records relating to the process of obtaining City and non-City records with historical significance for preservation in the City's archives. Archival materials may be acquired through donations, transfers from within the City, and purchases. May include information on the initial condition of acquired records, the administrative histories of the organizations which supplied the records, and potential acquisitions that are pending actual receipt. Documents may include copies of legal agreements and deeds of gift, monetary appraisal reports, archival appraisal reports, cultural property export review board applications, transfer sheets, finding aids, copies of accession records, and all supporting correspondence.</p>	City Clerk's Office	C+2	P	P	P/AR	

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			A	I	Total		
I4111	Archival Accession Control Records relating to the transfer of legal and physical custody of records to the City 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 City archives on an annual basis.	City Clerk's Office	C+2	P	P	P/AR	Legislation/Regulation: Ontario Heritage Act, R.S.O. 1990, c. O.18, s 23 - shall keep a Register.
I4120	Archival Collection Assessment Initiatives Records relating to assessing the condition and quality of records which are either already in archival storage or in the process of being transferred to archival storage. Includes information on special assessment projects. Documents may include photographs, field assessment reports, archival materials collection reports, copies of grant applications, and supporting correspondence.	City Clerk's Office	C+2	P	P	P/AR	
I4123	Records Conservation and Preservation Records relating to the processes and initiatives associated with ensuring the ongoing preservation of the City's records and the restoration of damaged records. May include information on care and handling of archival materials and the transfer to alternative records media formats. Documents may include photographs taken during all stages of the preservation or restoration work, working notes, preservation and conservation statistics, recommendations on records storage requirements, condition and treatment reports, and all supporting correspondence.	City Clerk's Office	C+2	P	P	P/AR	

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I4124	Records Disaster Contingency Planning and Recovery Records relating to the development and implementation of a comprehensive records disaster contingency plan, which documents the backup and recovery procedures for all City records in the event of a records disaster. Also includes information relating to the actions taken in the event of actual records disasters. Documents may include photographs of damaged records, status reports, the records disaster contingency plan, phone lists of key persons to contact in the event of records disasters, lists of vital records, and all supporting correspondence.	City Clerk's Office	S	7	S+7	AR	

L Functional Category: Legal and Licensing

Description: Records relating to legal matters involving the City. Includes City permits, leases, deeds agreement, contracts, and licenses. Also includes records relating to lawsuits and legal issues, such as copyright protection.

L0400	Right of Way Permits Records relating to the issuing and use of right of way and other road-related permits. These permits permit the public to reserve and/or use a road, sidewalk, or City-owned property for specific purposes, such as construction, street vending, movie filming, and piling and shoring. Also includes information on street vending lotteries to determine which vendors out of many may be issued permits. Documents may include applications, permits, correspondence, diagrams and plans, and follow-up reports.	All	T	3	T+3	D	Comments: File closed upon expiration of permit.
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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
L0410	Road Use Permits Records relating to the issuance of road use permits, which authorize the use of City roads for hauling dangerous goods and both oversize and overweight vehicles and equipment. Persons or organizations wishing to transport such items must apply for a City permit. Documents include copies of provincial government ministry guidelines on such matters, applications, correspondence, and road use permits.	All	T	3	T+3	AR	Comments: File closed upon expiration of permit
L0420	Filming Permits Records relating to the City's issuance of film permits, which are granted to companies and/or individuals involved in movie, television, video, and all other types of film production. These permits provide legal permission for the production company or individual to conduct filming in the City. May include information relating to permit holder, filming location, location of production vehicles, and special film production instructions. Documents may include film permits, location filming vehicle permits, and supporting correspondence.	Economic Dev. & Culture	T	13	T+13	D	Comments: T = File closed upon completion of film production Legislation/Regulation: Municipal Code Chapter 459, Filming
L0520	Easements Records relating to the need for and issuance of easements, which are rights to use the City's or privately-owned land for a specific purpose, such as constructing a right-of-way road or erecting utility structures, for example. Includes information on both water and sewer easements and private easements over City-owned property granted by the City to private parties. Documents may include requests for easements, official easement permits, copies of easement agreements, and supporting correspondence.	All	T	7	T+7	D	Comments: File closed upon expiration of right. Legislation/Regulation: Power Corporation Act, R.S.O. 1990, c. P. 18, s 48 – record of unregistered rights relating to land

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Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
N	Functional Category: Natural Environment & Sustainable Resources						
	Records relating to environmental services, and the assessment, preservation and conservation of the natural environment, natural life forms and natural resources. Natural environmental protection and conservation strategies combat pollution; promote conservation and sustainable management of land, ecosystems, water, horticulture, forestry, natural fish habitats, wildlife, atmosphere, and energy resources; protect natural landscape; and develop efficient uses of both energy and recyclable waste materials.						
N0039	Air Quality	Transportation Services	T	7	T+7	AR	<p>Comments: T = File closed upon completion of report or investigation of case.</p> <p>Legislation/Regulation: Environmental Protection Act Regulations (Airborne Contaminant Discharge Monitoring and Reporting), O. Reg. 127/01, amended by: O. Reg. 196/01 - copy of report and any records are kept for at least seven years after the day the report submitted and any other record required prepared under this Regulation is kept for at least seven years after the day the record is required to be prepared.</p>
N0041	Conservation Studies	Technical Services	T	7	T+7	AR	<p>Comments: File closed upon termination of study.</p> <p>Legislation/Regulation: Lakes and Rivers Improvement Act, R.S.O. c. L. 13, s 21 - All plans, orders and reports shall be kept on file.</p>

