



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Codes: C – Current year P – Permanent S – Until superseded T – Termination of an event * – Archival review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



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

Codes: C – Current year P – Permanent S – Until superseded T – Termination of an event * – Archival review

Note: gaps in sequence indicate obsolete codes.



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*

Codes: C – Current year P – Permanent S – Until superseded T – Termination of an event * – Archival review

Note: gaps in sequence indicate obsolete codes.



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*

Codes: C – Current year P – Permanent S – Until superseded T – Termination of an event * – Archival review

Note: gaps in sequence indicate obsolete codes.



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

Codes: C – Current year P – Permanent S – Until superseded T – Termination of an event * – Archival review

Note: gaps in sequence indicate obsolete codes.



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
CC07	Registrations	P



York Regional Police Records Classification and Retention Schedule

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
F10	Procurement	E + 6
F11	Auto-Taxable Benefits	C + 6
F13	Solicitations and Donations	C + 6



York Regional Police Records Classification and Retention Schedule

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
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



York Regional Police Records Classification and Retention Schedule

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

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



York Regional Police Records Classification and Retention Schedule

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
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