Records Retention Schedule

Retention Codes: C=Current Year   *T=Termination Event*   *P=Permanent*

Retention Rule ID Column 1	Class of Records Column 2	Sub-Class of Records Column 3	Retention Period Column 4	Description of Records included within Records Class Column 5
RR-T25	Asset Management, Construction, and Maintenance	Construction and Maintenance of Linear and Non-Linear Assets	T+25	Records related to the construction and maintenance of the Region's physical assets including owned and leased buildings, road, and water infrastructure e.g., roads, water and wastewater, sewers, solid waste, etc.
RR-C07	Asset Management, Construction, and Maintenance	Facility and Property Management	C+7	Records related to the management, upkeep, and maintenance of both owned and leased buildings and property. Records include routine repair, landscaping, janitorial services, snow clearing, physical site security, office moves, and cafeteria services. Records also include floor layouts, maintenance and service records, minor repair documentation, issues logs, authorized use of keys and access cards list, security clearance files, and security logs.
RR-T07	Asset Management, Construction, and Maintenance	Fleet, Apparatus, and Equipment Management	T+7	Records related to acquiring, maintaining, and operating owned or leased equipment, including fleet and Region vehicles, light equipment, transit shelters, and office support equipment. Records include acquisition justification, maintenance records, vehicle registration and licensing, inspection checklists, repair logs, Drive Clean Program records, disposal records, and technical specifications, operating manuals, calibration logs, and maintenance history.
RR-T10	Asset Management, Construction, and Maintenance	Medical and Protective Equipment Maintenance	T+10	Records related the maintenance and repair of medical machinery and protective testing equipment used for respiratory and protective equipment fitting and testing for employees. Records include pre-screen records, fit testing records, reports, and follow-up records.

Retention Rule ID Column 1	Class of Records Column 2	Sub-Class of Records Column 3	Retention Period Column 4	Description of Records included within Records Class Column 5
RR-C07	Asset Management, Construction, and Maintenance	Realty Services	C+7	Records include information about property management of Regional-owned buildings and properties, facilities, and surplus lands. These records may include **copies** of assessment notices, deeds, property surveys, related correspondence, and appraisal reports. For **originals** of deeds, easement, and agreements see **Legal and Court Services – Contracts and Agreements - Capital**
RR-T40	Asset Management, Construction, and Maintenance	Social Housing Construction – Technical	T+40	Records include the construction and infrastructure of Non-Profit Housing buildings. Records include architectural, electrical, and mechanical specifications and drawings, site plans, reviews, approvals, and As-Built Drawings.
RR-T03	Asset Management, Construction, and Maintenance	Utilities	T+3	Includes records regarding utility services not owned by the Region but provided to regional residents. Includes telephone lines, gas mains, power lines, etc.
RR-C10	Community and Health Services	Accessibility Programs	C+10	Records related to initiatives developed to meet legislative requirements for accessibility under the Ontarians with Disabilities Act, 2001 and the Accessibility for Ontarians with Disabilities Act, 2005. Records include plans, compliance reports, and templates relating to the identification, removal, and prevention of barriers that prevent people from accessing Regional programs, services, and facilities.
RR-T07	Community and Health Services	Child Care – Agency Services	T+7	Records related to funding support of childcare services under the Day Nurseries Act. Records include contracts, correspondence and supporting documentation. Records may also include licenses, insurance, and financial information related to the agency.
RR-T40	Community and Health Services	Communicable Disease Outbreak and Investigations	T+40	Records related to communicable or infectious disease outbreak investigations as outlined in Health Protection and Promotion Act and associated regulations. Records include referrals, reports, and follow-up documentation.

Retention Rule ID Column 1	Class of Records Column 2	Sub-Class of Records Column 3	Retention Period Column 4	Description of Records included within Records Class Column 5
RR-C05	Community and Health Services	Community and Health Services Programs	C+5	Records related to the administration, monitoring, and evaluation of community support and health programs. Records include general program information. Such as planning and program design background, tools and resources required to deliver the program, and statistics.
RR-C10	Community and Health Services	Disease Testing – Prevention and Control	C+10	Records related to negative results of testing for reportable diseases and unsuccessful contact follow-up include various types of records. These records may include lost to follow-up contact records, anonymous testing results for infectious diseases, inconclusive test results, out-of-region labs, and test results where a patient does not meet the case definition for the initially suspected disease. Records also include subsequent lab slips for patients who have previously tested positive for a disease.
RR-C07	Community and Health Services	Emergency and Paramedical Response	C+7	Records related to the provision of emergency medical care, patient transport, and community paramedical services include ambulance call reports (ACR). Records also include emergency incident reporting related to patient transport and documentation related to paramedical care provided in the community.
RR-T30	Community and Health Services	Family Support – Client Records	T+30	Records related to the Region's support of individuals pursuing financial resources such as child and spousal support and include client information such as income and court documents, legal correspondence, income verification, employment letters, mediation reports, and assessment of children, among others.

