

| Series Code | Column 1                                                     | Column 2                                                                  |
|-------------|--------------------------------------------------------------|---------------------------------------------------------------------------|
|             | Official Records                                             | Retention (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<br>T=equipment disposed of                                            |
| A03         | Courier/Mail/Postage                                         | C+1                                                                       |
| A04         | Information Technology Hardware, Software and Administration | T+3*<br>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*                                                                      |

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| Series Code | Column 1                                          | Column 2                    |
|-------------|---------------------------------------------------|-----------------------------|
|             | Official Records                                  | Retention (in years)        |
| A17         | Emergency Planning                                | S*                          |
| A18         | Organization                                      | S*                          |
| A19         | Emergency Recovery and Response Records           | C+5*                        |
| A20         | Printing Services                                 | C+1                         |
| A21         | Strategic Planning                                | S*                          |
| A22         | Consultants                                       | C+5                         |
| A23         | Records Disposition                               | P                           |
| A24         | Freedom of Information Requests                   | T+2<br>T=file closed        |
| A25         | Supplies and Services                             | C+6 *                       |
| A26         | Insurance                                         | C+6*                        |
| 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*<br>T=project completed |

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| Series Code | Column 1                                     | Column 2                        |
|-------------|----------------------------------------------|---------------------------------|
|             | <b>Official Records</b>                      | <b>Retention (in years)</b>     |
| A37         | Daily Activity Information                   | C+3                             |
| <b>C</b>    | <b>Client Services</b>                       |                                 |
| 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<br>T=file closed            |
| C09         | Long Term Care Program                       | C+5                             |
| C10         | Communicable Disease Outbreak Investigations | T+40*<br>T=end of investigation |
| C11         | Public Health Services Program               | C+5*                            |
| C12         | Social Housing – Technical                   | T+38<br>T=project completed     |
| C14         | Emergency Shelter – Client Records           | T+7<br>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                                              |
|-------------|---------------------------------------------------------------------------------------------|-------------------------------------------------------|
|             | Official Records                                                                            | Retention (in years)                                  |
| C17         | Adult Day – Client Records<br>– Resident Discharged<br>– Resident Deceased                  | T+20<br>T+5<br>T=resident discharged or deceased      |
| C18         | Adult Day Program                                                                           | C+5                                                   |
| C19         | Housing Tenant – Client Records                                                             | T+7<br>T=file closed                                  |
| C20         | Health Protection Inspection and Investigations                                             | T+6<br>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<br>T=file closed                                  |
| C25         | Assistive Devices                                                                           | C+5                                                   |
| C26         | Social Housing Program                                                                      | C+23                                                  |
| C27         | Housing Services – Building and Property Maintenance                                        | T+25<br>T=completion of work                          |
| C28         | Health Protection Program                                                                   | C+4                                                   |
| C29         | Tuberculosis – Client Records<br>– Screening result positive<br>– Screening result negative | T+40<br>T+2<br>T=sign off by nurse                    |
| C30         | STI/HIV/AIDS – Client Records                                                               | T+1<br>T=client deceased or 89 <sup>th</sup> birthday |

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

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| Series Code | Column 1                                                                        | Column 2                                             |
|-------------|---------------------------------------------------------------------------------|------------------------------------------------------|
|             | Official Records                                                                | Retention (in years)                                 |
| C48         | Fixed Premises Inspection Reports                                               | T+6<br>T=premises closed                             |
| C50         | Child Immunization – Client Records                                             | T+10<br>T=18 <sup>th</sup> b–day                     |
| C51         | Community Services and Housing Statistical Information                          | C+6                                                  |
| C52         | Long Term Care – Client Records<br>– Resident discharged<br>– Resident deceased | T+20<br>T+5<br>T= resident discharged<br>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<br>T=file closed                                |
| C56         | Alternative Community Living – Client Records                                   | T+20<br>T=file closed                                |
| C57         | Personal Emergency Response System – Client Records                             | T+20<br>T=file closed                                |
| C58         | Early Intervention – Client Records                                             | T+10<br>T=18 <sup>th</sup> b–day                     |
| C61         | Social Assistance – Client Records                                              | T+7<br>T=file closed                                 |
| C62         | Purchase of Services for Child Care – Client Records                            | T+7<br>T=file closed                                 |
| C63         | Children Centres – Client Records                                               | T+7<br>T=file closed                                 |

