

Clause No. 13 in Report No. 12 of the Committee of the Whole was adopted, without amendment, by the Council of The Regional Municipality of York at its meeting held on June 26, 2014.

## **13**

### **RECORDS RETENTION BYLAW**

**Committee of the Whole recommends adoption of the recommendation contained in the following report dated June 5, 2014 from the Commissioner of Corporate Services:**

#### **1. RECOMMENDATION**

It is recommended that:

1. Council approve the amendments set out in *Attachment 1* to this report and enact a revised bylaw to incorporate these amendments.

#### **2. PURPOSE**

This report seeks Council approval for the enactment of a revised Records Retention Bylaw for the Region's electronic and paper records.

#### **3. BACKGROUND**

##### **The Region has almost 200 million records**

In May 2010, Council enacted Bylaw No. 2010-36. This bylaw sets out the periods for the retention and disposition of Regional records. Since then, there have been a number of changes to the Region's information, business and legislative environment. The new Records Retention Bylaw will respond to these changes and reflect the Region's current records and information infrastructure. This will assist staff in managing almost 200 million Regional electronic (147 million) and paper (44 million) records that do not reside in databases and other structured repositories, as of December 31, 2013.

### **The Region has a legislated responsibility to retain, preserve and destroy its records**

The *Municipal Act, 2001* (“the Act”) provides that a municipality shall retain and preserve its records in a secure and accessible manner. The *Act* also provides that a record of the municipality may be destroyed if a retention period for the record has been established and the retention period has expired or the record is a copy of the original record. Municipalities are authorized to establish retention periods for their records, with the approval of their auditor. The Region has passed a number of Records Retention Bylaws over the years to meet its responsibilities.

#### **4. ANALYSIS AND OPTIONS**

The Region is required to maintain the Records Retention Bylaw to reflect changes to legislation and operational requirements. The new Records Retention Bylaw brings the Region up to date with many changes that have taken place since the Bylaw was last updated in 2010.

#### **The proposed updates to the Records Retention Bylaw are routine**

The proposed bylaw contains the following routine updates:

- Thirteen new codes to accommodate new records being created in the areas of risk management, bylaw administration and the Committee of the Whole
- Thirty-two changes to the retention period for records to comply with legislation and operational needs. For instance, many housing financial records will now be kept for seven years instead of six years to comply with a new *Housing Services Act*. A new retention period for the management of client trust accounts is required under the *Long Term Care Homes Act*
- Twelve title changes to reflect current terminology. As an example, the code “Freedom of Information Requests” has been changed to “Access Requests & Privacy Investigations” to reflect current terminology
- Eight codes closed, as records are no longer being created in these codes
- Ten changes from event based to current year retention periods on matters such as roads maintenance, immunization, forestry and employee benefits to facilitate the more efficient management of records
- Four changes to codes in matters such as public health research, forestry and Regional greening strategies to make them subject to archival review as they contain significant statistical data that researchers may want to access in the future

A copy of the proposed retention schedule, with the various classification codes that would be included in the bylaw, is listed as *Attachment 1* to this report. As per the *Municipal Act, 2001*, the bylaw will come into force upon receiving the approval of the external Auditor appointed by Council.

### **Link to key Council-approved plans**

The proposed Records Retention Bylaw supports the Vision of Engaged Communities and a Responsive Region by preserving the Region's public record and providing cost-effective service and accountability based on information contained in Regional records.

The proposed Records Retention Bylaw also supports the goal of strengthening organizational capacity, as per the York Region 2011 to 2015 Strategic Plan by increasing efficiency through accurate classification of corporate records. This in turn aids in the retrieval of information and the disposal of records that have met the designated retention period.

## **5. FINANCIAL IMPLICATIONS**

There are no financial implications resulting from the adoption of this report.

## **6. LOCAL MUNICIPAL IMPACT**

There is no impact on the local municipalities.

## **7. CONCLUSION**

The new Records Retention Bylaw is required to ensure that the Region's current legal, financial, operational and historical needs are met. It is an important tool in maintaining accountability and managing the Region's electronic and paper records so that information is readily available to those who require it and is destroyed when it is no longer needed. The effective management of information is one of the keys to efficient service delivery.


For more information on the report, please contact Penny Clayson, Corporate Manager of Information Asset Management at Ext. 71703.

