Authority: Government Management Committee Item 13.28,
as adopted by City of Toronto Council on April 28 and 29, 2008
Enacted by Council: April 29, 2008

CITY OF TORONTO

BY-LAW No. 351-2008

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

WHEREAS under section 201 of the *City of Toronto Act, 2006* the City may, subject to the approval of the City auditor, establish retention periods during which the records of the City and local boards of the City must be retained and preserved; and

WHEREAS the City's external auditor is currently the "City auditor" for the purposes of subsection 201(3) of the *City of Toronto Act, 2006*; and

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

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 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. (Schedule A also includes the revised record series listed in section 2 of By-law No. 350-2008 and as amended as set out in section 2 for reference purposes.)

ENACTED AND PASSED this 29th day of April, A.D. 2008.

SANDRA BUSSIN, Speaker

ULLI S. WATKISS, City Clerk

(Corporate Seal)

SCHEDULE A TO BY-LAW No. 351-2008

Code	Records Title	Originating Office	Retention A	Retention I	Retention Total	Disposition	Comments/Legislation
C	**Functional Category: Community and Social Services** Description: Records relating to the management and delivery of social and community programs and services designed to assist the City's residents in need, including children, youth, families, senior citizens, and homeless persons. Includes records relating to day care, homes for the aged, shelter and affordable housing projects, social assistance, and public counseling						
C2210	Client Eligibility Intake – Case Files Records relating to the financial eligibility / intake of families whose children were enrolled in child care programs. Documents may include consent forms, authorization forms, copies of fee statements, personal financial records of the family, and correspondence.	Children's Services	T	9	T+9	D	Comments: File closed upon discharge of child Legislation/Regulation: Day Nurseries Act Regulation (General), R.R.O. 1990, Reg. 262, ss 48(5), ss 64(1) - Legislation/Regulation: Day Nurseries Act Regulation (General), R.R.O. 1990, Reg. 262, ss 48(5), ss 64(1) - records required to be maintained under this section with respect to a child are retained for at least two years after the discharge of the child; shall keep financial records for each day nursery or private-home day care agency operated by the operator and shall retain such financial records for at least six years from the time of their making. Fee Subsidy Management Guideline, s 5, fee subsidy files requires that closed files are retained on site for the current year and for an additional 2 years, then retained off site in secure storage for 6 years.

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		
C2488	Homemakers and Nurses Services Clients Case Files Records relating to the individual clients who receive Homemakers and Nurses Services (HMNS). These programs provide assistance to seniors or disabled citizens at their personal residences, so that they may live as independently as possible. Documents may include copies of applications, client assessments, progress notes and reports, copies of subsidy authorizations, and all supporting correspondence.	Homes for the Aged	T	7	T + 7	D	Comments: File closed upon discharge or death of resident.

Code	Records Title	Originating Office	Retention A	Retention I	Retention Total	Disposition	Comments/Legislation
C2540	Resident Administration Case Files - Homes for the Aged Records relating to the resident administration casefiles. Incorporates registration, ongoing residence, general administrative and financial information as well as medical information. Documents include client profile, client information sheet, admission acceptance statements, resident social and financial history, doctors and nurses progress notes, information on medication, historical record of allergies and vaccinations, vital signs, dietary notes and plans, hospital discharge summary statements, resident transfer records, copies of death and discharge notices and other related correspondence.	Homes for the Aged	T	7/20	T + 7/20	D	Comments: Files closed upon discharge or death of resident. Records for deceased residents are kept for 7 years and for discharged residents records are kept for 20 years. Legislation/Regulation: Homes for the Aged and Rest Homes Act Regulations (General), R.R.O. 1990, Reg. 637, amended by O. Reg. 316/06, ss 25(1). A home shall keep a written record or series of records of each resident that shall be maintained in confidence and each record shall be retained by the home for at least twenty years after the last entry in the record with respect to the resident or, where the resident dies, for at least five years after the death of the resident. Nursing Homes Act, (General) R.R.O. 1990. Reg. 832, amended to O. Reg. 317/06, clause 90(a),(b) - The medical records of a resident shall be retained, (a) where the resident is discharged from the nursing home for a period of twenty years after the date of the discharge; or (b) where the resident dies in the nursing home, for a period of five years after the date of the death. Personal Health Information Protection Act, S.O. 2004, c. 3, Sched. A, s13,14 - Records