Retention Rule ID Column 1	Class of Records Column 2	Sub-Class of Records Column 3	Retention Period Column 4	Description of Records included within Records Class Column 5
RR-T10 (Adult) RR-C28 (Child)	Community and Health Services	Funding and Subsidy – Client Records	T+10 (Adult) C+28 (Child)	Records related to assessing eligibility for financial assistance such as subsidies and managing the relationship between the Region and individuals or agencies who receive funding for community services include applications for assistance, personal medical information such as physician/optometrist notes, prescriptions, and medical information consent forms, and financial information for and about applicants such as financial status, copies of cost receipts, personal ID numbers, consents, Ontario Works forms, and other related documents. The community services covered by these records include housing, emergency shelter or temporary housing, childcare, social assistance, and medical devices. **Note:** Housing applications for York region's facilities are categorized under **Community and Health Services –Tenancy – Client**
RR-T07	Community and Health Services	Health Protection, Inspection, and Investigations	T+7	Records include health protection investigations, complaints, reports, and follow-ups, plans, etc. relating to fixed and non-fixed premises e.g., restaurants, public pools, long term care facilities, sewage spills, food recalls, tobacco enforcement, vaccine storage inspections etc.
RR-T10 RR-C28	Community and Health Services	Health Treatment and Intervention Services	T+10 (Adult) C+28 (Child)	Records relating to the administration of services provided by the Region to individuals who are eligible for child, family, senior support, or supportive services. These services may include early intervention, health treatment, living assistance, day programs, family support services, and short-term reportable disease reporting and tracking. Records include assessments to identify necessary services and support, referrals, personal health and treatment information, test results, follow-up, service contracts, and service records, etc.
RR-T10	Community and Health Services	Immunization – Client Records	T+10	Records related to immunization given to children and adults, including mass immunization. Records contain information about the current immunization status, consents, the type of vaccine used, questionnaires, supporting documentation, referrals and reports, and correspondence from or to parents of students attending York Region schools.

Retention Rule ID Column 1	Class of Records Column 2	Sub-Class of Records Column 3	Retention Period Column 4	Description of Records included within Records Class Column 5
RR-T03	Community and Health Services	Long Term Reportable Diseases – Client Records	T+3	Records related to lifelong diseases such as Syphilis, Hepatitis B and C, and Human Immunodeficiency Virus (HIV) / Acquired Immune Deficiency Syndrome (AIDS). Records include referrals, reports, results, and follow-up activities related to these diseases.
RR-T10	Community and Health Services	Tenancy – Client Records	T+10	Records related to the assessment of eligibility and provision of housing to approved tenants. It includes various essential documents, such as the completed application form along with supporting materials like birth certificates, citizenship status and income verification. Additionally, it encompasses correspondence exchanged between the tenant and the Region, rent calculations, yearly notices of rent increase, the lease agreement, consent forms, any relevant legal documentation, and tenancy termination documents, including confirmation from the housing accounting division that the tenant has settled any outstanding financial obligations to the Region
RR-T25	Community and Health Services	Rent Supplement Program – Client Record	T+25	Records related to tenant and landlord information regarding housing subsidies (privately owned), rental arrangements, rent increases, client history, copies of agreements and correspondence and other supporting material.
RR-C03	Community and Stakeholder Relations	Design, Production, and Publishing	C+3	Records relate to the creation and coordination of communications, publications, promotional material, and printing within the Region and its departments. They include research notes and sources, cost estimates, graphic design, final artwork, content, approved proofs for publication, printing requests, branding, graphic standards, logos, and trademarked images used in the creation of the publication.
RR-T03	Community and Stakeholder Relations	Emergency Coordination	T+3	Records related to the management of emergencies and disasters, both within the Region and in the community, including those affecting public health and safety. This includes situation reports, status updates, testing results, follow-up contact records, duty officer notes, debriefing notes and reports, and business continuity plans.