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			A	I	Total		
N0045	Energy Efficiency Records relating to the conservation and efficient use of heat, electricity, and other natural resources. May include information on solar energy, geothermal energy, wind energy, and energy-efficient appliances. Documents include educational materials, reports and studies, and correspondence.	Technical Services	S	7	S+7	AR	
N0046	Environmental Assessments Records relating to studies of environmental issues and impacts. These assessments are required by legislation and are responsible for determining the state of the current environment and the impacts that development activities might have on it. Includes information relating to soil, water, air, and other environmental issues. Documents include studies and reports, environment planning documents, engineering plans, and correspondence.	Technical Services	T	7	T+7	AR	Comments: T = File closed upon completion of assessment Legislation/Regulation: Environmental Assessment Act, R.S.O. 1990, c. E. 18, ss 30(1), maintain a record for every undertaking in respect of which an application is submitted
N0049	Ground Pollution Records relating to ground pollution as a result of chemical spills, agricultural runoff, and industrial waste disposal. This includes the contamination of soil, surface water, and underground water. Also includes information on treatment initiatives to minimize or eliminate the effects of ground pollution. Includes complaints, reports and studies, newspaper clippings, and correspondence.	Technical Services	C+2	7	C+9	AR	Legislation/Regulation: Environmental Protection Act 1990 Regulations (Records Of Site Condition - PART XV.1 Of The Act), O. Reg.153/04, amended by: O. Reg. 366/05, ss 18(1)(2) - the retention of a report by a qualified person is seven years after the date the record of site condition listing the report is filed in the Registry, reasonable steps to ensure that a copy of the report is stored for the period referred

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
N0053	<p>Pollution</p> <p>Records relating to issues and initiatives concerning multiple types of pollution, including soil, water, and air. These records are used for reference purposes. Includes reports, studies, correspondence, and newspaper clippings.</p>	Technical Services	C+2	4	C+6	AR	Legislation/Regulations: Municipal Code Chapter 681, Sewers.
N0055	<p>Soil Quality and Testing</p> <p>Records relating to the testing of soil to determine its capacity to sustain plants and animal life, enhance water quality, and support agriculture and buildings. May include soil sampling studies, soil quality improvements studies, and correspondence.</p>	Technical Services	C+2	4	C+6	D	
N0059	<p>Waterfront Environmental Protection and Maintenance</p> <p>Records relating to the protection and maintenance of the City's waterfront, which constitutes areas immediately bordering on Lake Ontario. May include information on breakwaters, piers, lawn runoff, and beach preservation. Documents include environmental and ecosystem strategic plans, waterfront protection analysis reports, copies of provincial government brochures, and project files.</p>	Technical Services	C+2	18	C+20	AR	Legislation/Regulation: Environmental Protection Act, R.S.O. 1990, c. E.19, s 18, 92 - record of discharge of contaminants, report of control measures, effects on environment, spill reports, record of quality and quantity of water, report of control measures. Ontario Water Resources Act, R.S.O. 1990, c. O.40, s 32 - record of quality and quantity of water, report of control measures, effects on environment.

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			A	I	Total		
N0060	<p>Watershed Environmental Protection and Maintenance</p> <p>Records relating to the protection and maintenance of watersheds or sub-watersheds, which constitute land areas drained by a particular river or creek. The preservation of these areas helps to reduce the impacts of erosion, water pollution, and flooding. May include information on erosion control, stormwater discharges, and excessive sediment removal. Documents include environmental and ecosystem strategic plans, analysis reports, project files, copies of provincial government brochures concerning watersheds, copies of federal and provincial guidelines, and correspondence.</p>	Technical Services	C+2	18	C+20	AR	Legislation/Regulation: Environmental Protection Act, R.S.O. 1990, c. E.19, s 18, 92 - record of discharge of contaminants, report of control measures, effects on environment, spill reports, record of quality and quantity of water, report of control measures. Ontario Water Resources Act, R.S.O. 1990, c. O.40, s 32 - record of quality and quantity of water, report of control measures, effects on environment.
N0061	<p>Weed Control</p> <p>Records relating to the control of weeds, for esthetic and safety reasons and to protect the land's native biodiversity from invasive plant species. Methods of weed control may include fire, spraying, uprooting, and mowing. Includes weed complaints, destruction work orders, and charges for failure to control weeds in compliance with regulations and legislation.</p>	Technical Services	C+2	4	C+6	D	Legislation/Regulation: Weed Control Act, R.S.O. 1990, c. W.5, s 15 - Record of expenses of weed inspector. Pesticides Act Regulations, (General), R.R.O. 1990, Reg. 914, ss 91(1), 118(2) - keep the record for a period of two years after the extermination is completed; records shall be kept by the holder of the vendor's licence for a period of two years.