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

Code	Records Title	Originating Office	Retention A	Retention I	Retention Total	Disposition	Comments/Legislation
E	**Functional Category: Emergency Services** Description: Records relating to the creation and provision of City services and programs designed to provide law enforcement and immediate action in response to unforseen circumstances, such as fires or medical emergencies. These programs are designed to ensure compliance with laws and legal regulations and to help City residents and businesses before, during, and in the aftermath, of emergencies. Includes records relating to disaster prevention; police and law enforcement**;** fire, paramedic, and ambulance services; and emergency contingency planning.						
E0405	Emergency Incident Reports Records containing incident date, event times, vehicles assigned, and crews involved at the incident. The report provides the officers record on conditions and observations upon arrival, initial actions, entry methods, security of property and actions of Captains, crew and EMS officers in chronological order. This report is completed for all responses by Fire and Ambulance Services to incidents.	Fire Services	T	30	T+30	AR	Comments: T = File to remain active until resolution/closure of case. Legislation: Municipal Code Ch. 79, Fire Services, s 79-20 Responding to rescues and emergencies. Municipal Code Ch. 79 Fire Services, ss 79-7(8)(9) keep accurate record, in convenient form of reference, of all fires, rescues and emergencies, keeping other records as may be required by Council.

Code	Records Title	Originating Office	Retention A	Retention 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	7	T+7	D permission for their disposal is given by the Minister	Comments: T = Termination of employment, or termination of retirement benefits, whichever is longer Legislation/Regulation: Employer Health Tax Act, R.S.O. 1990, c. E.11 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

Code	Records Title	Originating Office	Retention A	Retention I	Retention Total	Disposition	Comments/Legislation
F1563	Councillor Expense Claims Records relating to City Councillor's claims for reimbursement for financial expenses. Personal expenses may be incurred in the course of normal business operations, including air travel, attending conferences and vehicle use. Documents may include receipts, invoices, expense claim statements and correspondence.	City Clerk's Office	C + 2	5	C + 7	D	Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), 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. Municipal Elections Act, S.O. 1996, c. 32 Schedule, amended 2007, c. 15, s. 40, s88 Exception, election campaign finance documents - Subsection (2) does not apply to documents filed under section 78 (financial statement and auditor's report), which the clerk shall retain until the members of the council or local board elected at the next regular election have taken office.

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
F2541	Estate Management Case Files Records relating to the administration and control of deceased and/or discharge residents' trusts and estates. May include information on respective residents' financial history, arrears, assets, trust, estate account reconciliations and valuables in trust. Documents may include income tax statements, copies of initial admission forms, financial action statements, copies of death certificates, copies of burial rights certificates, and supporting correspondence.	Homes for the Aged	T	7/20	T + 7/20	D	Comments: Files closed upon discharge or death of resident. Records for deceased residents are kept for 7 years and for discharged residents records are kept for 20 years. Legislation/Regulation: Homes for the Aged and Rest Homes Act Regulation, (General), R.R.O. 1990, Reg. 637, amended by O. Reg. 330/05 ss 53(4) - Book of account that shall be retained for at least six years from the date the trust account is closed or becomes inactive, showing all deposits to and withdrawals from the trust account, the name of the resident for whom the deposit or withdrawal is made and the date of each deposit or withdrawal. 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. Nursing Homes Act Regulations (General), R.R.O. 1990, Reg. 832, amended by O. Reg. 333/05 ss 103(f) - Respect to each resident on whose behalf money is deposited in the trust account to the credit of such resident, retain in his or her possession for a period of not less than six years