Retention Rule ID Column 1	Class of Records Column 2	Sub-Class of Records Column 3	Retention Period Column 4	Description of Records included within Records Class Column 5
RR-C03	Community and Stakeholder Relations	Enquiries and Complaints	C+3	Records related to general inquiries and complaints, including correspondence with the public, inquiries about Council proceedings, concerns about the services provided by the Region, and responses to inquiries where the service or program is no longer provided by the Region but where historical records are maintained.
RR-C03	Community and Stakeholder Relations	Media and Public Relations	C+3	Records related to the promotion and media coverage of the Region and its initiatives, both internally and externally. This includes materials such as news releases, workplace bulletins, general announcements, interviews, news clippings, and journal articles.
RR-C05	Community and Stakeholder Relations	Meetings and Memberships	C+5	Records related to internal and external meetings with staff, government agencies, boards, commissions, and community partners. They include documents such as minutes, agendas, briefing notes, communication summaries, reports, and publications associated with memberships.
RR-C03	Community and Stakeholder Relations	Visual Identity and Branding	C+3	Records related to the development and maintenance of the Region's branding, graphic standards, and visual identity. This includes records of logos and trademarked images used for visual identity, the Corporate Writing Style Guide, and design for letterheads and Regional signage.
RR-C05	Community and Stakeholder Relations	Corporate Services and Administrative Programs	C+5	Records related to the management, monitoring, and assessment of corporate services and administrative programs. Records include program details such as planning, design, and resources, as well as statistical information such as customer service research, satisfaction surveys, and planning goals for the Region, its departments, divisions, programs, and services.
RR-T15	Environmental and Conservation Services	Drinking Water Source Protection	T+15	Records include risk management plans, notices and orders issued, risk assessments, acceptances of risk assessments and other records that related to compliance and regulations of drinking water source protection.

Retention Rule ID Column 1	Class of Records Column 2	Sub-Class of Records Column 3	Retention Period Column 4	Description of Records included within Records Class Column 5
RR-C10	Environmental and Conservation Services	Environmental and Conservation Programs	C+10	Records related to environmental and conservation programs, such as program records related to ISO 9000 and ISO 14001 activities, energy management programs (including renewable energy and energy audits programs), enforcement awareness programs, waste reduction and recycling, and general information on the control and effect of toxic substances.
RR-PER	Environmental and Conservation Services	Environmental Applications and Approvals	Permanent	Records relate to approvals received by York Region from other government agencies, as well as approvals given by York Region for private and municipal facilities. Approvals may relate to various aspects such as water, sewage, solid waste facilities, air, noise, waste disposal site, waste management system, transfer review applications, sewage work approvals, and drinking water approvals. Records may also include certificates of approval, conservation authority approvals, and approvals from the Ministry of the Environment and Climate Change
RR-PER	Environmental and Conservation Services	Environmental Assessment and Studies	Permanent	Records related to environmental assessments and studies are included may include information regarding geotechnical investigations, archaeological assessments, chemical spills, and cleanup of natural environments, and illegal dumping. Documentation can include public consultation briefing notes, study reports, and final reports.
RR-C15	Environmental and Conservation Services	Green Infrastructure Strategy and Management	C+15	Records related to the planning, management, health, and restoration of the Regional forest tracts, the urban forest, and trees and landscape features in Regional road rights-of-ways. This includes the conservation and restoration of trees, woodlands, and natural heritage features, as well as partnership and program records related to naturalization, conservation land securement, invasive species, and tree canopy and woodland cover.

