



Corporate Services & Long Term Care Schedule Revenue

November 02, 2018

Page 1 of 45

Schedule Number **Series Title**

FI001.05 **Invoice Stubs**
To provide a record of payment received.

MEMO:
 This series includes customer payment stubs processed by cashiers.

Department Retention: 2 Years
 Total Retention: 7 Years
 Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI002 **Additional Charges & Credits**
To provide a record of all additional charges and credits for water service.

MEMO:
 This series contains the following information: account number, date, additional charges or credits and remarks.

Department Retention: 1 Year
 Total Retention: 2 Years
 Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI003A **Administration Files (Water)**
To maintain a record of the operation of the section.

This series contains budget material, correspondence, printing orders, complaints, evaluations, sick leave, vacation records, time sheets and job descriptions, year end reports, monthly billing, receivables, and journal entries. The records covered by this schedule date from January 1, 2004. Prior to 2004, the records generated in this series were subject to a longer retention period. However, as a result of the passage of the revised Limitations Act, the total retention period for this material has been reduced to 3 years.

Department Retention: 1 Year
 Total Retention: 3 Years
 Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

Archives Review

FI007 **Cashier's Daily Reports**
To provide a daily record of water billing payments received by the Cashier's Office.

Series Closed: 12-31-2003
 COPIES: Cashier's Office

MEMO:
 This series contains information relating to the break-down of payments by dept., deposits, averages or reconciled shortages and is used for balancing and required for the year end audit. In order to comply with the requirements of the revised Limitations Act, this Schedule will apply only to those records generated prior to December 31, 2003. Any records generated after this date will be covered by Schedule FI007A.

Department Retention: 1 Year
 Total Retention: 7 Years
 Final Disposition: Destruction

FOI Designation: A - FULLY ACCESSIBLE



Corporate Services & Long Term Care Schedule Revenue

November 02, 2018

Page 2 of 45

Schedule Number **Series Title**

FI007A **Cashier's Daily Reports**

To provide a daily record of water billing payments received by the Cashier's Office.

This series contains information relating to the break-down of payments by dept., deposits, averages or reconciled shortages and is used for balancing and required for the year end audit. The records covered by this schedule date from January 1, 2004. Prior to 2004, the records generated in this series were subject to a longer retention period. However, as a result of the passage of the revised Limitations Act, the total retention period for this material has been reduced to 3 years.

Department Retention: 1 Year
Total Retention: 3 Years
Final Disposition: Destruction

FOI Designation: A - FULLY ACCESSIBLE

FI012A **Tax Appeal Files**

To maintain a record of the handling of tax appeals.

COPIES: Ass. Review Brd, Appeals Applicat.

MEMO:

This series includes paper records related to tax appeals, such as decisions from Assessment Review Board (ARB), minutes of settlement from Municipal Property Assessment Corporation (MPAC), correspondence, balance adjustment listing, general ledger posting listing, etc.. Under By-Law 1996-68, the retention period for this series was 2 years in the department, the total retention was 7 years, the condition was unless appeal or other proceedings ongoing and the final disposition was destroy. Under By-Law 409-2005, the title for this series was Court Files, the retention period was 1 year in the department, the total retention was 7 years and the final disposition was destroy. The records covered by this schedule date from January 1, 2004. Prior to 2004, the records generated in this series were subject to a longer retention period. However, as a result of the passage of the revised Limitations Act, the total retention period for this material has been reduced to 5 years.

Department Retention: 2 Years
Total Retention: 5 Years
Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI013 **Credit Memos**

To document adjustments to billings.

MEMO:

This series includes the credit memo number and the original request.

Department Retention: 2 Years
Total Retention: 3 Years
Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



Corporate Services & Long Term Care Schedule Revenue

November 02, 2018

Page 3 of 45

Schedule Number **Series Title**

FI014 **Change of Ownership Records**

To maintain a record of all work orders for final readings of water meters when ownership changes.

MEMO:

The orders indicate the date of the work order, date reading was derived, account number, name of property owner, address of property, new address of property owner, meter number, size, meter reading, name of workman and the date of the reading. Under By-Law 409-2005, the title for this series was Final Reading Orders. Under By-Law 409-2005 the total retention for this series was 2 years.

Department Retention: 1 Year
Total Retention: 3 Years
Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI016A **Grants-in-Lieu Files**

To document the operation of the grants-in-lieu of taxes program.

This series contains copies of invoices, applications, cheque requisitions, correspondence, tax system print-outs, tax breakdown analyses and assessment information. The records covered by this schedule date from January 1, 2004. Prior to 2004, the records generated in this series were subject to a longer retention period. However, as a result of the passage of the revised Limitations Act, the total retention period for this material has been reduced to 4 years.

Department Retention: 2 Years
Total Retention: 4 Years
Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI021 **Water Certificates**

To maintain a record of correspondence from lawyers regarding clients water service.

MEMO:

This series contains information relating to the purchase or sale of the property, the names of the vendors and purchasers, the property address and details of the water account and billing. Under By-Law 409-2005 the title for this series was Lawyers' Letters (Water).

Department Retention: 2 Years
Total Retention: 3 Years
Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI023 **Lessee Accounts Files**

To monitor leased City-owned properties for outstanding taxes.

MEMO:

This series consists of correspondence and lessee reports.

Department Retention: 1 Year
Total Retention: 1 Year
Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



Corporate Services & Long Term Care Schedule Revenue

November 02, 2018

Page 4 of 45

Schedule Number **Series Title**

FI024 **Local Improvement Payments**

To maintain a record of payments for local improvements.

Series Closed: 12-31-2003

MEMO:

This series consists of correspondence, copies of invoices, payment requisitions, journal sheets and local improvement notices. In order to comply with the requirements of the revised Limitations Act, this Schedule will apply only to those records generated prior to December 31, 2003. Any records generated after this date will be covered by Schedule FI024A.

Department Retention:	2 Years
Total Retention:	7 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI024A **Local Improvement Payments**

To maintain a record of payments for local improvements.

This series consists of correspondence, copies of invoices, payment requisitions, journal sheets and local improvement notices. The records covered by this schedule date from January 1, 2004. Prior to 2004, the records generated in this series were subject to a longer retention period. However, as a result of the passage of the revised Limitations Act, the total retention period for this material has been reduced to 3 years.

Department Retention:	2 Years
Total Retention:	3 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI025 **Meter Changes**

To maintain a record of water meter changes & used to answer customer inquiries re billing changes.

COPIES: Sewer & Water

MEMO:

This series consists of work orders for meter replacement which indicate the date, address, number of the meter removed, size, make of the meter, the reading at removal, the reason for removal, the location of the meter, remarks, details of the replacement meter, the date the work was completed and the initials of the workman.

Department Retention:	1 Year
Total Retention:	1 Year
Final Disposition:	Destruction

FOI Designation: A - FULLY ACCESSIBLE

FI026 **Meter Re-Installations**

To provide a record of the installation of new water meters.

COPIES: Sewer & Water

MEMO:

This series consists of work orders for meter installation which indicate the address, the part of the building metered, the location of the meter, details re the meter, materials used, initials of the installer and the date of installation.

Department Retention:	1 Year
Total Retention:	1 Year
Final Disposition:	Destruction

FOI Designation: A - FULLY ACCESSIBLE



Corporate Services & Long Term Care Schedule Revenue

November 02, 2018

Page 5 of 45

Schedule Number **Series Title**

FI027 **Miscellaneous Receipts**

To maintain a record of payments received.

Series Closed: 12-31-2003

MEMO:

The receipt indicates the invoice number, the date, the description, the account centre and the amount. In order to comply with the requirements of the revised Limitations Act, this Schedule will apply only to those records generated prior to December 31, 2003. Any records generated after this date will be covered by Schedule FI027A.

Department Retention:	2 Years
Total Retention:	7 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI027A **Miscellaneous Receipts**

To maintain a record of payments received.

The receipt indicates the invoice number, the date, the description, the account centre and the amount. The records covered by this schedule date from January 1, 2004. Prior to 2004, the records generated in this series were subject to a longer retention period. However, as a result of the passage of the revised Limitations Act, the total retention period for this material has been reduced to 3 years.

Department Retention:	2 Years
Total Retention:	3 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI028 **Mortgage Code Changes**

To provide a record of mortgage code changes.

MEMO:

This series includes lists which indicate the name of the financial institution holding the mortgage, the name of the property owner, the property description and address as well as the date. These lists will become superceded/obsolete when they are no longer required on a regular basis. Under By-Law 56-2004, the title for this series was Mortgage Cards. Under By-Law 409-2005 the retention for this series was 2 years in the department, the total retention was 3 years, the final disposition was destruction, the condition was superceded/obsolete and the title for the series was Mortgage Card Changes.

Department Retention:	1 Year
Total Retention:	1 Year
Final Disposition:	Destruction

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI029 **Mortgage Payment Files**

To provide a record of the payment of taxes on mortgaged properties.

MEMO:

This series includes both electronic and paper files relating to mortgage payments, including mortgage tracers, mortgage listing for interim, final and supplementary billings, mortgage payment listing sent back from bank, all correspondence from the banks and mortgage reports. Under By-Law 409-205 the retention for this series was 2 years in the department with a total retention of 7 years.

Department Retention:	2 Years
Total Retention:	3 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



Corporate Services & Long Term Care Schedule Revenue

November 02, 2018

Page 6 of 45

Schedule Number **Series Title**

FI030 **Municipal & School Tax Assistance Files**

To document repayments related to the now defunct Municipal & School Tax Assistance Program.

Series Closed: 12-31-1980

MEMO:

This series consists of a record of tax credits allowed, tax credit statements, notices of liens, certificates of ownership, copies of birth certificates, copies of mortgages and copies of deeds. Information collected includes name, address, phone number. Users: Finance Employees Individuals in Bank: Property Owners Official Responsible: Manager, Revenue. These files will become superceded/obsolete after payment of the tax assistance.

Department Retention: 1 Year
Total Retention: 8 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED
FOI Designation: PIB - PERSONAL INFORMATION BANK

Final Disposition: Destruction

FI031 **Connection Orders**

To maintain a record of connection orders.

COPIES: Sewer & Water

MEMO:

This series consists of work orders for meter installation which indicate the address, the part of the building metered, the location of the meter, details re the meter, the ID#, account #, the initials of the installer and the date of installation. Under By-Law 409-2005 the title for this series was New Installations Records.

Department Retention: 1 Year
Total Retention: 1 Year

FOI Designation: A - FULLY ACCESSIBLE

Final Disposition: Destruction

FI032 **Notable Building Project Files**

To monitor new properties for inclusion on tax rolls.