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

Code	Records Title	Originating Office	Retention A	Retention I	Retention Total	Disposition	Comments/Legislation
G	**Functional Category: Governance** Description: Records relating to the ways in which the City is governed and regulated to ensure efficiency, effectiveness, and compliance with statutory requirements. Includes records of the City's legislative process, such as the agendas and minutes of Council, its standing committees and community councils; City bylaws and the Municipal Code; formal policies and procedures; and annual reports of departments and special purpose bodies. Also includes all legislation and other municipal by-laws that might affect the City; records relating to non-municipal government bodies; election records; and records relating to provincially-mandated services that the City provides, such as birth and death registrations.						
G0002	Municipal Code & Bylaws Records relating to the development, review, and City Council approval and adoption of chapters of the Municipal Code and by-laws. The Municipal Code consists of all regulatory and administrative ordinances, whereas by-laws constitute the City's rules or laws. Includes by-laws from the former municipalities that were amalgamated to form the current City. May include information on by-law and Municipal Code harmonization, consolidation, replacement, analysis, and editing.	City Clerk's Office	T	P	P	P/AR	Comments: T = File closed upon Council approval Legislation/Regulations: Municipal Act, S.O. 2001, c. 25, s. 248, 5 (3) - Municipal Code; A municipal power, including a municipality's capacity, rights, powers and privileges under section 8, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise.
G0003	Committees of Council - Deleted						

Code	Records Title	Originating Office	Retention A	Retention I	Retention Total	Disposition	Comments/Legislation
G0004	Task Force & Special Committee Records Records relating to the meetings, duties, and functions of task forces special committees of the City administration, i.e., not of Council. These are high-level committees with broad, cross-divisional mandates, such as the committees, working groups, and teams directing the City's Program Review Framework. Documents include minutes of meetings, agendas, reports, and correspondence. NOTE: Excluded are high-level committees looking at specific matters falling into the mandate of a single division, e.g. the Legislative Review Committee but whose mandate falls within the City Clerk' Office responsibilities.	Common	C + 7	3	C +10	AR	Legislation/Regulation: Municipal Act, S.O. 2001, c. 25, s. 228 - Resolutions, decisions, proceedings, by-laws and minutes.
G0005	City Community Councils – Deleted						
G0006	Local Board Proceedings Records relating to the meetings, duties, and functions of City local boards. This may include agencies, boards, commissions, special bodies, or local authorities (e.g., planning and zoning boards). These local boards administer various services to City residents. Documents may include minutes of meetings, agendas, correspondence, and reports.	City Clerk's Office	C+2	P	P	P/AR	
G0009	Intergovernmental Organizations – Deleted						

Code	Records Title	Originating Office	Retention A	Retention I	Retention Total	Disposition	Comments/Legislation
G0020	Provincial Ministries and Agencies - Deleted						
G0030	Federal Government Departments and Agencies - Deleted						
G0035	Foreign Government Departments and Agencies - Deleted						
G0040	Other Municipal Government Departments and Agencies - Deleted						

Code	Records Title	Originating Office	Retention A	Retention I	Retention Total	Disposition	Comments/Legislation
G0080	Amalgamation Records relating to the processes and initiatives leading up to and immediately following the amalgamating of the former borough of East York, the former cities of York, Etobicoke, North York, Scarborough, and Toronto, and the former Regional Municipality of Metropolitan Toronto into the current City. Includes information about proposed new City services and functions, department and services amalgamation, realignment and cost reductions. Documents may include amalgamation planning reports and studies, complaints, copies of Council minutes, and correspondence. NOTE: While this retention schedule continues to govern existing records (including formerly unclassified records), it is no longer in use for the purposes of classifying newly created records.	Common	C + 10	15	C + 25	AR	
G0130	City Divisions - Deleted						
G0150	Legislation and Other Municipal By-laws - Deleted						

