

THE REGIONAL MUNICIPALITY OF YORK

BILL NO. 38

BY-LAW NO. 2010-36

A by-law to establish retention periods
for records of The Regional Municipality of York

WHEREAS subsection 254(1) of the *Municipal Act, 2001* (the “Act”) provides that a municipality shall retain and preserve its records in a secure and accessible manner;

AND WHEREAS subsection 255(3) of the Act provides that a municipality may, subject to the approval of the municipal auditor, establish retention periods during which its records must be retained and preserved;

AND WHEREAS subsection 255(2) of the Act provides that a municipality’s records may be destroyed if a retention period for the record has been established and the retention period has expired.

NOW THEREFORE the Council of The Regional Municipality of York hereby enacts as follows:

1. In this by-law,

- (a) “archival record” means a record of enduring historic value that is permanently maintained;
- (b) “Manager, Corporate RIM” means the Manager of Corporate Records and Information Management for The Regional Municipality of York, or his or her designate;
- (c) “record” means any record of information however recorded, whether in printed form, on film, by electronic means or otherwise, and includes:
 - i correspondence, a memorandum, a book, a plan, a map, a drawing, a diagram, a pictorial or graphic work, a photograph, a film, a microfilm, a sound recording, a videotape, a machine readable record, any other documentary material, regardless of physical form or characteristics, and any copy thereof, and
 - ii subject to any regulations made under the *Municipal Freedom of Information and Protection of Privacy Act*, any record that is capable of being produced from a machine readable record under the control of the Regional Corporation by means of computer hardware and software or any other information storage equipment ordinarily used by the Regional Corporation;
- (d) “responsible department” means the office or department with primary responsibility for retaining a record;
- (e) “retention schedule” means the schedule prescribing retention periods for records as set out in Schedule “A” to this by-law;

- (f) “signing authority” means the department head or Commissioner of the responsible department, or his or her designate; and
 - (g) “transitory record” means a record having only temporary value and which is not required to be retained to meet statutory obligations, set policy, establish guidelines or procedures, certify a transaction, become a receipt or provide evidence of legal, financial, operational or other decisions of the Regional Corporation, including a record that is:
 - i. created or retained solely for convenience of reference;
 - ii. of insignificant value in documenting the business transactions of the Regional Corporation such as routine phone, email or text messages;
 - iii. required solely for the completion of a routine activity, or the preparation of another record;
 - iv. not related to the business of the Regional Corporation;
 - v. not an integral part of a Regional Corporation record;
 - vi. a miscellaneous notice or memorandum of a minor administrative nature;
 - vii. a copy of a record retained only for distribution or convenience, such as a copy of an internal communication, including a copy of meeting materials;
 - viii. a copy of a record unless such copy has been annotated to reflect significant input;
 - ix. a publication, telephone directory, catalogue, pamphlet or periodical that does not form part of any other record;
 - x. unsolicited advertising information;
 - xi. a preliminary draft of a letter, memorandum or report, or informal notes that do not represent significant steps in the preparation of a final document, including working papers;
 - xii. a tape or notes from a meeting for which the minutes or reports have been adopted or finalized;
 - xiii. a datafile back-up created solely for the purpose of restoring data;
 - xiv. a datafile created solely for the purpose of systems testing; or
 - xv. stored on a compact disk or other portable digital storage device and which meets the definition of a transitory record as defined in this by-law.
2. Transitory records may be destroyed at any time without being classified pursuant to subsection 9(a) of this by-law. Where a record is destroyed upon expiry of the retention period described in Schedule “A”, the corresponding transitory record shall also be destroyed.
3. For the purposes of audit compliance, transitory records entered into the Region Corporation’s automated file tracking system (Versatile Enterprise) are records to the extent that documentation of their destruction is required.

