

Authority: Executive Committee Item EX17.8, as adopted by City of Toronto Council on October 9 and 10, 2024
City Council voted in favour of this by-law on October 10, 2024

Written approval of this by-law was given by Mayoral Decision 19-2024 dated October 10, 2024

CITY OF TORONTO

BY-LAW 1030-2024

To amend City of Toronto Municipal Code Chapter 219, Records, Corporate (Local Boards), to establish a records retention schedule for the Board of Management for Cecil Street Community Centre.

Whereas under section 201 of the City of Toronto Act, 2006, the City may establish retention periods during which the records of the City and its local boards must be retained and preserved; and

Whereas the Board of Management for Cecil Street Community Centre approved the Board's records retention schedule on November 30, 2023; and

Whereas Council has authorized changes to Municipal Code Chapter 219, Records, Corporate (Local Boards), to establish records retention periods for the Board;

The Council of the City of Toronto enacts:

1. City of Toronto Municipal Code Chapter 219, Records, Corporate (Local Boards) is amended by:
 - (a) adding a new Article IX, Board of Management for Cecil Street Community Centre, as set out in Schedule A of this by-law.
 - (b) adding a new Schedule K, Art. IX, Records Retention Schedule (Board of Management for Cecil Street Community Centre), as set out in Schedule B of this by-law.
2. This by-law shall come into force on the day it is passed.

Enacted and passed on October 10, 2024.

Frances Nunziata,
Speaker

John D. Elvidge,
City Clerk

(Seal of the City)

Schedule A

ARTICLE IX

Board of Management for Cecil Street Community Centre

§ 219-28. Definitions.

- A. As used in this article and in Schedule K to this article, the following terms shall have the meanings indicated:

ARCHIVAL VALUE - The evidential and informational value of records, which is determined during appraisal and justifies the records' preservation as archives.

BOARD - the Board of Management for Cecil Street Community Centre.

BOARD ARCHIVES - The location where the Board's permanent records are stored.

COMPUTER SYSTEM - A device or a group of interconnected or related devices, one or more of which:

- (1) Contains computer programs or other data; and
- (2) Pursuant to computer programs, performs logic and control, and may perform any other function.

CONTENT, CONTEXT or STRUCTURE:

- (1) That which conveys information, including text, data, symbols, numerals, images and sound;
- (2) The appearance and arrangement of the content, including relationships between fields, entities, language, style, fonts, page and paragraph breaks, links and other editorial devices;
- (3) Fields, entities, language, style, fonts, page and paragraph breaks, links and other editorial devices; or
- (4) Background information that enhances understanding of technical and business environments to which the data relates, such as metadata, application software, logical business models and the origin, such as address, title, link to function or activity, agency, program or section.

COUNCIL - The Council of the City of Toronto.

DATA - Representations of information or of concepts, in any form, that are recorded or stored on any medium in or by a computer system or other similar device and that can be read or perceived by a person or a computer system or other similar device, including a display of that data.

DISPOSE - To destroy a record or to transfer a record to the Board Archives.

ORPHAN DATA:

- (1) Data that is not machine readable by any of the Board's computer systems because the data exists with no identifiable computer application that can retrieve the data; or
- (2) Data that is machine readable but does not have sufficient content, context or structure to render it understandable by an experienced Board employee who is knowledgeable about the business function or functions to which the data relates.

RECORD - The same meaning as in subsection 3(1) of the City of Toronto Act, 2006. [This meaning is noted as follows for reference purposes only]:

"record" means information however recorded or stored, whether in printed form, on film, by electronic means or otherwise, and includes documents, financial statements, minutes, accounts, correspondence, memoranda, plans, maps, drawings, photographs and films

RECORDS SERIES - A group of records that support a particular Board program or operation, that are filed together, and need to be retained for the same period of time.

RETENTION PERIOD - The period of time during which a specific records series must be kept by the Board before records in that records series may be disposed of.

RETENTION SCHEDULE - The schedule prescribing how long a specific records series must be retained before they may be disposed of.

