



The Regional Municipality of York Police Services Board

To Make a Difference in Our Community

17250 Yonge Street, Newmarket,
Ontario, Canada L3Y 6Z1

Tel: 905.830.4444 or 1.877.464.9675 ext. 77906

Fax: 905.895.5249

E-mail: psb@yrp.ca • Web: yrpsb.ca

December 19, 2018

Christopher Raynor
Regional Clerk
The Regional Municipality of York
17250 Yonge Street
Newmarket, Ontario L3Y 6Z1

Dear Mr. Raynor:

At its meeting on December 17, 2018, the Regional Municipality of York Police Services Board received the attached report entitled "Revised Records Classification and Retention Schedules" and approved the following recommendations:

1. That the Board approve the revised Records Classification and Retention Schedule for Board records, attached as Schedule 'A';
2. That the Board approve the revised Records Classification and Retention Schedules for York Regional Police, attached as Schedule 'B' and Schedule 'C';
3. That the Board forward the attached Schedules 'A' and 'B' to Regional Council and request amendments to Bylaw No. 2013-15 under section 254 of the *Municipal Act, 2001*.

Further to the Board's resolution, I kindly request that you forward the attached report and Schedules A and B to Regional Council.

Yours truly,

Mafalda Avellino
Executive Director

/Attachment

Copy: Julie Mazzotta, YRP - Manager, Property, Evidence and Records Retention Bureau

THE REGIONAL MUNICIPALITY OF YORK
POLICE SERVICES BOARD

REPORT OF THE EXECUTIVE DIRECTOR

December 17, 2018

Revised Records Classification and Retention Schedules

RECOMMENDATIONS

1. That the Board approve the revised Records Classification and Retention Schedule for Board records, attached as Schedule 'A';
2. That the Board approve the revised Records Classification and Retention Schedules for York Regional Police, attached as Schedule 'B' and Schedule 'C';
3. That the Board forward the attached Schedules 'A' and 'B' to Regional Council and request amendments to Bylaw No. 2013-15 under section 254 of the *Municipal Act, 2001*.

PURPOSE

This report requests approval from the Regional Municipality of York Police Services Board (the "Board") of a revised records retention schedule for records in the custody and control of the Board, and requests that the Board forward the schedule to Regional Council to request amendments to the necessary by-law.

The *Municipal Act, 2001* ("the Act") provides that a municipality shall retain and preserve its records in a secure and accessible manner. Section 254 of the *Act* also provides that a municipality is responsible for retaining and preserving the records of its local boards, including police services boards. Regional Council is responsible for enacting a bylaw to establish retention schedules for records of police services boards with the exception of law enforcement records as defined in section 255(6) of the *Act* (Schedule C of this report). Further, a record 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.

BACKGROUND

Proper retention of records is an important component to maintain and manage the Board's electronic and paper records and to ensure information is readily available when required and may be destroyed when it is no longer needed. Records retention schedules are necessary for establishing the duration of retention of records, the location and owner of the master copies of records, and the final disposition of records once they reach the end of their lifecycle.

SUMMARY AND RECOMMENDATIONS

Reviews of the Board's records retention schedule were conducted in 2013 and 2015. A 2018 review of the Board's record management system and records retention schedule was conducted by Board staff. Proposed changes to the Board's schedule include the additions of

three codes to be consistent with the Region's retention schedule codes and to more accurately reflect the functions of the Board office and day-to-day operations. The revisions are highlighted in the attached Schedule A. The Board's Record Retention Schedule was revised to reflect more accurate and efficient record management practices.

The Board is also responsible for the records of York Regional Police ("YRP"). YRP (Property/Evidence and Information Governance) conducted a 2018 review of its records retention schedule and is proposing changes reflected in Schedule B relating to administration records, and the records relating to law enforcement activity, as defined in section 255(6) of the Act, are included in Schedule C. YRP has reviewed and updated its records to reflect changes in operating practices and current legislative requirements.