4. Any record in a category set out in Column 1 of Schedule “A” shall be retained for the period set out opposite such category in Column 2 and may thereafter be destroyed.
5. The Manager, Corporate RIM shall determine the appropriate systems for the classification of records, taking into account the legal, financial, operational and historical values of each record, and shall:
 - (a) monitor the retention schedule and ensure that the schedule complies with all legislative requirements;
 - (b) make such periodic adjustments as are required to ensure that terminology is kept up-to-date with current usage where such adjustments do not affect the retention period of any record; and
 - (c) in determining the retention period for any record, consult with the signing authorities and the following Regional officers: the Regional Clerk, the Regional Auditor, the Director of Information Technology Services, the Risk and Insurance Manager and the Regional Solicitor.
6. Where any record may be destroyed under this by-law, the following procedure shall apply:
 - (a) where the record has been retained in the custody of the responsible department, the signing authority shall notify the Manager, Corporate RIM in writing of the scheduled destruction of the record, including the scheduled destruction date, and identify the record to be destroyed; and
 - (b) where the record has been retained in the custody of the office of the Regional Clerk, the Manager, Corporate RIM shall notify the signing authority in writing of the scheduled destruction of the record, including the scheduled destruction date, and identify the record to be destroyed.
7. Where a notice has been provided under subsection 6(a) or 6(b) of this by-law:
 - (a) the signing authority shall notify the Manager, Corporate RIM in writing, before the scheduled destruction date, if in his or her opinion any record included in the notice should be retained for a further period, and the rationale for further retention; and
 - (b) if, in the opinion of the Manager, Corporate RIM, circumstances warrant retention of the record for a further period, the destruction of the record shall be postponed for up to one year and for such further periods as may be determined by the Manager, Corporate RIM, in consultation with the signing authority.
8. Where no notice is received under subsection 6(a) or 6(b) of this by-law before the scheduled destruction date, the record shall be deemed to be authorized for destruction.

9. The following principles shall govern the destruction of records:

- (a) no record shall be destroyed unless first classified according to Schedule “A” of this by-law;
- (b) all records shall be destroyed in a manner that preserves the confidentiality of any information contained in such records; and
- (c) any record pertaining to pending or actual litigation or investigation or a request under any privacy legislation shall not be destroyed until such record is no longer required for such purpose.

10. The Manager, Corporate RIM shall:

- (a) ensure that all reasonable measures are implemented to promote the preservation, security and destruction of records in accordance with this by-law and any legislative requirements;
- (b) ensure that reasonable measures are implemented to protect the Regional Corporation's records from inadvertent destruction or damage, taking into account the nature of the record to be protected, including the creation of new classification codes and retention periods pending Council approval; and
- (c) when any record is deemed to be of archival significance, ensure that such record is transferred to the custody and control of the Regional Archives.

11. This by-law shall come into force upon receiving the approval of the Auditor appointed by Regional Council.

12. Schedule “A” shall form part of this by-law.

13. By-law No. A-0381-2006-062 is hereby repealed.

ENACTED AND PASSED this 20th day of May, 2010.

Denis Kelly
Regional Clerk

Regional Chair

Authorized by Clause 10, Report 5 of the Finance and Administration Committee, adopted by Regional Council at its meeting on May 20, 2010.

Approved by KPMG, Auditor for The Regional Municipality of York, this day
of , 2010.

Per: _____

(name and title)

Schedule “A”

Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
A	Administration	
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	Records Management Program	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*
A16	Publications	C+1*

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

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)
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	S*
A22	Consultants	C+5
A23	Records Disposition	P*
A24	Freedom of Information Requests	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*
A29	Records Management Operations	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
A36	Information Technology Projects	T+3* T=project completed

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Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
A37	Daily Activity Information	C+3
C	Client Services	
C00	Client Services – General	C+1
C02	Social Assistance	C+5*
C04	Early Intervention Services of York Region	C+5*
C05	Housing Services Program	C+5*
C06	Purchase of Child Care Service	C+5*
C07	Community Investments Program	C+5*
C08	Housing Applications	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	C+5*
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
C16	Dental Care	C+6*

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Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
C17	Adult Day – Client Records	T+7 T=file closed
C18	Adult Day Program	C+5*
C19	Housing Tenant – Client Records	T T=file closed
C20	Health Protection Inspection and Investigations	T+6 T=end of investigation
C21	Plumbing Licensing – 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	C+23*
C27	Housing Services – Building and Property Maintenance	T+25 T=completion of work
C28	Health Protection Programs	C+4*
C29	Tuberculosis – Client Records – Screening result positive – Screening result negative	T+40 T+2 T=sign off by nurse
C30	Reportable Diseases, Long Term – Client Records	T+1 T=client deceased or 89 th birthday

