

THE REGIONAL MUNICIPALITY OF YORK

BILL NO. 54

BYLAW NO. 2014-52

A bylaw 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 bylaw,

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

- (f) “signing authority” means the department head or Commissioner of the responsible department, or his or her designate; and
 - (g) “transitory record” means a record having only temporary value and that is not required to be retained for legal, financial, operational or official reasons, including:
 - i. miscellaneous notices or memoranda, including e-mails on minor administrative matters;
 - ii. preliminary drafts of letters, memoranda or reports, which do not represent significant stages in the preparation of a final document and do not record official decisions;
 - iii. duplicate copies of documents produced only for distribution or convenience, including multiple copies of reports, memoranda, agendas and minutes;
 - iv. records of a personal nature not related to the business of the Region;
 - v. reference publications, including administrative manuals, directories, catalogues, newsletters, pamphlets and periodicals; and
 - vi. unsolicited advertising, including brochures and flyers.
2. Transitory records may be destroyed at any time. The provisions of Sections 4, 6, 7, 8 and 9 (a) and (c) shall not apply to the destruction of transitory records. Where a record is destroyed upon expiry of the retention period described in Schedule “A”, any corresponding transitory record shall also be destroyed.
 3. For the purposes of audit compliance, the destruction of transitory or copy records entered into the Region’s automated file tracking system (Versatile Enterprise) shall be documented as directed by the Manager, Corporate Information Asset Management.
 4. Any record in a category set out in Column 1 of Schedule “A” shall be retained for the period set out opposite such category in Column 2 and may thereafter be destroyed.
 5. The Manager, Corporate IAM shall determine the appropriate systems for the classification of records, taking into account the legal, financial, operational and historical values of each record, and shall:
 - (a) monitor the retention schedule and ensure that the schedule complies with all legislative requirements;
 - (b) make such periodic adjustments as are required to ensure that terminology is kept up-to-date with current usage provided that such adjustments do not affect the retention period of any record; and
 - (c) in determining the retention period for any record, consult with the signing authorities and the following Regional officers: the Regional Clerk, the Regional Auditor, the Director of Information Technology Services, the Manager, Insurance and Risk and the Regional Solicitor.
 6. Where any record may be destroyed under this bylaw, the following procedure shall apply:

- (a) where the record has been retained in the custody of the responsible department, the signing authority shall notify the Manager, Corporate IAM in writing of the scheduled destruction of the record, including the scheduled destruction date, and identify the record to be destroyed; and
 - (b) where the record has been retained in the custody of the office of the Regional Clerk, the Manager, Corporate IAM shall notify the signing authority in writing of the scheduled destruction of the record, including the scheduled destruction date, and identify the record to be destroyed.
7. Where a notice has been provided under subsection 6(a) or 6(b) of this bylaw:
- (a) the signing authority shall notify the Manager, Corporate IAM in writing, before the scheduled destruction date, if in his or her opinion any record included in the notice should be retained for a further period, and the rationale for further retention; and
 - (b) if, in the opinion of the Manager, Corporate IAM, circumstances warrant retention of the record for a further period, the destruction of the record shall be postponed for up to one year and for such further periods as may be determined by the Manager, Corporate IAM, in consultation with the signing authority.
8. Where no notice is received under subsection 7(a) or 7(b) of this bylaw before the scheduled destruction date, the record shall be deemed to be authorized for destruction.
9. The following principles shall govern the destruction of records:
- (a) no record shall be destroyed unless first classified according to Schedule “A” of this bylaw;
 - (b) all records, including transitory 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 access and privacy legislation shall not be destroyed until such record is no longer required for such purpose.
10. The Manager, Corporate IAM shall:
- (a) ensure that all reasonable measures are implemented to promote the preservation, security and destruction of records in accordance with this bylaw 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.

