

TORONTO PUBLIC LIBRARY RECORDS RETENTION SCHEDULE

Record Series Title	Official Media	A	I	Total Retention
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Functional Category:
ADMINISTRATION AND GOVERNANCE

Description:

Records relating to the ways in which the Library is governed and regulated to ensure efficiency, effectiveness and compliance with statutory requirements; and Library general administrative matters. Also includes freedom of information, protection of privacy, security precautions, and records management.

Access to Information and Personal Information Protection (MFIPPA) - Access Requests

Record of requests and subsequent responses under the Municipal Freedom of Information and Protection of Privacy legislation.

Office of Record:	City Librarian	Paper	T	2	T + 2
Description:	T = completion of request	Disposition:	D		

Access to Information and Personal Information Protection (MFIPPA) - Compliance

Year-end statistical report for the Information and Privacy Commissioner/Ontario.

Office of Record:	City Librarian	Paper	1	6	7
		Disposition:	D		

Administrative Correspondence - Short Term Chronological

Includes information of short-term value such as notifications of new procedures or instructions, project initiatives, memos.

Office of Record:	City Librarian/Directors	Paper	C	2	C + 2
		Disposition:	D		

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Annual Reports

Reports made annually including those sent to various Ministries and City of Toronto departments. Reports include Library materials annual budget report, annual plan for the Ministry of Culture and the published Library annual report.

Office of Record: Directors	Paper	2	5	7
	Disposition:	P/AR		

Archives

Records relating to the administration and operation of the Library's archives. Documents may include copies of transfer authorizations for archival custody, archives usage reports and statistics, as well as correspondence.

Office of Record: Director, Research and Reference Libraries	Paper	7	0	7
	Disposition:	AR		

Branch Profiles

Descriptive information with respect to branches, including: location (address), hours of operation, population served, collection and services. Includes historical information on the branch and building, room rentals, programs, and performance measures.

Office of Record: Director, Policy, Planning and City Wide Services	Electronic	S	0	S
	Disposition:	D		

Branch/Department/Committee Reports

Annual, monthly and periodic reports that outline the activities, such as work achieved, programs provided, community involvement, public service activities, staff training, displays, services and general operations, of the branch/department/committee.

Office of Record: Directors	Paper	C + 2	3	C + 5
	Disposition:	AR		

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By-Laws

By-laws including by-law respecting the size and composition of the Library Board, and the procedural by-law.

Office of Record:	City Librarian	Paper	S	0	S
		Disposition:	D		

City of Toronto

Records relating to Community and Neighborhood Services and other City of Toronto departments and services whose functions may impact on, or be involved with the Library's administration and operations. Subjects may include exchange of information, routine notifications and inquiries and offer of service. Does not include records relating to financial reporting.

Office of Record:	City Librarian	Paper	C + 2	4	C + 6
		Disposition:	D		

Committee Lists

Records relating to various internal and external committees and task groups, including names of chairs and committee members.

Office of Record:	City Librarian	Paper	S	0	S
		Disposition:	D		

Customer Compliments and Complaints

Records relating to compliments, complaints, suggestions for improvements, queries from members of the public including follow up correspondence. Documents contain names, phone number, email addresses.

Office of Record:	City Librarian/Directors	Paper	C + 1	4	C + 5
		Disposition:	D		

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Directors' Committee

Records of proceedings of the Library Directors' Committee including agendas, approved minutes, as well as related documentation.

Office of Record:	City Librarian	Paper	C + 2	4	C + 6
		Disposition:	P/AR		

Exclusions

Records related to the exclusion of members of the public from the Library for a one year period under the Library's Rules of Conduct as well as requests, appeals and correspondence relating to reinstatement.

Office of Record:	City Librarian	Paper	T + 1	4	T + 5
Description:	T = Termination of exclusion/reinstatement process	Disposition:	D		

Exclusions - Short Term

Records related to the exclusion of members of the public from the Library for less than one year period (usually eight weeks) under the Library's Rules of Conduct. Includes requests, appeals and correspondence relating to reinstatement.

Office of Record:	Director, North/East; Director, South/West; Director, Planning, Policy and City-Wide Services and Director, Reference and Research	Paper	T + 1	4	T + 5
Description:	T = Termination of exclusion/reinstatement process	Disposition:	D		

Incident Reports

Records relating to the Library's reporting of incidents that have occurred on Library properties including reports of destruction of property, vandalism, damaged or stolen equipment, injury to or by members of the public.

Office of Record:	Director, Finance and Treasurer, Director, North/East; Director, South/West; Director, Planning, Policy and City-Wide Services and Director, Reference and Research	Paper	T + 2	0	T + 2
Description:	T = Resolution of case	Disposition:	D		

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Library Amalgamation

Records relating to the process and initiatives concerned with amalgamating the former library systems of East York, York, Etobicoke, North York, Scarborough, Toronto and Metropolitan Toronto into the current Library system. Includes plans for post amalgamation library operations and working group files, including task group and working group files. These records are housed in the Special Collections Department of the Toronto Reference Library.

Office of Record:	Director, Research and Reference Libraries	Paper	T	T
Description:	T = completion of the amalgamation processes	Disposition:	P/AR	

Library Board

Records of proceedings of the Library Board; complete Board package including closed meetings, agendas, approved minutes, as well as related documentation.

Office of Record:	City Librarian	Paper	C + 5	P	P
		Disposition:	P		

Library Organization and Organizational Charts

Records relating to the development and ongoing maintenance of the Library's organizational framework and structure. Documents include departmental function statements, mission statements, organizational charts, reorganization plans, lists of who does what within the organization and related correspondence.

Office of Record:	Director, Human Resources	Paper	S	5	S + 5
		Disposition:	P		

Meetings and Committees

Records related to formally sanctioned internal and external meetings and committees, work and tasks groups including agendas, minutes, action decision records for all branch, department, service committee meetings except Library Board and Directors' Committee.

Office of Record:	City Librarian/Directors	Paper	C + 2	4	C + 6
		Disposition:	P		

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Office Administration

Records relating to general office administration functions and subjects not covered elsewhere. This may include monthly and annual planning calendars, information on word processing, and day timers.

Office of Record:	City Librarian/Directors	Paper	C + 1	1	C + 2
		Disposition:	D		

Office Supplies

Records relating to the tracking and provision of office supplies and consumables, including photocopy and printer papers, envelopes. Documents include copies of purchase orders, copies of supplies catalogues and correspondence.

Office of Record:	City Librarian/Directors	Paper	C + 1	1	C + 2
		Disposition:	D		

Partnerships

Records relating to the Library's development of partnerships for community or Library initiated projects, which involve the Library and other organizations and which address identified community needs. This involves partnership efforts and funding for programs and products such as gateways and other digitization projects, produced and promoted by the Library. Documents include copies of procedures and guidelines, forms, tip sheets. May also include research information, correspondence, copies of promotional information designed for the procurement of partnerships.

Office of Record:	City Librarian/Directors	Paper	C + 2	4	C + 6
		Disposition:	P		

Performance Measures

Records relating to measuring the performance of various services provided by the Library including, but not limited to documents, for bibliographic services and public services. Includes performance time for activities within the Library system such as downtime, solving of known problems and average turn around time, number of overdue notices, number of work orders, number of visits, books borrowed as well as compilations of user logs to determine use of library materials and visits by members of the public.

Office of Record:	Directors	Paper	C + 3	7	C + 10
		Disposition:	P/AR		

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Policies, Procedures, Guidelines and Standards

Records relating to the production and formal approval of official corporate and departmental policy statements, procedures, standards, guidelines, and manuals.