It is recommended that the Board approve the amendments to the Records Classification and Retention Schedules, and that the Board forward the attached Schedules A and B to Regional Council and request to amend Bylaw No. 2013-15 which is the bylaw to establish retention periods for records of the Board.

CONSULTATION

Regional Legal and Information Asset Management and YRP Legal were consulted during the review process.

FINANCIAL IMPLICATIONS

There are no financial implications associated with the adoption of this report.

CONCLUSION

The amended schedules will allow for the effective administration of the records management system. A copy of the proposed retention schedules, with the various classification codes to be included in the bylaw, are attached to this report.

Mafalda Avellino
Executive Director

/Attach.: Schedules A, B and C



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*
A15	Marketing (Promotions)	C + 1
A16	Publications	C+1*
A18	Organization	S*
A20	Printing Services	C+1
A21	Strategic Planning	S*

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)
A22	Consultants	C+2
A23	Records Disposition	P*
A24	Freedom of Information Requests	T+2 T=file closed
A25	Supplies and Services	C+2
A26	Certificates of Insurance	P
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

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Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
F08	Budgets, Estimates and Forecasts	C+6
F12	Subsidies	C+6
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*

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Series Code	Column 1	Column 2
	Category of Record	Retention Period (in years)
	<ul style="list-style-type: none"> – Injury/complaint occurred up to December 31, 2003 – Injury/complaint occurred after December 31, 2003 	T+6 T+2 T=18 th birthday
L07	Hearings/Proceedings <ul style="list-style-type: none"> – 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*
L11	Licenses <ul style="list-style-type: none"> - Licenses granted, denied or revoked up to December 31, 2003 - Licenses granted, denied or revoked after December 31, 2003 	T+7 T+3
L13	Legal Advice – General	P*
L14	Property Leases and Licenses <ul style="list-style-type: none"> - 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
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*
P09	Ad Hoc Committees	P*
P10	By-law – Region	P*

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

Versatile Codes to be added

A26 – Certificates of Insurance

Includes Certificates of Insurance held by Policy, Risk & Treasury – Insurance & Risk Only

L11 - Licenses

Includes all records regarding licenses issued and owned by the Board with the exception of any property-related licenses. Includes lodging, house license applications and approvals, public vehicle operating license applications and radio permits (base and vehicle). Also includes copyright, trademarks and event licenses.

P09 – Ad Hoc Committees

Includes records regarding the activities of the various ad hoc committees of the Board.



York Regional Police Records Classification and Retention Schedule

ADMINISTRATION

A01	Activity Reports	E + 3
A03	Associations	E + 2
A04	Audits	E + 10
A08	Committees	E + 10
A09	Conferences and Seminars	C + 2
A10	Corporate Records Management	E + 5
A11	Corporate Records Disposition	P
A14	Freedom of Information (FOI) Requests	E + 2
A16	Letter Log	C + 14
A17	Mapping Information	E + 2
A18	Meetings and Minutes	E + 10
A20	Newsletters – Internal	E + 30
A22	Statistics	P
A24	York Regional Police Numbered Forms	E + 5
A26	Business Cases/Proposals	P
A28	Risk Management	E + 10

COMMUNITY SAFETY AND CRIME PREVENTION

CC01	Brochures/Pamphlets	P
CC02	Community Events	E + 2
CC03	Community Programs	E + 2
CC05	Media Releases and Media Reports	P
CC06	Programs and Initiatives	E + 9



York Regional Police Records Classification and Retention Schedule

CC07	Registrations	P
CC08	School Programs	E + 2
CC09	Events	E + 20

EQUIPMENT, FLEET AND FACILITIES

EF01	Facilities Testing	C + 3
EF02	Building Plans	E + 3
EF03	Building Access – Personal Access Codes (PACs)	E + 5
EF04	Decontamination Records	C + 5
EF05	Clothing and Equipment	E + 1
EF06	Physical Assets – Equipment	E + 1
EF07	Inventory	P
EF08	Renovations and Repairs	E + 3
EF09	Vehicles and Vessels	E + 3
EF10	Driver's Files/Logs	E + 3
EF11	Air Support	E + 3