MEMO:

The files contain information relating to the type of assessment, the roll identifier number, the name of the owner, the address or legal description, the date the permit was issued, the value and the identification of the project. These files will become superceded/obsolete when the property has been assessed.

Department Retention: 1 Year
Total Retention: 2 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED
FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

Final Disposition: Destruction

FI033 **Ownership Changes**

To record changes in ownership of properties and address change requests for tax and water collection purposes.

COPIES: City Clerk's

MEMO:

This series indicates the name of the transferor and transferee, the amount of the consideration, the property address and the assessment roll number.

Department Retention: 2 Years
Total Retention: 3 Years

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

Final Disposition: Destruction



Corporate Services & Long Term Care Schedule Revenue

November 02, 2018

Page 7 of 45

Schedule Number **Series Title**

FI034 **Payment Plan Files**

To provide a record of PAP/PAM payments.

MEMO:

This series includes PAP & PAM cancelled letters, changes to banking information, PAP & PAM Vailtech report, PAP & PAM report from the Bank, NSF list from bank, etc. These files will become superceded/obsolete when the taxes have been paid. This series consists of paper and electronic records. Under By-Law 409-2005 the retention for this series was 1 year in the department, the total retention was 2 years, the condition was superceded/obsolete and the final disposition was destroy.

Department Retention: 2 Years
Total Retention: 2 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED
FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

Final Disposition: Destruction

FI035 **Personnel Files**

To maintain a record of the employment of staff.

COPIES: Original with Human Resources

MEMO:

This series contains time sheets, applications for employment, evaluations and absence reports. Information collected includes name, employee number, address, phone number, educational standings, SIN, health records, attendance records, employee change statements. Users: Finance Administration Individuals in Bank: Finance Employees Official Responsible: Manager, Revenue. These files will become superceded/obsolete when the individuals are terminated.

Department Retention: 1 Year
Total Retention: 2 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED
FOI Designation: PIB - PERSONAL INFORMATION BANK

Final Disposition: Destruction

FI036 **Property Splits Files**

To maintain a record of land severances.

MEMO:

These files contain reports on land severances, copies of ownership change forms, copies of surveys, correspondence and copies of tax registers.

Department Retention: 2 Years
Total Retention: 3 Years

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

Final Disposition: Destruction

FI037 **Purchase Orders Returned to Accounts Receivable**

To serve as confirmation of purchases made by City departments.

COPIES: Materials Management

MEMO:

Department Retention: 2 Years
Total Retention: 3 Years

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

Final Disposition: Destruction



Corporate Services & Long Term Care Schedule Revenue

November 02, 2018

Page 8 of 45

Schedule Number **Series Title**

FI038 **Tax Collection Files (Prior to Registration)**

To provide a record of the tax collection process.

Series Closed: 12-31-2003

MEMO:

This series includes the account receivable listing, property tax arrears report, arrears letters, tax warrants, correspondence, and other files related to tax collection. This series consists of paper and electronic records. Under By-Law 409-2005, the title for this series was Realty Tax Collection Activity Reports, the department retention was 1 year, the total retention was 5 years and the final disposition was destroy. In order to comply with the requirements of the revised Limitations Act, this Schedule will apply only to those records generated prior to December 31, 2003. Any records generated after this date will be covered by Schedule FI038A.

Department Retention: 1 Year
Total Retention: 6 Years
Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI038A **Tax Collection Files (Prior to Registration)**

To provide a record of the tax collection process.

This series includes the account receivable listing, property tax arrears report, arrears letters, tax warrants, correspondence, and other files related to tax collection. This series consists of paper and electronic records. Under By-Law 409-2005, the title for this series was Realty Tax Collection Activity Reports, the department retention was 1 year, the total retention was 5 years and the final disposition was destroy. In the 2006 By-Law Schedule FI038, the precursor to this schedule, the department retention was 1 year, the total retention was 6 years and the final disposition was destruction. The records covered by this schedule date from January 1, 2004. Prior to 2004, the records generated in this series were subject to a longer retention period. However, as a result of the passage of the revised Limitations Act, the total retention period for this material has been reduced to 3 years.

Department Retention: 1 Year
Total Retention: 3 Years
Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI039 **Realty Tax Letters**

To provide a record of follow-up on realty tax arrears.

Series Closed: 12-31-2004

MEMO:

This series contains copies of outgoing correspondence, tax system print-outs and tax statements.

Department Retention: 2 Years
Total Retention: 3 Years
Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI040 **Reference Files**

To provide a reference source for information on municipal taxation matters.

MEMO:

This series consists of reports, studies, memoranda and tax system print-outs. These files will become superceded/obsolete when they are no longer required on a regular basis.

Department Retention: 1 Year
Total Retention: 1 Year

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



Corporate Services & Long Term Care Schedule Revenue

November 02, 2018

Page 9 of 45

Schedule Number **Series Title**

FI041 **Requests for Tax Information**

To maintain a record of all enquiries for tax information.

MEMO:

This series contains information relating to the property address and legal description, the owner's name, the date and time of the enquiry, the caller's identification and telephone number, details of the enquiry and response, and the roll identifier number.

Department Retention:	2 Years
Total Retention:	3 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI043 **Tax Bill Stubs**

To serve as a record of tax payments.

Series Closed: 12-31-2003

MEMO:

Apart from the Tax Bill stubs, this series contains batch control slips and adding machine tapes. Under By-Law 1997-266, the retention period for this series was 1 year in the department, the total retention was 7 years and the final disposition was destroy. In order to comply with the requirements of the revised Limitations Act, this Schedule will apply only to those records generated prior to December 31, 2003. Any records generated after this date will be covered by Schedule FI043A.

Department Retention:	1 Year
Total Retention:	5 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI043A **Tax Bill Stubs**

To serve as a record of tax payments.

Apart from the Tax Bill stubs, this series contains batch control slips and adding machine tapes. Under By-Law 1997-266, the retention period for this series was 1 year in the department, the total retention was 7 years and the final disposition was destroy. The records covered by this schedule date from January 1, 2004. Prior to 2004, the records generated in this series were subject to a longer retention period. However, as a result of the passage of the revised Limitations Act, the total retention period for this material has been reduced to 3 years.

Department Retention:	1 Year
Total Retention:	3 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI044 **Tax Certificate Billing Tracers**

To document the tracing of tax payments.

MEMO:

The tracers contain the name of the sender, the amount and the department.

Department Retention:	2 Years
Total Retention:	2 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



Corporate Services & Long Term Care Schedule Revenue

November 02, 2018

Page 10 of 45

Schedule Number **Series Title**

FI045 **Tax Certificates**

To serve as a statement of current taxes and/or tax arrears.

MEMO:

The certificates indicate the name and address of the property owner, the assessment roll number, the balance at the commencement of the year, penalties, the current year levy to date, the total tax, credits for the current year, the total amount outstanding and the total amount in arrears. Under By-Law 56-2004, the total retention for this series was 9 years.

Department Retention:	2 Years
Total Retention:	5 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI046 **Tax Collector's Administration Files**

To serve as a record of the administration of the section.

Series Closed: 12-31-2003

MEMO:

This series consists of budget files, estimates, memoranda, correspondence and reports. Under By-Law 1996-68, the retention period for this series was 2 years in the department, the total retention was 7 years and the final disposition was permanent, subject to culling of duplicate and ephemeral material. In order to comply with the requirements of the revised Limitations Act, this Schedule will apply only to those records generated prior to December 31, 2003. Any records generated after this date will be covered by Schedule FI046A.

Department Retention:	2 Years
Total Retention:	7 Years
Final Disposition:	Destruction <i>Archives Review</i>

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI046A **Tax Collector's Administration Files**

To serve as a record of the administration of the section.

This series consists of budget files, estimates, memoranda, correspondence and reports. Under By-Law 1996-68, the retention period for this series was 2 years in the department, the total retention was 7 years and the final disposition was permanent, subject to culling of duplicate and ephemeral material. The records covered by this schedule date from January 1, 2004. Prior to 2004, the records generated in this series were subject to a longer retention period. However, as a result of the passage of the revised Limitations Act, the total retention period for this material has been reduced to 3 years.

Department Retention:	2 Years
Total Retention:	3 Years
Final Disposition:	Destruction <i>Archives Review</i>

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



Corporate Services & Long Term Care Schedule Revenue

November 02, 2018

Page 11 of 45

Schedule Number **Series Title**

FI047 **Tax Collector's General Files**

To serve as a record of general tax information.

Series Closed: 12-31-2003

MEMO:

This series consists of reports, studies, correspondence and memoranda. Under By-Law 1996-68, the retention period for this series was 1 year in the department, the total retention was 6 years, the condition was superseded or obsolete and the final disposition was permanent subject to culling of duplicate and ephemeral material. These files will become superseded/obsolete when they are no longer required on a regular basis. In order to comply with the requirements of the revised Limitations Act, this Schedule will apply only to those records generated prior to December 31, 2003. Any records generated after this date will be covered by Schedule FI047A.

Department Retention: 1 Year
Total Retention: 6 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED Final Disposition: Destruction
FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED *Archives Review*

FI047A **Tax Collector's General Files**

To serve as a record of general tax information.

This series consists of reports, studies, correspondence and memoranda. Under By-Law 1996-68, the retention period for this series was 1 year in the department, the total retention was 6 years, the condition was superseded or obsolete and the final disposition was permanent subject to culling of duplicate and ephemeral material. These files will become superseded/obsolete when they are no longer required on a regular basis. The records covered by this schedule date from January 1, 2004. Prior to 2004, the records generated in this series were subject to a longer retention period. However, as a result of the passage of the revised Limitations Act, the total retention period for this material has been reduced to 3 years.

Department Retention: 1 Year
Total Retention: 3 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED Final Disposition: Destruction
FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED *Archives Review*

FI048 **Tax Collector's Operations Files**

To document tax collection operations.

Series Closed: 12-31-2003

MEMO:

This series consists of correspondence, memoranda, reports re tax collection, follow-ups, visits, etc. Under By-Law 1996-68, the retention period for this series was 2 years in the department, the total retention was 7 years, and the final disposition was permanent, subject to culling of duplicate and ephemeral material. In order to comply with the requirements of the revised Limitations Act, this Schedule will apply only to those records generated prior to December 31, 2003. Any records generated after this date will be covered by Schedule FI048A.