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| Series Code | Column 1                                      | Column 2                         |
|-------------|-----------------------------------------------|----------------------------------|
|             | Official Records                              | Retention (in years)             |
| C64         | IRIS Program – Client Records                 | T+10<br>T=18 <sup>th</sup> 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*<br>T=end of investigation   |
| C68         | Health Services – Studies                     | C+5                              |
| C69         | Tobacco Enforcement Program                   | C+5                              |
| C70         | Tobacco Enforcement – Client Records          | T+7<br>T=file closed             |
| C71         | Rent Supplement Program – Client Records      | T+23<br>T=file closed            |
| C72         | Ambulance Call Reports (ACR)                  | C+4                              |
| C73         | Family Support – Client Records               | T+30<br>T=file closed            |
| C74         | Vaccine Storage and Handling Inspections      | C+9                              |
| <b>D</b>    | <b>Development</b>                            |                                  |
| D00         | Development – General                         | C+1                              |
| D01         | Demography                                    | S*                               |
| D02         | Employment                                    | S*                               |
| D03         | Housing                                       | S*                               |
| D04         | Environment                                   | S*                               |
| D05         | Official Plans – Region                       | S*                               |

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| Series Code | Column 1                                          | Column 2             |
|-------------|---------------------------------------------------|----------------------|
|             | Official Records                                  | Retention (in years) |
| 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>                     |                      |
| E00         | Environmental Services – General                  | C+1                  |

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|-------------|---------------------------------------------------------------------|-------------------------------|
|             | Official Records                                                    | Retention (in years)          |
| 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                           |
| E08         | Long Term Water Program                                             | T+7*                          |
| E09         | Environmental Management System                                     | C+5                           |
| E10         | Waste Management Facilities                                         | T+3<br>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*<br>T=closure of facility |
| E14         | Waste Management Facilities and Programs – Operation                | T+7<br>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                           |
| <b>F</b>    | <b>Finance</b>                                                      |                               |

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## Schedule "A" to By-Law No.

| Series Code | Column 1                      | Column 2                                                |
|-------------|-------------------------------|---------------------------------------------------------|
|             | Official Records              | Retention (in years)                                    |
| 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                                                     |
| F08         | Business Planning and Budgets | C+6                                                     |
| F09         | Banking                       | C+6                                                     |
| F10         | Levies                        | P                                                       |
| F11         | Regional Development Charges  | P                                                       |
| F12         | Subsidies                     | C+6                                                     |
| F13         | Debentures                    | T+6*<br>T=audit completed for<br>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*<br>T=disposal of asset                             |
| F19         | Quotations and Tenders        | C+6                                                     |

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## Schedule "A" to By-Law No.

| Series Code | Column 1                                                                                   | Column 2                                                         |
|-------------|--------------------------------------------------------------------------------------------|------------------------------------------------------------------|
|             | Official Records                                                                           | Retention (in years)                                             |
| F20         | Taxation                                                                                   | C+6*                                                             |
| F21         | Chargebacks                                                                                | C+6                                                              |
| F22         | Investments                                                                                | T+7<br>T=audit completed for year investment matured             |
| F23         | Long Term Care – Client Trust Accounting<br>– Discharged Residents<br>– Deceased Residents | T+20<br>T+5<br>T= resident discharged or deceased                |
| F24         | CINOT/OW/CPHSS Claim Forms                                                                 | T+2<br>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<br>T=end of provincial fiscal year (March 31 <sup>st</sup> ) |
| <b>H</b>    | <b>Human Resources</b>                                                                     |                                                                  |
| H00         | Human Resources – General                                                                  | C+1                                                              |
| H01         | Employee Records                                                                           | T+7<br>T=termination of employment                               |
| H02         | Recruitment                                                                                | C+1                                                              |

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| Series Code | Column 1                                                                    | Column 2                                                           |
|-------------|-----------------------------------------------------------------------------|--------------------------------------------------------------------|
|             | <b>Official Records</b>                                                     | <b>Retention (in years)</b>                                        |
| 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*<br>T=file closed                                             |
| H13         | Pension Statements                                                          | S                                                                  |
| H14         | Pensions – General                                                          | C+1                                                                |
| H15         | Disability Management                                                       | T+50<br>T=file closed                                              |
| H16         | Employment Applications                                                     | 3 months after last action                                         |
| H17         | Labour Relations – General                                                  | C+9                                                                |
| <b>L</b>    | <b>Legal</b>                                                                |                                                                    |
| 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*<br>T=completion of contract or agreement plus warranty period |