The Senior Management Group has reviewed this report.

*Attachment (1)*

Series Code	Column 1 Category of Record	Column 2 Retention Period (in years)
<b>A</b>	<b>Administration</b>	
A00	Administration – General	C+1
A01	Vendors and Suppliers	C+1
A02	Office/Audio Visual Equipment	T+1 T=equipment disposed of
A03	Courier/Mail/Postage	C+1
A04	Information Technology Hardware, Software and Administration	T+3* T=hardware and/or software migrated, subject to final disposition
A05	Information Management Programs	C+5*
A06	Memberships	C+1*
A07	Media	C+1*
A08	Internal News	C+1*
A09	Speeches/Presentations	C+2*
A10	Graphics standards	S*
A11	Travel and Accommodations	C+1
A12	Conventions/Conferences/Events	C+1*
A13	Meetings – Internal	C+6*
A14	Security	C+4
A15	Promotions	C+1*


**Codes:** C – Current year P – Permanent S – Until superseded T – Termination of an event \* – Archival review

 Records Series subject to legislated retention period

**Note:** gaps in sequence indicate obsolete codes.  indicates closed code containing permanent records

Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
A16	Publications	C+1*
A17	Emergency Planning	C+5*
A18	Organization	S*
A19	Emergency Recovery and Response Records	T+3* T=situation resolved
A20	Printing Services	C+1
A21	Strategic Planning	T+10* T=active until end of plan date
A22	Consultants	C+5
A23	Information Lifecycle Management	P
A24	Access Requests & Privacy Investigations	T+2 T=file closed
A25	Supplies and Services	C+6
A26	Certificates of Insurance	P
A27	Communication Systems	C+1
A28	Realty Services	C+6*
A30	Information Technology Services Requests	C+2
A31	Inquiries and Complaints	C+1
A32	Meetings – External	C+6*
A33	Disaster Recovery Management	S*
A34	Quality Assurance/Control/Performance Measurement	C+6*
A35	Customer Service	C+6

**Codes:** C – Current year P – Permanent S – Until superseded T – Termination of an event \* – Archival review

 Records Series subject to legislated retention period

**Note:** gaps in sequence indicate obsolete codes.  indicates closed code containing permanent records

<b>Series Code</b>	<b>Column 1</b>	<b>Column 2</b>
	<b>Category of Record</b>	<b>Retention Period (in years)</b>
A36	Information Technology Projects	T+3* T=project completed
A37	Daily Activity Information	C+3
A38	Risk Management & Mitigation Assessment	C+6
A39	Lost and Found	C+1
A40	Medical & Protective Equipment Maintenance <sup>Ⓜ</sup>	T+10 T=End of Equipment Life/Sold
<b>C</b>	<b>Client Services</b>	
C00	Client Services – General	C+1
C02	Social Assistance Program <sup>Ⓜ</sup>	C+5*
C04	Early Intervention Services of York Region Program	C+5*
C05	Housing Services Program	C+5*
C06	Purchase of Child Care Service Program	C+5*
C07	Community Investments Program	C+5*
C08	Housing Applications <sup>Ⓜ</sup>	T+7 T=file closed
C09	Long Term Care Program	C+5*
C10	Communicable Disease Outbreak Investigations	T+40* T=signoff by investigating professional
C11	Public Health Services Programs <sup>Ⓜ</sup>	C+5*

Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
C12	Social Housing – Technical	T+38 T=project completed
C14	Emergency Shelter – Client Records	T+7 T=file closed
C15	Mass Immunization – Client Records	C+5
C17	Adult Day – Client Records	T+7 T=file closed
C18	Seniors Community Programs	C+5*
C19	Housing Tenant – Client Records	T T=file closed
C20	Health Protection Inspection and Investigations <sup>Ⓜ</sup>	T+6 T=end of investigation
C21	Plumbing Licensing <sup>Ⓜ</sup> – Licences granted, denied or revoked up to December 31, 2003 – Licences granted, denied or revoked after December 31, 2003	T+7 T+3 T=date licence granted, denied or revoked
C23	Intervention and Support Services Program	C+5*
C24	Housing Past Tenant – Client Records	T+7 T=file closed
C25	Assistive Devices	C+5*
C26	Social Housing Program <sup>Ⓜ</sup>	C+23*
C27	Housing Services – Building and Property Maintenance <sup>Ⓜ</sup>	T+25 T=completion of work
C28	Health Protection Programs	C+5*