Department Retention: 2 Years
Total Retention: 7 Years

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED Final Disposition: Destruction
Archives Review



Corporate Services & Long Term Care Schedule Revenue

November 02, 2018

Page 12 of 45

Schedule Number **Series Title**

FI048A **Tax Collector's Operations Files**

To document tax collection operations.

This series consists of correspondence, memoranda, reports re tax collection, follow-ups, visits, etc. Under By-Law 1996-68, the retention period for this series was 2 years in the department, the total retention was 7 years, and the final disposition was permanent, subject to culling of duplicate and ephemeral material. The records covered by this schedule date from January 1, 2004. Prior to 2004, the records generated in this series were subject to a longer retention period. However, as a result of the passage of the revised Limitations Act, the total retention period for this material has been reduced to 3 years.

Department Retention:	2 Years
Total Retention:	3 Years
Final Disposition:	Destruction <i>Archives Review</i>

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI049 **Tax Correspondence**

To maintain a record of routine written tax enquiries not related to a specific file.

MEMO:
This series consists of incoming letters and copies of replies.

Department Retention:	1 Year
Total Retention:	2 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI050 **Tax Manual Procedures Files**

To document the preparation of revisions to the Tax Manual.

Series Closed: 12-31-2003

MEMO:
This series consists of working papers, drafts and memoranda. These files will become superceded/obsolete when they are no longer required on a regular basis. In order to comply with the requirements of the revised Limitations Act, this Schedule will apply only to those records generated prior to December 31, 2003. Any records generated after this date will be covered by Schedule FI050A.

Department Retention:	1 Year
Total Retention:	6 Years
Final Disposition:	Permanent <i>Archives Review</i>

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A - FULLY ACCESSIBLE

FI050A **Tax Manual Procedures Files**

To document the preparation of revisions to the Tax Manual.

This series consists of working papers, drafts and memoranda. These files will become superceded/obsolete when they are no longer required on a regular basis. The records covered by this schedule date from January 1, 2004. Prior to 2004, the records generated in this series were subject to a longer retention period. However, as a result of the passage of the revised Limitations Act, the total retention period for this material has been reduced to 3 years.

Department Retention:	1 Year
Total Retention:	3 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A - FULLY ACCESSIBLE

Final Disposition:	Permanent <i>Archives Review</i>
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Corporate Services & Long Term Care Schedule Revenue

November 02, 2018

Page 13 of 45

Schedule Number **Series Title**

FI051 **Tax Registration Files (unregistered)**

To provide a record of accounts currently under the tax registration process.

Series Closed: 12-31-2004

MEMO:
This series consists of correspondence, tax system print-outs, tax registration time schedules, file check lists, copies of tax registers, tax breakdown analyses, search reports, tax notices and copies of by-laws.

Department Retention:	7 Years
Total Retention:	7 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI052 **Tax Registration Files (registered & paid)**

To provide a record of properties which were registered but subsequently paid.

Series Closed: 12-31-2003

MEMO:
This series includes correspondence, Vailtech system printouts, tax registration time schedules, tax breakdown analyses, search reports, tax notices and copies of by-laws. These files will become superceded/obsolete when the taxes have been paid. In order to comply with the requirements of the revised Limitations Act, this Schedule will apply only to those records generated prior to December 31, 2003. Any records generated after this date will be covered by Schedule FI052A.

Department Retention:	2 Years
Total Retention:	8 Years
Final Disposition:	Destruction

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED
FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI052A **Tax Registration Files (registered & paid)**

To provide a record of properties which were registered but subsequently paid.

This series includes correspondence, Vailtech system printouts, tax registration time schedules, tax breakdown analyses, search reports, tax notices and copies of by-laws. These files will become superceded/obsolete when the taxes have been paid. The records covered by this schedule date from January 1, 2004. Prior to 2004, the records generated in this series were subject to a longer retention period. However, as a result of the passage of the revised Limitations Act, the total retention period for this material has been reduced to 3 years.

Department Retention:	2 Years
Total Retention:	3 Years
Final Disposition:	Destruction

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED
FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI053 **Tax Registration Files (registered & tax sale)**

To provide a record of properties for which there was a tax sale.

MEMO:
This series consists of correspondence, Vailtech system printouts, tax registration time schedules, tax breakdown analyses, search reports, tax notices and copies of by-laws. These files will become superceded/obsolete when the property has been sold.

Department Retention:	2 Years
Total Retention:	2 Years
Final Disposition:	Permanent

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED
FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



Corporate Services & Long Term Care Schedule Revenue

November 02, 2018

Page 14 of 45

Schedule Number **Series Title**

FI054 **Tax Supervisor's Office Files**

To provide a record of the operation of the Tax Supervisor's Office.

Series Closed: 12-31-2003

MEMO:

This series consists of reports, correspondence, journal entries, budget statements, print orders, assessment notices and tax system print-outs. In order to comply with the requirements of the revised Limitations Act, this Schedule will apply only to those records generated prior to December 31, 2003. Any records generated after this date will be covered by Schedule FI054A.

Department Retention:	2 Years
Total Retention:	5 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI054A **Tax Supervisor's Office Files**

To provide a record of the operation of the Tax Supervisor's Office.

This series consists of reports, correspondence, journal entries, budget statements, print orders, assessment notices and tax system print-outs. The records covered by this schedule date from January 1, 2004. Under By-Law 409-2005 the disposition for this series was destruction. Prior to 2004, the records generated in this series were subject to a longer retention period. However, as a result of the passage of the revised Limitations Act, the total retention period for this material has been reduced to 3 years.

Department Retention:	2 Years
Total Retention:	3 Years
Final Disposition:	Destruction <i>Archives Review</i>

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI055 **Tax Supervisor's Reference Files**

To serve as a source of information on various tax-related matters.

MEMO:

This series consists of correspondence, reports and maps. These files will become superceded/obsolete when they are no longer required on a regular basis.

Department Retention:	1 Year
Total Retention:	1 Year
Final Disposition:	Destruction

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI056.01 **Tax Register**

To provide a record of tax payments and billings.

MEMO:

Microfiche System Output.

Department Retention:	20 Years
Total Retention:	20 Years
Final Disposition:	Permanent

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



Corporate Services & Long Term Care Schedule Revenue

November 02, 2018

Page 15 of 45

Schedule Number **Series Title**

FI056.05 **Street Cross Reference Report**

To provide a cross reference between street names and roll id number.

Series Closed: 12-31-1997

MEMO:
Annual Report. System Output.

Department Retention:	10 Years
Total Retention:	10 Years
Final Disposition:	Permanent

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI056.08 **Business Tax Follow Up**

To provide a record of business tax follow up.

Series Closed: 12-31-1997

MEMO:
Record of business tax follow up, steps taken, nonthly report. May be filed in tax collector's files. System output.

Department Retention:	2 Years
Total Retention:	7 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI056.09 **Business Tax Arrears Register Year End**

To provide a record of business tax arrears.

Series Closed: 12-31-1997

MEMO:
Record of business tax arrears, monthly report, limited use. Reference only if history of account required. System output.

Department Retention:	2 Years
Total Retention:	10 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI056.10 **Collecting Agency Register**

To provide a record of business tax accounts, turned over to collection agencies.

Series Closed: 12-31-1997

MEMO:
System output.

Department Retention:	1 Year
Total Retention:	3 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



Corporate Services & Long Term Care Schedule Revenue

November 02, 2018

Page 16 of 45

Schedule Number **Series Title**

FI056.11 Credit Balance Reports

To provide maintenance on tax files.

MEMO:
Record of credit balances in business tax accounts, produced several times a year. Used to provide maintenance on tax files, ie adjustments/refunds. May be filed with tax collector's files. System output.

Department Retention: 1 Year
Total Retention: 3 Years
Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI056.16 Name Cross Reference Report

To provide a cross reference between roll number and names.

MEMO:
Annual Report. System Output.

Department Retention: 10 Years
Total Retention: 10 Years
Final Disposition: Permanent

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI056.17 Tax Adjustment Files

To provide a record of various tax adjustments.

MEMO:
This series includes both paper and electronic files related to tax adjustments posted to the Vailtech system, such as capping, deferral, NSF, penalty, rebate, refund, transferring water/telephone arrears to tax, etc. Under By-Law 409-2005, the title for this series was Batch Report.

Department Retention: 1 Year
Total Retention: 2 Years
Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI056.22 Business Tax Arrears Report (monthly)

To provide a monthly report of business tax arrears, used if system down.

Series Closed: 12-31-1997

MEMO:
System Output.

Department Retention: 1 Year
Total Retention: 1 Year
Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



Corporate Services & Long Term Care Schedule Revenue

November 02, 2018

Page 17 of 45

Schedule Number **Series Title**

FI056.24 **Tax Master File**

To provide a record of all tax information, including accounts, payments and changes.

Series Closed: 12-31-2003

MEMO:

Master File. Records are kept 2 years on line and then 5 years on tape. In order to comply with the requirements of the revised Limitations Act, this Schedule will apply only to those records generated prior to December 31,2003. Any records generated after this date will be covered by Schedule FI056.24A.

Department Retention:	2 Years
Total Retention:	7 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI056.24A **Tax Master File**

To provide a record of all tax information, including accounts, payments and changes.

Master File. Records are kept 2 years on line and then 5 years on tape. The records covered by this schedule date from January 1, 2004. Prior to 2004, the records generated in this series were subject to a longer retention period. However, as a result of the passage of the revised Limitations Act, the total retention period for this material has been reduced to 3 years.

Department Retention:	2 Years
Total Retention:	3 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI056.27 **Tax Cash Balance and Edit Report**

To provide a daily back up report of tax bill stubs.

MEMO:

Report listing tax bill stubs which is used as a daily backup report. Related to the Batch Report. System Output.

Department Retention:	1 Year
Total Retention:	2 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI057 **Transient Trader Files**

To prov. a record of firms which have pd the transient trader fee & have been issued bus. licences.

Series Closed: 12-31-1998

MEMO:

This series contains information relating to the name of the firm, date, description of billing, roll number, licence number, debits, credits and balance.

Department Retention:	3 Years
Total Retention:	5 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



Corporate Services & Long Term Care Schedule Revenue

November 02, 2018

Page 18 of 45

Schedule Number **Series Title**

FI058 **Urban Service Area Files**

To serve as a source of information regarding the establishment of urban service areas.

COPIES: Original By-Laws at City Clerk's

MEMO:

This series consists of maps, working papers, copies of urban service area by-laws. These files will become superceded/obsolete when they are no longer required on a regular basis.