TRANSITORY RECORD - A record that is:

- (1) Retained solely for convenience of reference;
- (2) Required solely for the completion of a routine action, or the preparation of another record;
- (3) Of insignificant or no value in documenting Board business transactions;
- (4) Not an integral part of a Board record;
- (5) Not filed regularly with records or filing systems;
- (6) Not required to meet statutory obligations or to sustain administrative or operational functions;
- (7) About social events that are not special Board events;
- (8) Not related to Board business; or

(9) A voice mail message.

B. As used in the retention schedule in Schedule K to this article, the following abbreviations and terms shall have the meanings indicated:

A or ACTIVE - The period of time in years, unless otherwise stated, that the records must be kept in the active records office area.

C or CURRENT YEAR - The calendar year in which the records were created.

DISPOSITION - The destruction of a record or transfer of a record to the Board Archives, as indicated in a retention schedule by one of the following designations which have the meanings indicated:

(1) AR or ARCHIVAL REVIEW - The records are reviewed by the City archivist who determines whether the records will be destroyed or deemed permanent.

(2) D or DESTROY - The records are destroyed once the total retention period has expired.

(3) P or PERMANENT - the records are never destroyed, and for purposes of the definition of "disposition" only, are stored in the Board Archives for preservation purposes.

I or INACTIVE - The period of time in years, unless otherwise stated, that the records must be kept following the active period, other than in the active records office area.

ORIGINATING OFFICE - The Board office or title responsible for maintaining the records series. Any reference to a particular Board office or title used will be read to include the person responsible for that office or holding that title and will also include any successor to that office or title. Reference to the Board as a whole will refer to the Executive Director of the Board or their successor or designate.

P or PERMANENT - A record that is never destroyed.

RECORDS TITLE - The title and detailed description of the types of records included in each records series.

S or SUPERSEDED - A record that is replaced by an updated record.

T or TERMINATED - A retention period that is calculated from a specific type of event, as explained under each records series.

TOTAL - The total retention period, including active and inactive retention periods.

§ 219-29. Responsibility for records.

Responsibility for records that are not destroyed after the inactive retention period is based on the disposition set out in the retention schedule as follows:

A. Permanent.

- (1) This disposition is used if there are operational or legal requirements to retain the records for an indefinite period.
- (2) Despite the storage of the records in the Board Archives for preservation purposes, the records remain under the full custody and control of the Board office or person holding the listed title that created them.
- (3) The Board office or person holding the listed title is solely responsible for providing access to the records under any provincial or federal access and privacy legislation, including the listing of personal information banks and general classes of records, and for compliance with other legislation.

B. Archival Review.

- (1) This disposition is used if there is a need for the City archivist to review the records and determine if they should be destroyed or deemed permanent because of operational or legal requirements to retain the records for an indefinite period.
- (2) Despite the storage of the records in the Board Archives for preservation purposes, the records remain under the full custody and control of the Board office or person holding the listed title that created them.
- (3) The Board office or person holding the listed title is solely responsible for providing access to the records under any provincial or federal access and privacy legislation, including the listing of personal information banks and general classes of records, and for compliance with other legislation.

§ 219-30. Retention schedule.

- A. The records of the Board shall be retained and may only be destroyed as set out in the retention schedule in Schedule K to this article.
- B. The Executive Director of the Board or designate shall develop and administer the retention schedule.
- C. In determining the retention period for a records series, the Executive Director of the Board or designate shall consult with other Board staff as appropriate, the City Solicitor and the City's municipal auditor.
- D. The Executive Director of the Board or designate shall:
 - (1) Review and recommend amendments and additions to the retention schedule, for approval by the Board and Council; and
 - (2) Ensure that the retention schedule complies with all relevant legislative, financial and historical requirements for records retention.

- E. A retention period for a records series shall be based on the following:
- (1) The administrative value of the records based on the period of time during which the Board uses a record to perform its functions;
 - (2) The legal value of the records, based on the period of time necessary to meet statutory or other regulatory requirements, requirements imposed by an agreement, permit or similar document, or to ensure that records are available in case of litigation or investigation;
 - (3) The audit value of the records, based on the period of time required for audit or tax purposes; and
 - (4) The archival value of the records, based on the long-term value of the records to document past events or the origins and history of the Board.

§ 219-31. Responsibility of Board staff, volunteers and members.