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N0062	<p>Wetlands</p> <p>Records relating to the protection and preservation of wetlands within the City. Wetlands constitute low-lying areas that have water-saturated soils for all or part of the year, and they provide habitat for plants requiring large amounts of water. Wetlands may include marshes, swamps, bogs, and river bottoms. Documents include environmental reports and studies, newspaper clippings, copies of public information brochures, and correspondence.</p>	Technical Services	C+2	18	C+20	AR	Legislation/Regulation: Environmental Protection Act, R.S.O. 1990, c. E.19, s 18, 92 - record of discharge of contaminants, report of control measures, effects on environment, spill reports, record of quality and quantity of water, report of control measures. Ontario Water Resources Act, R.S.O. 1990, c. O.40, s 32 - Record of quality and quantity of water, report of control measures, effects on environment

R Functional Category: Recreation and Culture

Description: Records relating to the recreational and cultural programs and services offered to City residents and visitors. Includes record relating to special events such as parades and festivals, tourism, and fitness activities. Also includes information on the control of City wildlife.

R0027	<p>Recreational Registrant Profiling</p> <p>Records relating to the profiles and types of registrants who have participated in City recreational courses and activities, such as organized and individual sports lessons, arts and craft lessons, and community centre visits. May include information relating to age profiling, population census tracts, and other demographic details. This information may be used to support recreational initiatives and planning strategies. Documents may include registrant statistics, including graphs and charts; comparison data summaries; high-level recommendation reports; and all supporting correspondence.</p>	Economic Dev. & Culture	S	10	S+10	AR	.
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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
R0430	<p>Film Productions</p> <p>Records relating to the production of individual films within the City, which may include commercials, music videos, television programs, movies, and all other film production initiatives. May include information relating to filming locations, production companies and/or individuals, and types and subject content of film productions. Documents may include crew lists, production filming schedules, film permit applications, scripts, film listing logs, copies of film permits and supporting documentation, and all supporting correspondence.</p>	Economic Dev. & Culture	C+2	P	P	P/AR	Legislation/Regulation: Municipal Code Chapter 459, Filming
W	Functional Category: Works						
	Records relating to the construction, maintenance, and operations of the City's infrastructure, including sewer, water, garbage, waste, solid waste, and transportation programs and systems. Includes records relating to roads and bridges, snow removal, water and air quality, and utilities. Also includes records relating to environmental assessment and protection, such as conservation, pollution, and recycling programs.						
W0001	<p>Composting</p> <p>Records relating to the composting of leaves and other organic wastes. Composting refers to the decomposition of plant remains, and other once-living materials, to form organic plant nutrients. Includes information on residential backyard composting and use of composter equipment. Documents include applications for composter acquisitions, composter usage reports and statistics, composter instructions, inquiries, and correspondence.</p>	Solid Waste Management	T	10	T+10	AR	<p>Comments: T = File closed upon completion of statistical reporting</p> <p>Legislation/Regulation: Environmental Protection Act Regulations (Recycling and Composting of Municipal Waste), O. Reg. 101/94, s 33 - Compost records to be kept for ten years after using the compost, of the date the compost was used, the amount of compost used and the chemical analysis of the compost received from the producer of the compost.</p>

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
W0004	<p>Garbage Collection and Routes</p> <p>Records relating to solid waste garbage collection and route pick-ups within the City of Toronto. This includes garbage collection from residential, commercial, and industrial sites. Includes collection and route schedules, collection statistics, and collection reports.</p>	Solid Waste Management	C+2	2	C+4	D	
W0005	<p>Household Hazardous Wastes</p> <p>Records relating to the collection and processing of household hazardous wastes that pose a health and safety hazard, such as paint, batteries, antifreeze, and adhesives. May include public information brochures, collection and route schedules, and collection reporting statistics.</p>	Solid Waste Management	C+1	3	C+4	AR	<p>Legislation/Regulation: Environmental Protection Act Regulations (Recycling and Composting of Municipal Waste), O. Reg. 101/94, s 10, 15, 23, 25, 31 - Annual report on blue box system; annual report on leaf and yard waste system; maps, site plans, operating plan, emergency response plans, contingency plans; record of waste processing to be kept onsite two years after event to which it relates; annual report on waste recycling site; record of composting mass to be kept three years.</p>

