

THE REGIONAL MUNICIPALITY OF YORK

BILL NO. 63

BY-LAW NO. A-0381-2006-062

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) “Corporate Records and Information Manager” means the Corporate Records and Information Manager for The Regional Municipality of York or his or her designate;
- (b) “record” means information however recorded or stored, whether in printed form, on film, by electronic means or otherwise, and includes documents, financial statements, minutes, accounts, correspondence, memoranda, plans, maps, drawings, photographs and films;
- (c) “responsible department” means the office or department with primary responsibility for retaining a record;
- (d) “retention schedule” means the schedule prescribing retention periods for records as set out in Schedule “A” to this by-law;
- (e) “signing authority” means the department head or Commissioner of the responsible department, or his or her designate; and
- (f) “transitory record” means a record, including an e-mail, voice mail or text message, having only temporary value and which is not required 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 for the Regional Corporation, including a record that is:
 - i. retained solely for convenience of reference;

- ii. of insignificant value in documenting the business transactions of the Regional Corporation;
 - 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 record;
 - vi. a miscellaneous notice or memorandum of a minor administrative nature;
 - vii. a duplicate copy of a document such as a report or memorandum, retained only for distribution or convenience;
 - 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. one of a number of multiple copies of a record such as minutes, reports or agendas;
 - xi. unsolicited advertising information;
 - xii. 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; or
 - xiii. a tape or notes from a meeting for which the minutes or reports have been adopted or finalized.
2. This by-law shall not apply to transitory records and such records may be destroyed at any time.
3. 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.
4. The Corporate Records and Information Manager shall determine the appropriate classification of records, taking into account the legal, financial, administrative, operational and historical values of each record, and shall:
- (a) monitor the retention schedule and shall ensure that the schedule complies with all legislative requirements; and
 - (b) 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.
5. 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 Corporate Records and Information Manager 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 Corporate Records and Information Manager 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.

6. Where a notice has been provided under subsection 5(a):

- (a) the signing authority shall notify the Corporate Records and Information Manager 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;
- (b) if, in the opinion of the Corporate Records and Information Manager, 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 Corporate Records and Information Manager, in consultation with the signing authority; and
- (c) if no notice is received under subsection 6(a) before the scheduled destruction date, the record shall be deemed to be authorized for destruction.

7. 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.

8. The Corporate Records and Information Manager 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 Region’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.

ENACTED AND PASSED this 22nd day of June, 2006.

Regional Clerk

Regional Chair

Approved by KPMG, Auditor for The Regional Municipality of York, this day
of , 2006.

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

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

Note: gaps in sequence indicate obsolete codes.

Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
A15	Promotions	C+1
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	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	Insurance - Certificates of Insurance	C+6* 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*

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Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
A34	Quality Assurance/Control/Performance Measurement	C+6
A35	Customer Service	C+6
A36	Information Technology Projects	T+3* T=project completed
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	Group Community Development 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=end of investigation
C11	Public Health Services Program	C+5*
C12	Social Housing – Technical	T+38 T=project completed

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Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
C14	Emergency Shelter – Client Records	T+7 T=file closed
C15	Mass Immunization – Client Records	C+5
C16	Dental Care	C+6
C17	Adult Day – Client Records – Resident Discharged – Resident Deceased	T+20 T+5 T=resident discharged or deceased
C18	Adult Day Program	C+5
C19	Housing Tenant – Client Records	T+7 T=file closed
C20	Health Protection Inspection and Investigations	T+6 T=end of investigation
C21	Plumbing Inspections	C+4
C23	Support Services for Seniors 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 Program	C+4

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Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
C29	Tuberculosis – Client Records – Screening result positive – Screening result negative	T+40 T+2 T=sign off by nurse
C30	STI/HIV/AIDS – Client Records	T+1 T=client deceased or 89 th birthday
C32	Leprosy – Client Records – Screening result positive – Screening result negative	T+40 T+2 T=sign off by nurse
C35	Reportable Communicable Disease – 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

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Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
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
C48	Fixed Premises Inspection Reports	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	Support Services For Seniors – Client Records	T+20 T=file closed
C56	Alternative Community Living – Client Records	T+20 T=file closed

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Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
C57	Personal Emergency Response System – Client Records	T+20 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
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	No Smoking By-Law Enforcement	T+7* T=end of investigation
C68	Health Services – Studies	C+5
C69	Tobacco Enforcement Program	C+5
C70	Tobacco Enforcement – Client Records	T+7 T=file closed
C71	Rent Supplement Program – Client Records	T+23 T=file closed
C72	Ambulance Call Reports (ACR)	C+4

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Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
C73	Family Support – Client Records	T+30 T=file closed
C74	Vaccine Storage and Handling Inspections	C+9
D	Development	
D00	Development – General	C+1
D01	Demography	S*
D02	Employment	S*
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

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Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
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*
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	Plumbing and Drainage – Single Family Dwellings Sites	P*
E07	Forestry Management Program	C+5
E09	Environmental Management System	C+5

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Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
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
E18	Environmental Enforcement (Compliance) Program	C+6
F	Finance	
F00	Finance – General	C+1
F01	Cheque/Purchase Requisitions	C+6
F02	Cheques	C+6
F03	Cash Receipts	C+6
F04	Accounts Receivable	C+6
F05	Journal Vouchers	C+6
F06	Employee Expenses	C+6
F07	Payroll	C+6

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Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
F08	Business Planning and Budgets - Final Detail Book - Final Adopted Business Plan and Budget	C+6 P* P* (filed with Council Minutes under P03)
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*
F18	Regional Assets	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

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Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
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+23
F29	Transit Media	C+2
F30	Social Assistance – Income Reporting Statements	T+7 T=end of provincial fiscal year (March 31 st)
H	Human Resources	
H00	Human Resources – General	C+1
H01	Employee Records	T+7 T=termination of employment
H02	Recruitment	C+1
H03	Job Evaluation/Pay Administration	S+5*
H04	Benefits – General	S+5
H05	Corporate Learning and Development	C+4

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

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Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
L03	Claims by York Region	T+1 T=deadline to appeal or discharge of lien
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

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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	T+10 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

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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 – 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
L17	Real Property Disposition – Property disposed of up to December 31, 2003 – Property disposed of after December 31, 2003	T+7* 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

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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

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Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
P	Policy	
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	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

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Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
P19	Local Boards/Commissions/Authorities	C+2*
P20	Rapid Transit Public/Private Steering Committee	P*
P21	Joint Committees	P*
P23	York Region Rapid Transit Corporation (Rapidco)	P*
P27	Solid Waste Management Committee	P*
P29	Audit Committee	P*
P30	Region of York Housing Corp.	P*
P34	Transit Committee	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*
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

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

Note: gaps in sequence indicate obsolete codes.

Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
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	Traffic Collision Reports	T+6 T=date of accident
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

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Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
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
W01	Water Works	P*
W02	Waste Water	P*
W03	Approvals – Water and Sewage	P*
W05	Utilities	S

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Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
W06	Toxicology	C+4*
W07	Air Quality	P*
W10	Office Building and Property Maintenance	C+5
W11	Radio Systems	S

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Note: gaps in sequence indicate obsolete codes.