Department Retention: 1 Month
Total Retention: 1 Month

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED Final Disposition: Permanent
FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED *Archives Review*

FI059 **Utilities Inspection Forms**

To maintain a record of the inspection of premises without water.

MEMO:

Used to document/justify current charges. This series contains information relating to the name of the owner/tenant, the location of the service, mailing address, date, whether domestic or commercial, the number of families, the number of rooms, details re the facilities, fixtures, etc. These forms will become superceded/obsolete when the next inspection is undertaken. Series closed in 2000.

Department Retention: 1 Year
Total Retention: 1 Year

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED Final Disposition: Destruction
FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI060 **Utility Arrears Files**

To record recovery of utility charges which are in arrears.

Series Closed: 12-31-2003

MEMO:

This series contains information relating to the details of the charges owing for telephone, water and hydro and the costs of which are added to the tax roll. In order to comply with the requirements of the revised Limitations Act, this Schedule will apply only to those records generated prior to December 31, 2003. Any records generated after this date will be covered by Schedule FI060A.

Department Retention: 2 Years
Total Retention: 7 Years

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED Final Disposition: Destruction

FI060A **Utility Arrears Files**

To record recovery of utility charges which are in arrears.

This series contains information relating to the details of the charges owing for telephone, water and hydro and the costs of which are added to the tax roll. The records covered by this schedule date from January 1, 2004. Prior to 2004, the records generated in this series were subject to a longer retention period. However, as a result of the passage of the revised Limitations Act, the total retention period for this material has been reduced to 3 years.

Department Retention: 2 Years
Total Retention: 3 Years

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED Final Disposition: Destruction



Corporate Services & Long Term Care Schedule Revenue

November 02, 2018

Page 19 of 45

Schedule Number **Series Title**

FI061.01A **Meter Reading Edits**

To expedite the correction of billing errors.

MEMO:
Microfiche. Weekly report. Also includes service charges, water deliveries & adjustments. System output. Series closed in 2000.

Department Retention: 1 Year
Total Retention: 1 Year
Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI061.02A **Billing Register**

To maintain a record of water billing.

MEMO:
Microfiche. Monthly report of all transactions. System Output. Series closed in 2000.

Department Retention: 7 Years
Total Retention: 7 Years
Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI061.03A **Service Address Report**

To maintain a comprehensive record of all premises where service is provided.

MEMO:
Microfiche. Limited Reference. System Output. Series closed in 2000.

Department Retention: 7 Years
Total Retention: 7 Years
Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI061.04A **Accepted Payment Reports**

To maintain a record of water billing payments.

MEMO:
Microfiche. Used for daily balancing. System Output. Series closed in 2000.

Department Retention: 7 Years
Total Retention: 7 Years
Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI061.05A **New Accounts Report**

To maintain a record of new accounts.

MEMO:
Microfiche. System Output. Series closed in 2000.

Department Retention: 1 Month
Total Retention: 1 Month
Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



Corporate Services & Long Term Care Schedule Revenue

November 02, 2018

Page 20 of 45

Schedule Number	Series Title
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FI061.06 **Daily Balance Forward**

To maintain a record of current outstanding balance in unpaid water bills.

MEMO:
Used to balance. System Output. Series closed in 2000.

Department Retention: 1 Year
Total Retention: 7 Years
Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI061.07A **Final Billing Report**

To maintain a record of final water billings for tenants.

MEMO:
Microfiche. System Output. Series closed in 2000.

Department Retention: 7 Years
Total Retention: 7 Years
Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI061.09 **Arrears Register**

To provide a record of water billing payments in arrears.

MEMO:
Microfiche. System Output. Series closed in 2000.

Department Retention: 7 Years
Total Retention: 7 Years
Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI061.10A **Route Service Address Reports**

To facilitate the assignment of route numbers.

MEMO:
Microfiche. System Output. These reports will become superceded/obsolete when they are no longer required on a regular basis.
Series closed in 2000.

Department Retention: 1 Month
Total Retention: 1 Month
Final Disposition: Destruction

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED
FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI061.11 **Route Lists**

To provide a record of water consumption.

MEMO:
Completed by the meter reader and then input into the system. May be referenced to verify if an input error has occurred. System Input.

Department Retention: 6 Months
Total Retention: 2 Years
Final Disposition: Destruction

FOI Designation: A - FULLY ACCESSIBLE



Corporate Services & Long Term Care Schedule Revenue

November 02, 2018

Page 21 of 45

Schedule Number **Series Title**

FI061.12 **Water Cash Stubs**

To receipt input into water system.

Series Closed: 12-31-2003

MEMO:

System Input. Under By-Law 1997-266 the retention period for this series was .5 years in the department, the total retention was 7 years, and the final disposition was destroy. In order to comply with the requirements of the revised Limitations Act, this Schedule will apply only to those records generated prior to December 31, 2003. Any records generated after this date will be covered by Schedule FI061.12A.

Department Retention:	6 Months
Total Retention:	5 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI061.12A **Water Cash Stubs**

To receipt input into water system.

System Input. Under By-Law 1997-266 the retention period for this series was .5 years in the department, the total retention was 7 years, and the final disposition was destroy. The records covered by this schedule date from January 1, 2004. Prior to 2004, the records generated in this series were subject to a longer retention period. However, as a result of the passage of the revised Limitations Act, the total retention period for this material has been reduced to 3 years.

Department Retention:	6 Months
Total Retention:	3 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI061.13 **Water Deliveries Tickets**

To maintain a record of water deliveries.

Series Closed: 12-31-2003

COPIES: Copy-Sewer & Water, Origin-Customer

MEMO:

System Input. In order to comply with the requirements of the revised Limitations Act, this Schedule will apply only to those records generated prior to December 31, 2003. Any records generated after this date will be covered by Schedule FI061.13A.

Department Retention:	1 Year
Total Retention:	7 Years
Final Disposition:	Destruction

FOI Designation: A - FULLY ACCESSIBLE

FI061.13A **Water Deliveries Tickets**

To maintain a record of water deliveries.

Copy-Sewer & Water, Origin-Customer

System Input. The records covered by this schedule date from January 1, 2004. Prior to 2004, the records generated in this series were subject to a longer retention period. However, as a result of the passage of the revised Limitations Act, the total retention period for this material has been reduced to 5 years.

Department Retention:	1 Year
Total Retention:	5 Years
Final Disposition:	Destruction

FOI Designation: A - FULLY ACCESSIBLE



Corporate Services & Long Term Care Schedule Revenue

November 02, 2018

Page 22 of 45

Schedule Number **Series Title**

FI061.14 **Water Reading Cards**

To maintain a record of water meter readings by homeowners.

MEMO:
System Input.

Department Retention:	6 Months
Total Retention:	3 Years
Final Disposition:	Destruction

FOI Designation: A - FULLY ACCESSIBLE

FI061.15 **Work Orders**

To maintain a record of authorizations to waterwks superintendent for turning water serv. on & off.

COPIES: Copy with Sewer & Water

MEMO:
System Input.

Department Retention:	1 Year
Total Retention:	1 Year
Final Disposition:	Destruction

FOI Designation: A - FULLY ACCESSIBLE

FI061.16A **Accounts Master File**

To provide a relational database which contains records of all water accounts.

Series Closed: 12-31-2003

MEMO:
Used in conjunction with the Reading Payments, Consumption and Billing History Files. Master File. Retained on line for 7 years. Regular backups made. In order to comply with the requirements of the revised Limitations Act, this Schedule will apply only to those records generated prior to December 31, 2003. Any records generated after this date will be covered by Schedule FI061.16AA.

Department Retention:	7 Years
Total Retention:	7 Years
Final Disposition:	Destruction

FOI Designation: A - FULLY ACCESSIBLE

FI061.16AA **Accounts Master File**

To provide a relational database which contains records of all water accounts.

Used in conjunction with the Reading Payments, Consumption and Billing History Files. Master File. Retained on line for 3 years. Regular backups made. The records covered by this schedule date from January 1, 2004. Prior to 2004, the records generated in this series were subject to a longer retention period. However, as a result of the passage of the revised Limitations Act, the total retention period for this material has been reduced to 3 years.

Department Retention:	3 Years
Total Retention:	3 Years
Final Disposition:	Destruction

FOI Designation: A - FULLY ACCESSIBLE



Corporate Services & Long Term Care Schedule Revenue

November 02, 2018

Page 23 of 45

Schedule Number **Series Title**

FI061.16B **Readings File**

To provide a record of meter readings.

MEMO:
Master File. The information in this file will become superseded/obsolete unless there is legal action pending regarding a given account in arrears. Series closed in 2000.

Department Retention: 3 Years

Total Retention: 3 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition: Destruction

FOI Designation: A - FULLY ACCESSIBLE

FI061.16C **Payments File**

To provide a record of payments of water accounts.

MEMO:
Master File. Series closed in 2000.

Department Retention: 7 Years

Total Retention: 7 Years

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

Final Disposition: Destruction

FI061.16E **Billing History**

To provide a billing history detail for accounts.

MEMO:
Includes charges, arrears and flat rates. Master File. Series closed in 2000.

Department Retention: 7 Years

Total Retention: 7 Years

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

Final Disposition: Destruction

FI062 **Water Cash Books**

To reconcile payments received by cashiers with totals processed by computer system.

MEMO:
The information contained in the records includes: date, cashiers total, accepted payment, rejected payments, date balance processed, date balance total and keypunch system total.

Department Retention: 1 Year

Total Retention: 7 Years

FOI Designation: A - FULLY ACCESSIBLE

Final Disposition: Destruction



Corporate Services & Long Term Care Schedule Revenue

November 02, 2018

Page 24 of 45

Schedule Number **Series Title**

FI063 **Weigh Scale Receipt Reports**

To provide a record of weigh scale receipts.

Series Closed: 12-31-2003

MEMO:

This series contains information relating to the name of the weighperson, the date, ticket numbers, amounts paid/charged, the amounts brought forward and totals. In order to comply with the requirements of the revised Limitations Act, this Schedule will apply only to those records generated prior to December 31, 2003. Any records generated after this date will be covered by Schedule FI063A.

Department Retention: 2 Years
Total Retention: 4 Years
Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI063A **Weigh Scale Receipt Reports**

To provide a record of weigh scale receipts.

This series contains information relating to the name of the weighperson, the date, ticket numbers, amounts paid/charged, the amounts brought forward and totals. The records covered by this schedule date from January 1, 2004. Prior to 2004, the records generated in this series were subject to a longer retention period. However, as a result of the passage of the revised Limitations Act, the total retention period for this material has been reduced to 3 years.