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## Schedule "A" to By-Law No.

| Series Code | Column 1                                                                                                             | Column 2                                           |
|-------------|----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
|             | <b>Official Records</b>                                                                                              | <b>Retention (in years)</b>                        |
| L02         | Deeds/Easements/Agreements                                                                                           | P                                                  |
| L03         | Claims by York Region                                                                                                | T+1<br>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 <b>and</b>                                                          |                                                    |
|             | – Injury/complaint occurred up to December 31, 2003                                                                  | T+6                                                |
|             | – Injury/complaint occurred after December 31, 2003                                                                  | T+2<br>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+2<br>T=date injury or damage allegedly sustained |
|             | <u>Note:</u> If potential claim includes infant claimant <b>and</b>                                                  |                                                    |
|             | – Injury/complaint occurred before December 31, 2003                                                                 | T+6                                                |
|             | – Injury/complaint occurred after December 31, 2003                                                                  | T+2<br>T=18 <sup>th</sup> birthday                 |

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| Series Code | Column 1                                                                                                             | Column 2                                                                                               |
|-------------|----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
|             | Official Records                                                                                                     | Retention (in years)                                                                                   |
| L05         | Claims by/against Police                                                                                             |                                                                                                        |
|             | <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 <b>and</b>                                                          |                                                                                                        |
|             | – 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 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 <b>and</b>                                                  |                                                                                                        |
|             | – 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                                                                            |
| L06         | Eligibility Review Investigations                                                                                    | T+10                                                                                                   |
|             |                                                                                                                      | T=end of investigation, destruction not before end of provincial fiscal year (March 31 <sup>st</sup> ) |
| L07         | Hearings/Proceedings                                                                                                 |                                                                                                        |
|             | – Proceedings commenced up to December 31, 2003                                                                      | T+1*                                                                                                   |
|             | – Proceedings commenced after December 31, 2003                                                                      | T+3*                                                                                                   |
|             |                                                                                                                      | T=date matter resolved by agreement or court order                                                     |

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| Series Code | Column 1                                                                                                                                                                                                             | Column 2                                                                       |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
|             | Official Records                                                                                                                                                                                                     | Retention (in years)                                                           |
| L08         | Prosecutions<br>– Prosecutions commenced up to December 31, 2003<br>– Prosecutions commenced after December 31, 2003                                                                                                 | T+1*<br>T+3*<br>T=case completed and,<br>if applicable, fine paid              |
| L09         | Precedents                                                                                                                                                                                                           | S*                                                                             |
| L10         | Orders and Judgements                                                                                                                                                                                                | P                                                                              |
| L11         | Licences<br>– Licences granted, denied or revoked up to December 31, 2003<br>– Licences granted, denied or revoked after December 31, 2003                                                                           | T+7<br>T+3<br>T=date licence granted,<br>denied or revoked                     |
| L12         | Real Property – Land Acquisitions<br>– Land acquired up to December 31, 2003<br>– Land acquired after December 31, 2003                                                                                              | T+7*<br>T+3*<br>T=date of acquisition<br>(date transfer/deed is<br>registered) |
| L13         | Legal Advice – General                                                                                                                                                                                               | P                                                                              |
| L14         | Property Leases and Licences<br><br>– Contract completed or licences granted, denied or revoked up to<br>December 31, 2003<br>– Contract completed or licences granted, denied or revoked after<br>December 31, 2003 | T+7*<br><br>T+3<br>T=date licence granted,<br>denied or revoked                |

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| Series Code | Column 1                                                                                                             | Column 2                                    |
|-------------|----------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
|             | Official Records                                                                                                     | Retention (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 <b>and</b>                                                          |                                             |
|             | – 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 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 <b>and</b>                                                  |                                             |
|             | – 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                 |

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## Schedule "A" to By-Law No.

| Series Code | Column 1                                                       | Column 2                                                       |
|-------------|----------------------------------------------------------------|----------------------------------------------------------------|
|             | Official Records                                               | Retention (in years)                                           |
| L20         | POA – Certificates of Offence – Part III - "Informations"      | T+7<br>T=case completed and,<br>if applicable, fine paid       |
| L21         | POA – Certificates Requesting Conviction - Parking Infractions | T+7<br>T=case completed and,<br>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<br>T=case completed and,<br>if applicable, fine paid |
| L31         | POA – Search Warrants                                          | C+7                                                            |
| L32         | POA – Disclosure Requests                                      | T+7                                                            |
| <b>P</b>    | <b>Policy</b>                                                  |                                                                |
| P00         | Policy – General                                               | C+1                                                            |
| P01         | Policies, Procedures, Guidelines                               | P                                                              |
| P02         | Communications to Council                                      | C+2*                                                           |