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
W0006	<p>Landfill Areas</p> <p>Records relating to the maintenance and use of landfills for disposal of routine and hazardous waste materials. Landfills are ground depressions which accommodate wastes and isolate them from the surrounding environment. Includes consulting engineering reports, copies of payments to contractors, and complaints. Individual landfill sites will be classified at the secondary level.</p>	Solid Waste Management	C+2	P	P	P	<p>Legislation/Regulation: Environmental Protection Act Regulations (Landfilling Sites), O. Reg. 232/98, s 16, 17, 19, 20 - Operations and maintenance procedures; contingency plans, site preparation report; records of site operations to be kept two years. Environmental Protection Act Regulations (Landfilling Sites, O. Reg. 232/98, ss 21(a)(b) - owner and the operator of a landfilling site shall ensure that, within three months after each anniversary of the date on which waste was first accepted at the site, an annual report is prepared respecting the operation of the landfilling site, including a summary of results from monitoring programs; and all of the reports are retained until at least two years after the site is closed.</p>

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			A	I	Total		
W0007	<p>Material Recovery Facilities</p> <p>Records relating to the provisions and operation of material recovery facilities. These facilities accept and process solid waste materials, remove contaminants, and recover recyclable materials wherever possible. Includes processing volume reports and statistics, copies of financial reporting materials, and information on contamination rates.</p>	Solid Waste Management	C+2	P	P	P	Legislation/Comments: Environmental Protection Act Regulations (Recycling and Composting of Municipal Waste), O. Reg. 101/94, s 23, - Information about type, amount and sources of wastes accepted at the site; processing received, significant problems occurred during processing, actions taken such problems, types and amounts of residues, wastes and materials transferred from the site, purposes for transfer, to whom residues, wastes and materials, other than compost were transferred. Records to be retained for at least two years after the event to which the information relates.
W0009	<p>Transfer Stations Operations</p> <p>Records relating to the operations of transfer stations, which serve as dropoff points for waste haulers. Includes copies of committee minutes and agendas, engineering and consulting reports, production and volume statistics and reports, and transfer hauling statistics. Individual transfer stations will be classified at the secondary level for records relating to their routine daily management.</p>	Solid Waste Management	C+2	P	P	P	Legislation/Comments: Environmental Protection Act Regulations (General, Waste Management), R.R.O. 1990, Reg. 347, ss 23(6) carrier transferring waste shall retain Copy 4 (Pink) of the manifest for a period of two years.
W0010	<p>Waste Disposal</p> <p>Records relating to the disposing of solid waste materials in landfill sites. Includes information on disposal user fees for commercial, industrial, and restaurant organizations. Includes waste disposal statistics and reports, and correspondence.</p>	Solid Waste Management	C+2	P	P	P	Legislation/Regulation: Environmental Protection Act Regulations (Landfilling Sites), O. Reg. 483/98, s 20 - ensure that daily records of site operations are made during the operation of the site and records are retained for at least two years after they are made.

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			A	I	Total		
W0011	<p>Waste Recycling</p> <p>Records relating to the reduction, reuse, and recycling of solid and liquid waste materials. Includes the recycling of newspapers, cardboard, other curb side materials, automobile tires, white goods, scrap metal, and soil. May also include information about recycling operations at transfer stations. Documents may include copies of committee minutes and agendas, copies of recycling contracts, copies of public brochures and promotional materials, and lists of recyclable versus non-recyclable materials.</p>	Solid Waste Management	C+2	4	C+6	AR	
W0012	<p>Banners, Canopies and Signs</p> <p>Records relating to the use and display of banners, canopies, and signs. This may include billboards, advertisements, and special event banners. Organizations and individuals who wish to display banners and signs on public highways are required to obtain City permits. Documents may include applications for permits, sketches and drawings of banners and signs, and permits.</p>	Transportation Services	T	5	T+5	D	<p>Comments: File closed upon expiration of permit.</p> <p>Legislation/Regulation: Municipal Code Chapter 693, Signs</p>
W0013	<p>Boulevard Parking and Marketing</p> <p>Records relating to the use of boulevard spaces on public highways for parking areas and marketing purposes. Boulevards on public highways are open areas, such as grass lawns or concrete patios, that are not typically designated for parking and marketing purposes, but the City may grant permits to use such space as parking facilities or restaurant patios. Includes copies of agreements and permits, drawings and diagrams of boulevards, and polling statistics concerning impacts on the neighbourhood. May also include non-approved applications and information on marketing of boulevard parking areas.</p>	Transportation Services	T	3	T+3	D	<p>Comments: File closed upon expiration of permit</p> <p>Legislation/Regulation: Municipal Code Chapter 743, Streets and Sidewalks, Use of; Municipal Code Chapter 925, Permit Parking</p>

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			A	I	Total		
W0014	Cycling Paths and Bike Lanes Records relating to the creation and maintenance of cycling paths and designated bike lanes. May include information on pedestrian and biker safety, parking, and impacts of bike lanes on road traffic. Documents include initial feasibility assessment studies, complaints, requests for bike lanes and cycling paths, and safety statistics and reports.	Transportation Services	S	7	S+7	AR	
W0018	Parking Records relating to the operations and administration of municipal parking areas. This includes parking facilities and street parking. May include information on disabled parking spot reservations, fire routes, parking facilities, parking meter service reports, and parking permits for overnight street parking.	Transportation Services	S	10	S+10	D	Legislation/Regulation: Municipal Code Chapter 950, Traffic and Parking
W0019	Property and Titles Reference Materials Records relating to duplicate copies of legal information pertaining to engineering projects. This material is kept strictly for reference purposes, for both City and non-City (i.e., private companies) engineering projects. Includes copies of land titles, copies of land transactions, and copies of notices of applications and plans.	Transportation Services	C	0	C	D	
W0020	Railways and Crossings Records relating to the impact of railways on City road traffic and human safety. May include information on railway signals, level crossings, abandoned railway tracks usage, and line closures. Documents include railway company correspondence, complaints concerning railroads, accident statistics, and safety plans and reports.	Transportation Services	S	10	S+10	AR	