**Codes:** C – Current year P – Permanent S – Until superseded T – Termination of an event \* – Archival review

<sup>Ⓜ</sup> Records Series subject to legislated retention period

**Note:** gaps in sequence indicate obsolete codes. ■ indicates closed code containing permanent records

Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
C29	Tuberculosis – Client Records <sup>Ⓜ</sup> – Screening result positive	T+40 T=sign off by nurse
C30	Reportable Diseases, Long Term – Client Records <sup>Ⓜ</sup>	T+1 T=client deceased or 89 <sup>th</sup> birthday
C35	Reportable Diseases, Short Term – Client Records <sup>Ⓜ</sup>	T+40 T=file closed
C36	Rabies – Client Records	T+6 T=file closed
C37	Dental – Client Records <sup>Ⓜ</sup>	T+10 T=file closed or 18 <sup>th</sup> birthday + 10 years for minors
C38	Vision/Hearing/Speech Tests <sup>Ⓜ</sup>	T+6 T=file closed
C39	Homemakers and Nurses Services – Client Records <sup>Ⓜ</sup>	T+7 T=file closed
C40	Housing Services – Unit Maintenance Records <sup>Ⓜ</sup>	T+25 T=completion of work
C41	Enhanced Funding Daycare Records <sup>Ⓜ</sup>	T+2 T=expiry of funding
C42	Domiciliary Hostel – Client Records <sup>Ⓜ</sup>	T+7 T=file closed
C44	Family Health – Client Records	T+10 T=file closed or 18 <sup>th</sup> birthday + 10 yrs for minors



Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
C46	Immunization Class Lists	C
C47	Adult Immunization – Client Records	T+6 T=file closed
C48	Fixed Premises – Health Inspections <sup>Ⓜ</sup>	T+6 T=premises closed
C50	Child Immunization – Client Records	C+28
C51	Community Services and Housing Statistical Information <sup>Ⓜ</sup>	C+6
C52	Long Term Care – Client Records <sup>Ⓜ</sup>	T+10 T= resident discharged or deceased from home
C55	Intervention and Support Services – Client Records	T+7 T=file closed
C56	Alternative Community Living – Client Records	T+7 T=file closed
C57	Personal Emergency Response System – Client Records	T+7 T=file closed
C58	Early Intervention – Client Records	T+10 T=18 <sup>th</sup> birthday
C61	Social Assistance – Client Records <sup>Ⓜ</sup>	T+7 T=file closed
C62	Purchase of Services for Child Care – Client Records <sup>Ⓜ</sup>	T+7 T=file closed
C63	Child Care – Agency Services <sup>Ⓜ</sup>	T+7 T=end of contract
C64	Immunization Records Information System (IRIS) Program – Client Records <sup>Ⓜ</sup>	C+28
C65	Emergency Medical Services (E.M.S.)	C+6*

Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
C66	Emergency Medical Services – Incident Reports	C+6
C67	Tobacco Enforcement Investigations <sup>Ⓜ</sup>	T+7 T=end of investigation
C68	Research, Evaluation & Studies	C+10*
C69	Tobacco Enforcement Program <sup>Ⓜ</sup>	C+5*
C70	Fixed Premises – Tobacco Enforcement <sup>Ⓜ</sup>	T+7 T=premise closed
C71	Rent Supplement Program – Client Records <sup>Ⓜ</sup>	T+23 T=file closed
C72	Ambulance Call Reports (ACR)	C+5
C73	Family Support – Client Records <sup>Ⓜ</sup>	T+30 T=file closed
C74	Vaccine Storage and Handling Inspections <sup>Ⓜ</sup>	C+9
C75	Accessibility Program <sup>Ⓜ</sup>	C+9*
C76	Medication Dispensing Logs <sup>Ⓜ</sup>	C+4
C77	Disease Testing – Prevention & Control	C+10
<b>D</b>	<b>Development</b>	
D00	Development – General	C+1
D01	Demography	S*
D02	Employment	S*
D03	Housing	S*
D04	Environment	S*


