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RECORDS RETENTION BY-LAW

The Finance and Administration Committee recommends the adoption of the recommendation contained in the following report dated April 15, 2010, from the Commissioner of Corporate Services.

1. RECOMMENDATION

It is recommended that:

1. Council approve the amendments to the records retention by-law set out in Attachment 1 to this report and enact a new by-law to incorporate these amendments.

2. PURPOSE

This report seeks Council approval for the enactment of a new Records Retention By-law for the Region's electronic and paper records.

3. BACKGROUND

The Region has 100 million records

On June 22, 2006, Council enacted By-law No. A-0381-2006-062. This by-law sets out the periods for the retention and disposition of Regional records. Since then, there have been a number of changes to the Region's information, business and legislative environment. The new Records Retention By-law will respond to these changes and reflect the Region's current records and information infrastructure. This will assist staff in managing almost 100 million Regional electronic and paper records that do not reside in databases and other structured repositories.

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

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

4. ANALYSIS AND OPTIONS

The Region is required to maintain the Records Retention By-law to reflect changes to legislation and operational requirements. The new Records Retention By-law brings the Region up to date with many changes that have taken place since the By-law was last updated in 2006.

The proposed updates to the Records Retention By-law are routine

The proposed by-law contains the following routine updates:

- Changes to the definition of “record” to mirror the definition in the *Municipal Freedom of Information and Protection of Privacy Act*
- Changes to the definition of “transitory record” to include back up tapes, data files created solely for the purposes of systems testing and records on portable storage devices that meet “transitory” criteria
- Seven new codes to accommodate new records being created in the areas of accessibility, financial records, emergency medical services and new Committees of Council
- 12 changes to the retention period for records to comply with legislation and operational needs. For instance, some client records will now be retained for seven years instead of twenty years to conform with social services guidelines. A new retention period for unfounded allegations relating to eligibility review is required under the *Ontario Works Act*
- 19 title changes, to reflect current terminology. As an example, the code “Regional Assets” has been changed to “Tangible Capital Assets Accounting” to reflect Provincial requirements
- Six codes closed, as records are no longer being created, e.g. Committees of Council that have been renamed or discontinued
- 24 changes to program codes in matters such as quality assurance control, performance measurement, human services and emergency planning to make them subject to archival review as they contain significant statistical data that researchers may want to access in the future

A copy of the proposed retention schedule, with the various classification codes that would be included in the by-law, is listed as Attachment 1 of this report. The by-law will come into force upon receiving the approval of the external Auditor appointed by Regional Council.

The Records Retention By-law Supports Vision 2026

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

5. FINANCIAL IMPLICATIONS

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

6. LOCAL MUNICIPAL IMPACT

There is no impact on the local municipalities.

7. CONCLUSION

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

The Senior Management Group has reviewed this report.

(The attachment referred to in this clause was included with the Agenda for the May 6, 2010 meeting.)

Schedule “A” DRAFT 2010 Records Retention By-law Appendix

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. ■ “ indicates closed code containing permanent records

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	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

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Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
C15	Mass Immunization – Client Records	C+5
C16	Dental Care	C+6*
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*

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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	Reportable Diseases, Long Term – 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 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

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

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

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Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
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
D16	Easements	P*
D17	Encroachments	P*
D18	Consents	P*
D19	Engineering Drawings	P*

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

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

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

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

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

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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 - 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

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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
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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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*■

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Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
P23	York Region Rapid Transit Corporation (Rapidco)	P*
P24	Intergovernmental Affairs Committee	P*■
P25	Official Plan Steering Committee	P*■
P26	Water and Wastewater Task Force	P*■
P27	Solid Waste Management Committee	P*■
P28	Housing Committee	P*■
P29	Audit Committee	P*
P30	Region of York Housing Corp.	P*■
P31	Fire Services Committee	P*■
P32	Solid Waste Management Public Liaison Committee	P*■
P33	No Smoking By-Law Task Force	P*■
P34	Transit Committee	P*■
P35	York Region Homelessness Task Force	P*■
P36	Health and Emergency Medical Services Committee	P*■
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*

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Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
P42	Environmental Services Committee	P*
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

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

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Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
T10	Motor Vehicle Collision Reports	C+10
T11	Road Closures	C+1
T12	Design and Quantity Calculations	T+7* T=completion of contract or agreement plus warranty period
T13	Approvals, Design and Planning	T+7* T=completion of contract or agreement plus warranty period
T14	Traffic Control Signals	T+6 T=equipment replaced or disposed of
T15	Traffic Control Devices – Other	T+6 T=equipment replaced or disposed of
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

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)
W	Works	
W00	Works – General	C+1
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

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

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