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
W0022	Road Assumptions and Reversions Records relating to issues and decisions concerning road assumptions and reversions. Road assumptions concern roads for which the City assumes responsibility for maintenance, whereas road reversions concern roads for which non-municipal organizations assume maintenance responsibility (e.g. roads running through private property). Includes copies of agreements, consultant reports, feasibility studies, and correspondence.	Transportation Services	T	7	T+7	AR	Comments: T = File closed upon completion of case
W0023	Road Closures Records relating to temporary road closures for purposes of construction and events such as parades and movie filming. Includes applications for road closures, complaints, and correspondence.	Transportation Services	T	7	T+7	D	Comments: T = File closed upon expiration of granted order Legislation/Regulation: Municipal Code Chapter 937, Temporary Closing of Highways
W0024	Road Construction Records relating to road construction projects. This includes the design and planning of new roads; road and intersection improvements; and resurfacing, reconstruction, and widening of existing roads. May include copies of contracts, plan approvals, consultant reports, land surveys, and geotechnical surveys.	Transportation Services	T	3	T+3	AR	Comments: File closed upon completion of construction project.
W0026	Roads Inventory Management Records relating to the management of roads inventory and classification data, which list road names and areas. These data document the status and condition of City roads, including both major arterial roads and minor roads. Includes inventory reports, consultant studies, and correspondence.	Transportation Services	S	7	S+7	AR	

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			A	I	Total		
W0027	Roads Maintenance Records relating to the maintenance of City roads. This includes the ongoing maintenance of culverts, catch basins, storm sewers, water mains, curbs, and medians. May include information on grading, minor road surface repairs, and securing safe use of manholes. Documents include complaint letters, road activities reports, requests to close roads, and traffic impact assessment studies.	Transportation Services	T	6	T+6	AR	Comments: T = File closed upon completion of maintenance work.
W0029	Sidewalks Maintenance Records relating to the maintenance of City sidewalks. May include information on sidewalk realignment and narrowing, tree root removal, and snow removal enforcement. Documents include complaints, activities reports, and traffic and pedestrian impact assessment studies.	Transportation Services	T	6	T+6	D	Comments: T = File closed upon completion of maintenance work.
W0030	Traffic Signs and Signals Equipment Records relating to the manufacture, installation, and inspections of traffic signs and signals equipment. May include inspection reports, copies of vendor brochures and catalogues, product specifications, copies of purchase orders, and error reports.	Transportation Services	C+2	4	C+6	D	Legislation/Regulations: Highway Traffic Act, R.S.O. 1990, c H.8. ss 144(31) amended by: 1996, c. 33, s 14. - approvals of erection of traffic control signals and signal systems
W0031	Snow Removal Records relating to snow removal from the City's main and side streets, which is undertaken to ensure public safety and to facilitate vehicle movement. Includes information on salting, sanding, snowploughing, snowblowing, and the shovelling program. Documents include snow removal schedules, snow route plans, and complaints.	Transportation Services	C+2	4	C+6	D	Legislation/Regulation: Municipal Code Chapter 719, Snow and Ice Removal

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Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
W0032	Street Lighting Records relating to the types, installation, inspection, and repairs of lighting devices used to illuminate streets and pedestrian crossovers. Documents include complaints, safety reports, requests for additional lighting, and correspondence.	Transportation Services	C+2	4	C+6	D	
W0033	Street Naming and Street Numbering Records relating to the processes by which names and/or numbers are assigned to City streets. This includes City roads, avenues, thoroughfares, expressways, and cul de sacs. Includes requests for changes to street names and numbers, complaints concerning current names, and correspondence.	Transportation Services	T	7	T+7	AR	Comments: T = File closed upon completion of project or notice of decision Legislation/Regulations: Municipal Code Chapter 598, Numbering of Properties
W0035	Streetscape and Design Records relating to streetscaping and design, which refers to improvements made to the areas surrounding City streets for aesthetic and visual purposes. May include information on noise barriers, improved building entrances, and tree and flower planting. Documents include requests for streetscaping and design, complaints, diagrams, and engineering plans.	Transportation Services	T	7	T+7	AR	Comments: T = File closed upon completion of project or notice of decision.
W0036	Traffic Control Records relating to the control of City traffic, which includes all motorized road vehicles and bicycles. Methods of control include traffic signals, speed humps, stop and yield sign intersections, vehicle speed restrictions, vehicle load limitations, and pedestrian crossover signals. May include parking, accident, and collision statistics; traffic count registers; copies of engineering drawings; and traffic studies.	Transportation Services	C+2	4	C+6	AR	Legislation/Regulation: Highway Traffic Act, R.S.O. 1990, c. H.8, s 202 - reports on motor vehicle accidents statistics and traffic control