**Codes:** C – Current year P – Permanent S – Until superseded T – Termination of an event \* – Archival review

<sup>Ⓜ</sup> Records Series subject to legislated retention period

**Note:** gaps in sequence indicate obsolete codes. <sup>■</sup> indicates closed code containing permanent records

<b>Series Code</b>	<b>Column 1</b>	<b>Column 2</b>
	<b>Category of Record</b>	<b>Retention Period (in years)</b>
D05	Official Plans – Region	S*
D06	Official Plans – Local Municipalities	S*
D07	Subdivision Plans	P*
D08	Condominium Plans	P*
D09	Site Plans	P*
D10	Variances	C+9*
D11	Severances	C+9*
D12	Zoning	S*
D13	Regional Office Building and Property Development	P*
D14	Adjacent Municipalities	S
D15	Services	S
D16	Easements	P*
D17	Encroachments	P*
D18	Consents	P*
D19	Engineering Drawings	P*
D20	Economic Development	C+4*
D21	Human Services	C+5*
D22	Growth Management	C+10*
D23	Geomatics Program	C+6*
D24	Geomatics Projects	P*
<b>E</b>	<b>Environmental Services</b>	

**Codes:** C – Current year P – Permanent S – Until superseded T – Termination of an event \* – Archival review

 Records Series subject to legislated retention period

**Note:** gaps in sequence indicate obsolete codes.  indicates closed code containing permanent records

Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
E00	Environmental Services – General	C+1
E01	Environmental Studies <sup>Ⓜ</sup>	P*
E02	Regional Forests <sup>Ⓜ</sup>	C+15*
E03	Water Quality <sup>Ⓜ</sup>	C+15*
E04	Water Quantity <sup>Ⓜ</sup>	C+15*
E05	Private Water	C+10*
E06	Single Family Dwellings – Sites	P*■
E07	Urban Forestry <sup>Ⓜ</sup>	C+15*
E09	Environmental Management System <sup>Ⓜ</sup>	C+5
E10	Waste Management Facilities	T+3 T=closure of facility
E11	Waste Management Research	C+9
E12	Industrial/Commercial/Institutional – Sites	P*
E13	Waste Management and Facilities – Planning, Design and Construction	T+7* T=closure of facility
E14	Waste Management Facilities and Programs – Operation	T+7 T=closure of facility
E15	Environmental Spills	P*
E16	Greening Strategy Program <sup>Ⓜ</sup>	C+5*
E17	Energy Management	C+9
E18	Environmental Enforcement (Compliance) Program <sup>Ⓜ</sup>	C+6
E19	Drinking Water Source Protection Compliance <sup>Ⓜ</sup>	T+15*

Series Code	Column 1	Column 2
	<b>Category of Record</b>	<b>Retention Period (in years)</b>
<b>F</b>	<b>Finance</b>	
F00	Finance – General	C+1
F01	Accounts Payable <sup>Ⓜ</sup>	C+7
F02	Cheques <sup>Ⓜ</sup>	C+7
F03	Payment Receipts <sup>Ⓜ</sup>	C+7
F04	Accounts Receivable <sup>Ⓜ</sup>	C+7
F05	Journal Vouchers <sup>Ⓜ</sup>	C+7
F06	Employee Expenses <sup>Ⓜ</sup>	C+7
F07	Payroll <sup>Ⓜ</sup>	C+7
F08	Budgets, Estimates and Forecasts <sup>Ⓜ</sup>	C+7
F09	Banking <sup>Ⓜ</sup>	C+7
F10	Levies	P
F11	Regional Development Charges	P
F12	Subsidies <sup>Ⓜ</sup>	C+7
F13	Debentures	T+6* T=audit completed for year debenture matured
F14	Capital Expenditures <sup>Ⓜ</sup>	P*
F15	Interim Ledgers, Registers, Journals <sup>Ⓜ</sup>	C+7*
F16	Interim Financial Reporting <sup>Ⓜ</sup>	C+7*
F17	Audits and Auditing <sup>Ⓜ</sup>	C+7

**Codes:** C – Current year P – Permanent S – Until superseded T – Termination of an event \* – Archival review  
<sup>Ⓜ</sup> Records Series subject to legislated retention period