All Board staff, volunteers and Board members who work with, create or manage records shall:

- A. Manage and maintain records in their custody or control as corporate assets that belong to the Board, and not to individual staff, Board business units or departments that have custody of those records;
- B. Comply with the retention periods in the retention schedule;
- C. Apply retention periods and dispose of records only in accordance with the retention schedule;
- D. Ensure preservation and security of records as directed under this chapter;
- E. Ensure that records in their custody or control are protected from inadvertent destruction or damage, and ensure that records, other than transitory records or duplicate records, are destroyed only with the authorization of the Board office or title that has custody or control of the records;
- F. Retain and preserve records in an accessible manner so that the records can be retrieved within a reasonable time and are in a format that allows the content of the records to be readily ascertained by a person inspecting the records; and
- G. Ensure that transitory and duplicate records in their custody or control are destroyed when they are no longer needed for short-term reference.

§ 219-32. Principles of records destruction.

The following principles govern the destruction of records:

- A. When there are no further legal or business reasons for retaining records, the records shall be destroyed as a class rather than selectively.
- B. Records pertaining to pending or actual litigation or investigation shall not be destroyed with the class of records to which they relate.
- C. Records shall be destroyed in a way that preserves the confidentiality of any information they contain.
- D. Prior to the destruction of any record, other than orphan data or a transitory record or duplicate record, the following documents are required:
 - (1) A written description of the record containing, to the extent that such information is obtainable, the following:
 - (a) The title of the record;
 - (b) The identification of the Board office or title that is responsible for the creation or use of the record; and
 - (c) A brief description of the record's purpose.
 - (2) The written approval of the Board office or title who is responsible for the creation or use of the record.
 - (3) Where applicable to satisfy the provisions of the Income Tax Act (Canada), the Employment Insurance Act (Canada) or the Canada Pension Plan, an exemption from the requirement to keep records in an electronically readable format from the Minister of National Revenue, on such terms and conditions as are acceptable to the Minister.

§ 219-33. Destruction of orphan data.

Orphan data in the custody or control of the Board may be destroyed.

§ 219-34. Documentation prior to destruction of orphan data.

Prior to the destruction of any orphan data, the following documents are required:

- A. A written description of the data containing, to the extent that such information is obtainable, the following:
 - (1) The title of the system;
 - (2) The identification of the Board office or title that is responsible for the creation or use of the data;
 - (3) A brief description of the system's purpose;

- (4) A brief description of any subsystems, their purpose and relationship to the main system or other subsystems; and
 - (5) The name of the technical contact person who is responsible for documenting the system.
- B. The written approval of the department head or designate who is responsible for the business function to which the data relates.
 - C. Where applicable to satisfy the provisions of the Income Tax Act (Canada), the Employment Insurance Act (Canada) or the Canada Pension Plan, an exemption from the requirement to keep records in an electronically readable format from the Minister of National Revenue, on such terms and conditions as are acceptable to the Minister.

§ 219-35. Retention of documentation.

The documents described in §§ 219-30D(1) and (2) and §§ 219-32A and B shall be submitted to, and kept by, the Executive Director of the Board or designate, as required by this article.

§ 219-36. Transitory and duplicate records.

- A. Despite the remainder of this article, but subject to the Municipal Freedom of Information and Protection of Privacy Act, this section applies to the retention of all records created or received by Board staff, volunteers, and Board members.
- B. A transitory record may be deleted or otherwise destroyed on the same day that the record was created or received.
- C. A copy of a record may be destroyed at any time if the original is subject to a retention period established by this article.
- D. A micrographic copy of a record shall be deemed to be the original for the purposes of this article.

