

Posting Date:	November 12, 2026
Closing Date:	November 25, 2026
Requisition ID:	2077
Title:	Coordinator, Records Retention
Branch:	Support
Service:	Technology Services
Bureau:	IT Project Management & Business Solutions
Salary:	$89,579 – $95,602 (Band 4)
Status:	Regular, Full-Time
Openings:	1
Vacancy Type:	This job has been posted to fill a current vacancy
Location:	17150 Yonge Street

Position Purpose

The purpose of this position is to provide assistance to units in filing, classifying, storing and disposing information to ensure consistency in filing and retrieval information. The position will assist in the implementation and maintenance of the records retention schedule and overall management of the organization's information.

Major Duties & Responsibilities

Provide training to new members and refresher training to existing members on the Records Retention Schedule, SharePoint, harmon.ie and other records systems.
Provides support to YRP members to sort, classify and code YRP records according to the Records Retention Bylaw, retention schedules, systems, applications, and procedures.
Coordinates transfer to off -site storage, and retrieval for physical (hard - copy) records, and maintains an accurate charge out system for the same.
Creates and maintains a rotation schedule for the review and disposition/destruction of physical records and is responsible for ensuring disposition/destruction takes place in accordance with the Retention Bylaw.
Maintains records of destruction certificates for both electronic and physical records, and ensures the preservation documentation for any archived historical record(s).
Maintains YRP's notebook repository that houses all YRP notebooks older than 5 years. Updates Notebook Inventory System to reflect accurate location and supporting records for all notebooks.
Receives, tracks and maintains accurate charge out system for notebooks.
Generates and reports statistical information related to records.
Participates in the implementation of process improvements, projects, and initiatives related to information governance (e.g. SharePoint, Versadex upgrades, DEMS, Microsoft 365 and Teams).
Advises and guides Units on the correct entry of records in various records management systems and repositories (e.g. Notebook Inventory System, IG SharePoint, harmon.ie, etc.).
Works in collaboration with YRP Units, IT, and other team members in building new IG SharePoint sites, and performs validation and testing on these sites before deploying.
Migrates data and media by following approved procedures that address the elements of data accessibility and authenticity. This includes items such as the digitization of records, the preservation of historical records, or moving items from one repository to another.
Performs assigned tasks to support the implementation of YRP's retention schedules and legal hold policy.

Accesses, compiles, gathers and issues requested records and information.
Follows up with members to ensure timely return on any records signed out.
Participates in records audits for both physical and digital records by meeting with users, identifying record repositories, recording data, and makes recommendations for improvements. Will participate in solution implementation relating to these improvements.
Provides input to improve current records retention and governance practices that include procedures, governance structures, retention schedules and bylaws.
Updates training materials such as the Course Training Standard, training workbooks, training videos, and quick reference cards.
Reviews current record-keeping practices for YRP Units. Works with end user(s) to rectify any errors/discrepancies found.

Education, Licensing & Certifications

Successful completion of a two (2) year college diploma, specializing in Business, Library and Information Techniques or a related field.
Equivalent experience would be considered in the absence of required education.

Experience

Minimum of three (3) years of experience in records and information management, including the development, maintenance, and ongoing administration of file classifications systems.

Skills

Working knowledge of Records Management Systems such as Laserfiche, SharePoint and Versadex preferred.
Ability to compile, sort, organize and classify records and records data.
Excellent cooperation and collaboration skills.
Working knowledge of basic auditing principles and practices.
Problem solving abilities in order to properly determine the identification and classification of records and the corresponding retention and disposition/destruction schedule.
Communication and interpersonal skills to interact with internal members at all ranks, other police services, Region of York, and vendors/suppliers to exchange information and best practices.

How To Apply

Members must submit their application directly to the posting on the Careers section through the SuccessFactors Dashboard by the closing date in order to be considered for this opportunity as an internal applicant.
Please include a personal email address on your resume to ensure you receive all notifications regarding the recruitment process.
Questions regarding this position should be directed to Kristine Ockwell #5791, Supervisor – Civilian Recruiting Unit.

York Regional Police has implemented a Hybrid Remote Work option that is offered to various positions in the organization. Further detail can be discussed during the recruitment process.

Please note this is an internal job posting, no external applications will be considered at this time.
In accordance with Article 35 of the Civilian Working Agreement, all resumes must be received by the closing date. Resumes received after this date will be considered external candidates.

York Regional Police is committed to fairness and equity in our recruitment and selection process, and in building and retaining a talented and diverse workforce representative of the community we serve. All York Regional Police employment policies and procedures are intended to be non-discriminatory and barrier-free, in accordance with the Accessibility for Ontarians with Disabilities Act, 2005.

Accommodations for applicants with disabilities are available upon request during recruitment processes and throughout employment. Should you require an accommodation during the recruitment and selection process, including accessible formats and communication supports, please contact talent@yrp.ca.

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