Retention Rule ID Column 1	Class of Records Column 2	Sub-Class of Records Column 3	Retention Period Column 4	Description of Records included within Records Class Column 5
RR-C15	Environmental and Conservation Services	Water and Wastewater Supply and Protection	C+15	Records related to the development and maintenance of a drinking water quality management system in accordance with the Drinking Water Quality Management Standard. Records include the operational plan for the Quality Management System (QMS), results of emergency plan testing, corrective action requests, internal and external system audits, minutes from management reviews, calibration records, and other related documents as specified in directives and standard operating procedures.
RR-C07	Financial Management	Accounting Controls and Operations	C+7	Records related to the management of financial resources of York Region and cover financial transactions, accounting processes, funds receipt, expenditure control, external financial and process audits, and reporting. Records include payment processing, receivables processing and billing, banking and cash management, inter-department chargebacks and financial transfers, subsidies, taxation, payroll processing, financial planning & reporting, procurement of goods and services, and other related activities.
RR-PER	Financial Management	Capital Expenditures	Permanent	Records related to the expenditure of capital funds by the Region, specifically records related to the initial capital expenditure.
RR-T07	Financial Management	Debentures	T+7	Records related to debentures issued by the Region, including debenture applications, records of debenture issuance, and records of payments made to investors. Records cover debentures issued on behalf of local municipalities and school boards.
RR-T07	Financial Management	Investments	T+7	Records related to the Region's investments, including short and long-term investments, term deposits, and pooled investment funds. Records also include safekeeping charges and sinking funds management.
RR-PER	Financial Management	Levies and Development Charges	Permanent	Records relate to revenues collected by the Region, including levies imposed on local municipalities, regional development charges collected from prospective homebuilders, letters of credit, and revenues collected in the form of regional development charges or funds.

Retention Rule ID Column 1	Class of Records Column 2	Sub-Class of Records Column 3	Retention Period Column 4	Description of Records included within Records Class Column 5
RR-T07	Financial Management	Social Assistance – Income Reporting Statements	T+7	Records related to fulfilling mandatory reporting requirements of social assistance applicants. These records include statements of all monthly income received by the applicant, such as earnings, tips, rental income, pensions, insurance, EI insurance, child benefit supplements, training allowances, loans, and gifts. The records also include the issuance of Revenue Canada T5007 Statement of Benefits forms
RR-T07	Financial Management	Tangible Capital Asset Accounting	T+7	Records related to tangible capital assets owned by the Region. These records include additions and deletions, records of depreciation and calculations of amortization, and records to support the initial calculation of the Region's tangible capital assets, such as land, buildings, equipment, motor vehicles, furniture, and fixtures, and supporting documentation to determine tax payable
RR-PER	Financial Management	Year End Budget Reporting and Audit Statements	Permanent	Records relate to the Region's financial reporting and include the final departmental business plan and budget as adopted by the Regional Council, corresponding final detail books, year-end general ledgers, final biweekly payroll registers, and historical manual journal books, which are the final year-end versions of all books of original entry. Records also include the final annual (year-end) audited financial statement and auditor's report, including the annual trial balance, balance sheet, consolidated statement of financial position, consolidated statement of financial performance, and other related financial statements.
RR-PER	Governance and Oversight	Council Minutes and Agendas	Permanent	Records documenting the proceedings of Regional Council meetings. Records include attachments, handwritten submissions, notices, agendas, reports, and minutes to Council.
RR-PER	Governance and Oversight	Committees of Council and Regional Boards	Permanent	Records documenting the activities of committees of council, including steering and ad hoc committees, and Regional boards. Records include meetings, agendas, reports, and minutes.

Retention Rule ID Column 1	Class of Records Column 2	Sub-Class of Records Column 3	Retention Period Column 4	Description of Records included within Records Class Column 5
RR-C03	Governance and Oversight	Council Coordination	C+3	Records relate to the coordination and administration of Regional Council activities. Records include communications submitted for consideration of the Regional Council, agenda planning and development, meeting schedules, council orientation, and protocols.
RR-C07	Governance and Oversight	Emergency Planning	C+7	Records relate to the Region's Emergency Management program, specifically concerning the Region of York and its residents. These records include the coordination of emergency services, operational plans for the use of Emergency Operations Centres and Emergency Information Call Centres, and business continuity planning.
RR-C05	Governance and Oversight	Government Ministries, Local and Other Municipalities	C+5	Records related to activities of the federal, provincial, and municipal governments that are of interest or affect the Region. Records include information and updates regarding legislation, policies, and programs that could have an impact on the Region and may include correspondence and communication between the Region and government bodies.
RR-C05	Governance and Oversight	Monitoring and Tracking	C+5	Records documenting daily and routine activities and work plans created by Regional staff. Records include daily, weekly, or monthly worker logs and program statistics, program and caseload statistics, medication dispensing logs, transit operation logs, calendars, task lists, appointment books, journals, and day timers.
RR-T10	Governance and Oversight	Operational Audit and Investigations	T+10	Records related to audit investigations such as compliance, fraud, operational investigations, or investigations undertaken at management's request. **Note**: For Financial Audits see **Financial Management – Accounting Controls and Operations.**
RR-T03	Governance and Oversight	Organizational Design	T+3	Records relate to reporting relationships, corporate restructuring and reorganizations, and organizational analysis. Records include corporate, departmental, and branch organizational charts that document the reporting relationships and hierarchy within the Region.