**Note:** gaps in sequence indicate obsolete codes. "■" indicates closed code containing permanent records

Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
F18	Tangible Capital Assets Accounting <sup>Ⓜ</sup>	T+6* T=disposal of asset
F19	Quotations and Tenders <sup>Ⓜ</sup>	C+7
F20	Taxation <sup>Ⓜ</sup>	C+7*
F21	Chargebacks <sup>Ⓜ</sup>	C+7
F22	Investments	T+7 T=audit completed for year investment matured
F23	Long Term Care – Client Trust Accounting <sup>Ⓜ</sup>	C+7
F24	CINOT/OW/CPHSS Claim Forms	T+2 T=claim settled or withdrawn
F25	Finance – Studies	C+9*
F26	Property Assessment	C+5
F27	Credit Rating Agencies/Corporate Credit Rating	C+5
F28	Housing Services – Financial Records	C+7
F29	Transit Media	C+2
F30	Social Assistance – Income Reporting Statements <sup>Ⓜ</sup>	T+7 T=end of provincial fiscal year (March 31 <sup>st</sup> )

**Codes:** C – Current year P – Permanent S – Until superseded T – Termination of an event \* – Archival review

<sup>Ⓜ</sup> Records Series subject to legislated retention period

**Note:** gaps in sequence indicate obsolete codes. "■" indicates closed code containing permanent records

Series Code	Column 1	Column 2
	<b>Category of Record</b>	<b>Retention Period (in years)</b>
F31	Business Plan and Budget	P*
F32	Year End Ledgers, Registers, Journals	P*
F33	Year End Financial Statements	P*
<b>H</b>	<b>Human Resources</b>	
H00	Human Resources – General	C+1
H01	Employee Records <sup>Ⓜ</sup>	T+7 T=termination of employment
H02	Recruitment	C+3
H03	Job Evaluation/Pay Administration	S+5*
H04	Employee Benefits Programs	C+5
H05	Corporate Learning and Development	C+4
H06	Labour Relations	C+49*
H08	Attendance and Scheduling	C+6
H09	Health and Safety – General	C+6*
H10	Pension	P
H12	Health and Safety Accidents <sup>Ⓜ</sup>	T+50* T=file closed
H13	Pension Statements	S
H14	Pensions – General	C+1

<b>Series Code</b>	<b>Column 1</b>	<b>Column 2</b>
	<b>Category of Record</b>	<b>Retention Period (in years)</b>
H15	Disability Management <sup>☞</sup>	T+50 T=file closed
H16	Employment Applications	3 months after last action
H17	Labour Relations – General	C+9
H18	Protective Equipment Fitting & Testing	C+10
<b>L</b>	<b>Legal</b>	
L00	Legal – General	C+1
L01	Contracts/Agreements <sup>☞</sup> – Contracts or agreements entered into or completed up to December 31, 2003 – Contracts or agreements entered into after December 31, 2003	T+7*  T+3* T=completion of contract or agreement plus warranty period
L02	Deeds/Easements/Agreements	P*
L03	Claims by York Region	T+1 T=deadline to appeal or discharge of lien

**Codes:** C – Current year P – Permanent S – Until superseded T – Termination of an event \* – Archival review

<sup>☞</sup> Records Series subject to legislated retention period

**Note:** gaps in sequence indicate obsolete codes. "■" indicates closed code containing permanent records



Series Code	Column 1	Column 2
	<b>Category of Record</b>	<b>Retention Period (in years)</b>
L04	Claims against York Region <sup>12</sup>	
	<u>Actual Claims</u>	
	– Claims commenced up to December 31, 2003	T+1
	– Claims commenced after December 31, 2003	T+1
	<u>Note 1:</u> If claim includes infant claimant represented by Litigation Guardian, this standard retention applies	T=claim settled or withdrawn
	<u>Note 2:</u> If claim includes infant claimant and	
	– Injury/complaint occurred up to December 31, 2003	T+6
	– Injury/complaint occurred after December 31, 2003	T+2
		T=18 <sup>th</sup> birthday
	<u>Potential Claims</u>	
	– Injury/complaint occurred before December 31, 2003 but no action commenced	T+7
	– Injury/complaint occurred after December 31, 2003 but no action commenced	T+3
		T=date injury or damage allegedly sustained
	<u>Note:</u> If potential claim includes infant claimant and	
	– Injury/complaint occurred before December 31, 2003	T+6
	– Injury/complaint occurred after December 31, 2003	T+3
		T=18 <sup>th</sup> birthday