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	Information Management Programs	C+5*
A06	Memberships	C+1*
A07	Media	C+1*
A08	Internal News	C+1*
A09	Speeches/Presentations	C+2*
A10	Graphics standards	S*
A11	Travel and Accommodations	C+1
A12	Conventions/Conferences/Events	C+1*
A13	Meetings – Internal	C+6*
A14	Security	C+4
A15	Promotions	C+1*
A16	Publications	C+1*
A17	Emergency Planning	C+5*

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

 Records Series subject to legislated retention period

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

Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
A18	Organization	S*
A19	Emergency Recovery and Response Records	T+3* T=situation resolved
A20	Printing Services	C+1
A21	Strategic Planning	T+10* T=active until end of plan date
A22	Consultants	C+5
A23	Information Lifecycle Management	P
A24	Access Requests & Privacy Investigations	T+2 T=file closed
A25	Supplies and Services	C+6
A26	Certificates of Insurance	P
A27	Communication Systems	C+1
A28	Realty Services	C+6*
A30	Information Technology Services Requests	C+2
A31	Inquiries and Complaints	C+1
A32	Meetings – External	C+6*
A33	Disaster Recovery Management	S*
A34	Quality Assurance/Control/Performance Measurement	C+6*
A35	Customer Service	C+6
A36	Information Technology Projects	T+3* T=project completed

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Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
A37	Daily Activity Information	C+3
A38	Risk Management & Mitigation Assessment	C+6
A39	Lost and Found	C+1
A40	Medical & Protective Equipment Maintenance [Ⓜ]	T+10 T=End of Equipment Life/Sold
C	Client Services	
C00	Client Services – General	C+1
C02	Social Assistance Program [Ⓜ]	C+5*
C04	Early Intervention Services of York Region Program	C+5*
C05	Housing Services Program	C+5*
C06	Purchase of Child Care Service Program	C+5*
C07	Community Investments Program	C+5*
C08	Housing Applications [Ⓜ]	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

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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
C17	Adult Day – Client Records	T+7 T=file closed
C18	Seniors Community Programs	C+5*
C19	Housing Tenant – Client Records	T T=file closed
C20	Health Protection Inspection and Investigations [☐]	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+5*

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[☐] Records Series subject to legislated retention period

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

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[☞] Records Series subject to legislated retention period

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Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
C46	Immunization Class Lists	C
C47	Adult Immunization – Client Records	T+6 T=file closed
C48	Fixed Premises – Health Inspections [☒]	T+6 T=premises closed
C50	Child Immunization – Client Records	C+28
C51	Community Services and Housing Statistical Information [☒]	C+6
C52	Long Term Care – Client Records [☒]	T+10 T= resident discharged or deceased from home
C55	Intervention and Support Services – Client Records	T+7 T=file closed
C56	Alternative Community Living – Client Records	T+7 T=file closed
C57	Personal Emergency Response System – Client Records	T+7 T=file closed
C58	Early Intervention – Client Records	T+10 T=18 th birthday
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	Child Care – Agency Services [☒]	T+7 T=end of contract
C64	Immunization Records Information System (IRIS) Program – Client Records [☒]	C+28

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[☒] Records Series subject to legislated retention period

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Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
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	Research, Evaluation & Studies	C+10*
C69	Tobacco Enforcement Program [Ⓜ]	C+5*
C70	Fixed Premises – Tobacco Enforcement [Ⓜ]	T+7 T=promise closed
C71	Rent Supplement Program – Client Records [Ⓜ]	T+23 T=file closed
C72	Ambulance Call Reports (ACR)	C+5
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
C77	Disease Testing – Prevention & Control	C+10
D	Development	
D00	Development – General	C+1
D01	Demography	S*
D02	Employment	S*

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Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
D03	Housing	S*
D04	Environment	S*
D05	Official Plans – Region	S*
D06	Official Plans – Local Municipalities	S*
D07	Subdivision Plans	P*
D08	Condominium Plans	P*
D09	Site Plans	P*
D10	Variances	C+9*
D11	Severances	C+9*
D12	Zoning	S*
D13	Regional Office Building and Property Development	P*
D14	Adjacent Municipalities	S
D15	Services	S
D16	Easements	P*
D17	Encroachments	P*
D18	Consents	P*
D19	Engineering Drawings	P*
D20	Economic Development	C+4*
D21	Human Services	C+5*
D22	Growth Management	C+10*