Retention Rule ID Column 1	Class of Records Column 2	Sub-Class of Records Column 3	Retention Period Column 4	Description of Records included within Records Class Column 5
RR-T10	Governance and Oversight	Policies, Procedures and Guidelines	T+10	Records documenting the standard practices and rules of the organization. Records include policies, directives, standards, guidelines and manuals, support scripts, and other forms of documented instruction and guidelines retained by the Region.
RR-C07	Governance and Oversight	Quality Assurance and Performance Measurement	C+7	Records relate to the identification of quality objectives and the monitoring of performance. Records include continuous improvement plans, benchmarking, workflow, performance measurements and statistics, municipal performance measures, and key performance indicators (KPIs).
RR-PER	Governance and Oversight	Regional Bylaws	Permanent	Records related to by-laws passed by the Region. Records may include background information used in developing by-laws.
RR-T10	Governance and Oversight	Strategic and Long-Term Planning	T+10	Records related to the strategic or long-term planning goals, priorities, and objectives for the Region, its departments, and branches. Records comprise of key plans, reports, and strategies such as the Transportation Master Plan, Corporate Strategic Plan, or the Region's Vision Statement. Additionally, records may include documents used in the creation of the final reports.
RR-C05	Human Resource Management	Attendance and Scheduling	C+5	Records regarding employee attendance, shift scheduling, vacation schedules, hours of work, Compressed Work Week (CWW) and flex time schedules.
RR-T50	Human Resource Management	Employee Health and Medical Records	T+50	Records related to monitoring the health, medical status, and recovery of individual employees such as short and long-term disability, injuries, medical conditions, health and safety accident reports, WSIB claims, doctors' notes and referrals, workforce adjustment and accommodations, and supporting correspondence.
RR-T07	Human Resource Management	Employee Records	T+7	Records related to employment relationships with current and former employees. Records include resumes and applications, offer letters, educational credentials, job status changes, performance information, personal information, resignation letters, and correspondence with employees

Retention Rule ID Column 1	Class of Records Column 2	Sub-Class of Records Column 3	Retention Period Column 4	Description of Records included within Records Class Column 5
RR-C05	Human Resource Management	Human Resource Programs	C+5	Records related to programs designed to manage human resource talent and organizational needs. Records include corporate programs aimed at improving employee performance and experience, recognition programs such as iCARE, retirement and service recognition, benefits programs, corporate health and wellness, corporate learning and development, and other related initiatives.
RR-C50	Human Resource Management	Labour Relations	C+50	Records related to the relationship between labour and management. Records include collective bargaining agreements, grievances, miscellaneous agreements, and background correspondence with labor unions such as C.U.P.E, ONA, and the Non-Union Staff Association.
RR-C10	Human Resource Management	Labour Relations Investigations and Complaints	C+10	Records related to investigations related to terminations, harassment complaints, and disciplinary issues outside of the formal grievance process. Records may include documentation related to the investigation process, evidence collected, witness statements, and the investigation outcome.
RR-PER	Human Resource Management	Pension and Benefits	Permanent	Records related to pension and benefits including OMERS disability information, annual reports, annual remittances, as well as financial information regarding leave period earnings, broken service record earnings, short-term and long-term disability cases, buybacks, disability waivers, pension adjustment calculations, and employee benefit forms.
RR-T05	Human Resource Management	Position and Compensation Management	T+5	Records related to position descriptions, classifications, and pay scales, including job specifications, analysis requests, compensation plans, and entitlement calculations. It also includes supporting documents like compensation analysis, staff and departmental compensation scale determination, annual salary adjustments, merit increase calculations, and salary disclosure reports
RR-C03	Human Resource Management	Recruitment and Selection	C+3	Records related to staff recruitment at the Region, including job postings, resumes, assessments, and interview materials such as schedules, questions, tests, answer keys, and results for posted and/or filled positions. Unsuccessful applicant records and unsolicited resumes are kept for three months from the date of receipt.