Office of Record:	City Librarian/Directors	Paper	S	7	S + 7
		Disposition:	P/AR		

Postal and Courier Services

Records relating to the Library's use of hard copy mail and courier services. Includes postal and mail functions with Canada Post, courier services, freight services and customs information. Documents may include logbooks, shipment permits, copies of post office regulations, and reports on lost or damaged mail/courier packages.

Office of Record:	City Librarian/Directors	Paper	C	2	C + 2
		Disposition:	D		

Professional Literature

Records relating to office subscriptions, books and digital publications purchased by Library staff and Library departments. This includes subscriptions for professional newsletters, printed and electronic journals, business and news periodicals, and book orders. Subscriptions may be used for reference and research. Documents may include completed subscription order forms, copies of financial invoices, correspondence and memberships.

Office of Record:	City Librarian/Directors	Paper	C + 1	1	C + 2
		Disposition:	D		

Projects and Project Management

Records relating to the collection, usage and maintenance of documents concerned with the management and control of all projects conducted by and/or for the Library. May include information relating to project status reporting, planning and estimating, progress tracking, quality assurance, and contingencies. Documents may include copies of requests for proposals and purchase orders, copies of staffing allocations, copies of vendor catalogues, copies of presentations, memorandums, and all supporting correspondence.

Office of Record:	City Librarian/Directors	Paper	T	10	T + 10
Description:	T= completion of project	Disposition:	D		

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Receptions, Anniversaries, Special Events and Awards Ceremonies

Records relating to the preparation and delivery of presentations for receptions, anniversaries, special events and awards ceremonies. These events may include employee recognition, volunteer recognition, library anniversaries, branch openings/reopenings, Summer Reading Club year end parties. Includes arrangement correspondence. May include copies of purchase order requisitions, publicity, copies of speeches, presentation notes.

Office of Record:	City Librarian/Directors	Paper	C + 1	5	C + 6
		Disposition:	P		

Records Destruction

Records relating to records destruction, which authorize the destruction of Library-owned records in accordance with the records retention schedule. Includes authorization forms, list of dates of record destruction, destruction notices and correspondence.

Office of Record:	City Librarian/Directors	Paper	C + 2	5	C + 7
		Disposition:	P/AR		

Records Management

Records related to initiatives and projects concerning Library records throughout all phases of the records' life cycle. Documents include information inventory strategies and processes, classification schemes, record retention authorization process and retention schedules.

Office of Record:	Director, Information Technology and Bibliographic Services	Paper	5	0	5
		Disposition:	D		

Schedules - Branch and Department

Work schedules for branches and departments including points of service, for all types of staff including pages and security guards. May include routine responsibilities at specific points of service. May include meeting times, vacation and other planned activities. Does not include records relating to specific employee vacation or hours of work.

Office of Record:	Directors	Paper	C	0	C
		Disposition:	D		

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Strategic Plan

Multi-year plan with recommendations for future service direction. Includes strategic plan, annual workplans, and environmental scan and related materials.

Office of Record:	Director, Policy, Planning and City Wide Services	Paper	S	2	S + 2
		Disposition:	P		

Work Plans

Records related to various department, branch, committee action/work plans. May include names and description of projects, staffing, budget and other requirements, timelines, deadlines and status information.

Office of Record:	Directors	Paper	S	2	S +2
		Disposition:	D		

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Functional Category:
CIRCULATION

Description:

Records relating to the function of checking library materials in and out of the Library. Also includes renewing materials, holding materials, paying fines and managing customer records.

Circulation Transactions

Records of items borrowed or returned using the Integrated Library System.

Office of Record:	Director, Information Technology and Bibliographic Services	Electronic	T	0	T
Description:	T= midnight of the day returned	Disposition:	D		

Circulation Transactions - Home Library Service Customers

Records of items borrowed and returned using the Integrated Library System by Home Library Services customers who have authorized the retention of this information.

Office of Record:	Director, Policy, Planning and City Wide Services	Electronic	T	2	T + 2
Description:	T = until service is no longer required by customer	Disposition:	D		

Customer Notifications

Information including name, phone number, library card number, address for members of the public who are to be notified regarding items available (i.e. holds), overdue, or requiring payment.

Office of Record:	Director, Information Technology and Bibliographic Services	Electronic	T + 6 M	0	T + 6 M
Description:	T = completion of activity for which notification is given (e.g. holds of Library materials available for pick up)	Disposition:	D		

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Customer Records

Information including name, address, phone number, library card number for members of the public who are registered in the Integrated Library System to use Library services.

Office of Record:	Director, Information Technology and Bibliographic Services	Electronic	T	3	T+3
Description:	T = inactive customer records (customers who have not used their library card in the previous 3 years)		Disposition:	D	

Customer Records - Deposit Collection Service Profiles

Information including name, address, phone number, library card number for members of the public who are registered to use Library services as well as a profile of customer preferences.

Office of Record:	Director, Policy, Planning and City Wide Services	Paper	T	2	T + 2
Description:	T = until customer no longer requires the service		Disposition:	D	

Customer Records - Home Library Service Profiles

Information including name address, phone number, library card number for members of the public who are registered to use Home Library Services as well as a profile of customer preferences.

Office of Record:	Director, Policy, Planning and City Wide Services	Paper	T	2	T + 2
Description:	T = until customer no longer requires the service		Disposition:	D	

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

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Customer Records - Manual Registrations

Records include completed manual registration forms including name, address, phone number, library card number for members of the public who are eligible to use the Library's materials and services.

Office of Record:	Director, North/East; Director, South/West; Director, Planning, Policy and City-Wide Services and Director, Reference and Research	Paper	T	0	T
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Description:	T = when customer registration has been input into the Integrated Library System	Disposition:	D
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Customer Records - Special Needs Status

Information including name address, phone number, library card number and special needs information for members of the public who wish to receive a special needs status when registered in the Integrated Library System to use library services. Includes both approved and declined requests.

Office of Record:	Director, North/East; Director, South/West; Director, Planning, Policy and City-Wide Services and Director, Reference and Research	Paper	T	3	T + 3
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Description:	T = inactive customer records (customers who have not used their library card in the previous 3 years)	Disposition:	D
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Customer Records - Supplementary Cards

Information including name, address, phone number, library card number for members of the public who are registered in the Integrated Library System to use Library services and who have requested a supplementary card.

Office of Record:	Director, North/East, Director South/West, Director Research and Reference Libraries, Director Planning, Policy and City Wide Services	Paper	T	0	T
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Description:	T = until customer no longer requires the supplementary card	Disposition:	D
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Customer Records - Talking Book Service

Records relating to customers registered for the Talking Book service. Includes completed application form, approval notification.

Office of Record:	Director, Policy, Planning and City Wide Services	Electronic	T	2	T + 2
Description:	T = until customer no longer requires service.		Disposition:	D	

Intra-Library and Inter-Library Loans

Records related to requests to borrow library materials from participating libraries or branches, institutions, external resources. Status include pending, received or completed. Fees are required to handle external resources.

Office of Record:	Director, Research and Reference Libraries	Paper	C + 1	0	C + 1
		Disposition:	D		

Statistics - Circulation - Annual

Records relating to the annual circulation statistical report gathered within the Library: reports include detailed circulation data.

Office of Record:	Director, Policy, Planning and City Wide Services	Paper	C + 3	4	C + 7
		Disposition:	P/AR		

Statistics - Circulation - Monthly

Records relating to the monthly circulation statistical reports gathered within the Library. Reports include detailed circulation data.

Office of Record:	Director, Policy, Planning and City Wide Services	Paper	C	0	C
		Disposition:	D		

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Statistics - Circulation - Quarterly

Records relating to quarterly circulation statistics reports gathered within the Library: checkouts, renewals by material format, by customer type, by collection code.