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Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
D23	Geomatics Program	C+6*
D24	Geomatics Projects	P*
E	Environmental Services	
E00	Environmental Services – General	C+1
E01	Environmental Studies [Ⓜ]	P*
E02	Regional Forests [Ⓜ]	C+15*
E03	Water Quality [Ⓜ]	C+15*
E04	Water Quantity [Ⓜ]	C+15*
E05	Private Water	C+10*
E06	Single Family Dwellings – Sites	P*■
E07	Urban Forestry [Ⓜ]	C+15*
E09	Environmental Management System [Ⓜ]	C+5
E10	Waste Management Facilities	T+3 T=closure of facility
E11	Waste Management Research	C+9
E12	Industrial/Commercial/Institutional – Sites	P*
E13	Waste Management and Facilities – Planning, Design and Construction	T+7* T=closure of facility
E14	Waste Management Facilities and Programs – Operation	T+7 T=closure of facility
E15	Environmental Spills	P*
E16	Greening Strategy Program [Ⓜ]	C+5*

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Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
E17	Energy Management	C+9
E18	Environmental Enforcement (Compliance) Program [Ⓜ]	C+6
E19	Drinking Water Source Protection Compliance [Ⓜ]	T+15*
F	Finance	
F00	Finance – General	C+1
F01	Accounts Payable [Ⓜ]	C+7
F02	Cheques [Ⓜ]	C+7
F03	Payment Receipts [Ⓜ]	C+7
F04	Accounts Receivable [Ⓜ]	C+7
F05	Journal Vouchers [Ⓜ]	C+7
F06	Employee Expenses [Ⓜ]	C+7
F07	Payroll [Ⓜ]	C+7
F08	Budgets, Estimates and Forecasts [Ⓜ]	C+7
F09	Banking [Ⓜ]	C+7
F10	Levies	P
F11	Regional Development Charges	P
F12	Subsidies [Ⓜ]	C+7
F13	Debentures	T+6* T=audit completed for year debenture matured
F14	Capital Expenditures [Ⓜ]	P*

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Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
F15	Interim Ledgers, Registers, Journals [Ⓜ]	C+7*
F16	Interim Financial Reporting [Ⓜ]	C+7*
F17	Audits and Auditing [Ⓜ]	C+7
F18	Tangible Capital Assets Accounting [Ⓜ]	T+6* T=disposal of asset
F19	Quotations and Tenders [Ⓜ]	C+7
F20	Taxation [Ⓜ]	C+7*
F21	Chargebacks [Ⓜ]	C+7
F22	Investments	T+7 T=audit completed for year investment matured
F23	Long Term Care – Client Trust Accounting [Ⓜ]	C+7
F24	CINOT/OW/CPHSS Claim Forms	T+2 T=claim settled or withdrawn
F25	Finance – Studies	C+9*
F26	Property Assessment	C+5
F27	Credit Rating Agencies/Corporate Credit Rating	C+5
F28	Housing Services – Financial Records	C+7
F29	Transit Media	C+2
F30	Social Assistance – Income Reporting Statements [Ⓜ]	T+7 T=end of provincial fiscal year (March 31 st)

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Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
F31	Business Plan and Budget	P*
F32	Year End Ledgers, Registers, Journals	P*
F33	Year End Financial Statements	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	Employee Benefits Programs	C+5
H05	Corporate Learning and Development	C+4
H06	Labour Relations	C+49*
H08	Attendance and Scheduling	C+6
H09	Health and Safety – General	C+6*
H10	Pension	P
H12	Health and Safety Accidents [Ⓜ]	T+50* T=file closed
H13	Pension Statements	S
H14	Pensions – General	C+1