Retention Rule ID Column 1	Class of Records Column 2	Sub-Class of Records Column 3	Retention Period Column 4	Description of Records included within Records Class Column 5
RR-T03	Information, Data, and Technology Services	Access and Privacy Services	T+3	Records related to the access of Region's information and privacy protection of information under the Municipal Freedom of Information and Protection of Privacy (FOI) or the Personal Health Information Protection Act (PHIPA). Records include privacy and access requests, privacy breach investigations, privacy audits, and privacy impact assessments.
RR-T10	Information, Data, and Technology Services	Information, Data, and Technology Projects	T+10	Records related to the research, planning, design, development, implementation, execution, and control of projects concerning information, data, and technology management. It may include feasibility studies, needs analyses, project scheduling, status reports, and related communications, as well as migration projects during the system life cycle.
RR-PER	Information, Data, and Technology Services	Retention and Disposition Maintenance	Permanent	Records related to information retention and disposition activities, including changes to information classification schemas, retention schedules, disposition authorities and authorizations, and supporting documentation.
RR-C05	Information, Data, and Technology Services	User and System Support	C+5	Records relating to the use of data, information management, or information technology systems. Records include requests for technical or user assistance, incident reports, access management and permissions, support scripts, information assessments, records transferred to third-party storage (e.g., Iron Mountain), and general program information.
RR-C15	Legal and Court Services	Bylaw, Statute, and Enforcement Logs	C+15	Records related to the enforcement of municipal bylaws, provincial offences, and federal statutes, recorded daily. Records such as officer notebooks, occurrence reports, and audio or video logs that provide evidence of incidents and support enforcement activities
RR-PER	Legal and Court Services	Certificates of Insurance	Permanent	Records include Certificates of Insurance and supporting documentation.

| Retention Rule ID

Column 1 | Class of Records

Column 2 | Sub-Class of Records

Column 3 | Retention Period

Column 4 | Description of Records included within Records Class

Column 5 |
|---|---|---|---|---|
| RR-T03

RR-C28 | Legal and Court Services | Claims By or Against York Region or York Regional Police - Adults | T+3 (Adult)

C+28 (Child) | Records contain information on claims made against or by York Region or York Region Police, including supporting documents like orders, decisions, and judgments, garnishee orders, cost recovery claims, and incident records leading to legal claims. It also includes records of social services overpayments and fraudulent claims. **Note:** Claims initiated before Dec 31, 2002, are retained for seven years. |
RR-PER	Legal and Court Services	Contracts and Agreements – Capital	Permanent	Records regarding legal obligations for contracts and agreements related to capital arrangements, including construction of regional buildings and infrastructure, transfers, easements, encroachments, access agreements, and purchase and sale agreements. Records may also include development and site plan agreements.
RR-T03	Legal and Court Services	Contracts and Agreements – Non-Capital	T+3	Records of agreements entered by the Region include operating services such as security and cafeteria, road construction contracts, equipment contracts for items like computers and photocopiers, insurance policies, benefit contracts, and contracts for rolling stock.
RR-T10	Legal and Court Services	Eligibility Review and Fraud Investigations	T+10	Records relate to fraud investigations for public funds received under Ontario Works, Child Care Funding Assistance, Rent-Geared-to-Income Assistance, and Housing tenant subsidies. Records include referrals, investigation notes, overpayment calculation charts, case review summaries, correspondence, and documentation from third-party sources and may also contain legal notes and advice, court documents transcripts, decisions, and research documents.
RR-T03	Legal and Court Services	Hearings, Proceedings and Prosecutions	T+3	Records related to hearings and legal proceedings such as notices, judgments, orders, and decisions. Also, includes records regarding prosecutions to enforce local regional bylaw and provincial legislation e.g., Health Protection and Promotion Act, Environmental Protection Act.
RR-PER	Legal and Court Services	Legal Advice – Permanent Matters	Permanent	Records include advice and legal opinions of a permanent matter provided by York Region's Legal Services to other Regional Departments, York Regional Police, and outside agencies