**Codes:** C – Current year P – Permanent S – Until superseded T – Termination of an event \* – Archival review

<sup>12</sup> Records Series subject to legislated retention period

**Note:** gaps in sequence indicate obsolete codes. ■ indicates closed code containing permanent records

Series Code	Column 1	Column 2
	<b>Category of Record</b>	<b>Retention Period (in years)</b>
L05	<p>Claims by/against Police<sup>Ⓜ</sup></p> <p><u>Actual Claims</u></p> <ul style="list-style-type: none"> <li>– Claims commenced up to December 31, 2003</li> <li>– Claims commenced after December 31, 2003</li> </ul> <p><u>Note 1:</u> If claim includes infant claimant represented by Litigation Guardian, this standard retention applies</p> <p><u>Note 2:</u> If claim includes infant claimant and</p> <ul style="list-style-type: none"> <li>– Injury/complaint occurred up to December 31, 2003</li> <li>– Injury/complaint occurred after December 31, 2003</li> </ul> <hr/> <p><u>Potential Claims</u></p> <ul style="list-style-type: none"> <li>– Injury/complaint occurred up to December 31, 2003 but no action commenced</li> <li>– Injury/complaint occurred after December 31, 2003 but no action commenced</li> </ul> <p><u>Note:</u> If potential claim includes infant claimant and</p> <ul style="list-style-type: none"> <li>– Injury/complaint occurred up to December 31, 2003</li> <li>– Injury/complaint occurred after December 31, 2003</li> </ul>	<p>T+1</p> <p>T+1</p> <p>T=claim settled or withdrawn</p> <p>T+6</p> <p>T+2</p> <p>T=18<sup>th</sup> birthday</p> <hr/> <p>T+7</p> <p>T+3</p> <p>T=date injury or damage allegedly sustained</p> <p>T+6</p> <p>T+3</p> <p>T=18<sup>th</sup> birthday</p>
L06	<p>Eligibility Review Investigations</p> <ul style="list-style-type: none"> <li>- Investigations</li> <li>- Unfounded allegations</li> </ul>	<p>T+10</p> <p>T+1</p> <p>T=end of investigation, destruction not before end of provincial fiscal year (March 31<sup>st</sup>)</p>
L07	<p>Hearings/Proceedings<sup>Ⓜ</sup></p> <ul style="list-style-type: none"> <li>– Proceedings commenced up to December 31, 2003</li> <li>– Proceedings commenced after December 31, 2003</li> </ul>	<p>T+1*</p> <p>T+3*</p> <p>T=date matter resolved by agreement or court order</p>

**Codes:** C – Current year P – Permanent S – Until superseded T – Termination of an event \* – Archival review

<sup>Ⓜ</sup> Records Series subject to legislated retention period

**Note:** gaps in sequence indicate obsolete codes. ■ indicates closed code containing permanent records

Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
L08	Prosecutions <sup>Ⓜ</sup> – Prosecutions commenced up to December 31, 2003 – Prosecutions commenced after December 31, 2003	T+1* T+3* T=case completed and, if applicable, fine paid
L09	Precedents	S*
L11	Licences <sup>Ⓜ</sup> – Licences granted, denied or revoked up to December 31, 2003 – Licences granted, denied or revoked after December 31, 2003	T+7 T+3 T=date licence granted, denied or revoked
L12	Real Property – Land Acquisitions <sup>Ⓜ</sup> – Land acquired up to December 31, 2003 – Land acquired after December 31, 2003	T+7* T+3* T=date of acquisition (date transfer/deed is registered)
L13	Legal Advice – Permanent Matters	P*
L14	Property Leases and Licences <sup>Ⓜ</sup> – Contract completed or licences granted, denied or revoked up to December 31, 2003 – Contract completed or licences granted, denied or revoked after December 31, 2003	T+7 T+3 T=date licence granted, denied or revoked