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Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
C32	Leprosy – Client Records – Screening result positive – Screening result negative	T+40 T+2 T=sign off by nurse
C35	Reportable Diseases, Short Term – Client Records	T+40 T=file closed
C36	Rabies – Client Records	T+6 T=file closed
C37	Dental – Client Records	T+10 T=file closed or 18 th b-day + 10 yrs for minors
C38	Vision/Hearing/Speech Tests	T+6 T=file closed
C39	Homemakers and Nurses Services – Client Records	T+7 T=file closed
C40	Housing Services – Unit Maintenance Records	T+25 T=completion of work
C41	Enhanced Funding Daycare Records	T+2 T=expiry of funding
C42	Domiciliary Hostel – Client Records	T+7 T=file closed
C44	Family Health – Client Records	T+10 T=file closed or 18 th b-day + 10 yrs for minors
C46	Immunization Class Lists	C
C47	Adult Immunization – Client Records	T+6 T=file closed

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Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
C48	Fixed Premises – Health Inspections	T+6 T=premises closed
C50	Child Immunization – Client Records	T+10 T=18 th b–day
C51	Community Services and Housing Statistical Information	C+6
C52	Long Term Care – Client Records – Resident discharged – Resident deceased	T+20 T+5 T= resident discharged or deceased
C53	Alternative Community Living Program	C+5*
C54	Personal Emergency Response System	C+5
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 th b–day
C61	Social Assistance – Client Records	T+7 T=file closed
C62	Purchase of Services for Child Care – Client Records	T+7 T=file closed
C63	Children Centres – Client Records	T+7 T=file closed

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Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
C64	IRIS Program – Client Records	T+10 T=18 th b–day
C65	Emergency Medical Services (E.M.S.)	C+6*
C66	Emergency Medical Services – Incident Reports	C+6
C67	Tobacco Enforcement Investigations	T+7 T=end of investigation
C68	Health Services – Studies	C+5
C69	Tobacco Enforcement Program	C+5*
C70	Fixed Premises – Tobacco Enforcement	T+7 T=premise closed
C71	Rent Supplement Program – Client Records	T+23 T=file closed
C72	Ambulance Call Reports (ACR)	C+4
C73	Family Support – Client Records	T+30 T=file closed
C74	Vaccine Storage and Handling Inspections	C+9
C75	Accessibility Program	C+9*
C76	Medication Dispensing Logs	C+4
D	Development	
D00	Development – General	C+1
D01	Demography	S*
D02	Employment	S*

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Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
D03	Housing	S*
D04	Environment	S*
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*

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Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
D24	Geomatics Projects	p*
E	Environmental Services	
E00	Environmental Services – General	C+1
E01	Environmental Studies	p*
E02	Trees and Regional Forests	S
E03	Water Quality	C+10*
E04	Water Quantity	C+10*
E05	Private Water	C+10*
E06	Single Family Dwellings – Sites	p*■
E07	Forestry Management Program	C+5
E09	Environmental Management System	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	C+5
E17	Energy Management	C+9

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Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
E18	Environmental Enforcement (Compliance) Program	C+6
F	Finance	
F00	Finance – General	C+1
F01	Accounts Payable	C+6
F02	Cheques	C+6
F03	Payment Receipts	C+6
F04	Accounts Receivable	C+6
F05	Journal Vouchers	C+6
F06	Employee Expenses	C+6
F07	Payroll	C+6
F08	Budgets, Estimates and Forecasts	C+6
F09	Banking	C+6
F10	Levies	P
F11	Regional Development Charges	P
F12	Subsidies	C+6
F13	Debentures	T+6* T=audit completed for year debenture matured
F14	Capital Expenditures	P*
F15	Ledgers, Registers, Journals	P*
F16	Financial Statements	P*
F17	Audits and Auditing	C+6*

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Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
F18	Tangible Capital Assets Accounting	T+6* T=disposal of asset
F19	Quotations and Tenders	C+6
F20	Taxation	C+6*
F21	Chargebacks	C+6
F22	Investments	T+7 T=audit completed for year investment matured
F23	Long Term Care – Client Trust Accounting – Discharged Residents – Deceased Residents	T+20 T+5 T= resident discharged or deceased
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	T+7 T=end of provincial fiscal year (March 31 st)