Office of Record:	Director, Policy, Planning and City Wide Services	Paper	C + 3	4	C + 7
		Disposition:	D		

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Functional Category:
COLLECTIONS AND BIBLIOGRAPHIC SERVICES

Description:

Records relating to the functions of selection, acquisition, cataloguing, material processing, collection maintenance, collection evaluation, and collection management.

Bibliographic Records

Records of all catalogued library materials owned by the Library from point of order entry into the Integrated Library System.

Office of Record:	Director, Information Technology and Bibliographic Services	Electronic	T	0	T
Description:	T=until the last copy of the title has been discarded	Disposition:	D		

Cataloguing

Records relating to the administration and maintenance of the cataloguing function, includes forms, coding information, copies of manuals, standards, procedures developed in-house.

Office of Record:	Director, Information Technology and Bibliographic Services	Electronic	S	0	S
		Disposition:	D		

Library Artifacts - Reproduction Collection

Records relating to the processes and initiatives associated with ensuring the reproduction of the Library's artifacts. May include information on the transfer to alternative records media formats.

Office of Record:	Director, Research and Reference Libraries	Paper	S		S
		Disposition:	P/AR		

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Library Materials - Budget

Records relating to the allocation and management of the annual Library materials budget. Includes annual budget reports and allocations to central and local accounts, and information on donations and development charges.

Office of Record:	Director, Policy, Planning, and City Wide Services	Paper	C + 4	5	C + 9
		Disposition:	D		

Library Materials - Collection Development

Records relating to the development of Library collections owned and/or licensed by the library. Includes information on all materials in all languages and formats, assessments of these materials, collection profiles and statements and annual collection development plans.

Office of Record:	Director, Policy, Planning, and City Wide Services	Paper	C + 2	5	C + 7
		Disposition:	D		

Library Materials - Complaints

Records relating to complaints from the public about items in the Library's collection including procedures, details of complaints and their disposition, and information on intellectual freedom and challenged material in the wider community.

Office of Record:	Director, Policy, Planning, and City Wide Services	Paper	C + 1	9	C + 10
		Disposition:	P		

Library Materials - Selection

Records related to the management of library materials selection including policies and procedures covering all formats and languages, and information on selectors.

Office of Record:	Director, Policy, Planning and City Wide Services	Paper	C	10	C + 10
		Disposition:	D		

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Library Materials - Statistics

Records related to statistical information on the Library's collections in all formats and languages. Includes annual stock statistics, turnover and inventory results.

Office of Record:	Director, Policy, Planning and City Wide Services	Electronic	C + 3	7	C + 10
		Disposition:	P		

Library Materials Acquisitions

Records related to the administration and acquisition of library materials. Includes unique order data/information in the Integrated Library System, budget coding and reporting requirements, correspondence with vendors and suppliers, copies of procedures, forms.

Office of Record:	Director, Information Technology and Bibliographic Services	Electronic	T	0	T
Description:	T=order completed	Disposition:	D		

Order Catalogues

Vendor catalogues used by staff to order library materials. Includes locations which have requested the items. Includes initials of Collection Development Department staff who have authorized order.

Office of Record:	Director, Information Technology and Bibliographic Services	Paper	C	1	C + 1
		Disposition:	D		

Preservation

Records relating to the administration and maintenance of the preservation function.

Office of Record:	Director, Research and Reference Libraries	Paper	S	0	S
		Disposition:	D		

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Processing

Records relating to the administration and maintenance of processing function (eg. labelling, covering, protecting materials). May include copies of supply orders and requisitions, copies of vendor information and correspondence.

Office of Record:	Director, Information Technology and Bibliographic Services	Paper	C +4	0	C + 4
		Disposition:	D		

Serials

Records related to the administration and maintenance of serials records such as magazines, newspapers, annual travel guides, government documents.

Office of Record:	Director, Information Technology and Bibliographic Services	Electronic	S	0	S
		Disposition:	D		

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Functional Category:
ELECTRONIC SERVICES

Description:

Records relating to the function of providing library services through Library websites, gateways, electronic applications, digital collections, and electronic products which the Library licenses.

Digitization

Records related to the administration and maintenance of the digitization function.

Office of Record:	Director, Research and Reference Libraries	Paper	S	0	S
		Disposition:	D		

Electronic Products Administration

Records relating to the administration of electronic products licensed by the Library. Documents include information sheets, product location sheets, tip sheets, training materials and other licensing information.

Office of Record:	Director, Policy, Planning and City Wide Services	Paper	S	0	S
		Disposition:	D		

Uniform Resource Locators (URLs) - Registered

Records relating to all Uniform Resource Locators (URLs) for gateways, pages, images registered to the Library.

Office of Record:	Director, Information Technology and Bibliographic Services	Paper	T	7	T + 7
Description:	T = termination of registration period	Disposition:	D		

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Web Pages

Electronic pages that comprise the content of the various Library Internet and Intranet sites, including but not limited to, the VRL, the Library's website, Ontario History Quest, Canadian Theatre.

Office of Record:	Director, Planning, Policy and City-Wide Services, Director, Reference and Research, Director, Information Technology and Bibliographic Services	Electronic	S	6 M	S + 6 M
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Disposition: D

Websites

Records relating to the initial creation, development, maintenance, and eventual disposition of the Library's Internet and Intranet websites. Internet resources are made available to the public at large, whereas Intranet resources are for internal employee access. May include information relating to condensing and approving proposed website content, updating and removing websites, website navigability, general topical reference materials concerning website development and maintenance, computer resources, technical design, systems development, user requirements, project definitions, and database management.

Office of Record:	Director, Planning, Policy and City-Wide Services, Director, Reference and Research, Director, Information Technology and Bibliographic Services	Paper	S	7	S + 7
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Disposition: D

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

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Functional Category:
FACILITIES MANAGEMENT

Description:

Records relating to construction, operation and maintenance of the Library's physical assets and property, which it owns or leases. This may include buildings, facilities, lands, vehicles and equipment.

Artifacts

Records relating to the collection of artifacts with historical, heritage, or symbolic value, which may include plaques, photographs and tools. Documents may include artifact historical statements, accession lists, historical artifact appraisals, and memoranda. These records are housed in the Special Collections Department of the Toronto Reference Library.

Office of Record:	Director, Research and Reference Libraries	Paper	P	0	P
		Disposition:	P		

Building Access and Security

Records related to controlled access to Library buildings including requests from staff / tenants for keys, and card access. Also includes status reports for building security systems.

Office of Record:	Director, Finance and Treasurer	Paper	C + 2	4	C + 6
		Disposition:	D		

Building Maintenance

Records relating to the ongoing and scheduled maintenance of Library owned buildings. 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 agreements, and correspondence.

Office of Record:	Director, Finance and Treasurer	Paper	T	7	T + 7
Description:	T = expiration of contract for maintenance	Disposition:	D		

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

Record Series Title	Official Media	A	I	Total Retention
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Building Management

Records relating to the overall management of Library owned properties and buildings. Documents may include floor plans.

Office of Record:	Director, Finance and Treasurer	Paper	T	20	T + 20
Description:	T = Termination of ownership of building/property	Disposition:	P/AR		

Construction and Renovation

Records relating to construction and renovation programs, and projects regardless of funding source. Includes records which provide environmental assessments, architectural and engineering drawing (prints), information on the current state of branch buildings to determine whether or not to include them in the annual state of good repair program. Design specifications, environmental reports, any information regarding new facilities and historical information on each building. Documents may include copies of minutes, correspondence, budget, schedules, technical, legal, financial information. Tenders, easement negotiations, construction information warranty certificates on major equipment for Library buildings.