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## Schedule "A" to By-Law No.

| Series Code | Column 1                                                                                                                     | Column 2             |
|-------------|------------------------------------------------------------------------------------------------------------------------------|----------------------|
|             | Official Records                                                                                                             | Retention (in years) |
| P03         | Council Minutes and Agendas                                                                                                  | P                    |
| P04         | Finance and Administration Committee (Standing Committee)                                                                    | P                    |
| P05         | Health and Social Services Committee (1997 – 1999, Subsequently established as two separate standing committees P36 and P37) | P                    |
| P06         | Transportation and Works Committee (Standing Committee)                                                                      | P                    |
| P07         | Planning and Economic Development Committee (Standing Committee)                                                             | P                    |
| P08         | 9-1-1 Operating Committee (1995 – 2002, Previously called 9-1-1 Advisory 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 (sub-committee of P36)                                                                      | 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 Steering Committee                                                                              | P                    |
| P21         | Joint Committees                                                                                                             | P                    |
| P23         | York Region Rapid Transit Corporation (Rapidco)                                                                              | P                    |

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| Series Code | Column 1                                                             | Column 2                                                                 |
|-------------|----------------------------------------------------------------------|--------------------------------------------------------------------------|
|             | Official Records                                                     | Retention (in years)                                                     |
| P27         | Solid Waste Management Committee (Standing Committee)                | P                                                                        |
| P29         | Audit Committee (Standing Committee)                                 | P                                                                        |
| P30         | Region of York Housing Corp.                                         | P                                                                        |
| P34         | Transit Committee (Standing Committee)                               | P                                                                        |
| P36         | Health and Emergency Medical Services Committee (Standing Committee) | P                                                                        |
| P37         | Community Services and Housing Committee (Standing Committee)        | P                                                                        |
| P38         | York Regional Housing Corporation                                    | P                                                                        |
| P39         | Housing York Inc.                                                    | P                                                                        |
| P40         | Joint Board of Management of the York Region Courts                  | P                                                                        |
| <b>T</b>    | <b>Transportation</b>                                                |                                                                          |
| T00         | Transportation – General                                             | C+1                                                                      |
| T01         | Transportation – Studies                                             | C+9*                                                                     |
| T02         | Roads – Design and Planning                                          | T+7*<br>T=completion of<br>contract or agreement<br>plus warranty period |
| T03         | Roads – Construction                                                 | T+7*<br>T=completion of<br>contract or agreement<br>plus warranty period |
| T04         | Roads – Maintenance                                                  | T+6*<br>T=project completed                                              |
| T05         | Signs – General                                                      | C+4                                                                      |

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| Series Code | Column 1                         | Column 2                                                           |
|-------------|----------------------------------|--------------------------------------------------------------------|
|             | Official Records                 | Retention (in years)                                               |
| T06         | Vehicles and Equipment           | T+3<br>T=vehicles and/or equipment disposed of                     |
| T07         | Illumination                     | T+6<br>T=equipment disposed of                                     |
| T08         | Transit                          | C+5*                                                               |
| T09         | Traffic                          | C+5                                                                |
| T10         | Traffic Collision Reports        | T+6<br>T=date of accident                                          |
| T11         | Road Closures                    | C+1                                                                |
| T12         | Design and Quantity Calculations | T+7*<br>T=completion of contract or agreement plus warranty period |
| T13         | Approvals, Design and Planning   | T+7*<br>T=completion of contract or agreement plus warranty period |
| T14         | Traffic Control Signals          | T+6<br>T=equipment replaced or disposed of                         |
| T15         | Traffic Control Devices – Other  | T+6<br>T=equipment replaced or disposed of                         |
| T16         | Traffic Design                   | T+7*<br>T=project completed                                        |
| T17         | Signs – Inventory                | C+7                                                                |
| T18         | Transit Stops/Shelters           | S                                                                  |

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| Series Code | Column 1                                 | Column 2                    |
|-------------|------------------------------------------|-----------------------------|
|             | <b>Official Records</b>                  | <b>Retention (in years)</b> |
| 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<br>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                              | P                           |
| W02         | Waste Water                              | P                           |
| W03         | Approvals – Water and Sewage             | 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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