Schedule B

Schedule K, Art. IX, Records Retention Schedule (Board of Management for Cecil Street Community Centre)

(Schedule begins on next page)

Toronto Municipal Code Chapter 219, Records, Corporate (Local Boards)
Schedule K, Art. IX, Records Retention Schedule (Board of Management for Cecil Street Community Centre)
BOARD OF MANAGEMENT FOR CECIL STREET COMMUNITY CENTRE
RECORDS RETENTION SCHEDULE

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

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

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| Code | Records Title | Originating Office | Retention | | | | Comments |
|-----------|---|------------------------|-----------|---|-------|-------------|----------------------|
| | | | A | I | Total | Disposition | |
| CCC.A0172 | Office Supplies Records relating to the tracking and provision of office supplies and consumables, including stationery and letterhead. Documents may include tracking worksheets, copies of purchase orders, copies of supplies catalogues, and correspondence. | Cecil Community Centre | C+1 | 1 | C+2 | D | |
| CCC.A0173 | Operational Equipment and Furnishing Records relating to the management and tracking of operational equipment and furnishings routinely used in CCC. This may include information on file cabinets, shelving units, desks, chairs, photocopiers, various furniture, program equipment and fax machines. Documents may include copies of purchase orders, warranties, user guidelines, operations manuals, maintenance and repair history files, asset inventories, copies of contracts and service agreements, and copies of warranties. | Cecil Community Centre | C+2 | T | T | D | T = Life of Asset |
| CCC.A0270 | Computer System Implementation & Management Records relating to the development, implementation, and support of computer system applications used by CCC. This may include information on computer resources, technical design, systems development, user requirements, project definitions, and database management. Documents may include project management reports, copies of purchase orders and requests for proposals, system testing statements, and correspondence. | Cecil Community Centre | S | 7 | S+7 | D | S = Until Superseded |

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| Code | Records Title | Originating Office | Retention | | | | Comments |
|-----------|---|------------------------|-----------|---|-------|-------------|----------------------|
| | | | A | I | Total | Disposition | |
| CCC.A0271 | <p>Telecommunications and Electronic Communications Systems</p> <p>Records relating to the installation, maintenance, operation, and use of telecommunications equipment and systems. Includes information on telephone, cable, fibre optics, electronic mail, voice mail, fax, pager, cell phone, and emergency systems and processes. Documents include requests for installation or maintenance, change requests, copies of service contracts and maintenance agreements, copies of purchase orders, and service call requests to service providers.</p> | Cecil Community Centre | S | 7 | S+7 | D | S = Until Superseded |
| CCC.A0272 | <p>Computer Hardware</p> <p>Records relating to installing and maintaining computer hardware, which is the physical equipment used in computer systems. Hardware includes laptop and notebook computers, personal computers, network hardware, and peripheral hardware. May include information on hardware replacements, specifications, and capacity planning. Documents include copies of purchase orders, copies of license agreements, hardware manuals, requests for installation and maintenance and hardware inventories.</p> | Cecil Community Centre | S | 7 | S+7 | D | S = Until Superseded |

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| Code | Records Title | Originating Office | Retention | | | | Comments |
|-----------|---|------------------------|-----------|---|-------|-------------|----------------------|
| | | | A | I | Total | Disposition | |
| CCC.A0273 | <p>Computer Software</p> <p>Records relating to computer software, which are computing programs that can be used in conjunction with various computer and operating systems. May include information on tracking of software upgrades, sign-in authorization codes, and software development. Documents may include upgrade notifications, requests for additional site/user licenses on network applications, recommendations or reports regarding specific software products, user lists, copies of purchase orders, copies of license agreements, software user manuals, requests for software installation, and software inventories.</p> | Cecil Community Centre | S | 7 | S+7 | D | S = Until Superseded |
| CCC.A0290 | <p>Computer Systems Network</p> <p>Records relating to the development, implementation, and support of computer system applications used by CCC. This may include information on computer resources, technical design, systems development, user requirements, project definitions, and database management. Documents may include project management reports, copies of purchase orders and requests for proposals, system testing statements, and correspondence.</p> | Cecil Community Centre | S | 7 | S+7 | D | S = Until Superseded |