Department Retention: 2 Years
Total Retention: 3 Years
Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI064 **Weigh Scale Tickets**

To provide a record of weigh scale charges and payments.

Series Closed: 12-31-2003

COPIES: Transportation and Works

MEMO:

This series contains information relating to the truck or licence number, the name of the customer, the date and time, the gross weight, tare weight, net weight, description, signature of the weighmaster, signature of the driver and the ticket number. In order to comply with the requirements of the revised Limitations Act, this Schedule will apply only to those records generated prior to December 31, 2003. Any records generated after this date will be covered by Schedule FI064A.

Department Retention: 2 Years
Total Retention: 4 Years
Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



Corporate Services & Long Term Care Schedule Revenue

November 02, 2018

Page 25 of 45

Schedule Number **Series Title**

FI064A **Weigh Scale Tickets**

To provide a record of weigh scale charges and payments.

COPIES: Transportation and Works

This series contains information relating to the truck or licence number, the name of the customer, the date and time, the gross weight, tare weight, net weight, description, signature of the weighmaster, signature of the driver and the ticket number. The records covered by this schedule date from January 1, 2004. Prior to 2004, the records generated in this series were subject to a longer retention period. However, as a result of the passage of the revised Limitations Act, the total retention period for this material has been reduced to 3 years.

Department Retention:	2 Years
Total Retention:	3 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI117 **Bank Deposit Slips (cashier's copy)**

To serve as a record of deposits of payments into bank accounts.

COPIES: Another copy with Cash. Daily Rpts.

MEMO:
This series consists of carbon copies of Royal Bank deposit slips.

Department Retention:	1 Year
Total Retention:	1 Year
Final Disposition:	Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

FI120 **Depot Batch Control Sheets**

To provide a record of water and telephone payments received at depots.

MEMO:
The sheets indicate the name of the depot and the totals of the payments received. Under By-Law 56-2004, the retention period for this series was 1 year in the department, the total retention was 2 years and the final disposition was destroy.

Department Retention:	4 Months
Total Retention:	2 Years
Final Disposition:	Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

FI121 **Batch Slips**

To record revenue received from individual locations.

Series Closed: 12-31-2003

MEMO:
The slips indicate the category of revenue, i.e. transit, payphone or Parking Authority, location, amount and date. In order to comply with the requirements of the revised Limitations Act, this Schedule will apply only to those records generated prior to December 31, 2003. Any records generated after this date will be covered by Schedule FI121A.

Department Retention:	3 Years
Total Retention:	5 Years
Final Disposition:	Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY



Corporate Services & Long Term Care Schedule Revenue

November 02, 2018

Page 26 of 45

Schedule Number **Series Title**

FI121A **Batch Slips**

To record revenue received from individual locations.

The slips indicate the category of revenue, i.e. transit, payphone or Parking Authority, location, amount and date. The records covered by this schedule date from January 1, 2004. Prior to 2004, the records generated in this series were subject to a longer retention period. However, as a result of the passage of the revised Limitations Act, the total retention period for this material has been reduced to 3 years.

Department Retention:	3 Years
Total Retention:	3 Years
Final Disposition:	Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

FI122 **Batch Summaries**

To provide a record of daily entries made to cash handling system by systems.

MEMO:
This series consists of daily reports of entries keyed in.

Department Retention:	1 Year
Total Retention:	1 Year
Final Disposition:	Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

FI124 **Cash Log Sheets**

To maintain a record of cash deposits of revenue received.

MEMO:
This series consists of cash log sheets, deposit slips, adding machine tapes, journal cash sheets and vault bank delivery sheets.

Department Retention:	1 Year
Total Retention:	1 Year
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI126 **Cashier's Batch Control Sheets**

To provide a concise record of payments received by the Cashier's Section.

MEMO:
This series consists of cashier's balance sheets and cash register tapes. Under By-Law 409-2005 the department retention for this series was 1 year.

Department Retention:	6 Months
Total Retention:	3 Years
Final Disposition:	Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY



Corporate Services & Long Term Care Schedule Revenue

November 02, 2018

Page 27 of 45

Schedule Number **Series Title**

FI127 **Cashier's Daily Reports (Cashier's copy)**

To provide a daily record of payments received by the Cashier's Section.

COPIES: Originals sent to Departments

MEMO:

This series consists of the Cashiers' Office copy of break-down of payments by department, the averages or reconciled shortages and the working copy of the deposits.

Department Retention: 1 Year
Total Retention: 1 Year
Final Disposition: Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

FI133 **Depot Collection Records**

To provide a record of payments received by individual depots.

MEMO:

The records indicate the account #, the amount, whether cheque or cash and the total.

Department Retention: 1 Year
Total Retention: 3 Years
Final Disposition: Destruction

FOI Designation: A - FULLY ACCESSIBLE

FI152 **Returned Cheques Records**

To document handling of all returned cheques by the cashier's section.

MEMO:

This series consists of invoices, memoranda, journal sheets, correspondence, photocopies of NSF cheques and returned cheque ledgers.

Department Retention: 1 Year
Total Retention: 2 Years
Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI154 **Telephone Stubs**

To serve as a record of the payment of telephone bills.

Series Closed: 12-31-2003

MEMO:

This series consists of telephone stubs, adding machine tapes and batch control slips. Under By-Law 1997-266, the retention period for this series was 2 months in the department, the total retention was 84 months, and the final disposition was destroy. In order to comply with the requirements of the revised Limitations Act, this Schedule will apply only to those records generated prior to December 31, 2003. Any records generated after this date will be covered by Schedule FI154A.

Department Retention: 2 Months
Total Retention: 5 Years
Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



Corporate Services & Long Term Care Schedule Revenue

November 02, 2018

Page 28 of 45

Schedule Number Series Title

FI154A Telephone Stubs

To serve as a record of the payment of telephone bills.

This series consists of telephone stubs, adding machine tapes and batch control slips. Under By-Law 1997-266, the retention period for this series was 2 months in the department, the total retention was 84 months, and the final disposition was destroy. The records covered by this schedule date from January 1, 2004. Prior to 2004, the records generated in this series were subject to a longer retention period. However, as a result of the passage of the revised Limitations Act, the total retention period for this material has been reduced to 3 years. In the 2006 By-Law the dept. retention for this series was set at 2 years, but should have been 2 months.

Department Retention:	2 Months
Total Retention:	3 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI155 Tracers

To record the tracing of bills for which payment has been submitted without adequate documentation.

MEMO:
The tracers indicate the name of the sender, the amount of the payment, the department, the action taken, the reason and the date of the action taken, and the final date of process.

Department Retention:	1 Year
Total Retention:	2 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI156 Transit Slips

To provide a daily record of sales of transit passes.

COPIES: Transit & copy with Daily Cash. Rpt

MEMO:
The slips indicate the categories of the passes sold, the number of passes sold and the amount of money received in payment.

Department Retention:	1 Year
Total Retention:	1 Year
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI157 Transmittal Slips

To document the transmittal of funds to the Coin Room.

COPIES: Parks & Recreation Dept.

MEMO:
This series consists of transmittal slips and adding machine tapes.

Department Retention:	1 Year
Total Retention:	2 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



Corporate Services & Long Term Care Schedule Revenue

November 02, 2018

Page 29 of 45

Schedule Number	Series Title
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FI159 **Cashiers' Batch Log Numbers**

To provide a record of batch numbers assigned.

MEMO:

Series consists of a log recording the batch number assigned and to which area, telephone, tax, or water.

Department Retention: 1 Year
Total Retention: 2 Years
Final Disposition: Destruction

FOI Designation: A - FULLY ACCESSIBLE

FI160 **Cash Balancing Records**

To provide a record of the payment of taxes using cash.

MEMO:

This series includes cash receipts, tax payment listing, G. L. posting listing, accounts receivable listing, batch summary listing by type, daily cash sheets and cashier batch control sheets. This series includes paper and electronic records.

Department Retention: 1 Year
Total Retention: 2 Years
Final Disposition: Destruction

FOI Designation: A - FULLY ACCESSIBLE

FI161 **Accounts Payable Cheques Released**

To document the release of accounts payable cheques to individuals with overdue accounts.

MEMO:

This series includes photocopies of invoices and relevant correspondence.

Department Retention: 2 Years
Total Retention: 2 Years
Final Disposition: Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

FI162 **Cashier's Billing Tracers**

To document the processing of payments which require bills.

MEMO:

The billing tracer indicates the name of the party submitting the cheque, the amount of the cheque, the department, the action taken, the reason and date the action was taken and the final date of process.

Department Retention: 2 Years
Total Retention: 2 Years
Final Disposition: Destruction

FOI Designation: A - FULLY ACCESSIBLE



Corporate Services & Long Term Care Schedule Revenue

November 02, 2018

Page 30 of 45

Schedule Number **Series Title**

FI163 **Counter Receipts**

To provide a record of fee payments received by departments.

Series Closed: 12-31-2003

COPIES: Departments

MEMO:

This series includes the yellow copies of the counter receipts. The receipts indicate the total amount received, the item purchased, the date of the transaction and the customer's name. In order to comply with the requirements of the revised Limitations Act, this Schedule will apply only to those records generated prior to December 31, 2003. Any records generated after this date will be covered by Schedule FI163A.

Department Retention:	1 Year
Total Retention:	7 Years
Final Disposition:	Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

FI163A **Counter Receipts**

To provide a record of fee payments received by departments.

This series includes the yellow copies of the counter receipts. The receipts indicate the total amount received, the item purchased, the date of the transaction and the customer's name. The records covered by this schedule date from January 1, 2004. Prior to 2004, the records generated in this series were subject to a longer retention period. However, as a result of the passage of the revised Limitations Act, the total retention period for this material has been reduced to 3 years.

Department Retention:	1 Year
Total Retention:	3 Years
Final Disposition:	Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

FI164 **Journal Entries**

To document adjustments and corrections to accounts.

Series Closed: 12-31-2003

MEMO:

In order to comply with the requirements of the revised Limitations Act, this Schedule will apply only to those records generated prior to December 31, 2003. Any records generated after this date will be covered by Schedule FI164A.

Department Retention:	2 Years
Total Retention:	7 Years
Final Disposition:	Destruction

FOI Designation: A - FULLY ACCESSIBLE

FI164A **Journal Entries**

To document adjustments and corrections to accounts.

The records covered by this schedule date from January 1, 2004. Prior to 2004, the records generated in this series were subject to a longer retention period. However, as a result of the passage of the revised Limitations Act, the total retention period for this material has been reduced to 3 years.