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			A	I	Total		
W0037	Traffic Control Signals, Pedestrian Crossovers, and Turn Lanes/Intersections Records relating to the investigative and analytical decision-making processes used to determine the need to install, improve, or remove traffic control signals (TCS), pedestrian crossovers (PXO), and turn lanes at intersections. May include accident statistics, complaints, and consultant reports and diagrams.	Transportation Services	C+2	4	C+6	AR	
W0040	Bridge Construction Records relating to the construction and restoration of City bridges. This includes bridges over roadways (overpasses) and bridges over waterways. Includes project reports and drawings, action plans, geotechnical surveys, consultant reports, and correspondence.	Technical Services	T	7	T+7	AR	Comments: T = File closed upon completion of construction project.
W0044	Engineering Development and Planning Records relating to the development and planning of engineering projects within City boundaries. This includes projects undertaken both by the City and private sector organizations. Includes copies of site specific engineering drawings, engineering proposals, application reviews, copies of agreements and contracts, and engineering studies.	Technical Services	T	7	T+7	AR	Comments: File closed upon completion of project.

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W0054	<p>Sewers Design and Construction</p> <p>Records relating to the design and construction of sanitary and storm sewers. Documents include activities reports, land surveys, consultant reports, and correspondence. Records relating to individual sewers are classified at the secondary level.</p>	Technical Services	T	21	T+21	AR	<p>Comments: T = File closed upon completion of construction project.</p> <p>Legislation/Regulation: Environmental Protection Act, R.S.O. 1990, c. E.19, s 77 - certificates of approval, plans, specs, and information submitted Municipal Code Chapter 681, Sewers</p>
W0057	<p>Water Efficiency</p> <p>Records relating to the conservation and efficient use of municipal water resources. May include information on water reuse, drought management, high-efficiency toilets, and drinking and storm water initiatives. Includes water conservation plans, water use surveys and statistics, educational materials and brochures, consultant studies, and correspondence.</p>	Technical Services	C+2	18	C+20	AR	<p>Legislation/Regulation: Ontario Water Resources Act, R.S.O. 1990, c. O.40, ss 13(2), s 32 - maintain a record of orders, approvals, requirements, directions and reports; record of quality and quantity of water, report of control measures, effects on environment.</p>

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W0064	<p>Central Maintenance - Water Supply System</p> <p>Records relating to the maintenance of the City's water supply system. This refers to the whole of the water supply system, not simply water mains or trunks. May include information on electrical, mechanical, building, and ground maintenance; carpentry; and instrumentation. Documents include reports, studies, and engineering plans and drawings.</p>	Toronto Water	T	16	T+16	AR	<p>Comments: T = File closed upon completion of statistical reporting.</p> <p>Legislation/Regulation: Environmental Protection Act, R.S.O. 1990, c. E.19, s 18, 92 - record of discharge of contaminants, report of control measures, effects on environment, spill reports, record of quality and quantity of water, report of control measures. Ontario Water Resources, R.S.O. 1990, c. O.40, s 32 - monitor and record the quality and quantity of any water. Safe Drinking Water Act Regulations (Drinking-Water Systems), O. Reg. 170/03, ss 13(2) - owner of a drinking-water system shall ensure that documents and records are kept for at least 15 years.</p>
W0065	<p>Travel Surveys and Transportation Monitoring Programs</p> <p>Records relating to travel surveys and monitoring of City-operated transportation programs, including public transit. Includes information on traffic counts, monitoring programs, and transportation indicators. Documents include travel and transportation studies, statistical data, and reports.</p>	City Planning	C+2	17	C+19	AR	

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W0066	<p>Flooding</p> <p>Records relating to the damages caused by flooding, which is the partial or complete inundation by water of normally dry land areas. Includes the flooding of City, residential, commercial, and industrial properties. May include information on building and foundation damages, disruption and destruction of City transportation routes, basement flooding, and soil erosion. Documents include damage reports, complaints, analysis reports, and clean-up activity reports.</p>	Toronto Water	T	6	T+6	AR	<p>Comments: T = File closed upon remedial of damage and submission of final report.</p> <p>Legislation/Regulation: Environmental Protection Act, R.S.O. 1990, c. E.19, s 18, 92 - record of discharge of contaminants, report of control measures, effects on environment, spill reports, record of quality and quantity of water, report of control measures.</p>
W0070	<p>Water Testing Laboratories</p> <p>Records relating to the operations and administration of City-operated laboratories, where drinking water is tested and analyzed to ensure it is safe for human consumption. Includes information on fluoride, chlorine, and bacterial counts. Documents include water quality reports and correspondence. Individual laboratories will be classified at the secondary classification level.</p>	Toronto Water	T	16	T+16	AR	<p>Comments: File closed upon completion of statistical reporting.</p> <p>Legislation/Regulation: Safe Drinking Water Act Regulations (Drinking-Water Systems), O. Reg. 170/03, ss 13(2) - owner of a drinking-water system shall ensure that documents and records are kept for at least 15 years.</p>
W0072	<p>Marine Vessels and Services</p> <p>Records relating to the use and operation of City-owned marine vessels, including tugs, ferries, and outboard motorboats. Includes information on boat chartering, crew needs, diving services, registration and sale of vessels, towing, salvage, and harbour patrol services. Documents include marine technical surveys, port registrations, dry-dock vessel review reports, and marine trip reports and statistics.</p>	Toronto Water	C+2	4	C+6	AR	