Office of Record:	Director, Finance and Treasurer	Paper	T	20	T + 20
Description:	T = completion of construction and/or renovation	Disposition:	P/AR		

Development Applications and Surplus Lands

Records relating to circulated development applications from the City of Toronto if development is greater than 100 units or if adjacent to Library property (in the case of requests for comments circulated by the Committee of Adjustment). Includes copy of official Library response (signed comment letter).

Office of Record:	Director, Policy, Planning and City Wide Services	Paper	C + 3	2	C + 5
		Disposition:	D		

Operation and Maintenance Manuals

Records relating to instructions on the operation and maintenance of the Library's facilities and equipment.

Office of Record:	Director, Finance and Treasurer	Paper	S	0	S
		Disposition:	D		

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

Record Series Title	Official Media	A	I	Total Retention
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Vehicle and Equipment Management

Records relating to the management and operation of vehicles, and light and heavy equipment that the Library leases, owns, and operates. Also includes information on the acquisition and disposition of vehicles and light and heavy equipment. Documents may include permit registrations, asset inventories, tracking logs, preventive maintenance reports, copies of agreements, maintenance services history files, and equipment inspection reports.

Office of Record:	Director, Finance and Treasurer	Paper	T	2	T + 2
Description:	T = termination of ownership of vehicle or equipment	Disposition:	D		

Vehicle Pre-Trip Inspections

Records relating to the regular and ongoing automotive inspections of the Library's licensed commercial motor vehicles over 4,500 kilograms. Inspection results and recommendations are recorded in inspection reports.

Office of Record:	Director, Finance and Treasurer	Paper	6 M	0	6 M
		Disposition:	D		

Work Orders - Facilities Building Maintenance

Records relating to the creation and processing of work orders issued to Library employees indicating required tasks to be performed on Library facilities. Includes service requests for repairs to the building both internal and external repairs. Day book memos (logged daily), replacement of items that are covered by facilities department, such as installing weather stripping, light bulbs.

Office of Record:	Director, Finance and Treasurer	Paper	C + 2	0	C + 2
		Disposition:	D		

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

Record Series Title	Official Media	A	I	Total Retention
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Functional Category:
FINANCIAL AND LEGAL MANAGEMENT

Description:

Records relating to the Library's finances, accounting and purchasing processes, including the receipt, control and expenditure of funds. Also includes legal matters involving the Library.

Accounting and Finance Administration

Records relating to the general administration of the financial and accounting systems. May include information on accounting systems, workflow reports and diagrams, financial signing authority, copies of federal and provincial guidelines and compliance requirements, and correspondence.

Office of Record:	Director, Finance and Treasurer	Paper	C + 2	5	C + 7
		Disposition:	D		

Accounts Payable

Records relating to the processing of payments made to external suppliers of goods and services. Includes suppliers' invoices for goods/services obtained by the Library with cheque statement and payment, receipts received.

Office of Record:	Director, Finance and Treasurer	Paper	C + 1	5	C + 6
		Disposition:	D		

Agreements and Contracts

Records relating to the negotiation, formation, and use of all official contracts and agreements, which are typically used to establish a legal relationship governing goods and services, the use or transfer of property, and the performance of obligations. Contracts and agreements between the Library and external organizations, consultants and performers. Does not include contracts for room bookings.

Office of Record:	Director, Finance and Treasurer	Paper	T	20	T + 20
Description:	T=termination of agreement/contract	Disposition:	D		

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

Record Series Title	Official Media	A	I	Total Retention
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Agreements and Contracts - Room Bookings

Records relating to the agreements between the Library and organizations, individuals to use the Library's theatres, auditoriums and meeting rooms, including correspondence.

Office of Record:	Director, Branches	Paper	T	6	T + 6
Description:	T = booked time has elapsed	Disposition:	D		

Artifacts - Donations

Financial records relating to the donation of artifacts.

Office of Record:	Director, Finance and Treasurer	Paper	C + 2	5	C + 7
Description:	P/AR	Disposition:	P/AR		

Artifacts - Financial Statements

Financial statements and information related to the Library's artifacts, including monetary artifact appraisals.

Office of Record:	Director, Finance and Treasurer	Paper	P	O	P
Description:	P/AR	Disposition:	P/AR		

Audited Financial Statements and Reports

Records relating to the production and use of financial statements and reports. Documents may include balance sheets, income statements, funding statements, liability statements, net assets sheets and expense statements.

Office of Record:	Director, Finance and Treasurer	Paper	C + 2	5	C + 7
		Disposition:	P		

Audited Financial Statements and Reports - Working Papers

Working papers for audited financial statements and reports.

Office of Record:	Director, Finance and Treasurer	Paper	C + 2	5	C + 7
		Disposition:	D		

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

Record Series Title	Official Media	A	I	Total Retention
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Bank Deposit Books

Records relating to the tracking of monies received by the branches for deposit, including bank deposit slips.

Office of Record:	Director, Finance and Treasurer	Paper	C	6	C + 6
		Disposition:	D		

Bank Statements and Reconciliations

Records relating to the receipt and use of bank statements and reconciliations including printed account balances of the Library, U.S. account, trust accounts balance and detail transaction listing, capital account, operating account, bank reconciliations.

Office of Record:	Director, Finance and Treasurer	Paper	C	6	C + 6
		Disposition:	D		

Capital Assets

Records relating to the Library's capital and fixed assets, which are long-term assets that are not purchased or sold during the normal course of business. May include information on capital assets such as machinery, land and land improvements, equipment, work of art and historical treasures, infrastructure, and vehicles, capital assets inventories, capital depreciation statements, and capital assets reports.

Office of Record:	Director, Finance and Treasurer	Paper	T	7	T + 7
Description:	T = until capital assest is no longer owned	Disposition:	D		

Capital Budget

Records relating to the management of the capital budget. Documents include budget process procedures, City reports, internal charge back costs directives, and approved budget.

Office of Record:	Director, Finance and Treasurer	Paper	T	7	T + 7
Description:	T = end of the last year in which the capital budget is expended	Disposition:	D		

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

Record Series Title	Official Media	A	I	Total Retention
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Cheque Register

Records relating to the administration and use of the Library's cheque register. Includes information on cheque dates, purpose of payment, amount paid, and running balance. Documents may include void cheques, cheque run reconciliation reports, cheque summary reports, lists of cheques issued.

Office of Record:	Director, Finance and Treasurer	Paper	C + 2	5	C + 7
		Disposition:	D		

Cheques

Records relating to the management and processing of Library and other cheques. Also includes information relating to external cheques that are returned to the Library after they have been cashed by banking and financial institutions, or if they have been dishonoured.

Office of Record:	Director, Finance and Treasurer	Paper	C + 2	5	C + 7
		Disposition:	D		

Claims - Insurance

Claims that are reimbursed for loss, vandalism within a library facility. Copies of incident reports, copy of paid invoices, quotes. Copy of claim transmittal form, copy of cheque. Claims for stolen, vandalized objects or property.

Office of Record:	Director, Finance and Treasurer	Paper	T	7	T + 7
Description:	T = settlement of claim	Disposition:	D		

Copyright

Records relating to copyright privileges issued to the Library, including information on the permission to use copyright material, such as obtaining permission to publish items on the web from the author or creator and copyright logs to meet reporting requirements of Access Copyright contract.

Office of Record:	Director, Planning, Policy and City-Wide Services and Director, Reference and Research	Paper	C	9	C + 9
		Disposition:	P/AR		

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

Record Series Title	Official Media	A	I	Total Retention
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Expense Claims

Records relating to employees' claim for reimbursement for financial expenses, including completed expense claim forms.