Department Retention:	2 Years
Total Retention:	3 Years
Final Disposition:	Destruction

FOI Designation: A - FULLY ACCESSIBLE



Corporate Services & Long Term Care Schedule Revenue

November 02, 2018

Page 31 of 45

Schedule Number **Series Title**

FI165 **N.S.F. Cheques**

To maintain a record of the processing of N.S.F. cheques.

Series Closed: 12-31-2003

MEMO:

These records consist of original N.S.F. cheques, journal entries, invoices, bank statements and cashiers' memos. In order to comply with the requirements of the revised Limitations Act, this Schedule will apply only to those records generated prior to December 31, 2003. Any records generated after this date will be covered by Schedule FI165A.

Department Retention:	2 Years
Total Retention:	7 Years
Final Disposition:	Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

FI165A **N.S.F. Cheques**

To maintain a record of the processing of N.S.F. cheques.

These records consist of original N.S.F. cheques, journal entries, invoices, bank statements and cashiers' memos. The records covered by this schedule date from January 1, 2004. Prior to 2004, the records generated in this series were subject to a longer retention period. However, as a result of the passage of the revised Limitations Act, the total retention period for this material has been reduced to 3 years.

Department Retention:	2 Years
Total Retention:	3 Years
Final Disposition:	Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

FI166 **Cashier's Administration Files**

To provide a record of cashier's section operations.

Series Closed: 12-31-2003

MEMO:

This series includes bank deposit slips, staff absence and overtime reports, vacation requests, policies, voucher logs, budget statements and transaction journals, correspondence depot collection statistics, depot invoices, finance meeting minutes (copies). Employee time cards and personnel change notifications. In order to comply with the requirements of the revised Limitations Act, this Schedule will apply only to those records generated prior to December 31, 2003. Any records generated after this date will be covered by Schedule FI166A.

Department Retention:	2 Years
Total Retention:	7 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI166A **Cashier's Administration Files**

To provide a record of cashier's section operations.

This series includes bank deposit slips, staff absence and overtime reports, vacation requests, policies, voucher logs, budget statements and transaction journals, correspondence depot collection statistics, depot invoices, finance meeting minutes (copies). Employee time cards and personnel change notifications. The records covered by this schedule date from January 1, 2004. Prior to 2004, the records generated in this series were subject to a longer retention period. However, as a result of the passage of the revised Limitations Act, the total retention period for this material has been reduced to 3 years.

Department Retention:	2 Years
Total Retention:	3 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



Corporate Services & Long Term Care Schedule Revenue

November 02, 2018

Page 32 of 45

Schedule Number **Series Title**

FI168 **Refunds**

To document the payment of refunds on taxes and refunds on water.

Series Closed: 12-31-2003

MEMO:

This series includes authorities for payment, tax statements, copies of tax notices, tax system print-outs, water statements, water system printouts, correspondence and affidavits. In order to comply with the requirements of the revised Limitations Act, this Schedule will apply only to those records generated prior to December 31, 2003. Any records generated after this date will be covered by Schedule FI168A. In June 2008, water refunds were added to this schedule.

Department Retention: 2 Years
 Total Retention: 7 Years
 Final Disposition: Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

FI168A **Refunds**

To document the payment of refunds on taxes and refunds on water.

This series includes authorities for payment, tax statements, copies of tax notices, tax system print-outs, water statements, water system printouts, correspondence and affidavits. The records covered by this schedule date from January 1, 2004. Prior to 2004, the records generated in this series were subject to a longer retention period. However, as a result of the passage of the revised Limitations Act, the total retention period for this material has been reduced to 3 years. In June 2008, water refunds were added to this schedule.

Department Retention: 2 Years
 Total Retention: 3 Years
 Final Disposition: Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

FI169 **Septic Tank Grants**

To document the granting of rebates for septic tank maintenance.

Series Closed: 12-31-2003

MEMO:

This series includes applications for rebates, lists of grants, authorities for payment and correspondence. In order to comply with the requirements of the revised Limitations Act, this Schedule will apply only to those records generated prior to December 31, 2003. Any records generated after this date will be covered by Schedule FI169A.

Department Retention: 2 Years
 Total Retention: 7 Years
 Final Disposition: Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

FI169A **Septic Tank Grants**

To document the granting of rebates for septic tank maintenance.

This series includes applications for rebates, lists of grants, authorities for payment and correspondence. The records covered by this schedule date from January 1, 2004. Prior to 2004, the records generated in this series were subject to a longer retention period. However, as a result of the passage of the revised Limitations Act, the total retention period for this material has been reduced to 3 years.

Department Retention: 2 Years
 Total Retention: 3 Years
 Final Disposition: Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY



Corporate Services & Long Term Care Schedule Revenue

November 02, 2018

Page 33 of 45

Schedule Number **Series Title**

FI171 **Tax & Water Certificate Invoices and Listings**

To provide a record of the tax and water certificate billing process.

MEMO:

This series includes internal deposits, monthly invoices for lawyers, MPAC listings, municipal address changes, cancelled tax/water certificates, water certificate requests - no meter, name changes splits - not in Vailtech, tax & water certificate listings. Series description and title changed in the 2015 By-law, to reflect addition of Water Certificates (formerly FI170), and clarify what records are kept there.

Department Retention: 1 Year
Total Retention: 3 Years
Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI205 **Special Assessment Rolls**

To establish the basis for local improvement payments.

Series Closed: 12-31-2003

MEMO:

This series consists of assessment rolls which indicate the local improvement project, the total cost of the improvement, the annual payment, the owners's cost per metre, the owner's annual payment per metre, the roll number, the owner's name and mailing address, the legal description of the property, the frontage, the assessed frontage, the commutation, the annual payment and remarks. These rolls will become superceded/obsolete when the local improvement has been paid for in full. In order to comply with the requirements of the revised Limitations Act, this Schedule will apply only to those records generated prior to December 31, 2003. Any records generated after this date will be covered by Schedule FI205A.

Department Retention: 7 Years
Total Retention: 8 Years
Final Disposition: Permanent

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A - FULLY ACCESSIBLE

FI205A **Special Assessment Rolls**

To establish the basis for local improvement payments.

This series consists of assessment rolls which indicate the local improvement project, the total cost of the improvement, the annual payment, the owners's cost per metre, the owner's annual payment per metre, the roll number, the owner's name and mailing address, the legal description of the property, the frontage, the assessed frontage, the commutation, the annual payment and remarks. These rolls will become superceded/obsolete when the local improvement has been paid for in full. The records covered by this schedule date from January 1, 2004. Prior to 2004, the records generated in this series were subject to a longer retention period. However, as a result of the passage of the revised Limitations Act, the total retention period for this material has been reduced to 3 years.

Department Retention: 2 Years
Total Retention: 3 Years
Final Disposition: Permanent

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A - FULLY ACCESSIBLE

FI218 **Returned Mail - Tax and Water**

To serve as proof that a tax bill or water bill was sent out.

COPIES: Aqua System

This series consists of tax bills and water bills that have been returned to the Revenue Division.

Department Retention: 1 Year
Total Retention: 2 Years
Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



Corporate Services & Long Term Care Schedule Revenue

November 02, 2018

Page 34 of 45

Schedule Number **Series Title**

FI219 **Bank Payment Reports**

To verify the payment of water accounts.

COPIES: Electronic copy in Aqua System

This series consists of reports which indicate the customer number, trace number, customer name, amount paid and payment date.

Department Retention:	6 Months
Total Retention:	1 Year
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI227 **General Accounts Receivable Administration Files**

To maintain a record of the administration of all aspects of accounts receivable.

Series Closed: 12-31-2003

This series includes customer account files, customer follow-up, account information, refunds and internal deposits. In order to comply with the requirements of the revised Limitations Act, this Schedule will apply only to those records generated prior to December 31, 2003. Any records generated after this date will be covered by Schedule FI227A.

Department Retention:	2 Years
Total Retention:	7 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

Archives Review

FI227A **General Accounts Receivable Administration Files**

To maintain a record of the administration of all aspects of accounts receivable.

This series includes customer account files, customer follow-up, account information, refunds and internal deposits. The records covered by this schedule date from January 1, 2004. Prior to 2004, the records generated in this series were subject to a longer retention period. However, as a result of the passage of the revised Limitations Act, the total retention period for this material has been reduced to 3 years.

Department Retention:	2 Years
Total Retention:	3 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

Archives Review

FI228 **Collection Agency Register**

To provide a record of accounts submitted to collection agencies.

Series Closed: 12-31-2003

This series consists of a computer printout which indicates the identification of the debtor, the list date, the total amount owing, the principal, the interest owing, any costs, the total amount due, payments received and the status. In order to comply with the requirements of the revised Limitations Act, this Schedule will apply only to those records generated prior to December 31, 2003. Any records generated after this date will be covered by Schedule FI228A.

Department Retention:	2 Years
Total Retention:	7 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



Corporate Services & Long Term Care Schedule Revenue

November 02, 2018

Page 35 of 45

Schedule Number **Series Title**

FI228A **Collection Agency Register**

To provide a record of accounts submitted to collection agencies.

This series consists of a computer printout which indicates the identification of the debtor, the list date, the total amount owing, the principal, the interest owing, any costs, the total amount due, payments received and the status. The records covered by this schedule date from January 1, 2004. Prior to 2004, the records generated in this series were subject to a longer retention period. However, as a result of the passage of the revised Limitations Act, the total retention period for this material has been reduced to 3 years.

Department Retention:	2 Years
Total Retention:	3 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI229 **Accounts Receivable Collection Files**

To maintain a record of the collection of overdue accounts.

Series Closed: 12-31-2003

In order to comply with the requirements of the revised Limitations Act, this Schedule will apply only to those records generated prior to December 31, 2003. Any records generated after this date will be covered by Schedule FI229A.

Department Retention:	2 Years
Total Retention:	7 Years
Final Disposition:	Destruction <i>Archives Review</i>

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI229A **Accounts Receivable Collection Files**

To maintain a record of the collection of overdue accounts.

The records covered by this schedule date from January 1, 2004. Prior to 2004, the records generated in this series were subject to a longer retention period. However, as a result of the passage of the revised Limitations Act, the total retention period for this material has been reduced to 3 years.

Department Retention:	2 Years
Total Retention:	3 Years
Final Disposition:	Destruction <i>Archives Review</i>

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI230 **Accounts Receivable Write-Offs**

To document the writing off accounts receivable which are deemed to be uncollectable.