Retention Rule ID Column 1	Class of Records Column 2	Sub-Class of Records Column 3	Retention Period Column 4	Description of Records included within Records Class Column 5
RR-T25	Legal and Court Services	Legal Counsel – General Matters	T+25	Records of York Region's Legal Services regarding counsel of a general nature provided to other Regional departments, York Regional Police, and outside agencies on matters related to Region business.
RR-T03	Legal and Court Services	Licenses and Permits	T+3	Records related to licenses issued and owned by York Region such as lodging house license applications and approvals, public vehicle operating license applications, Regional radio permits, copyrights, trademarks, event licenses, road closures, encroachments, sewers, signs, tree cutting, etc. **Note:** Records for licenses issued before December 31, 2002, have a retention period of T+7
RR-C07	Legal and Court Services	POA – Accounting (RICO/RICM Reports)	C+7	Records include various reports related to fines and restitution, such as held and overdue restitution reports, case transfer journal, cashier over/short records, offence change journal, lists of fines paid, unmatched payment reports, banking reports, reconciliation reports, and pay ticket reports.
RR-C03	Legal and Court Services	POA - Administrative Activity Reports (RICO Reports)	C+3	Records related to RICO reports downloaded from the Integrated Court Offences Network (ICON). Records include various documents such as the RICO-1040 Offence Change Journal, RICO-2100 New Offence Register, RICO-4100 P1/P2 Load-rejected Transacp1 and Part 2 Load, RICO-4015 Preliminary Enforcement Report, and RICO-4017 Enforcement Review Journal, and any other RICO/RICM or administrative activity reports not identified elsewhere.
RR-C03	Legal and Court Services	POA - Certificate Control Lists	C+3	Records include a listing of all Part I and Part II offences filed with the POA court, including information on offence numbers, enforcement agency, and filing date.
RR-T07	Legal and Court Services	POA - Certificates of Offence - Part I (Accident and Careless Driving Offences)	T+7	Records related to Part I Certificates of Offence that are accident-related, including Certificates of Offence, Part I Summons (non-accident related and accident-related), trial requests, trial notices, payment receipts, castoffs accident-related (tickets paid within 45 days from the offence date), and correspondence related to the file.

Retention Rule ID Column 1	Class of Records Column 2	Sub-Class of Records Column 3	Retention Period Column 4	Description of Records included within Records Class Column 5
RR-T03	Legal and Court Services	POA - Certificates of Offence - Part I (excluding Accident and Careless Driving Offences) and Part II	T+3	Records related to non-accident related Part I Certificates of Offence and Part II Parking Offences, including Certificates of Offence, trial requests, trial notices, payment receipts, castoffs for non-accident/non-careless driving related offences (tickets paid within 45 days from the offence date), and correspondence related to the file.
RR-C03	Legal and Court Services	POA - Certificates Requesting Conviction	C+3	Records related to the processing of charges for individual parking violations where the defendants have not taken any action within a certain time, such as making financial restitution. Documents may include Certificates Requesting Conviction (CRC) and related correspondence, which are certified by the Clerk of the Court and represent the Court's decision.
RR-C03	Legal and Court Services	POA - Court Docket Books	C+3	Records include court records for cases heard under the Provincial Offences Act (POA), which include court docket records containing comprehensive listings of court cases, such as court date, room number, prosecutor names, and judgments made.
RR-T07	Legal and Court Services	POA – Disclosure Requests	T+7	Records related to disclosure requests submitted to the Prosecution's office.
RR-T07	Legal and Court Services	POA - Part III Informations	T+7	Records include information, Part III summons, payment receipts, and correspondence related to Part III.
RR-PER	Legal and Court Services	POA – Purge Reports	Permanent	Record contains disposition listing of cases purged from Integrated Court Offences Network (ICON)
RR-PER	Legal and Court Services	POA – Search Warrants	Permanent	Records include all search warrants, Orders to Obtain Evidence, reports to Justice and Detention orders.
RR-T40	Legal and Court Services	POA – Write offs	T+40	Records containing information on tickets, including Part I, II, and III, with and without accidents that have been deemed uncollectible i.e. written off.
RR-PER	Legal and Court Services	POA- Court Tapes - Proceedings and Intake	Permanent	Records of s court proceedings recorded electronically, as well as sign-in logs related to court proceedings and intakes

