

**THE REGIONAL MUNICIPALITY OF YORK**

**BYLAW NO. 2015-69**

A bylaw to amend Bylaw No. 2013-15  
being a bylaw to establish retention periods  
for records of  
The Regional Municipality of York Polices Services Board

WHEREAS on March 28, 2013 Regional Council enacted Bylaw No. 2013-15 to establish retention periods for records of The Regional Municipality of York Police Services Board;

AND WHEREAS Schedule A of the said Bylaw sets out the Classification and Retention Schedule for records;

NOW THEREFORE, the Council of The Regional Municipality of York hereby enacts as follows:

1. Bylaw No. 2013-15 is hereby amended by deleting pages 1, 2, 3, 4 and 5 of Schedule "A" and inserting pages 1, 2, 3, 4, 5 and 6 of Schedule "A" attached.

ENACTED AND PASSED on November 19, 2015

Denis Kelly

\_\_\_\_\_  
Regional Clerk

Wayne Emmerson

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Regional Chair



## Schedule "A"

### POLICE SERVICES BOARD -RECORDS CLASSIFICATION AND RETENTION SCHEDULE

Series Code	Column 1	Column 2
	<b>Category of Record</b>	<b>Retention Period (in years)</b>
<b>A</b>	<b>Administration</b>	
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**Codes:** C – Current year P – Permanent S – Until superseded T – Termination of an event \* – Archival review  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
	<b>Category of Record</b>	<b>Retention Period (in years)</b>
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
<b>D</b>	<b>Development</b>	
D01	Demography	S
D13	Regional Office Building and Property Development	P*
<b>F</b>	<b>Finance</b>	
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
	<b>Category of Record</b>	<b>Retention Period (in years)</b>
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*
<b>H</b>	<b>Human Resources</b>	
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
	<b>Category of Record</b>	<b>Retention Period (in years)</b>
H15	Disability Management	T+50 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 – 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 <b>and</b> – 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 <b>and</b> – 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 <sup>th</sup> birthday  T+7  T+2 T=date injury or damage allegedly sustained  T+6 T+2 T=18 <sup>th</sup> birthday

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

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