Series Closed: 12-31-2003

This series includes lists of uncollectable accounts, reports, council resolutions and bankruptcy documentation. In order to comply with the requirements of the revised Limitations Act, this Schedule will apply only to those records generated prior to December 31, 2003. Any records generated after this date will be covered by Schedule FI230A.

Department Retention:	3 Years
Total Retention:	7 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



Corporate Services & Long Term Care Schedule Revenue

November 02, 2018

Page 36 of 45

Schedule Number **Series Title**

FI230A **Accounts Receivable Write-Offs**

To document the writing off accounts receivable which are deemed to be uncollectable.

This series includes lists of uncollectable accounts, reports, council resolutions and bankruptcy documentation. The records covered by this schedule date from January 1, 2004. Prior to 2004, the records generated in this series were subject to a longer retention period. However, as a result of the passage of the revised Limitations Act, the total retention period for this material has been reduced to 3 years.

Department Retention:	3 Years
Total Retention:	3 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI231 **Accounts Receivable Customer Files**

To maintain a record of the processing of accounts receivable.

This series includes copies of invoices, copies of cheques, lists of payments, copies of receipts, correspondence and e-mail messages.

Department Retention:	2 Years
Total Retention:	7 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI232 **SAP Address Change**

To maintain a record of address changes.

This series includes envelopes marked return to sender and letters confirming address change or name change.

Department Retention:	1 Year
Total Retention:	5 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI233 **General Accounts Receivable Year-End**

To document the reconciliation of accounts receivable.

This series includes clearing account reconciliations, accounts receivable reconciliation and miscellaneous year end procedures.

Department Retention:	2 Years
Total Retention:	7 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI234 **Accounts Receivable SAP Module**

To document implementation and operation of SAP.

This series includes documentation concerning SAP training and issues.

Department Retention:	2 Years
Total Retention:	5 Years
Final Disposition:	Destruction

FOI Designation: A - FULLY ACCESSIBLE



Corporate Services & Long Term Care Schedule Revenue

November 02, 2018

Page 37 of 45

Schedule Number **Series Title**

FI268.01 **Vailtech Tax History Files**

To provide a tax history of each roll in the Vailtech system.

This is an electronic series filed by roll number which includes tax history data (e.g. assessment information, transaction summary and account balance information) of each roll in the Vailtech system from 1997.

Department Retention:	5 Years
Total Retention:	20 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI268.02 **Vailtech Source Records**

To provide source data to run the Vailtech system.

This is an electronic series filed by roll number which includes lawyer information, mortgage company information, mortgage roll information, PAP roll information, bailiff information, etc.

Department Retention:	1 Year
Total Retention:	3 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI268.03 **Vailtech Tax Bills**

To provide a record of the tax billing process.

This series is filed by roll number and is the electronic version of the Interim Bills, Final Bills, Supplementary Bills and Statements of Unpaid Taxes produced by the Vailtech system.

Department Retention:	1 Year
Total Retention:	3 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI269 **PAP Authorization Files**

To serve as a record showing that the tax/water payer agrees to pay tax/water with a pre-authorized payment plan.

This series is filed by roll number and includes authorization forms for the Pre-Authorized Payment Plan, void cheques, and bank printouts. These files will become superceded/obsolete when the plan is cancelled.

Department Retention:	1 Year
Total Retention:	1 Year
Final Disposition:	Destruction

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED
FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI270 **Tenant Protection Act Files**

To maintain a record of Tenant Protection Act related activities.

This is an electronic series that includes an Excel worksheet of properties that received notices and a Word template for notices.

Department Retention:	3 Years
Total Retention:	7 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



Corporate Services & Long Term Care Schedule Revenue

November 02, 2018

Page 38 of 45

Schedule Number **Series Title**

FI274 **Tax Rebates & Deferrals**

To serve as a record of tax rebates and deferrals.

This series includes administration files pertaining to vacancy, charitable and new construction rebate programs as well as the senior/disabled tax deferral program. Prior to 2001, this material was filed with FI012.

Department Retention:	2 Years
Total Retention:	7 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI275 **Revenue Manager's Office Files**

To document revenue operations.

This series includes correspondence, memoranda, reports, collection statistics, assessment correspondence, billing material, annual budget reports, studies and human resource material. Prior to 1999, this material was filed with FI046, FI047 and FI048

Department Retention:	3 Years
Total Retention:	7 Years
Final Disposition:	Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

Archives Review

FI283 **Court Reporters/Monitors Tapes**

To provide a verbatim record of all proceedings in Provincial Offences Court.

Series Closed: 12-31-2015

MEMO:

This series consists of tapes used to provide a recording of all proceedings in the Provincial Offences Court. They are organized by the reporters' name and chronologically.

Previously, this series was designated as CM120 in the City Manager's Office.

This series was previously designated CO007, until 2010 when the Provincial Offences Division was transferred from the Corporate Services Department to the new Finance & Corporate Services Department. At that time, the Division name was also changed to Court Services from Provincial Offences.

The Court Services Division is now a section under the Revenue Division of the Finance & Corporate Services Department. As a result of this change and because Schedules/Series in TRIM are grouped by Division and not Section, under the 2013 By-law, the owner location of this series became Revenue rather than Court Services.

This series closed under the 2016 By-law.

Department Retention:	2 Years
Total Retention:	7 Years
Final Disposition:	Destruction

FOI Designation: A - FULLY ACCESSIBLE



Corporate Services & Long Term Care Schedule Revenue

November 02, 2018

Page 39 of 45

Schedule Number **Series Title**

FI284 **Court Reporters/Monitors Notes**

To assist in using and understanding court reporters tapes.

Series Closed: 12-31-2015

COPIES: copies only

MEMO:

This series consists of photocopies from court reporters' notebooks. Contents include criminal information. Previously, this series was designated as CM121 in the City Manager's Office. This series was previously designated CO008, until 2010 when the Provincial Offences Division was transferred from the Corporate Services Department to the new Finance & Corporate Services Department. At that time, the Division name was also changed to Court Services from Provincial Offences.

The Court Services Division is now a section under the Revenue Division of the Finance & Corporate Services Department. As a result of this change and because Schedules/Series in TRIM are grouped by Division and not Section, under the 2013 By-law, the owner location of this series became Revenue rather than Court Services.

This series closed under the 2016 By-law.

Department Retention: 2 Years
Total Retention: 7 Years
Final Disposition: Destruction

FOI Designation: A - FULLY ACCESSIBLE

FI285 **Dockets**

To document court proceedings.

MEMO:

This series consists of court dockets indicating the date, court time and the names of the Justice of the Peace, Court Reporter, Crown Attorney and Municipal Prosecutors. Includes POA, By-law, Out of Town, VIP, PT, MRN and MTO. Data collected includes; Line number, information number, year number, age or date of birth, court, application type, date of offence or arrest, defendant's name, offence description, action, plea, find, and court action.

Previously, this series was designated as CM122 in the City Manager's Office. This series was previously designated CO009, until 2010 when the Provincial Offences Division was transferred from the Corporate Services Department to the new Finance & Corporate Services Department. At that time, the Division name was also changed to Court Services from Provincial Offences.

The Court Services Division is now a section under the Revenue Division of the Finance & Corporate Services Department. As a result of this change and because Schedules/Series in TRIM are grouped by Division and not Section, under the 2013 By-law, the owner location of this series became Revenue rather than Court Services. The total retention for this series was also changed from 3 years to 7 years under the 2013 By-Law.

Department Retention: 2 Years
Total Retention: 7 Years
Final Disposition: Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY



Corporate Services & Long Term Care Schedule Revenue

November 02, 2018

Page 40 of 45

Schedule Number **Series Title**

FI287 **License Suspension Files**

To maintain a record of drivers' license suspensions.

Series Closed: 12-31-2015

MEMO:

This series contains information, tickets and notices of trial.

Previously, this series was designated as CM124 in the City Manager's Office. This series was previously designated CO011, until 2010 when the Provincial Offences Division was transferred from the Corporate Services Department to the new Finance & Corporate Services Department. At that time, the Division name was also changed to Court Services from Provincial Offences. The Court Services Division is now a section under the Revenue Division of the Finance & Corporate Services Department. As a result of this change and because Schedules/Series in TRIM are grouped by Division and not Section, under the 2013 By-law, the owner location of this series became Revenue rather than Court Services. The total retention for this series was also changed from 10 years to 7 years under the 2013 By-law.

This series closed under the 2016 By-law. Records now filed under J08.

Department Retention: 2 Years
Total Retention: 7 Years
Final Disposition: Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

FI288 **Batch Files - General**

To provide a record of paid tickets.

MEMO:

Previously, this series was designated as CM125 in the City Manager's Office. Under By-Law 56-2004 the retention period for this series was 1 year in the department, the total retention was 7 years, the final disposition was destroy and the series title was Batch Files. This series was previously designated CO012, until 2010 when the Provincial Offences Division was transferred from the Corporate Services Department to the new Finance & Corporate Services Department. At that time, the Division name was also changed to Court Services from Provincial Offences.

The Court Services Division is now a section under the Revenue Division of the Finance & Corporate Services Department. As a result of this change and because Schedules/Series in TRIM are grouped by Division and not Section, under the 2013 By-law, the owner location of this series became Revenue rather than Court Services. The department retention for this series was also changed from 1 year to 2 years under the 2013 By-Law.

Department Retention: 2 Years
Total Retention: 3 Years
Final Disposition: Destruction

FOI Designation: A - FULLY ACCESSIBLE



Corporate Services & Long Term Care Schedule Revenue

November 02, 2018

Page 41 of 45

Schedule Number **Series Title**

FI289 **Write-off Files**

To document the payment of fines for which the penalty has been written off.

MEMO:
This series contains computer print-outs and some tickets.
Previously, this series was designated as CM126 in the City Manager's Office. This series was previously designated CO013, until 2010 when the Provincial Offences Division was transferred from the Corporate Services Department to the new Finance & Corporate Services Department. At that time, the Division name was also changed to Court Services from Provincial Offences.

The Court Services Division is now a section under the Revenue Division of the Finance & Corporate Services Department. As a result of this change and because Schedules/Series in TRIM are grouped by Division and not Section, under the 2013 By-law, the owner location of this series became Revenue rather than Court Services.

Department Retention: 2 Years
Total Retention: 7 Years
Final Disposition: Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

FI290 **WIG/FTR Reports**

To maintain a record of unpaid tickets which are now ready for conviction.