Code	Records Title	Originating Office	Retention A	Retention I	Retention Total	Disposition	Comments/Legislation
G0261	Access to Information Request Records relating to the processing of access requests under MFIPPA and PHIPA including formal requests from the public, informal requests from other divisions and agencies and third party notifications to the City. It also includes building plans routine disclosure requests and appeal made by requesters to the Information and Privacy Commissioner. Documents may include access request forms or letters, e-mails with program areas, copies of responsive records, decision letters, correspondence and appeals representations.	City Clerk's Office	T	5	T+5	D	Comments: T = File closed upon completion of case Legislation/Regulation: Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, s.17, 18, 19, 20, 21, 22, 43, 45 - Request, notice of forwarding or transfer, notice of decision, notice of extension, notice to affected person, notice of refusal, notice of order, estimate of costs.
G0415	Polling Records Records relating to the request for and conduct of a democratic poll to determine the opinions for City of Toronto residents and businesses that could be affected by the following issues: alternate side parking, boulevard cafes, business improvement areas, change in direction, commercial and residential boulevard parking, front yard parking, overnight parking, parking prohibitions, permit parking and traffic calming. Information includes name of business owners, residents or tenants and councillor of the ward in which the poll will be conducted, type of polls & questionnaires, polling period (start and end dates), criteria for accepted ballots, voter eligibility, ballot confidentiality and divisional contact name and phone number. Documents include completed polling request application, polling ballots, copies of poll results, reports, letters, research assessment, copies of briefing notes and all other supporting documents	City Clerk's Office	C + 2	2	C + 4	D	Legislation/Regulation: Municipal Code, Chapter 190, City of Toronto By-law No. 677-2006 – Polling and Notification. Municipal Freedom of Information and Protection Of Privacy Act (General) R.R.O. 1990, Reg 823 s.5 am. to O.Reg. - Personal information that has been used by an institution shall be retained by the institution for the shorter of one year after use or the period set out in a by-law or resolution made by the institution or made by another institution affecting the institution, unless the individual to whom the information relates consents to its earlier disposal.

Code	Records Title	Originating Office	Retention A	Retention I	Retention Total	Disposition	Comments/Legislation
G0420	Vital Statistics Applications Records relating to vital statistics registration applications of vital events such as births, deaths and marriages that occur in the City of Toronto. In order for the registrations to be completed by the municipality, applications must be accurately completed, accompanied by an administrative fee and submitted to the City of Toronto. The City will match and confirm the information and forward the completed documents to the Office of the Registrar General. Documents may include completed application forms, travel letters and all supporting documents	City Clerk's Office	C	1	C + 1	D	Legislation/Regulation; Municipal Freedom of Information and Protection Of Privacy Act (General) R.R.O. 1990, Reg 823 s.5 am. to O.Reg 93/07 - Personal information that has been used by an institution shall be retained by the institution for the shorter of one year after use or the period set out in a by-law or resolution made by the institution or made by another institution affecting the institution, unless the individual to whom the information relates consents to its earlier disposal.

Code	Records Title	Originating Office	Retention A	Retention I	Retention Total	Disposition	Comments/Legislation
H	**Functional Category: Human Resources** Description: Records relating to City employees and personnel services. Includes records relating to training, labour relations, health and safety, staff benefits, salary administration, and professional associations.						
H1246	Labour Negotiations Records relating to conducting labour negotiations, which involve discussions and meetings between City and employee groups, such as unions, to achieve resolution on a wide range of issues pertaining to unionized employees. These issues may include staff reductions and layoffs, staff recalls, promotions and wage increases, working conditions, disciplinary actions, seniority rights, and department and City restructuring. May include information on collective bargaining, dispute mediation, and conflict resolution. Documents may include proposals and final collective agreements; employment contracts; union contracts; and any other negotiated agreements between the City and the respective unions or workers' representatives. All official negotiated documentation is prepared by the respective unions. The information is shared by City and respective unions or worker representatives.	Human Resources	T	21	T + 21	AR	Comments: File closed upon resolution or settlement of case. Legislation/Regulations: Labour Relations Act, 1995, c. 1, Sched. A, amended as 2006, c. 35, Sched. C, s. 57, s90, 91 - Collective agreements to be filed. Labour Relations Act Regulation (General), O. Reg. 94/7 amended as O. Reg. 259/07, ss1(2) - A record of all awards filed shall be maintained