Office of Record:	Director, Finance and Treasurer	Paper	C + 2	5	C + 7
		Disposition:	D		

General Journal - Posted

Reconciliation of Bank Accounts, and General Ledger Accounts.

Office of Record:	Director, Finance and Treasurer	Paper	C + 2	5	C + 7
		Disposition:	D		

General Ledger Accounts

Records relating to the administration and accounting control of general ledger account. Includes copies of accounting entries and back-up working papers.

Office of Record:	Director, Finance and Treasurer	Paper	C + 2	5	C + 7
		Disposition:	D		

Goods and Services Tax Returns

Returns, adjustments and re-assessment of amounts to be paid to Canada Customs and Revenue Agency.

Office of Record:	Director, Finance and Treasurer	Paper	C	6	C + 6
		Disposition:	D		

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

Record Series Title	Official Media	A	I	Total Retention
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Grants

Records relating to grants received and administered by the Library. Administrative correspondence and reports for tracking and managing the grant process. Applications to external organizations, government, business, foundations for funding of Virtual Reference Library program initiatives, Writers in Residence, Adult Literacy as well as all other grants.

Office of Record:	Director, Finance and Treasurer	Paper	C + 2	5	C + 7
		Disposition:	D		

Income Tax Statements of Remuneration (T4s) - Employees

Statement of employee earning for income tax purposes.

Office of Record:	Director, Finance and Treasurer	Paper	C + 6	0	C + 6
		Disposition:	D		

Journal Entries

Records relating to the production and use of journal entries. May include completed journal entry forms, transaction journals, copies of invoices and receipts, and correspondence.

Office of Record:	Director, Finance and Treasurer	Paper	C + 2	5	C + 7
		Disposition:	D		

Leased Properties

Library leasing agreements for use of space with property owners. Contains correspondence / faxes, statement of charges, branch information, current lease agreement, lease proposal with signatures, payment schedule, legal lease with initials. Property assessments for facilities leased by the Library, lease renewal, discussions, standard lease agreement, operating costs, chronology of leased space.

Office of Record:	Director, Finance and Treasurer	Paper	T	20	T + 20
Description:	T = Termination of lease.	Disposition:	D		

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

Record Series Title	Official Media	A	I	Total Retention
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Leases - Equipment

Records relating to obtaining and issuing leases, which convey the right to use, possess, or control property belonging to another party in exchange for financial compensation. Includes lease agreements, vendor, information for billing purpose, loan amortization.

Office of Record:	Director, Finance and Treasurer	Paper	T	7	T + 7
Description:	T = Termination of lease	Disposition:	D		

Leases - Tenants

Records relating to the overall management of Library owned properties and buildings which includes renting or leasing Library space to tenants, administering the landlord/tenant relationship, and arranging to conduct repairs and upgrades as required for the benefit of the tenants. May include information on evictions, terminations of leases, available parking spaces, fire and safety code compliance, and negotiating rental payments and lease conditions with prospective and current tenants. Documents may include lease reports, leases, copies of insurance certificates, rental agreements, copies of deeds and all supporting correspondence.

Office of Record:	Director, Finance and Treasurer	Paper	T	20	T + 20
Description:	T = Termination of lease	Disposition:	D		

Legal Opinions

Professional advice from counsel with respect to any matter.

Office of Record:	City Librarian/Directors	Paper	S	0	S
		Disposition:	D		

Litigation

Record of legal action(s) involving the Library.

Office of Record:	City Librarian/Directors	Paper	T	7	T + 7
Description:	T = resolution of legal action	Disposition:	D		

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

Record Series Title	Official Media	A	I	Total Retention
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Month End Reports (Operating and Capital)

Records relating to the management of month end reports. May include copies of quarterly operating and capital variance submission instructions from City, monthly and quarterly operating variance reports, expenditure forecasts, salary analysis, and reports tracking expenditures for the capital budget.

Office of Record:	Director, Finance and Treasurer	Paper	C + 2	0	C + 2
		Disposition:	D		

Operating Budget

Records relating to the management of the operating budget account. May include copies of budget process procedures, directives, City reports, and approved budget.

Office of Record:	Director, Finance and Treasurer	Paper	C + 2	5	C + 7
		Disposition:	D		

Payable Registers

Payable paper invoices related to documents in financial system.

Office of Record:	Director, Finance and Treasurer	Paper	C + 1	6	C + 7
		Disposition:	D		

Payroll - Pay Period Processing

Records related to the administration and processing of employee salary and expense payments during regularly scheduled pay periods. Includes documentation used to generate payroll and override deductions. Documents may include payroll registers, detailed payroll journal vouchers, employee expense reports and payroll adjustment reports.

Office of Record:	Director, Finance and Treasurer	Paper	C	6	C + 6
		Disposition:	D		

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

Record Series Title	Official Media	A	I	Total Retention
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Petty Cash

Records relating to the management of petty cash. May include petty cash account reconciliation for reimbursement, receipts.

Office of Record:	Director, Finance and Treasurer	Paper	C + 2	5	C + 7
		Disposition:	D		

Purchase Orders -- Confirmation of Library Materials Orders

Electronic records that confirm that orders for library materials have been placed.

Office of Record:	Director, Information Technology and Bibliographic Services	Electronic	T	T+3	T +3
Description:	T = receipt of order	Disposition:	D		

Purchasing of Goods and Services

Records relating to the procurement and acquisition of goods and services from external contractors and vendors. Includes purchase orders and purchase requisitions.

Office of Record:	Director, Finance and Treasurer	Paper	C + 1	3	C + 4
		Disposition:	D		

Request for Proposal (RFP), Information (RFI), Quotation (RFQ)

Records related to request for proposals, information or quotation that are made to the business community to bid on contract work for the Library. May include pre-qualification application form, RFP, proposals from consultants, tender, security. Also includes successful responses to RFPs, RFIs and RFQs made from the business community.

Office of Record:	Director, Finance and Treasurer	Paper	T	7	T + 7
Description:	T= completion of work requested	Disposition:	D		

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

Record Series Title	Official Media	A	I	Total Retention
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Requests for proposal (RFP), Information (RFI), Quotation (RFQ) - Unsuccessful Responses

Unsuccessful responses to requests for proposal (RFP), information (RFI), quotation (RFQ).

Office of Record:	Director, Finance and Treasurer	Paper	C	0	C
		Disposition:	D		

Trademarks and Official Marks

Records relating to the Library's trademarks and official marks, which are words and/or symbols that identify, and are associated with the Library's services. The Library's trademarks are unique from those belonging to any other organization and may include the Library's logos and other visual identifiers. May include information on trademark availability, registration and infringement. Documents may include completed applications for trademark registration, lists and indexes, descriptions of trademarks, trademark uses criteria and supporting correspondence as well as copies of documents relating to trademarks held by the City on the Library's behalf.

Office of Record:	Director, Finance and Treasurer	Paper	T	3	T + 3
Description:	T = no longer used or owned	Disposition:	D		

Trial Balance Reports

Records related to general ledger accounts, both accounts receivable and accounts payable.

Office of Record:	Director, Finance and Treasurer	Paper	C + 2	5	C + 7
		Disposition:	D		

Vendors and Consultants

Records relating to product information from external vendors, including software vendors. Documents may include brochures, catalogues, announcements, price lists and supporting correspondence.

Office of Record:	Directors	Paper	C + 1	1	C + 2
		Disposition:	D		

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

Record Series Title	Official Media	A	I	Total Retention
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Write-Offs

Records relating to the dismissal of unpaid debts owed to the Library as uncollectible. May include invoices and correspondence.