FINANCE

F01	Accounts Payable	C + 6
F02	Accounts Receivable	C + 6
F04	Journals	C + 6
F05	Grants	E + 6
F06	Tangible Capital Assets	E + 6
F07	Budgets	E + 6
F09	Paid Duty Requests	C + 6



York Regional Police Records Classification and Retention Schedule

F10	Procurement	E + 6
F11	Auto-Taxable Benefits	C + 6
F13	Solicitations and Donations	C + 6
F14	Capital Projects	E + 10

GOVERNANCE

G01	Annual Reports	P
G02	Business Plans	P
G03	Chief's Orders	P
G04	Collective Bargaining	P
G05	Corporate Planning	C + 14
G06	Executive Command Team (ECT)	E + 15
G07	Police Services Board	P
G08	Bylaws – Police Services Board	P
G09	Regulations and Procedures	P
G10	Organizational Chart	P

HUMAN RESOURCES

HR02	Chemical Exposure Reports	E + 50
HR03	Fingerprints – Employees	P
HR05	Human Resources Reports	C + 10
HR06	Job Postings	E + 3
HR07	Position Descriptions	E + 10
HR08	Disability Management	E + 50
HR09	Employee Records	E + 50



York Regional Police Records Classification and Retention Schedule

HR10	Corporate Orientation	E + 1
HR11	Discipline – Informal	As per Police Services Act/Working Agreement
HR12	Discipline – PSA Convictions	As per Police Services Act
HR13	Payroll Processing	C + 6
HR14	Performance Management	E + 10
HR15	Promotional Process	E + 3
HR16	Recruiting – External	E + 15
HR17	Recruiting – Internal	E + 3
HR18	Transfer Requests	E + 1
HR19	Time Banks/Attendance Tracking	C + 6
HR20	Working Files	C
HR21	Unsolicited Résumés	C
HR22	Employee Relations	E + 19
HR23	Health and Safety Information	E + 3
HR24	Volunteer Records	E + 5
HR25	Diving Operations	E + 50

INFORMATION TECHNOLOGY

IT01	Information Technology Requests	E + 1
IT02	Hardware	E
IT03	Information Technology Project Files	E + 1
IT04	Software	E + 1
IT05	Disaster Recovery	S
IT06	Information Technology Audit Logs	E + 5
IT07	Technology Growth	E + 10



York Regional Police Records Classification and Retention Schedule

LEGAL

L01	Advice	E + 15
L02	Agreements – Real Estate	E + 15
L03	Civil Litigation	E + 15
L04	Contracts and Agreements	E + 6
L05	Criminal Injuries Compensation Board	E + 2
L06	Disclosure – Discipline/Misconduct	E + 2
L07	Leases	E + 7
L08	Public Complaints – Informal Resolution	E + 2
L09	Public Complaints – Without Hearing	E + 3
L10	Public Complaints – With Hearing	E + 5
L11	Hearing Officer's Files	P
L12	Special Investigations Unit (SIU) Files	E + 5
L13	Third Party Motions	E + 15
L14	Waivers of Liability	E + 3
L15	Motor Vehicle Collisions Involving YRP Vehicles	E + 15
L17	Chief's Complaints	E + 5

TRAINING AND DEVELOPMENT

TD01	Course Reimbursement	E + 50
TD02	Course Applications	E + 2
TD04	Lesson Plans	E + 10
TD05	PIN Testing	E + 50
TD06	Requests for Equivalency	E + 3
TD07	Requests for Tenure Time Exemption	E + 3



York Regional Police Records Classification and Retention Schedule

TD08	Use of Force Equipment Inventory	E + 3
TD09	Use of Force Training	E + 3
TD10	Use of Force Reports Use of Force Reports – Part B	E + 2 30 days