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| Code | Records Title | Originating Office | Retention | | | | Comments |
|-----------|--|------------------------|-----------|----|-------|-------------|--|
| | | | A | I | Total | Disposition | |
| CCC.A0501 | <p>Construction and Renovation</p> <p>Records relating to construction and renovation of CCC. Documents may include renderings for specification guidelines, reports, commentary, guidelines, architectural and engineering drawings, consultant reports, land appraisals, photographs, material and environment testing reports, and building phase reports. May also include copies of contracts, building permits, and insurance damage claims.</p> | Cecil Community Centre | T | 20 | T+20 | D | T = Completion of construction and/or renovation project |
| CCC.A0502 | <p>Property Maintenance</p> <p>Records relating to the ongoing and scheduled maintenance of CCC. May include information on lawn-mowing, building and elevator inspections, and janitorial services. Documents may include inspection reports, preventive maintenance reports, maintenance logs, copies of work orders, copies of contracts and supporting agreements, and correspondence.</p> | Cecil Community Centre | T | 20 | T+20 | D | T = Expiration of contract |
| CCC.A0508 | <p>Facility Bookings</p> <p>Records relating to selecting and reserving CCC facilities or individual rooms for meetings, instructional seminars, and other professional purposes. Documents may include facility, rental agreements and room availability schedules, facility and room booking schedules.</p> | Cecil Community Centre | C+1 | 1 | C+2 | D | |

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| Code | Records Title | Originating Office | Retention | | | | Comments |
|-----------|--|------------------------|-----------|---|-------|-------------|---|
| | | | A | I | Total | Disposition | |
| CCC.A0518 | <p>Security</p> <p>Records relating to the physical security of CCC. Security measures are intended to guard against damage and unauthorized intrusion and to ensure personal safety. May include information on identification tags, security and alarm systems, authorized use of keys and access cards.</p> | Cecil Community Centre | C+2 | 4 | C+6 | D | |
| CCC.A0525 | <p>Video Surveillance</p> <p>Video surveillance records relating to the physical security of Cecil Community Centre. Video recordings are used to guard against damage, unauthorized intrusion, and to ensure personal safety. This class of records includes only the video recordings (regardless of medium) themselves.</p> | Cecil Community Centre | 30 DY | 0 | 30 DY | D | <p>Comments: Retention applies to electronic records. Active retention period is interrupted when there is an investigation by Toronto Police. Once the recordings have been obtained by Toronto Police in particular, they become part of a different record (police evidence file), independent of CCC. The securement of the tapes is recorded in A0526 - Video Surveillance Logs.</p> |

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

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|----------|---|--------------------|-----------|---|-------|-------------|----------|
| 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 Cecil Community Centre (CCC)'s community members, including children, youth, families, senior citizens, and homeless persons. | | | | | | |
| Code | Records Title | Originating Office | Retention | | | | Comments |
| | | | A | I | Total | Disposition | |

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|-----------|--|------------------------|-----|---|-----|---|----------------------|
| CCC.C2010 | <p>Community Resources</p> <p>Records relating to CCC's community resources which provide social assistance, programs and services for community members in need. Community resources may include business associations, civic groups, community centres, housing groups, and educational institutions. Programs may refer to activities organized for seniors, youth, women, families and individuals, supporting programs for diverse groups (LGST), ethno-racial, victims of violence and addictions, and any other programs for identified groups.</p> | Cecil Community Centre | S | 7 | S+7 | D | S = Until Superseded |
| CCC.C2022 | <p>Community Service Planning</p> <p>Records relating to community service planning which involves both the public and CCC identifying service requirements and planning the strategies to meet those needs. It helps to ensure the development of sustainable social services that are designed to satisfy the needs of users. Documents may include copies of federal and provincial acts, copies of mission statements and supporting correspondence.</p> | Cecil Community Centre | C+2 | 4 | C+6 | D | |

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| F | Functional Category: Financial Management | | | | | | |
|-----------|--|------------------------|-----------|---|-------|-------------|----------|
| | Description: Records relating to the Cecil Community Centre (CCC)'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. | | | | | | |
| Code | Records Title | Originating Office | Retention | | | | Comments |
| | | | A | I | Total | Disposition | |
| CCC.F0045 | Fees Administration Records relating to the determination and administration of fees charged for services and activities provided and/or managed by CCC, or for the use of CCC property. This may include information on fees charged by other municipalities for similar services; and discounts for senior citizens, students, and residents living on fixed incomes. These fees serve as a source of revenue for CCC. Documents may include fee schedules for permits and licenses, room rental and program fees, fee assistance policy, user fees determination studies and reports, lists of approved fees, and correspondence. | Cecil Community Centre | C+2 | 4 | C+6 | D | |
| CCC.F0169 | Fundraising and Donations Records relating to the development and organization of fund-raising activities and donation solicitations. Includes information on charitable campaigns and financial donations, including donated funds, received by CCC from various organizations and individuals. Documents include copies of committee minutes and agendas, activity planning schedules and itineraries, donation receipts, and correspondence. | Cecil Community Centre | C+2 | 5 | C+7 | D | |