Code	Records Title	Originating Office	Retention A	Retention I	Retention Total	Disposition	Comments/Legislation
I	**Functional Category: Information, Communications, and Administration** Description: Records relating to the management of all City formal communications, including press releases, media releases, promotional advertising, and speeches. Also includes records to the production and/or management of information-related resources and initiatives, both by the City and by external parties, including libraries, films and movies, online web site data, corporate records management, and archival collections. Finally, includes records relating to a wide variety of general administrative matters, such as committees not related to City governance activities, office administration, audits, travel arrangements, trade shows, and operational and strategic planning.						
I0005	Office Administration Records relating to the routine administration of the business unit. Included are records such as correspondence of a routine or repetitive type; routine administrative queries; procedural advice; reference materials used but not created by the office; daily, weekly or monthly office activity reports which relate to routine activities; business unit copies of submitted purchase orders, travel expense statements or similar financial papers; daily or weekly work assignments for office staff	All	C+1	0	C+1	D	
I0006	Program Administration Records relating to the functions and activities of the division or business unit. Records are typically arranged by activity or subject and include; substantive correspondence relating to the establishment and operation of the function as well as policy decisions; correspondence with other program areas within the City, internal or external reports and documents relating to the business units function.	Common	C + 1	5	C + 6	AR	

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
I0240	Records Classification Files Records relating to the preparation of record classes prepared by Records & Information Management (RIM) unit staff. Records created since amalgamation, including completed inventories, client questionnaires, workflow analyses, and superseded records, are captured in the Record Series Inventory Form module of the Record Series Management Tool (RSMT) database. Records Classification files of former municipalities were superseded at amalgamation (end of 1997). Pre-amalgamation Records Classification files are paper-based and not found in RSMT. Files are organized by Record Classification System (RCS) code.	City Clerk's Office	S	5	S + 5	AR	
I0243	Forms Management Records relating to the analysis, consultation, design and production of authorized City forms. Documents may include requests for forms to be developed, correspondence, and original artwork.	Common	C +2	4	C + 6	D	
I0250	Records Retention Authorization Forms Records relating to completed Records Retention Authorization Forms (RRAF's) with the signatures of representatives from the business unit, Legal Services, Internal Audit, and the External Auditor. These completed RRAF's are the basis for adding to or revising existing record classes in the Corporate Records Bylaw (Municipal Code, c. 217). Digitized duplicates of the RRAF's are created for convenience.	City Clerk's Office	C + 2	P	P	P	Legislation/Regulation: Municipal Act, S.O. 2001, c. 25, s. 255 (2) - Destruction of records - destroyed if a retention period has been established and the retention period has expired; or the record is a copy of the original record.

Code	Records Title	Originating Office	Retention A	Retention I	Retention Total	Disposition	Comments/Legislation
I0253	Records Destruction Files Records relating to signed destruction packages (cover sheet, summary information, authorization page, and inventory of boxes), and matching destruction certificates.	City Clerk's Office	C + 2	P	P	P	Legislation/Regulation: Municipal Act, S.O. 2001, c. 25, s. 255 (2) - Destruction of records - destroyed if a retention period has been established and the retention period has expired; or the record is a copy of the original record.
I0265	Records Management Files Records relating to initiatives and projects concerning City records throughout the management of the records' life cycle, including preparation of staff reports recommending amendments to the Corporate Records (City) bylaw (Municipal Code, c.217). May include information relating to records management needs analysis, file conversions, digital imaging, records management implementation assistance, records purging, filing equipment determination requirements, assessment of system record keeping capacity, space planning, file plan development, integrated document management, and project plans. Documents may include file lists and indexes, records conversion and implementation action plans and analysis reports.	Common	C + 2	4	C + 6	AR	
I0270	Records Centre Operations Records relating to the operations and management of City-owned offsite records storage facilities. These facilities provide cost and space-effective storage for inactive records, i.e., records which must be retained but are less frequently consulted. May include information relating to inactive records retrieval and storage locations. Documents may include staffing schedules, equipment and facilities maintenance, work assignments, and reports on available storage space.	City Clerk's Office	C + 7	P	P	P	