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W0073	<p>Water Meter Houses</p> <p>Records relating to the operations and management of the City's water meter houses. These buildings house apparatus used to measure the amount of water stored in City reservoirs. Includes information relating to water consumption and usage. Documents may include field notes, copies of meter house rental agreements, and survey reports. Individual meter houses will be classified at the secondary level.</p>	Toronto Water	C+2	4	C+6	D	<p>Legislation/Regulation: Ontario Water Resources, R.S.O. 1990, c. O.40, ss 13(2), s 32, - maintain a record of orders, approvals, requirements, directions and reports; monitor and record the quality and quantity of any water.</p>
W0074	<p>Plumbing & Drainage Maintenance</p> <p>Records relating to routine plumbing and drainage maintenance and inspections. This refers to work the City may perform on private drains located on residential or commercial properties, as opposed to the City water mains. Includes copies of plumbing permits, engineering drawings, plumbing routing plans, and private drain location maps.</p>	Toronto Water	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, Article I, Sewage and Land Drainage</p>
W0075	<p>Pumping Stations</p> <p>Records relating to the operation and maintenance of pumping stations, which pump water to water filtration plants. Includes information on safety inspections and disinfection of pumps. Documents include operations reports, water pumpage volume statistics, and copies of contracts. Individual pumping stations will be classified at the secondary level.</p>	Toronto Water	T	7	T+7	AR	<p>Comments: File closed upon completion of statistical reporting.</p>

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W0076	Reservoirs Records relating to the use and operation of reservoirs, which are locations where surplus drinking water is stored in natural or artificial ground depressions. May include information on inspections, disinfection of basins, and general maintenance and cleaning. Documents include inspection reports, volume reports and statistics, and correspondence. Individual reservoirs will be classified at the secondary level.	Toronto Water	T	7	T+7	AR	Comments: T = File closed upon completion of maintenance or maintenance inspection reports.
W0077	Residential Service Requests Records relating to service requests submitted by residents concerning water, sewer, water meter, sanitation, road, and other City services. Requests concern the need to fix problems or to expand services. Issues may include broken water mains, tree roots disrupting sidewalks, and the need for sewer inspections. Documents include completed request and service forms, inspection reports, cost determination reports, analysis reports, and follow-up correspondence.	Toronto Water	T	5	T+5	D	Comments: T = File closed upon completion of service request. Legislation/Regulation: Municipal Code Chapter 681, Sewers
W0079	Sewer Maintenance and Operations Records relating to the ongoing maintenance of City sewers. Sewers collect used water from residential and commercial customers and transport it to the City's sewage treatment plants. May include information on sewer backups and odours, regular sewer cleaning, conditions of sewers, repair and maintenance of manholes, water levels, and sewer repairs. Documents include sewer maintenance studies, inspection reports, and correspondence.	Toronto Water	T	7	T+7	AR	Comments: T = File closed upon completion of maintenance inspection reporting. Legislation/Regulation: Municipal Code Chapter 681, Sewers Environmental Protection Act, R.S.O. 1990, c. E.19, s 18, 92 – record of discharge contaminates, report of control measures, effects on environment; spill reports; record of quality and quantity of water, report of control measures

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W0084	Water Main Operations and Maintenance Records relating to the operations and maintenance of City water mains, which are pipes that transport water to customers. Includes information on water main inspections and special testing. Documents include breakage and repair reports, control usage reports, complaints, and water main failure work reports.	Toronto Water	C+ 2	7	C+9	AR	
W0086	Water Metering Records relating to measuring the amount of water supplied and used by residential, industrial, commercial, and all other City taxpayers. May include information relating to both current and previous water meter readings, meter reading issues, and routine and requested visits to record water meter data. Documents may include meter cards, meter installation reports, meter reading route activity sheets, route instructions, copies of water meter service orders, meter revenue flow charts, and meter reading statistics.	Toronto Water	C+2	4	C+6	D	Legislation/Regulation Municipal Chapter Code 849, Water and Sewage Services
W0087	Water Pollution Control Records relating to initiatives undertaken by the City to minimize or eliminate pollution from contaminating City water supplies. Includes information on rainfall records, river flows, storm damage, flood control, sewage flow, the management and treatment of storm and waste water, and industrial waste. Includes consultant reports, regular operations reports, and correspondence.	Toronto Water	C+2	4	C+6	AR	Legislation/Regulation Municipal Code Chapter 681, Sewers