Office of Record:	Director, Finance and Treasurer	Paper	T	7	T + 7
Description:	T = termination of collection process	Disposition:	D		

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

Record Series Title	Official Media	A	I	Total Retention
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Functional Category:
HUMAN RESOURCES

Description:

Records relating to the function of managing employees within the Library.

Benefits - Administration

General benefit administrative records including benefit announcements regarding various benefits available to various types of staff such as dental, medical, group life insurance, retirement (OMERS), educational leave, employee funded leave plan, parental leave, unpaid general leave. Includes correspondence with benefit providers. Does not include any individual employee benefit information.

Office of Record:	Director, Human Resources	Paper	S	2	S + 2
		Disposition:	D		

Benefits - Enrollment

Records related to the various benefits selected by staff such as dental, medical, group life insurance, retirement (OMERS), educational leave, employee funded leave plan, parental leave, unpaid general leave. Includes completed enrollment forms.

Office of Record:	Director, Human Resources	Paper	T	2	T + 2
Description:	T=death of employee	Disposition:	D		

Claims - Long Term Disability

Original long term disability application, payment record, Life/ OMERS waive claim, correspondence.

Office of Record:	Director, Human Resources	Paper	T + 6	0	T + 6
Description:	T = settlement of claim	Disposition:	D		

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

Record Series Title	Official Media	A	I	Total Retention
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Competitions

Records relating to all types of competitions. Includes job posting, internal application form, external application form, staff request form, Library rating levels, interview questions, summer interview packages, applicant assessment form, reference check form.

Office of Record:	Director, Human Resources	Paper	C + 1	1	C + 2
		Disposition:	D		

Contact Lists

Records relating contact information for employees including personal information such as home phone numbers and addresses, in case of an emergency. Includes documents indicating part-time staff who are willing to work unscheduled hours as well as printed telephone directories.

Office of Record:	City Librarian/Directors	Paper	S	0	S
		Disposition:	D		

Employee Files

Includes attendance report, payroll information, performance evaluations, job applications, personal information, correspondence.

Office of Record:	Director, Human Resources	Paper	T	7	T + 7
Description:	T = termination of employment	Disposition:	D		

Employee Files - Medical

Information about an employee's work-related medical conditions (e.g. injuries sustained, whether he/she can return to regular work duties, physician's notes).

Office of Record:	Director, Human Resources	Paper	T + 7	0	T + 7
Description:	T = Termination of employment	Disposition:	D		

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

Record Series Title	Official Media	A	I	Total Retention
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Employee Payroll Files

Records relating to individual employees' pay history profiles. Includes information on rates of pay, hours of work, pay rate changes, and elected and mandatory deductions for each employee. Documents include payroll notifications of newly hired staff, completed federal record of employment forms, pension quotes, tax credit returns and employee separation notifications.

Office of Record:	Director, Finance and Treasurer	Paper	C	6	C + 6
		Disposition:	D		

Employee Uniforms

Records relating to the purchase of special, safety, protective, and required clothing and footwear for Library employees. Documents may include clothing specification sheets, order tracking reports, complaints, copies of purchase orders, copies of invoices, and correspondence.

Office of Record:	Director, Finance and Treasurer	Paper	C + 1	1	C + 2
		Disposition:	D		

Employees - Inactive - Sunday Hires

Employee files of inactive Sunday hires includes resume, application form, tax information, employee status form, pay adjustments.

Office of Record:	Director, Human Resources	Paper	C + 1	5	C + 6
		Disposition:	D		

Employees - Performance Appraisals - Administration

Records relating to the administration of employee performance appraisals including annual and monthly reports of when the appraisals will take place.

Office of Record:	Director, Human Resources	Paper	C + 3	0	C + 3
		Disposition:	D		

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

Record Series Title	Official Media	A	I	Total Retention
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Grievances

Records related to grievances including decisions rendered.

Office of Record:	Director, Human Resources	Paper	T	6	T + 6
Description:	T = settlement of grievance	Disposition:	P		

Health and Safety

Records relating to issues including workplace ventilation, temperature control, lighting, equipment, protective clothing, chemicals, hygiene, maintenance and inspection processes, samples testing and analysis, and smoking in the workplace. Includes information on the receipt and processing of complaints; associated topical issues concerning occupational health and safety; and workplace inspection reporting concerning the identification of chemical, physical, and biological hazards and the necessary corrective actions. Documents include Workplace Hazardous Material Information System (WHIMIS) Material Safety Data Sheets (MSDS), completed workplace inspection forms, complaint and investigation notes, health and safety reference materials, workplace hazards corrective reports, and all supporting correspondence, fire drills, fire safety plans, air quality reports, needle disposal instructions, water quality testing.

Office of Record:	Director, Finance and Treasurer	Paper	C + 1	5	C + 6
		Disposition:	D		

Hours of Work

Records relating to the administration of hours of work. Includes directives, standards, guidelines and forms on work schedules, flex time, overtime, early closing, time off for special occasions (e.g. voting).

Office of Record:	Director, Human Resources	Paper	S + 2	0	S + 2
		Disposition:	D		

Job Applications - Unsolicited

Completed job applications from external candidates for all job classes excluding pages.

Office of Record:	Director, Human Resources	Paper	6 M	0	6 M
		Disposition:	D		

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

Record Series Title	Official Media	A	I	Total Retention
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Job Applications - Unsolicited - Page

Completed job applications from external candidates for the position of page.

Office of Record: Directors	Paper	6 M	0	6 M
	Disposition:	D		

Job Descriptions

Position descriptions.

Office of Record: Director, Human Resources	Paper	S + 6	0	S + 6
	Disposition:	D		

Job Evaluation

Records relating to job evaluation, including review questionnaires from the City.

Office of Record: Director, Human Resources	Paper	S + 2	0	S + 2
	Disposition:	D		

Job Postings

Job descriptions for job advertised, internally and externally for all job categories including temporary, full time, part time, plus location, pay rate, job summaries, duties.

Office of Record: Director, Human Resources	Paper	C	2	C + 2
	Disposition:	D		

Labour Relations Administration

Records relating to the relationship between management and employees' union. Includes the use of employer's facilities for union meetings, union dues, appointments of shop stewards, provision and use of union bulletin boards.

Office of Record: Director, Human Resources	Paper	2	5	7
	Disposition:	P		

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

Record Series Title	Official Media	A	I	Total Retention
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Pay Equity

Records relating to the evaluation of job positions by comparing duties, skills, and responsibilities of similar positions. The objective is to ensure equal pay for work of equal value. Documents may include background information, meetings, reports, rulings, history of previous rulings, classification ratings, job evaluation information action plans, and information about designated worker groups.

Office of Record:	Director, Human Resources	Paper	S	7	S + 7
		Disposition:	P		

Salaries and Pay Rates

Records relating to salaries and pay rates administration including directives and guidelines on rates of pay, deductions, salary groups and steps.

Office of Record:	Director, Human Resources	Paper	S + 7	0	S + 7
		Disposition:	D		

Seniority Lists

List of all employees by seniority as well as list that reflect the status of union staff.

Office of Record:	Director, Human Resources	Paper	S	0	S
		Disposition:	D		

Staff Complement Lists

Records of staffing establishments.

Office of Record:	Director, Human Resources	Paper	C + 2	2	C + 4
		Disposition:	D		

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Record Series Title	Official Media	A	I	Total Retention
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Training

Records relating to the administration of training programs offered within the Library including plans, reports, budget requirements, schedules of training taken internally such as Children's and Youth Services, electronic services, email, circulation, cataloguing, acquisitions system/module use. May include lists of available or previously offered training, presentation material.