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
I0280	Exhibits Records relating to all aspects of planning and mounting exhibits. Documents may include research notes, information on design, layout, implementation, and promotions of exhibits, exhibit text and labels, correspondence, photographs of exhibits, information about supplies, information relating to exhibit openings (catering services, invitation lists, speeches), educational programming materials, brochures and/or posters, press releases, and copies of exhibit reviews	Common	25	0	25	P/AR	
I4110	Archives Collections Management Records relating to the process of obtaining, processing, and providing ongoing access to government and non-government records with historical significance for preservation in the City's archives. Archival materials may be acquired through private donations and transfers of Government records. May include information on the initial condition of acquired records, the appraisal of the records by Archives staff and external appraisers, the administrative histories of the organizations which supplied the records, the arrangement and processing of the records, and access requests. 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. Records exist in both paper and electronic form.	City Clerk's Office	C + 2	P	P	P/AR	
I4111	Archival Accession Control - Deleted						

Code	Records Title	Originating Office	Retention A	Retention I	Retention Total	Disposition	Comments/Legislation
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.						
L0361	Business Licences – Stationary Records relating to the issuance of a business licence which includes individuals, corporations and partnerships which authorize stationary business operations to legally operate on City-owned and private properties. Stationary operations requiring a license may include adult entertainment parlours and dancers, restaurants and trades such as building renovators. These licences may be issued for either a short-term or a long-term basis. Documents may include completed applications, franchise agreements made between the licensee and the franchiser, insurance certificates, zoning authorization, limited liability returns, articles of incorporation, name and address change forms, tribunal reports and minutes of meetings, copies of Ontario Driver's Licenses, copies of proof of work status, access to information waiver, police clearance reports, client photos, expired or replaced licenses and any other related correspondence as required by the Toronto Municipal Code, Chapter 545.	Municipal Licensing & Standards	T	2	T + 2	D	Comments: File closed upon expiration of licence
			T	21	T + 21		T+21= Electronic records retention Legislation: Municipal Code Ch. 545, Licensing (By-law No. 514-2002)

Code	Records Title	Originating Office	Retention A	Retention I	Retention Total	Disposition	Comments/Legislation
L0365	Business Licenses – Mobile Records relating to Mobile Business Licenses and Plates issued which authorize the owner's or driver's to legally operate a business that are non-stationary and may be transported from place to place on City owned and private properties. Mobile operations requiring a license include Driving Instructors, Driving School Operators, Hawker / Pedlar, Livery Driver / Owner, Pedicab Driver / Owner, Refreshment Vehicle (Motorized) Driver / Assistant, School Bus Driver, Taxicab Broker Driver / Owner, Tow Truck Driver / Owner, Private Parking Enforcement. Documents may include completed applications, taxicab lease / contract agreements, insurance certificates, zoning authorization, limited liability returns, articles of incorporation, name and address change forms, tow truck run sheets / rate sheets / invoices, driving school list of instructors, tribunal reports and minutes of meetings, copies of Ontario Driver's Licenses, copies of proof of work status, access to information waiver, police clearance reports, client photos, expired or replaced licenses and any other related correspondence as required by the Toronto Municipal Code, Chapter 545.	Municipal Licensing & Standards	T	2	T+2	D	Comments: The license holder no longer holds a business license
			T	21	T+21	D	T+21=for electronic records Legislation/Regulation: Municipal Code Ch. 545, Licensing (By-law No. 514-2002)

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
L0495	Line Fence Record Records relating to disputes over line fences, division fence marking the boundary between adjoining lands. Information may include dispute settlement between property owners or by a fence-viewer, which may be appealed within 15 days of award issuance, details of construction, repair or replacement of a division fence or to bear a reasonable and just proportion of the cost of any work required. Documents may include line fences agreement and appeal forms, request for fence-viewers, copies of fence-viewers information package, fence by-laws, letters between parties, certificate of award, default collection (tax roll), copies of cheques and all other supporting documents.	City Clerk's Office	T + 3	10	T + 13	D	Comments: File to remain active until decision or settlement is awarded. Legislation/Regulation: City of Toronto Municipal Code, Chapter 447 By-law No. 472-2000 amended By-law No. 402-2004; By-law No. 557-2004 – Fences. Line Fence Act, R.S.O. 1990, c. L.17 s16 - Enforcement of Agreements - Any agreement in writing in the prescribed form between owners respecting a line fence may be registered and enforced as if it were an award of fence-viewers.