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Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
F31	Business Plan and Budget	P*
H	Human Resources	
H00	Human Resources – General	C+1
H01	Employee Records	T+7 T=termination of employment
H02	Recruitment	C+3
H03	Job Evaluation/Pay Administration	S+5*
H04	Benefits – General	S+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	T+50* T=file closed
H13	Pension Statements	S
H14	Pensions – General	C+1
H15	Disability Management	T+50 T=file closed
H16	Employment Applications	3 months after last action

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Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
H17	Labour Relations – General	C+9
L	Legal	
L00	Legal – General	C+1
L01	Contracts/Agreements	
	– Contracts or agreements entered into or completed up to December 31, 2003	T+7*
	– Contracts or agreements entered into after December 31, 2003	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

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Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
L04	Claims against York Region	
	<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 th 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+2
		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+2
		T=18 th birthday

Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
L05	Claims by/against Police <u>Actual Claims</u> – Claims commenced up to December 31, 2003 – Claims commenced after December 31, 2003 <u>Note 1:</u> If claim includes infant claimant represented by Litigation Guardian, this standard retention applies <u>Note 2:</u> If claim includes infant claimant and – Injury/complaint occurred up to December 31, 2003 – Injury/complaint occurred after December 31, 2003 <u>Potential Claims</u> – Injury/complaint occurred up to December 31, 2003 but no action commenced – Injury/complaint occurred after December 31, 2003 but no action commenced <u>Note:</u> If potential claim includes infant claimant and – Injury/complaint occurred up to December 31, 2003 – Injury/complaint occurred after December 31, 2003	T+1 T+1 T=claim settled or withdrawn T+6 T+2 T=18th birthday T+7 T+2 T=date injury or damage allegedly sustained T+6 T+2 T=18th birthday
L06	Eligibility Review Investigations - Investigations - Unfounded allegations	T+10 T+1 T=end of investigation, destruction not before end of provincial fiscal year (March 31st)
L07	Hearings/Proceedings – Proceedings commenced up to December 31, 2003 – Proceedings commenced after December 31, 2003	T+1* T+3* T=date matter resolved by agreement or court order

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Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
L08	Prosecutions – 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*
L10	Orders and Judgements	P*
L11	Licences – 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 – 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 – General	P*
L14	Property Leases and Licences – 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

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Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
L15	Claims – General	
	<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 th birthday
	<u>Potential Claims</u>	
	– Injury/complaint occurred up to December 31, 2003 but no action commenced	T+7
	– Injury/complaint occurred after December 31, 2003 but no action commenced	T+2
		T=date injury or damage allegedly sustained
	<u>Note:</u> If potential 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 th birthday

Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
L16	Claims By/Against Emergency Medical Services	
	<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 th birthday
	<u>Potential Claims</u>	
	– Injury/complaint occurred up to December 31, 2003 but no action commenced	T+7
	– Injury/complaint occurred after December 31, 2003 but no action commenced	T+2
		T=date injury or damage allegedly sustained
	<u>Note:</u> If potential 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 th birthday
L17	Real Property Disposition	
	– Property disposed of up to December 31, 2003	T+7*
	– Property disposed of after December 31, 2003	T+3*
		T=date transfer/deed is registered
L18	POA – Certificates of Offence – Parts I and II (Non-Accident-related)	T+3
		T=case completed and, if applicable, fine paid
L19	POA – Certificates of Offence – Part I (Accident-related)	T+7
		T=case completed and, if applicable, fine paid

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Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
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
P	Policy	
P00	Policy – General	C+1
P01	Policies, Procedures, Guidelines	P*
P02	Communications to Council	C+2*

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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)
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	S
P12	Provincial Legislation	S*
P13	Federal Legislation	S*
P14	Accessibility Advisory Committee	P*
P15	Federal – Ministries/Agencies	C+2
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 (Rapidco)	P*

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Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
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*■
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*

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Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
P43	Transportation Services Committee	P*
P44	Human Services Planning Board of York Region	P*
T	Transportation	
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
T04	Roads – Maintenance	T+6 T=project completed
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

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Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
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
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
W	Works	
W00	Works – General	C+1

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Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
W01	Water Works	P*
W02	Wastewater	P*
W03	Approvals – Water and Waste Water	P*
W05	Utilities	S
W06	Toxicology	C+4*
W07	Air Quality	P*
W10	Office Building and Property Maintenance	C+5
W11	Radio Systems	S

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