MEMO:
This series contains WIG (Walk in Guilty) and FTR (Failed to Respond) dockets for payments 45 days overdue. The report indicates the line number, information number, age or date of birth, court application type, badge number, agency number, defendant's name, offence description, action, plea, find and court action. Includes certificates requesting conviction from Parking Authority.
Previously, this series was designated as CM127 in the City Manager's Office. This series was previously designated CO014, until 2010 when the Provincial Offences Division was transferred from the Corporate Services Department to the new Finance & Corporate Services Department. At that time, the Division name was also changed to Court Services from Provincial Offences.

The Court Services Division is now a section under the Revenue Division of the Finance & Corporate Services Department. As a result of this change and because Schedules/Series in TRIM are grouped by Division and not Section, under the 2013 By-law, the owner location of this series became Revenue rather than Court Services. The department retention was also changed from 1 year to 2 years under the 2013 By-Law.

Total retention changed from 3 years to 7 years under the 2016 By-law.

Department Retention: 2 Years
Total Retention: 7 Years
Final Disposition: Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY



Corporate Services & Long Term Care Schedule Revenue

November 02, 2018

Page 42 of 45

Schedule Number	Series Title
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FI291.02 RICO 0230 - Daily Bank Deposit/ Receipts Held Listing

To provide a daily record of all bank deposits and receipts held.

Series Closed: 12-31-2015

MEMO:
This series consists of a report which lists the transaction number, case, defendant's name, payment amount and the category of payment. The report also includes a summary of the deposits and receipts held. Previously, this series was designated as CM128.02 in the City Manager's Office. This series was previously designated CO015.02, until 2010 when the Provincial Offences Division was transferred from the Corporate Services Department to the new Finance & Corporate Services Department. At that time, the Division name was also changed to Court Services from Provincial Offences.

The Court Services Division is now a section under the Revenue Division of the Finance & Corporate Services Department. As a result of this change and because Schedules/Series in TRIM are grouped by Division and not Section, under the 2013 By-law, the owner location of this series became Revenue rather than Court Services.

This series closed under the 2016 By-law. Records now filed under J08.

Department Retention:	2 Years
Total Retention:	7 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI291.15 RICO 2000 - Daily Cash Receipts Journal

To provide a record of daily cash receipts.

Series Closed: 12-31-2015

MEMO:
This series consists of a report which indicates the transaction number, the description, the account number, the amount posted, the authority, the amount of the receipt, the bank deposit and the receipt classification. Previously, this series was designated as CM128.15 in the City Manager's Office. In May 2008 the department retention of this series was changed from 2 years to 1 year. This series was previously designated CO015.15, until 2010 when the Provincial Offences Division was transferred from the Corporate Services Department to the new Finance & Corporate Services Department. At that time, the Division name was also changed to Court Services from Provincial Offences.

The Court Services Division is now a section under the Revenue Division of the Finance & Corporate Services Department. As a result of this change and because Schedules/Series in TRIM are grouped by Division and not Section, under the 2013 By-law, the owner location of this series became Revenue rather than Court Services. The department retention was changed from 1 year to 2 years under the 2013 By-law.

This series closed under the 2016 By-law. Records now filed under J08.

Department Retention:	2 Years
Total Retention:	7 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



Corporate Services & Long Term Care Schedule Revenue

November 02, 2018

Page 43 of 45

Schedule Number **Series Title**

FI291.29 **RICO 1004 - Revenue Analysis (Month End)**

To provide a monthly analysis of all revenue.

Series Closed: 12-31-2015

MEMO:

This series consists of a report which indicates the revenue source, the non-accounts receivable deposits, the accounts receivable deposits, the amount of the deposits, the amount of the returns, the amount of the bank memos and the grand totals. Previously, this series was designated as CM128.29 in the City Manager's Office. In May 2008 the department retention of this series was changed from 2 years to 1 year. This series was previously designated CO015.29, until 2010 when the Provincial Offences Division was transferred from the Corporate Services Department to the new Finance & Corporate Services Department. At that time, the Division name was also changed to Court Services from Provincial Offences.

The Court Services Division is now a section under the Revenue Division of the Finance & Corporate Services Department. As a result of this change and because Schedules/Series in TRIM are grouped by Division and not Section, under the 2013 By-law, the owner location of this series became Revenue rather than Court Services. The department retention for this series was changed from 1 year to 2 years under the 2013 By-Law.

This series closed under the 2016 By-law. Records now filed under J08.

Department Retention: 2 Years
Total Retention: 7 Years
Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

FI292 **Security Video Tapes**

To provide a photographic record of activity at entrances to Court Services Office.

MEMO:

This series consists of video tapes. After a total retention period of 30 days, these video tapes are to be erased for re-use. Previously, this series was designated as CM129 in the City Manager's Office. This series was previously designated CO016, until 2010 when the Provincial Offences Division was transferred from the Corporate Services Department to the new Finance & Corporate Services Department. At that time, the Division name was also changed to Court Services from Provincial Offences.

The Court Services Division is now a section under the Revenue Division of the Finance & Corporate Services Department. As a result of this change and because Schedules/Series in TRIM are grouped by Division and not Section, under the 2013 By-law, the owner location of this series became Revenue rather than Court Services and the name in the purpose was changed from POA Office to Court Services Office.

Department Retention: 1 Month
Total Retention: 1 Month
Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



Corporate Services & Long Term Care Schedule Revenue

November 02, 2018

Page 44 of 45

Schedule Number **Series Title**

FI293 **Batch Files - Exceptions**

To serve as a record of specific categories of paid tickets.

This series includes documentation relating to charges such as careless driving, accidents, all information Part 3's, fisheries and appeals. Information collected includes: name, address, birth date, age, drivers license number etc. Users: POA Staff Individuals in Bank: Citizens with Provincial Offences Official Responsible: Manager, POA This series was previously designated CO082, until 2010 when the Provincial Offences Division was transferred from the Corporate Services Department to the new Finance & Corporate Services Department. At that time, the Division name was also changed to Court Services from Provincial Offences. The Court Services Division is now a section under the Revenue Division of the Finance & Corporate Services Department. As a result of this change and because Schedules/Series in TRIM are grouped by Division and not Section, under the 2013 By-law, the owner location of this series became Revenue rather than Court Services. Also, under the 2013 By-Law, the department retention was changed from 1 year to 2 years.

Department Retention:	2 Years
Total Retention:	7 Years
Final Disposition:	Destruction

FOI Designation: PIB - PERSONAL INFORMATION BANK

FI294 **Court Services Manager's Office Files**

To serve as a record of the administration of the Court Services Office.

This series includes correspondence with the Ministry of the Attorney-General, complaints responses and memoranda to staff. These records will become superceded/obsolete when they are no longer referred to on a regular basis. This series was previously designated CO084, until 2010 when the Provincial Offences Division was transferred from the Corporate Services Department to the new Finance & Corporate Services Department. At that time, the Division name was also changed to Court Services from Provincial Offences. The Court Services Division is now a section under the Revenue Division of the Finance & Corporate Services Department. As a result of this change and because Schedules/Series in TRIM are grouped by Division and not Section, under the 2013 By-law, the owner location of this series became Revenue rather than Court Services. Also, under the 2013 By-Law, the department retention was changed from 1 year to 2 years. the name of the office was changed in the purpose from POA Office to Court Services Office and the title was changed to Court Services Manager's Office Files from POA Manager's Office Files.

Department Retention:	2 Years
Total Retention:	5 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition: Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

Archives Review

FI295 **Municipal Prosecutor's Files**

To maintain a record of the operation of the Municipal Prosecutor's Office.

This series includes correspondence from enforcement agencies, responses to lawyers' offices re charges/pleas and case law documentation. This series was previously designated CO085, until 2010 when the Provincial Offences Division was transferred from the Corporate Services Department to the new Finance & Corporate Services Department. At that time, the Division name was also changed to Court Services from Provincial Offences.

The Court Services Division is now a section under the Revenue Division of the Finance & Corporate Services Department. As a result of this change and because Schedules/Series in TRIM are grouped by Division and not Section, under the 2013 By-law, the owner location of this series became Revenue rather than Court Services.

Department Retention:	1 Year
Total Retention:	5 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

Archives Review



Corporate Services & Long Term Care Schedule Revenue

November 02, 2018

Page 45 of 45

Schedule Number **Series Title**

FI296 **Court Services General Files**

To serve as a record of the provincial offences function.

This series includes enforcement agency correspondence, justice of the peace correspondence and case law documentation. These records will become superceded/obsolete when they are no longer referred to on a regular basis. This series was previously designated CO086, until 2010 when the Provincial Offences Division was transferred from the Corporate Services Department to the new Finance & Corporate Services Department. At that time, the Division name was also changed to Court Services from Provincial Offences.

The Court Services Division is now a section under the Revenue Division of the Finance & Corporate Services Department. As a result of this change and because Schedules/Series in TRIM are grouped by Division and not Section, under the 2013 By-law, the owner location of this series became Revenue rather than Court Services. Also, under the 2013 By-Law, the department retention was changed from 1 year to 2 years and the name of the office was changed in the title from POA Office to Court Services Office.

Department Retention: 2 Years
Total Retention: 5 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED Final Disposition: Destruction
FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED *Archives Review*

FI306 **Corporate Credit Card Files**

To document purchases made on corporate credit cards.

This series includes credit card statements and copies of bills and expense reports related to credit card purchases. Under the 2013 By-Law, the departmental retention was changed from 1 year to 2 years at the request of the Records Committee.

Department Retention: 2 Years
Total Retention: 7 Years
Final Disposition: Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

FI307 **Property Tax and Water Credit Programs**

To establish a basis for home owning low-income seniors and low-income persons with disabilities to claim property and water tax credits under the city program.

This series includes completed application forms, notices of assessment, notices of reassessment, proof of receipt of an increment paid under the Guaranteed Income Supplement, proof of receipt of assistance paid under the Ontario Disability Support Program Act, proof of receipt of assistance paid under the Canada Pension Plan. Program approved by Council under Section 319 of the Municipal Act. See Corporate Report 2011.149. Information collected includes: completed application forms, Notice of Assessment or Notice of Reassessment for all property owners and their spouses, Seniors - Proof of receipt of an increment paid under the Guaranteed Income Supplement, Persons with Disabilities - proof of receipt of assistance paid under the Ontario Disability Support Program Act or proof of receipt of assistance paid under the Canada Pension Plan. Users: Tax Analyst, Revenue Clerks, Water Analysts, Collection Clerks, Individuals in Bank: Homeowners making claims and their spouses, Official Responsible: Tax Analyst

Department Retention: 2 Years
Total Retention: 3 Years
Final Disposition: Destruction

FOI Designation: PIB - PERSONAL INFORMATION BANK