Code	Records Title	Originating Office	Retention A	Retention I	Retention Total	Disposition	Comments/Legislation
L4020	By-law and Business Licence Enforcement Records relating to both routine investigations of commercial, public and residential properties to ensure compliance with City by-laws and/or business license stipulations, and also non-routine investigations in response to complaints and/or reports of violations with respect to, but not limited to, property standards, zoning, debris, long grass & weeds, noise, fences, smoking, snow removal. Business license stipulations include restaurant inspections, vehicle inspections such as taxis, tow trucks and driving school vehicles. Documents may include copies of by-laws, inspection notes, findings reports, copies of notices of violation and orders to comply, complaints, and supporting correspondence.	Municipal Licensing & Standards	T	6	T + 6	D	Comments: File closed upon resolution of investigation. Legislation/Regulation: Municipal Act, S.O. 2001, c. 25, PART IV – Licences. City of Toronto Act, S.O. 2006, c.11, s86; Municipal Code Ch. 545, Licensing (By-law No. 514-2002) - Require compliance with any code, standard, procedure or regulation.

Code	Records Title	Originating Office	Retention A	Retention I	Retention Total	Disposition	Comments/Legislation
P	**Functional Category: Public Health**						
	Description: Records relating to public and community health programs and services that are available to City residents. Includes records on immunization programs, disease prevention awareness, and healthy lifestyles.						
P3711	Infection Control Inspections Records relating to inspections of premises ensuring infection prevention practices are in place. The Control of Infectious Diseases / Infection Control program of Public Health requires regular inspections for Licensed Day Nurseries, Funeral Homes, and personal services setting. This program also provides consultations on infection control issues to hospitals, long term care homes and retirement homes. Inspections are also conducted for processing license requests and to respond to complaints logged against a premise. Documents include responses to complaints, copies of training provided by Public Health staff to premises staff and to the population at risk, copies of agenda and minutes of Infection Control meetings, correspondence, etc.	Public Health	C + 3	6	C + 10	AR	Legislation/Regulation: Day Nurseries Act Regulations (General), R.R.O. 262, 22 a4, 13 – Record of inspections of premises; reports of medical officer of health
P3830	Control of Infectious Diseases/Infection Control (CID/IC) Program Administration Records relating to the administration of the Control of Infectious Diseases/Infection Control (CID/IC) Program. Documents include policies and procedures, guidelines, manuals, reference materials, CID/IC statistics, surveys, correspondence, etc	Public Health	C + 2	4	C + 6	AR	Health Protection and Promotion Act Regulations (Reports), R.R.O. 1990, Reg. 569, amended by O. Reg. 426/07

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
P3835	Chronic Reportable Diseases Records relating to ordering vaccines, which have been placed by community physicians for patients who are categorized as high risk as defined by the Ministry of Health and Long Term Care. The vaccines are ordered through Toronto Public Health to the Ontario Government Pharmacy (OGP) directly to the physician's office. Documents include vaccine order forms, with a list of clients for whom the vaccine was ordered, as well as the order confirmation forms confirming the order has been placed with OGP.	Public Health	C + 1	3	C + 4	D	
P3841	Body Shipment / Disinterment and Clothing Shipment Documentation Records relating to requests for approval of body shipments outside Canada and requests for permit of body disinterment. In preparing disinterment / shipment of the deceased, funeral homes and cemeteries must obtain Public Health documentation to ensure compliance with the required legislation. May include the letter of application, death certificate, coroner's report for the deceased, requests from companies who ship clothing to other parts of the world, correspondence, etc.	Public Health	C + 1	3	C + 4	AR	