Office of Record:	Director, Policy, Planning and City Wide Services	Paper	S	2	S + 2
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Disposition: D

Training - Participants' Lists

Records of completed training courses by employees for internal and external courses including conferences, seminars and workshops.

Office of Record:	Director, Policy, Planning and City Wide Services	Paper	C	5	C + 5
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Disposition: D

Union Collective Agreement

Records relating to collective agreement. Includes collective agreement, letters of understanding, interpretations, bargaining proposals, negotiation proceedings and correspondence.

Office of Record:	Director, Human Resources	Paper	S	5	S + 5
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Disposition: P

Volunteers

Records relating to information about volunteers involved in various programs including but not limited to Friends of the Arthur Conan Doyle, Merril, Osborne and Lillian H. Smith Collections, Friends of the Toronto Public Library and its chapters, Adult Literacy, Reading and Homework Help for Teens, Mobile Library Services deposit collections, Youth Homework Club, Kids @ Computers, RAMP, Reading Buddies and Youth Advisory Group. Records include Police Records Check.

Office of Record:	Director, Policy, Planning and City Wide Services	Paper	T	3	T + 3
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Description:	T = end of volunteer work	Disposition:	D
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Legend: A = Active; I = Inactive; AR = Archival Review; C = Current Year; DY= Day(s); D= Destroy; M= Month(s); P = Permanent; P/AR= Permanent/Archival Review; S = Superseded; T = Termination-based on specific criteria

Record Series Title	Official Media	A	I	Total Retention
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Wage Harmonization

Records related to the wage harmonization administration process. May include copies of formulas, forms, presentations. Does not include individual employee information.

Office of Record:	Director, Human Resources	Paper	S	0	S
		Disposition:	P		

Workplace Hazardous Materials Information System (WHMIS) Examinations

Completed WHMIS examinations.

Office of Record:	City Librarian/Directors	Paper	C	0	C
		Disposition:	D		

Workplace Safety and Insurance - Appeals - Activity Logs

Includes records used to track the status of appeals to Workplace Safety and Insurance Board (WSIB) and Workplace Safety and Insurance Appeals Tribunal (WSIAT).

Office of Record:	Director, Human Resources	Electronic	S	0	S
		Disposition:	D		

Workplace Safety and Insurance Board (WSIB) - Appeals

Tribunal case records which include all documents related to the person who is appealing, such as doctors' notes, telephone conversations, return to work information, Form 6, 7, 9; letters between all parties, union or lawyer correspondence as well as final decisions made by the Workers Safety & Insurance Board and appeals to the Tribunal.

Office of Record:	Director, Human Resources	Paper	T	6	T + 6
Description:	T = Termination of appeal	Disposition:	D		

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

Record Series Title	Official Media	A	I	Total Retention
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Workplace Safety and Insurance Board (WSIB) - Claims

Records related to staff claims for injury. Includes doctor's certification, WSIB form, witness report -- account of witness in support for a WSIB claim. Includes records used to monitor and track progress of claims and medical condition throughout the claim lifespan.

Office of Record:	Director, Human Resources	Paper	S + 1	5	S + 6
		Disposition:	D		

Workplace Safety and Insurance Board (WSIB) - Claims - Cost Statements

List of Employees Workplace Safety and Insurance Board (WSIB) recipients/claims, cost statements.

Office of Record:	Director, Human Resources	Paper	C + 2	5	C + 7
		Disposition:	D		

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Record Series Title	Official Media	A	I	Total Retention
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Functional Category:
INFORMATION TECHNOLOGY

Description:

Records relating to the function of providing information technology support. Includes the design, development, installation, implementation, maintenance, and control of Library information systems, applications, hardware (including peripherals) and networks. Also includes internal Information Technology training.

Bookings - Personal Computers (PCs)

Records relating to the booking of personal computers (PCs).

Office of Record:	Director, Information Technology and Bibliographic Services	Electronic	C + 1	1	C + 2
		Disposition:	D		

Computer Application Software

Records related to the implementation, administration and operations of computer application software.

Office of Record:	Director, Information Technology and Bibliographic Services	Paper	S	7	S + 7
		Disposition:	D		

Computer Databases

Records Related to the implementation, administration and operations of computer databases.

Office of Record:	Director, Information Technology and Bibliographic Services	Paper	S	7	S + 7
		Disposition:	D		

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

Record Series Title	Official Media	A	I	Total Retention
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Computer Hardware

Records relating to the installation and maintenance of computer hardware including laptop 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.

Office of Record:	Director, Information Technology and Bibliographic Services	Paper	S	3	S + 3
		Disposition:	D		

Computer Infrastructure

Records relating to the implementation, administration and operations of computer infrastructure, including telecommunications, networks, servers, desktop equipment, backup and storage, related operating systems, and the software used to manage this.

Office of Record:	Director, Information Technology and Bibliographic Services	Paper	S	7	S + 7
		Disposition:	D		

Computer Systems Security

Records relating to the security and confidentiality of the Library's online information resources. Includes information about computer security practices and tools. Documents may include access requests, computer monitoring reports, user identification and authorization lists.

Office of Record:	Director, Information Technology and Bibliographic Services	Paper	S	2	S+2
		Disposition:	D		

Information Technology

Records relating to the administration and operations of the information technology function.

Office of Record:	Director, Information Technology and Bibliographic Services	Paper	S	0	S
		Disposition:	D		

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

Record Series Title	Official Media	A	I	Total Retention
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Statistics - Production/Activity/Service - Information Technology and Bibliographic Services

Records relating to statistics gathered from different activities and services of the Information Technology and Bibliographic Services Departments.

Office of Record:	Director, Information Technology and Bibliographic Services	Paper	C + 1	1	C + 2
		Disposition:	D		

Telecommunications and Electronic Communications Systems

Records relating to the installation, maintenance, operation, and use of telecommunications equipment and systems. Includes information on telephone, voice mail, fax, pager, cell phone systems and process. May also include statistics for rationalizing or viability of service. Does not include documents related to computer networks/services.

Office of Record:	Director, Finance and Treasurer	Paper	C	7	C + 7
		Disposition:	D		

Work Orders - Information Technology

Records relating to the creation and processing of work orders issued to Library employees indicating required tasks to be performed on Library - Information Technology systems. Includes requests for equipment.

Office of Record:	Director, Information Technology and Bibliographic Services	Electronic	C + 2	4	C + 6
		Disposition:	D		

Year 2000 (Y2K)

Information Technology Risk management, contingency plans, Certifications regarding Year 2000. Does not include Y2K rollout forms - see Computer Hardware.

Office of Record:	Director, Information Technology and Bibliographic Services	Paper	T	6	T + 6
Description:	T=termination of event, that is the year 2000	Disposition:	D		

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Record Series Title	Official Media	A	I	Total Retention
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Functional Category:
LIBRARY SERVICES AND PROGRAMS

Description:

Records relating to the function of offering a variety of library programs, events, and special services (other than special reference services) to library users. Also includes programs conducted with the assistance of or in partnership with the Library (e.g. ESL class, TD summer reading club), as well as the function of providing personal assistance to answer library users' reference and research enquires, helping them conducting research, searching for library materials, and finding other related information.

Bookings - Rooms

Records relating to selecting and reserving the Library's facilities or rooms for meetings, instructional seminars, and other professional purposes. Includes facility, room and equipment availability schedules, facility, room and equipment booking schedules, and customer information.

Office of Record:	Director, Branches	Electronic	C + 1	1	C + 2
		Disposition:	D		

Children and Youth Services

Records related to the administration of the Children and Youth Services. May include reports, contact lists, and correspondence. Includes Leading to Reading, Ontario Works projects, Summer Reading Club.