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W0088	Water Quality Testing Records relating to the testing, control, and monitoring of drinking water quality. Water quality testing is undertaken to determine the types and quantities of contaminants in drinking water, such as lead and bacteria. Includes copies of policies and procedures, water testing results reports, water quality monitoring reports, complaints, and inquiries.	Toronto Water	T	16	T+16	D	Comments: T = File closed upon completion of inspection and statistical reporting. Legislation/Regulation: Safe Drinking Water Act Regulations (Drinking-Water Systems), O. Reg. 170/03, ss 13(2) - owner of a drinking-water system shall ensure that documents and records are kept for at least 15 years.
W0090	Water Supply Records relating to the City's supply of potable water for drinking and commercial purposes. Includes information on rainfall, drought, aquifers, wells, springs, snowpack, and inflow and outflow water levels. Documents include copies of water rates and water billings for water supplied by the City to other municipalities, water supply forecasts, water supply current conditions reports, and water consumption forecasts.	Toronto Water	T	16	T+16	AR	Comments: T = File closed upon completion of statistics reporting. Legislation/Regulation: Safe Drinking Water Act Regulations (Drinking-Water Systems), O. Reg. 170/03, ss 13(2) - owner of a drinking-water system shall ensure that documents and records are kept for at least 15 years.
W0091	Water Trunk Mains - Maintenance and Operations Records relating to repair and maintenance services supporting the City's trunk water main system. Trunk mains are much larger than regular water mains, do not supply water directly to homes or businesses, and are designed to feed water into regular water mains. May include information on water trunk main breaks, relocations, valves, disinfection, inspections, and properties associated with trunk mains.	Toronto Water	T	21	T+21	AR	Comments: T = File closed upon completion of maintenance or maintenance inspection reports.

Retention Legend: A = Active; I = Inactive; AR = Archival Review; C = Current Year; DY = Days; D = Destroy; M = Month(s); P = Permanent; P/AR = Permanent/Archival Review; S = Superseded; T = Termination – based on specific criteria

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
W0093	<p>Water Treatment Plants and Operations</p> <p>Records relating to the treatment of water and waste water after it has been tested. Water may be treated using separation and aeration processes, as well as the addition of chemicals, such as chlorine. May include daily chemical logs, monthly operations reports, raw sludge reports, and copies of environmental audits. Records relating to the day to day operations and maintenance of individual treatment plants will be classified at the secondary level.</p>	Toronto Water	C+3	17	C+20	AR	<p>Legislation/Regulation: Safe Drinking Water Act Regulations (Drinking-Water Systems), O. Reg. 170/03, ss 13(2) - owner of a drinking-water system shall ensure that documents and records are kept for at least 15 years.</p>
W0095	<p>Red Light Monitoring</p> <p>Records relating to the monitoring of automated traffic stop signals at designated City roadway intersections. Red lights may be monitored to record vehicles which fail to stop at intersections. Includes film from red light cameras.</p>	Transportation Services	T	7	T+7	D	<p>Comments: T = File closed upon resolution of case.</p> <p>Legislation/Regulation: Highway Traffic Act Regulations (Red Light Camera System Evidence) O. Reg. 277/99 - Photograph taken by the red light camera system to be received as evidence.</p>
W0096	<p>Engineering Standards, Policies, and Quality Assurance</p> <p>Records relating to standards, policies, and quality assurance for engineering projects. May include standards and best practices related to engineering design, construction and consulting, research and development, management, landscape architecture and streetscape improvement, infrastructure, major facilities, and engineering business processes and practices.</p>	All	S	P	P	P/AR	

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Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
W0097	<p>Water Filtration Plants Operation</p> <p>Records relating to the daily operations and maintenance of City water filtration plants, which remove pollutants, sediments, and other particulate matter from drinking water. Water filtration is conducted prior to water testing and treatment. Includes information on instrumentation and control features, chemical feed equipment, and valves maintenance. Documents include consultant and engineering reports, control valve inspection reports, release forms concerning persons who attended guided tours of the plants, and newspaper clippings. Individual filtration plants will be coded at the secondary classification level.</p>	Toronto Water	T	2	T+2	AR	<p>Comments: T = File closed upon completion of maintenance or maintenance inspection reports.</p> <p>Legislation/Regulation: Ontario Water Resources Act Regulations, (Licensing of Sewage Works Operators), O. Reg. 129/04, ss 19(6) – The owner shall ensure that logs and other record-keeping mechanisms are accessible in the facility for at least two years after each entry in it was made</p>
W0105	<p>Sidewalks Construction</p> <p>Records relating to the construction of City sidewalks. Includes engineering plans and drawings, requests for replacement of missing sidewalk sections, contractors' reports and payments, copies of contracts and agreements, and correspondence.</p>	Transportation Services	T	20	T+20	D	<p>Comments: T = File closed upon completion of construction project.</p>