



Regional Municipality of York Police Services Board

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To Make a Difference in Our Community

November 18, 2015

Mr. Denis Kelly
Regional Clerk
The Regional Municipality of York
17250 Yonge Street
Newmarket, Ontario L3Y 6Z1

Dear Mr. Kelly:

At its meeting on November 18, 2015, the Regional Municipality of York Police Services Board received the attached report from the Executive Director entitled *Amendments to Records Classification and Retention Schedule* for the Police Services Board's records and approved the following recommendations:

1. That the Board approve the revised Records Classification and Retention Schedule 'A' as attached; and
2. That the Board forward the revised Records Classification and Retention Schedule 'A' to Regional Council and request an amendment to Bylaw No. 2013-15 under Section 255 of the *Municipal Act, 2001*.

Therefore, on behalf of the Board, I kindly request that you forward the revised Records Classification and Retention Schedule to Regional Council in accordance with the Board's resolution.

Yours truly,

Mafalda Avellino
Executive Director

/Attach. (1)

Copy: Penny Clayson, York Region - Manager, Corporate Information Asset Management
Julie Mazzotta, YRP - Manager, Information Governance and Evidence Property Management

THE REGIONAL MUNICIPALITY OF YORK POLICE SERVICES BOARD

Report of the Executive Director – November 18, 2015

Amendments to Records Classification and Retention Schedule

RECOMMENDATIONS

1. That the Board approve the revised Records Classification and Retention Schedule 'A' as attached; and
2. That the Board forward the revised Records Classification and Retention Schedule 'A' to Regional Council and request an amendment to Bylaw No. 2013-15 under section 255 of the *Municipal Act, 2001*.

SUMMARY

Pursuant to Section 254 of the *Municipal Act, 2001*, the Region is responsible for retaining and preserving the records of its local boards, including the police services boards. Regional Council is responsible for enacting a bylaw to establish retention schedules for Board records.

At its meeting on February 20, 2013, the Board approved the revisions to the Records Classification and Retention Schedule for both York Regional Police and the Police Services Board. The amendments to the records classification and retention schedules were subsequently forwarded to Regional Council to request the enactment of a bylaw.

During the 2015 review of the Board's record management system, the Board Assistant noted that 12 additional codes were required to be included in the Board's records system. The Board's schedule has been revised with new codes relating to administration, development, finance, legal and works.

It is recommended that the amendments to the Records Classification and Retention Schedule 'A' are approved by the Board and that the Board forward the amended schedule to Regional Council and request that Regional Council amend Bylaw No. 2013-15 (which is the bylaw to establish retention periods for records of the Board).

CONSULTATION

Region Legal Services and Region Information Asset Management were consulted during the review process.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.



CONCLUSION

The amended schedule will allow Board staff to effectively administer the Board's records management system.

Mafalda Avellino
Executive Director

/jk

/Attach. (1)



Schedule "A"

POLICE SERVICES BOARD -RECORDS CLASSIFICATION AND RETENTION SCHEDULE

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
A04	Information Technology Hardware, Software and Administration	T+3
A05	Records Management Program	C+2
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*
A16	Publications	C+1*
A18	Organization	S*
A20	Printing Services	C+1
A21	Strategic Planning	S*
A22	Consultants	C+2

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)
A23	Records Disposition	P*
A24	Freedom of Information Requests	T+2 T=file closed
A25	Supplies and Services	C+2
A30	Information Technology Services Requests	C+1
A31	Inquiries and Complaints	C+1
A32	Meetings – External	C+6*
A34	Quality Assurance/Control/Performance Measurement	C+6*
A37	Daily Activity Information	C+3
D	Development	
D01	Demography	S
D13	Regional Office Building and Property Development	P*
F	Finance	
F00	Finance – General	C+1
F01	Accounts Payable	C+6
F02	Cheques	C+6
F04	Accounts Receivable	C+6
F06	Employee Expenses	C+6
F07	Payroll	C+6
F08	Budgets, Estimates and Forecasts	C+6
F12	Subsidies	C+6

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Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
F14	Capital Expenditures	P*
F16	Financial Statements	P*
F17	Audits and Auditing	C+6*
F19	Quotations and Tenders	C+7
F21	Chargebacks	C+6
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*
H12	Health and Safety Accidents	T+50* T=file closed
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
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
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=18 th birthday T+7 T+2 T=date injury or damage allegedly sustained T+6 T+2 T=18 th birthday

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Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
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
L09	Precedents	S*
L13	Legal Advice – General	p*
L14	Property Leases and Licenses - Contract completed or licences granted, denied or revoked after December 31, 2003 - Contract completed or licences granted, denied or revoked up to December 31, 2003	T+3 T+7 T= date license granted, denied or revoked
L34	Legal Counsel –General Matters	T+25
P	Policy	
P00	Policy – General	C+1
P01	Policies, Procedures, Guidelines	p*
P02	Communications to Council	C+2*
P10	By-law – Region	p*
P12	Provincial Legislation	S*
P13	Federal Legislation	S*
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*

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Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
P45	Police Services Board Agendas and Minutes	P*
W	Works	
W10	Office Building and Property Maintenance	C+1
W11	Radio Systems	S

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