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Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
H15	Disability Management [Ⓜ]	T+50 T=file closed
H16	Employment Applications	3 months after last action
H17	Labour Relations – General	C+9
H18	Protective Equipment Fitting & Testing	C+10
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	<p>Claims against York Region[Ⓛ]</p> <p><u>Actual Claims</u></p> <ul style="list-style-type: none"> - Claims commenced up to December 31, 2003 - Claims commenced after December 31, 2003 <p><u>Note 1:</u> If claim includes infant claimant represented by Litigation Guardian, this standard retention applies</p> <p><u>Note 2:</u> If claim includes infant claimant and</p> <ul style="list-style-type: none"> - Injury/complaint occurred up to December 31, 2003 - Injury/complaint occurred after December 31, 2003 <hr/> <p><u>Potential Claims</u></p> <ul style="list-style-type: none"> - Injury/complaint occurred before December 31, 2003 but no action commenced - Injury/complaint occurred after December 31, 2003 but no action commenced <p><u>Note:</u> If potential claim includes infant claimant and</p> <ul style="list-style-type: none"> - Injury/complaint occurred before December 31, 2003 - Injury/complaint occurred after December 31, 2003 	<p>T+1</p> <p>T+1</p> <p>T=claim settled or withdrawn</p> <p>T+6</p> <p>T+2</p> <p>T=18th birthday</p> <hr/> <p>T+7</p> <p>T+3</p> <p>T=date injury or damage allegedly sustained</p> <p>T+6</p> <p>T+3</p> <p>T=18th birthday</p>

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

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

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[Ⓜ] Records Series subject to legislated retention period

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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
L33	Housing – Internal Review Records	T+7

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Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
L34	Legal Counsel – General Matters	T+25
L35	Enforcement Logs	C+15
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	C+5
P12	Provincial Legislation	C+5
P13	Federal Legislation	C+5
P14	Accessibility Advisory Committee	P*

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Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
P15	Federal – Ministries/Agencies	C+2
P16	Provincial – Ministries/Agencies	C+2
P17	Municipalities – Local	C+2
P18	Municipalities – Other	C+2
P19	Local Boards/Commissions/Authorities	C+2*
P20	Rapid Transit Public/Private Partnership Steering Committee	P*■
P21	Joint Committees	P*
P22	Economic Development Committee	P*■
P23	York Region Rapid Transit Corporation	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*■

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■ Records Series subject to legislated retention period

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Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
P35	York Region Homelessness Task Force	P*■
(a)		
P36	Health and Emergency Medical Services Committee	P*■
(b)		
P37	Community Services and Housing Committee	P*■
(c)		
P38	York Regional Housing Corporation	P*■
(d)		
P39	Housing York Inc.	P*
(e)		
P40	Joint Board of Management of the York Region Courts	P*
(f)		
P41	Community and Health Services Committee	P*
(g)		
P42	Environmental Services Committee	P*
(h)		
P43	Transportation Services Committee	P*
(i)		
P44	Human Services Planning Board of York Region	P*
(j)		
P45	Police Services Board (Meetings)	P*
(k)		
P46	Committee of the Whole	P*
(l)		
(m)	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

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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	C+9
T05	Signs – General	C+4
T06	Vehicles and Equipment	T+3 T=vehicles and/or equipment disposed of
T07	Illumination	T+6 T=equipment disposed of
T08	Transit	C+5*
T09	Traffic	C+5
T10	Motor Vehicle Collision Reports	C+10
T11	Road Closures	C+1
T12	Design and Quantity Calculations	T+7* T=completion of contract or agreement plus warranty period
T13	Approvals, Design and Planning	T+7* T=completion of contract or agreement plus warranty period
T14	Traffic Control Signals	T+6 T=equipment replaced or disposed of

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Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
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	Wastewater [Ⓜ]	P*
W03	Approvals – Water and Waste Water [Ⓜ]	P*
W05	Utilities	S
W06	Toxicology	C+4*
W07	Air Quality [Ⓜ]	P*

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Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
W10	Office Building and Property Maintenance [☞]	C+5
W11	Radio Systems	S

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