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| Code | Records Title | Originating Office | Retention | | | | Comments |
|-----------|---|------------------------|-----------|---|-------|-------------|---|
| | | | A | I | Total | Disposition | |
| CCC.F0400 | <p>Capital Assets</p> <p>Records relating to CCC's capital and fixed assets, which are long-term assets that are not purchased or sold in the normal course of business. May include information on capital assets such as machinery, land and land improvements, equipment, works of art a, infrastructure, and vehicles. Documents include capital assets inventories, yearly inventory furniture list, IT/Computer hardware lists, capital depreciation statements, and capital asset report.</p> | Cecil Community Centre | T | 7 | T+7 | AR | T = Life of Asset |
| CCC.F1301 | <p>Employee Payroll Files</p> <p>Records relating to individual employees' pay history profiles. Includes information on rates of pay, hours of work, reported absences, garnishments, pay rate changes, and both elected and mandatory payroll deductions for each employee. Documents include completed payroll notification forms concerning newly hired staff, completed benefit enrolment forms, completed federal record of employment forms, tax credit return statements, previous pay adjustment sheets, performance pay transition sheets, copies of court orders, and all supporting correspondence.</p> | Cecil Community Centre | T | 7 | T+7 | D | T = Termination of employment, or termination of retirement benefits, whichever is longer |

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| Code | Records Title | Originating Office | Retention | | | | Comments |
|-----------|---|------------------------|-----------|---|-------|-------------|----------|
| | | | A | I | Total | Disposition | |
| CCC.F1303 | <p>Attendance and Scheduling</p> <p>Records relating to the attendance and scheduling for CCC employees. These records document an employee's hours of work, overtime hours, lieu time, vacation time, statutory holidays, sick leave and other related correspondence. The media format for these records is paper and electronic. These reports are kept as part of the official record collection in Pay Period Processing (CCC.F1325). Documents may include vacation requests, attendance registers, shift schedules, notes for extended leave, and all supporting correspondence.</p> | Cecil Community Centre | C+3 | 0 | C+3 | D | |
| CCC.F1325 | <p>Pay Period Processing</p> <p>Records relating to the administration and processing of employee salary and expense payments during regularly scheduled pay periods. May include information relating to payroll generation, overriding deductions, year-end payroll reporting, and payroll variance reporting. Documents may include payroll registers, timesheets, employee expense reports, original and amended T4 statements, payroll adjustment and variance reports, and all supporting correspondence.</p> | Cecil Community Centre | C+2 | 5 | C+7 | D | |

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| Code | Records Title | Originating Office | Retention | | | | Comments |
|-----------|---|------------------------|-----------|---|-------|-------------|--|
| | | | A | I | Total | Disposition | |
| CCC.F1500 | Accounting and Finance Administration Records relating to the overall management of the CCC's financial and accounting functions and processes. May include information on accounting systems, workflow reports and diagrams, financial signing authority, copies of federal and provincial guidelines and compliance requirements, and correspondence. | Cecil Community Centre | C+2 | 5 | C+7 | D | |
| CCC.F1541 | Purchasing of Goods and Services Records relating to the procurement and acquisition of goods and services from external contractors and vendors. Documents may include purchase orders, purchase requisitions, requests for proposals (RFPs), quotation requests, vendor proposals, and tenders. | Cecil Community Centre | T | 7 | T+7 | D | T = Termination or expiry of agreement |
| CCC.F1560 | Petty Cash Records relating to the management of petty cash accounts, which consist of tangible cash stored in departments and offices. Petty cash funds are used for the purchase of inexpensive, out-of-pocket goods and/or services, for which immediate reimbursement can be claimed. Documents include petty cash account reconciliations, requests for reimbursement, receipts, and initial requests for access to petty cash funds. | Cecil Community Centre | C+2 | 5 | C+7 | D | |