**Codes:** C – Current year P – Permanent S – Until superseded T – Termination of an event \* – Archival review

<sup>Ⓜ</sup> Records Series subject to legislated retention period

**Note:** gaps in sequence indicate obsolete codes. "■" indicates closed code containing permanent records

Series Code	Column 1	Column 2
	<b>Category of Record</b>	<b>Retention Period (in years)</b>
L15	<p>Claims – General<sup>Ⓜ</sup></p> <p><u>Actual Claims</u></p> <ul style="list-style-type: none"> <li>– Claims commenced up to December 31, 2003</li> <li>– Claims commenced after December 31, 2003</li> </ul> <p><u>Note 1:</u> If claim includes infant claimant represented by Litigation Guardian, this standard retention applies</p> <p><u>Note 2:</u> If claim includes infant claimant and</p> <ul style="list-style-type: none"> <li>– Injury/complaint occurred up to December 31, 2003</li> <li>– Injury/complaint occurred after December 31, 2003</li> </ul> <hr/> <p><u>Potential Claims</u></p> <ul style="list-style-type: none"> <li>– Injury/complaint occurred up to December 31, 2003 but no action commenced</li> <li>– Injury/complaint occurred after December 31, 2003 but no action commenced</li> </ul> <p><u>Note:</u> If potential claim includes infant claimant <b>and</b></p> <ul style="list-style-type: none"> <li>– Injury/complaint occurred up to December 31, 2003</li> <li>– Injury/complaint occurred after December 31, 2003</li> </ul>	<p>T+1</p> <p>T+1</p> <p>T=claim settled or withdrawn</p> <p>T+6</p> <p>T+2</p> <p>T=18<sup>th</sup> birthday</p> <hr/> <p>T+7</p> <p>T+2</p> <p>T=date injury or damage allegedly sustained</p> <p>T+6</p> <p>T+2</p> <p>T=18<sup>th</sup> birthday</p>
L17	<p>Real Property Disposition<sup>Ⓜ</sup></p> <ul style="list-style-type: none"> <li>– Property disposed of up to December 31, 2003</li> <li>– Property disposed of after December 31, 2003</li> </ul>	<p>T+7*</p> <p>T+3*</p> <p>T=date transfer/deed is registered</p>
L18	<p>POA – Certificates of Offence – Parts I and II (Non-Accident-related)</p>	<p>T+3</p> <p>T=case completed and, if applicable, fine paid</p>

**Codes:** C – Current year P – Permanent S – Until superseded T – Termination of an event \* – Archival review

<sup>Ⓜ</sup> Records Series subject to legislated retention period

**Note:** gaps in sequence indicate obsolete codes. "■" indicates closed code containing permanent records

Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
L19	POA – Certificates of Offence – Part I (Accident-related)	T+7 T=case completed and, if applicable, fine paid
L20	POA – Certificates of Offence – Part III - “Informations”	T+7 T=case completed and, if applicable, fine paid
L21	POA – Certificates Requesting Conviction - Parking Infractions	T+7 T=case completed and, if applicable, fine paid
L22	POA – Certificate Control Lists	P
L23	POA – Court Docket Books	C+3
L24	POA – Management Reports	P
L25	POA – Preliminary Enforcement Reports	P
L26	POA – Purge Reports	P
L27	POA – Court Tapes – Proceedings	C+7
L28	POA – Court Tapes – Intake	P
L29	POA – Sign-in Logs	C+6
L30	POA – Exhibits	T+40 days T=case completed and, if applicable, fine paid
L31	POA – Search Warrants	C+7
L32	POA – Disclosure Requests	T+7
L33	Housing – Internal Review Records	T+7
L34	Legal Counsel – General Matters	T+25

Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
L35	Enforcement Logs	C+15
<b>P</b>	<b>Policy</b>	
P00	Policy – General	C+1
P01	Policies, Procedures, Guidelines	P*
P02	Communications to Council	C+2*
P03	Council Minutes and Agendas	P*
P04	Finance and Administration Committee	P*
P05	Health and Social Services Committee	P*■
P06	Transportation and Works Committee	P*■
P07	Planning and Economic Development Committee	P*
P08	9–1–1 Operating Committee	P*■
P09	Ad Hoc Committees	P*
P10	By-laws – Region	P*
P11	By-laws – Other Municipalities	C+5
P12	Provincial Legislation	C+5
P13	Federal Legislation	C+5
P14	Accessibility Advisory Committee	P*
P15	Federal – Ministries/Agencies	C+2

Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
P16	Provincial – Ministries/Agencies	C+2
P17	Municipalities – Local	C+2
P18	Municipalities – Other	C+2
P19	Local Boards/Commissions/Authorities	C+2*
P20	Rapid Transit Public/Private Partnership Steering Committee	P*■
P21	Joint Committees	P*
P22	Economic Development Committee	P*■
P23	York Region Rapid Transit Corporation	P*
P24	Intergovernmental Affairs Committee	P*■
P25	Official Plan Steering Committee	P*■
P26	Water and Wastewater Task Force	P*■
P27	Solid Waste Management Committee	P*■
P28	Housing Committee	P*■
P29	Audit Committee	P*
P30	Region of York Housing Corp.	P*■
P31	Fire Services Committee	P*■
P32	Solid Waste Management Public Liaison Committee	P*■
P33	No Smoking By-Law Task Force	P*■
P34	Transit Committee	P*■
P35	York Region Homelessness Task Force	P*■
P36	Health and Emergency Medical Services Committee	P*■

**Codes:** C – Current year P – Permanent S – Until superseded T – Termination of an event \* – Archival review

■ Records Series subject to legislated retention period

**Note:** gaps in sequence indicate obsolete codes. ■ indicates closed code containing permanent records

Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
P37	Community Services and Housing Committee	P*■
P38	York Regional Housing Corporation	P*■
P39	Housing York Inc.	P*
P40	Joint Board of Management of the York Region Courts	P*
P41	Community and Health Services Committee	P*
P42	Environmental Services Committee	P*
P43	Transportation Services Committee	P*
P44	Human Services Planning Board of York Region	P*
P45	Police Services Board (Meetings)	P*
P46	Committee of the Whole	P*
<b>Transportation</b>		
T00	Transportation – General	C+1
T01	Transportation – Studies	C+9*
T02	Roads – Design and Planning	T+7* T=completion of contract or agreement plus warranty period
T03	Roads – Construction	T+7* T=completion of contract or agreement plus warranty period




<b>Series Code</b>	<b>Column 1</b>	<b>Column 2</b>
	<b>Category of Record</b>	<b>Retention Period (in years)</b>
T04	Roads – Maintenance	C+9
T05	Signs – General	C+4
T06	Vehicles and Equipment	T+3 T=vehicles and/or equipment disposed of
T07	Illumination	T+6 T=equipment disposed of
T08	Transit	C+5*
T09	Traffic	C+5
T10	Motor Vehicle Collision Reports	C+10
T11	Road Closures	C+1
T12	Design and Quantity Calculations	T+7* T=completion of contract or agreement plus warranty period
T13	Approvals, Design and Planning	T+7* T=completion of contract or agreement plus warranty period
T14	Traffic Control Signals	T+6 T=equipment replaced or disposed of
T15	Traffic Control Devices – Other	T+6 T=equipment replaced or disposed of

Series Code	Column 1	Column 2
	<b>Category of Record</b>	<b>Retention Period (in years)</b>
T16	Traffic Design	T+7* T=project completed
T17	Signs – Inventory	C+7
T18	Transit Stops/Shelters	S
T19	Traffic Control Signals – Legal Drawings	P*
T20	Culvert, Storm Sewer and Drainage	P*
T21	Road Assumptions/Transfers	P*
T22	York Region Transit (YRT) Specialized	T+5 T=applicant deceased
T23	York Region Transit (YRT) Conventional	C+5
<b>W</b>	<b>Works</b>	
W00	Works – General	C+1
W01	Water Works <sup>Ⓜ</sup>	P*
W02	Wastewater <sup>Ⓜ</sup>	P*
W03	Approvals – Water and Waste Water <sup>Ⓜ</sup>	P*
W05	Utilities	S
W06	Toxicology	C+4*
W07	Air Quality <sup>Ⓜ</sup>	P*
W10	Office Building and Property Maintenance <sup>Ⓜ</sup>	C+5
W11	Radio Systems	S

---

**Codes:** C – Current year P – Permanent S – Until superseded T – Termination of an event \* – Archival review

 Records Series subject to legislated retention period

**Note:** gaps in sequence indicate obsolete codes. "■" indicates closed code containing permanent records