Office of Record:	Director, Branches	Paper	C + 2	0	C + 2
		Disposition:	D		

Conservation Records - Library Collection Artifacts

Records that document the condition, provenance of the artifacts as well as the physical and chemical treatment of the Library's special collection artifacts (i.e. books, maps, paintings, watercolours).

Office of Record:	Director, Research and Reference Libraries	Paper	P	0	P
		Disposition:	P/AR		

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Record Series Title	Official Media	A	I	Total Retention
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Contests

Records relating to the administration of Library initiated contests including copies of publicity forms, purchase orders. Includes contests to promote reading and literacy such as bookmark contests, Young Voices, poetry.

Office of Record:	Directors	Paper	T	1	T + 1
Description:	T = end of contest	Disposition:	D		

Contests - Entries

Records relating to contest entries for Library all contests to promote reading and literacy such as bookmark contests, Young Voices, Summer Reading Club Writing.

Office of Record:	Directors	Paper	C	0	C
		Disposition:	D		

External Events Support

Records relating to the support provided by the Library for externally produced special events. Includes City of Toronto events as well as events of various library associations (e.g. ALA/CLA conference), and vendor user group meetings. Support provided may include provision of meeting room space, speakers, information and consultation. Documents may include information packages, events lists and schedules, contact lists and supporting correspondence.

Office of Record:	Directors	Paper	C + 2	18	C + 20
		Disposition:	D		

Library Program Registration

Record relating to individuals, including both adults and children, registering for various library programs and services including in house and off site library programs such as visits to schools. Documents include completed registration forms, copies of program descriptions, program attendance statistics.

Office of Record:	Directors	Paper	C + 2	0	C + 2
		Disposition:	D		

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Record Series Title	Official Media	A	I	Total Retention
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Library Services and Programs

Records relating to the administration and development of system-wide Library programs and services offered throughout the Library for both children and adults including English Can Be Fun, SEPT (Settlement and Education Partnerships in Toronto), kindergarten outreach.

Office of Record:	Director, Policy, Planning and City Wide Services	Paper	C + 2	4	C + 6
		Disposition:	P		

Loans and Exhibits

Records relating to the incoming / outgoing monitoring, and documenting of items loaned to organizations for a specific amount of time.

Office of Record:	Director, Research and Reference Libraries	Paper	T	6	T + 6
Description:	T = end of loan /exhibit	Disposition:	D		

Mobile Library Services - Trips and Vehicles

Records relating to the provision of Mobile Library Services. Include trip report, delivery schedule, and trip inspection report for vehicle circle checks.

Office of Record:	Director, Policy, Planning and City Wide Services	Paper	C	0	C
		Disposition:	D		

Programs - Partnerships

Records relating to programs conducted with the assistance of or in partnership with the Library. Assistance may include staff involvement in the scheduling, registering and tracking of programs such as legal aid clinics, proctoring, citizenship. Includes City of Toronto initiated programs such as City Watch, waste reduction program, United Way. May include copies of agreements and contracts, correspondence.

Office of Record:	City Librarian/Directors	Paper	C + 2	4	C + 6
		Disposition:	D		

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Record Series Title	Official Media	A	I	Total Retention
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Reference Services

Records relating to the administration and maintenance of the reference and research function.

Office of Record:	Director, Research and Reference Libraries	Paper	S	0	S
		Disposition:	D		

Reference/Research Enquiries

Records relating to the answering of questions and/or in-depth research for the public in person, by phone, or email.

Office of Record:	Director, Research and Reference Libraries	Paper	C + 1	0	C + 1
		Disposition:	D		

Statistics - Adult Literacy

Records of mandated statistics submitted to the Ministry of Training, Colleges and Universities (MTCU).

Office of Record:	Director, Policy, Planning and City Wide Services	Electronic	C	2	C + 2
		Disposition:	D		

Statistics - Production/Activity/Service - Research and Reference

Records relating to research and reference statistics gathered from public service activities, including use of Canadian Health Information Services, Answerline statistics gathered from emails and phone logs, and items exhibited.

Office of Record:	Director, Research and Reference Libraries	Paper	C + 1	1	C + 2
		Disposition:	D		

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Statistics - Production/Activity/Service/Survey Weeks - Public Service

Records relating to non-circulation statistics gathered from public service activities, including use of electronic services. Includes number of visits, information requests, in-library use of materials and workstation users, gathered from branch suveryrs.

Office of Record:	Director, Policy, Planning and City Wide Services	Paper	C + 2	5	C + 7
		Disposition:	P/AR		

Surveys - Customer (User and Non-users)

Records relating to the system wide surveys designed for library users and non-users. Used to determine the satisfaction with services and areas for improvement. Documents include survey instruments and findings.

Office of Record:	Director, Policy, Planning and City Wide Services	Paper	C + 2	10	C + 12
		Disposition:	P		

Surveys - External

Records relating to completed survey submissions for external organizations/library systems containing Library specific data. Includes Ministry of Culture's Annual Survey of Public Libraries, and Public Library Data Survey (PLDS).

Office of Record:	Director, Policy, Planning, and City Wide Services	Paper	C + 10	0	C + 10
		Disposition:	P		

Surveys - Internal

Records relating to surveys conducted for internal assessment of the services the Library provides. Includes subjects such as content of collection, preservation needs, services and programs, online resources, training needs.

Office of Record:	Directors	Paper	C + 2	0	C + 2
		Disposition:	D		

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Record Series Title	Official Media	A	I	Total Retention
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Surveys - Raw Data

Detailed statistics related, but not limited to library visits, information requests, electronic users and in-library use of materials gathered for surveys, including weekly surveys conducted quarterly.

Office of Record: Directors	Paper	C	2	C + 2
	Disposition:	D		

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Record Series Title	Official Media	A	I	Total Retention
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Functional Category:
MARKETING AND COMMUNICATIONS

Description:

Records relating to the management of Library marketing and formal communications, including press releases, media releases, promotional advertising and events, speeches, and internal/external publications.

Dockets - Artwork - Non Recurring

Non recurring project information, distribution instructions, design briefs, publications, brochures, newsletter, ads, sample of letter size, fonts, paper types.

Office of Record:	Director, Marketing and Communication	Paper	C + 1	0	C + 1
		Disposition:	D		

Dockets - Artwork - Recurring

Recurring project information, distribution instructions, design briefs, publications, brochures, newsletter, ads, business cards, sample of letter size, fonts, paper types.

Office of Record:	Director, Marketing and Communication	Paper	S	0	S
		Disposition:	D		

Media (Press) Clippings

Clippings from media as well as daily listing from newspapers that have any references to the Library and its programs.

Office of Record:	Director, Marketing and Communication	Paper	C + 2	0	C + 2
		Disposition:	P		

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Record Series Title	Official Media	A	I	Total Retention
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Media (Press) Clippings - General Interest

Clippings as well as daily listings from newspapers of general interest to the Library.

Office of Record:	Director, Marketing and Communications	Paper	C + 2	0	C + 2
		Disposition:	D		

Media Relations

Records relating to media pitches, including media contact lists. May also include correspondence with media.

Office of Record:	Director, Marketing and Communication	Paper	C + 2	0	C + 2
		Disposition:	D		

Press Releases and Official Statements

Records of media releases, official statements, backgrounders and announcements by the Library.

Office of Record:	Director, Marketing and Communication	Paper	C + 2	0	C + 2
		Disposition:	P		

Promotion, Advertising, Collateral and Merchandise

Records relating to advertising and promotional work used to foster education and awareness of Library programs and services. Documents may include action plans, marketing statistics, and correspondence.

Office of Record:	Director, Marketing and Communication	Paper	C + 2	0	C + 2
		Disposition:	P		

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