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| | | | A | I | Total | Disposition | |
| CCC.F1562 | <p>Personal Expense Claims</p> <p>Records relating to CCC employees' claims for reimbursement for financial expenses. Personal expenses may be incurred in the course of normal business operations, including air travel, attending conferences, and vehicle use. Documents may include receipts, invoices, expense claims statements, and correspondence.</p> | Cecil Community Centre | C+2 | 5 | C+7 | D | |
| CCC.F1570 | <p>Accounts Receivable</p> <p>Records relating to revenues received by CCC through the sale of goods or services rendered including programs, rentals, fundraising, donations and grants. May include information on the administration and receipt of refunds and credits. Documents may include hand-written and machine-readable receipts, payment balancing stubs, invoices documenting the receipt of payment from CCC customers, accounts receivable and revenue reconciliation statements, receipt books, copies of cheques, payment batch reports, and all supporting correspondence.</p> | Cecil Community Centre | C+2 | 5 | C+7 | D | |
| CCC.F1575 | <p>Write-Offs</p> <p>Records relating to the dismissal of unpaid debts owed to CCC. These debts are considered to be not collectible owing to such factors as customer bankruptcy or business closure. Documents may include invoices and correspondence.</p> | Cecil Community Centre | T | 7 | T+7 | D | T = Occurrence of making debt uncollectible or date decision made to write off |

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| Code | Records Title | Originating Office | Retention | | | | Comments |
|-----------|---|------------------------|-----------|---|-------|-------------|----------|
| | | | A | I | Total | Disposition | |
| CCC.F2157 | <p>Financial Statements and Reports</p> <p>Records relating to the production and use of financial statements and reports, which are sources of financial information for a wide variety of public users (auditors, creditors, provincial and federal government agencies, etc.). These documents provide summaries, details, and analyses of the CCC's financial position. Documents may include paper and electronic balance sheets, income statements, funding statements, liability statements, net assets sheets, and expense statements.</p> <p>Also included as part of CCC.F2313 Year End Audit Binders (2006 onwards).</p> | Cecil Community Centre | C+2 | P | P | P | |
| CCC.F2207 | <p>Cheque Register Reports</p> <p>Records relating to the administration and use of the CCC's cheque register reports. These reports document the pertinent details concerning expenditures and expense vouchers. They also provide coding for each cheque issued and may be used to track cheques administered by CCC. Includes information on cheque dates, purpose of payment, amounts paid, and running balance. Documents include void cheques, cheque run reconciliation reports, daily cheque summary reports, lists of cheques issued, and daily cheque registers.</p> | Cecil Community Centre | C+2 | 5 | C+7 | D | |

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|-----------|---|------------------------|-----------|---|-------|-------------|----------|
| | | | A | I | Total | Disposition | |
| CCC.F2301 | <p>Bank Statements and Reconciliations</p> <p>Records relating to the receipt and use of bank statements and reconciliations. Bank statements provide information on withdrawals from, and deposits into, bank accounts over a given period of time, and they also indicate a bank account's current financial status. Reconciliations compare the balance of a bank account in CCC's records with the balance appearing in the banks' records and explain any discrepancies. Documents also include notices of cancelled cheques, copies of financial policies and procedures, and correspondence.</p> | Cecil Community Centre | C+2 | 5 | C+7 | D | |
| CCC.F2303 | <p>Cheques</p> <p>Records relating to the management and processing of CCC and other cheques. Includes information on the issuance of cheques by CCC to other organizations. Also includes information relating to CCC-issued cheques and external cheques that are returned to the CCC after they have been cashed by banking and financial institutions, or if they have been dishonoured. Documents include cancelled, processed, and dishonoured cheques; cheque reports, and supporting correspondence.</p> | Cecil Community Centre | C+2 | 5 | C+7 | D | |

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| | | | A | I | Total | Disposition | |
| CCC.F2313 | <p>General Ledger Accounts</p> <p>Records relating to the administration and accounting control of general ledger accounts. A general ledger account serves as a repository of transactions from all sources, including the General Journal, and is used to produce financial statements. Includes copies of year end and audit binders (2006 onward), accounting entries and back-up working papers.</p> | Cecil Community Centre | C+2 | P | P | P | |

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