Retention Rule ID Column 1	Class of Records Column 2	Sub-Class of Records Column 3	Retention Period Column 4	Description of Records included within Records Class Column 5
RR-T03	Legal and Court Services	Precedents	T+3	Records that serve as examples or guides for subsequent files or events. This includes standard forms and documents, as well as records from previous events or actions that can be used as reference material.
RR-T03	Legal and Court Services	Property Leases and Licenses	T+3	Records relating to leases and licenses to occupy Regional property or Region's leases and licenses to use non-owned property. Contracts completed, or licenses denied or revoked prior to December 31, 2003, are retained for T+7 years.
RR-T03	Legal and Court Services	Real Estate Property Contracts	T+3	Records pertaining to realty property assets owned by York Region throughout their lifecycle. Records include documents regarding acquisition, disposal, assessments, appraisal reports, property surveys, title searches, agreement of purchase and sale, proof of ownership or certificate of title, deeds, and agreements related to encroachment, rights of way, easement, expropriation, and road assumption
RR-C07	Legal and Court Services	Risk Management and Compliance	C+7	Records related to the identification, assessment, and management of risks including risk assessments, risk registers, mitigation monitoring, premium payments, risk reporting, risk inventory, and appraisals for insurance evaluation purposes.
RR-T25	Planning and Development	Development Approvals	T+25	Records related to requests for permission to build, construct or renovate a structure, including local municipal plans, amendments and approvals, clearance letters, engineering drawings, background information, general and formal correspondence, and certificates of approval. Records also include permits and approvals related to condominium plans, site plans, official plan amendments, subdivision plans, easements, consent, zoning, variances, encroachments, and severances.
RR-C10	Planning and Development	Development Enquiries and Reviews	C+10	Records relate to pre-development proposals, engineering submissions, and requests for information about developments. Records include concept plans, review documents, and feedback from the Region. Records may pertain to local municipalities, developer connections to regional infrastructure, and industrial,

Retention Rule ID Column 1	Class of Records Column 2	Sub-Class of Records Column 3	Retention Period Column 4	Description of Records included within Records Class Column 5
RR-T03	Planning and Development	Local Municipalities – Official Plans	T+3	Records related to official plans including draft and final versions, working notes, background information, amendments to local municipalities' official plans, and correspondence.
RR-PER	Planning and Development	Region – Official Plans	Permanent	Records including the official plan, secondary plans, amendments, and related documents such as consultation records, working notes, and background information to help understand the development of the plan
RR-C10	Planning and Development	Research and Evaluation Studies	C+10	Records relate to the assessment of the growth and changing characteristics of the region, used to support the development of potential service and support needs. These include studies such as demographic trends, social statistics, community and health services trends, housing availability, and other related studies
RR-T03	Planning and Development	Zoning	T+3	Records related to the designation of zones for land use planning and include notices of public meetings required under the Planning Act and zoning by-laws.
RR-C10	Transportation Services	Traffic Control and Road Use Monitoring	C+10	Records related to monitoring traffic on regional roads to improve traffic flow. Records include traffic studies, traffic flow surveys, traffic counts, collision reporting, safety audits, and related traffic data.
RR-T10	Transportation Services	Traffic Device Design, Control, Use and Monitoring	T+10	Records related to the design, installation, repair, and maintenance of traffic controls such as traffic signals, signs, and cameras. Records include documentation related to the design schema, installation, servicing, and maintenance. and information about pedestrian signals, bike signals, pedestrian crossovers, countdowns, school zone flashing or illumination, and luminaires
RR-PER	Transportation Services	Traffic Control Signals – Legal Drawings	Permanent	Records contain drawings showing the signal layout and are approved as meeting the legal display criteria and standards set by the provincial Ministry of Transportation (MTO).
RR-T03	Transportation Services	Transit Accessibility Clients	T+3	Records related to assessing the eligibility of persons with disabilities for public transit services, specifically Mobility Plus. Records include applications for Mobility Plus, approvals and appeals.

Retention Rule ID Column 1	Class of Records Column 2	Sub-Class of Records Column 3	Retention Period Column 4	Description of Records included within Records Class Column 5
RR-C05	Transportation Services	Transportation and Transit Programs	C+5	Records related to transportation and transit programs include materials such as brochures, community outreach publications, and general resource information. Records provide information to the public about the available transportation and transit programs, services, and resources in the region.