Code	Records Title	Originating Office	Retention A	Retention I	Retention Total	Disposition	Comments/Legislation
P3861	Student Immunization Records relating to mandatory immunization of students in public and private schools, between grades one and nine. Documents may include medical history questionnaires, student suspension orders, submitted immunization status statements, and correspondence.	Public Health	C	0	C	D	Comments: C = Current School Year Legislation/Regulation: Immunization of School Pupils Act Regulations (General) R.R.O. 645, as am. O. Reg. 443/03 - Record of immunization
P3862	Student Immunization - Suspension Hearings Records relating to hearings to decide on whether children should be suspended from schools or day nurseries if they have not received immunization treatments. Non-immunized students may be suspended until proof of immunization is provided. Documents may include suspension orders, suspension appeals and all supporting correspondence.	Public Health	T + 2	7	T + 9	D	Comments: File to remain active until decision of hearing Legislation/Regulations: Immunization of School Pupils Act Regulations (General) R.R.O. 645, as am. O. Reg. 443/03 - Record of immunization
P3863	Day Nurseries Immunization Records relating to mandatory immunization of pre-school age children attending day nurseries. Non-immunized children may be suspended until proof of immunization is provided. Documents may include submitted immunization status statements, class lists, and all supporting correspondence.	Public Health	C	0	C	D	Comments: C = Current School Year Legislation/Regulation: Immunization of School Pupils Act Regulations (General) R.R.O. 645, as am. O. Reg. 443/03

Code	Records Title	Originating Office	Retention A	Retention I	Retention Total	Disposition	Comments/Legislation
P3867	Immunization Clinic Client Consents Records relating to persons receiving immunization treatments operated by the Vaccine Preventable Disease Program (VPD). These clinics provide services to the general public. Documents may include signed immunization consent forms and all supporting correspondence.	Public Health	C + 2	26	C + 28	D	Legislation/Regulation: Medicine Act Regulations (General) O. Reg. 114/94, ss 19(1) - Retain records for at least ten years after the date of the last entry in the record, or until ten years after the day on which the patient reached or would have reached the age of eighteen years.
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.						

Code	Records Title	Originating Office	Retention A	Retention I	Retention Total	Disposition	Comments/Legislation
R0190	Electronic Postcards Records relating to the indirect collection of personal information of the sender and recipient of an electronic postcard promoting tourism and other events in the City of Toronto. These postcards support the Toronto: You Belong Here campaign and are targeted to the following events include but are not limited to: Calvacade of Light, Designs in Ice, WinterCity Festival, Celebrate Toronto Street Festival, Canada Day, Summerlicious, Winterlicious, Tasty Thursday's, and Fresh Wednesday.	Economic Development & Culture	10 Days	0	10 Days	D	Comments: 10 Day retention applies only to Electronic Records Legislation: Municipal Code C.217, By-law No. 635-2000 Transitory and Duplicate Records. IPC Authorization for Indirection Collection of Personal Information Relating to Electronic Postcards, October 7, 2004, pg 4. Par 6. The City will dispose of any personal information collected after a period of ten days, as stated in its application for Authorization to Indirectly Collect Personal Information. Municipal Freedom of Information and Protection of Privacy Act R.R.O. 1990, (General) Reg. 823 amended to O. Reg. 93/07, s. 5. Personal information that has been used by an institution shall be retained by the institution for the shorter of one year after use or the period set out in a by-law or resolution made by the institution or made by another institution affecting the institution, unless the individual to whom the information relates consents to its earlier disposal.

Code	Records Title	Originating Office	Retention A	Retention I	Retention Total	Disposition	Comments/Legislation
W	**Functional Category: Works** Description: Records relating to the construction, maintenance, and operations of the City's infrastructure, including sewer, water, garbage, waste, solid waste, and transportation programs and systems. Includes records relating to roads and bridges, snow removal, water and air quality, and utilities. Also includes records relating to environmental assessment and protection, such as conservation, pollution, and recycling programs.						
W0023	Road Closures – Temporary 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/Regulations: Municipal Code Chapter 937 - Temporary Closing of Highways
W0038	Utility Applications and Plans Records relating to applications for the installation of utilities on land properties and sites. This includes the routing of fiber-optics, phone lines, cable, power, and gas lines. Documents include construction reference drawings, applications, completed approval forms, utility permits, and copies of notices of hearings.	Transportation Services	T	P	P	P	Comments: File closed upon completion of project or notice of decision