

HAMILTON POLICE SERVICE BOARD

BY-LAW 24-002

BEING A BY-LAW TO REGULATE THE RETENTION AND DESTRUCTION OF RECORDS IN THE CUSTODY OF THE HAMILTON POLICE SERVICE

WHEREAS the Hamilton Police Service Board is responsible for the provision of police services and law enforcement and crime prevention in the city of Hamilton and the members of the Police Service are under the Board's jurisdiction pursuant to Section 37 of the *Community Safety and Policing Act, 2019, S.O. c.1 Schedule 1*; and

WHEREAS on the 24th day of June 1985 the Hamilton-Wentworth Police Regional of Commissioners of Police enacted By-law 85-01 being a By-law to regulate the duties dress department of members of the Hamilton Wentworth regional police force which contained therein Chapter 11 in relation to the retention and destruction of records; and

WHEREAS By-Law 85-01, as amended by By-laws 90-002, 93-001, 93-002 and 95-001 was subsequently repealed on the 18th day of November, 1996 by By-law 96-004 and amendment 03-001; and


WHEREAS By-law 96-004 and amendment 03-001 were subsequently repealed by By-law 21-001 on October 28, 2021;

NOW THEREFORE the Hamilton Police Service Board enacts the following:

1. By-law 21-001 is repealed and replaced with By-law 24-002;
2. This By-law applies to all Branches/Sections/Divisions of the Hamilton Police Service and to the Hamilton Police Service Board;
3. Schedule 'A' Records Retention Schedule is attached hereto.

Passed and enacted at the City of Hamilton this 28th day of November, 2024.



Georgie Elms, Chair
Hamilton Police Service Board

Kirsten Stevenson, Administrative Director
Hamilton Police Service Board

RECORDS RETENTION SCHEDULE

'Schedule A' for Hamilton Police Service Board By-law 24-002



NOVEMBER 2024



Contents

Purpose of Retention.....	8
Definitions and Key Terms	8
Secure Destruction	9
Sensitivity	10
How to Read a Record Series.....	11
Administrative Functions	12
Divisional Administration	13
<i>Ride Along Requests</i>	14
<input type="checkbox"/> Ride Along Requests.....	14
Compliance and Governance	15
<i>Legal</i>	16
<input type="checkbox"/> Civil litigation files	16
<input type="checkbox"/> Coroners Inquests files.....	16
<input type="checkbox"/> Court motions and applications	16
<input type="checkbox"/> Criminal Injuries Compensation Board.....	16
<input type="checkbox"/> Human Rights Complaints.....	16
<input type="checkbox"/> Legal reference files	16
<input type="checkbox"/> Legal Indemnification Requests	16
<input type="checkbox"/> Waivers and releases of liability	16
<i>Minutes</i>	17
<input type="checkbox"/> Committee Minutes.....	17
<input type="checkbox"/> Governance Minutes	17
<i>Planning and Research</i>	18
<input type="checkbox"/> Analytics	18
<input type="checkbox"/> Dashboards	18
<input type="checkbox"/> Literature Reviews.....	18
<input type="checkbox"/> Questionnaires/Surveys	18
<input type="checkbox"/> Projections.....	18
<i>Police Service Board</i>	19
<input type="checkbox"/> Agendas	19
<input type="checkbox"/> Agreements	19
<input type="checkbox"/> Bylaws	19
<input type="checkbox"/> Meeting Minutes	19
Facilities, Fleet and Equipment	20
<i>Facilities Maintenance</i>	21
<input type="checkbox"/> Facilities maintenance reports and logs.....	21
<input type="checkbox"/> Facilities inspection reports	21
<input type="checkbox"/> Fleet maintenance reports and logs.....	21
<input type="checkbox"/> Testing, inspection and maintenance records of fire alarm and other building safety systems....	21
<input type="checkbox"/> Licenses (i.e. TSSA).....	21
<input type="checkbox"/> Equipment maintenance report logs.....	21
<i>Facilities Management</i>	22
<input type="checkbox"/> Customer Service Requirements	22
<input type="checkbox"/> Insurance Requirements	22
<input type="checkbox"/> Utilities Requirements	22
<input type="checkbox"/> Identification of surplus facilities.....	22
<input type="checkbox"/> Site Plans	22
<input type="checkbox"/> Trends and statistics.....	22
<i>Procurement</i>	23
<input type="checkbox"/> Agreements	23
<input type="checkbox"/> Planning, tendering, or acquiring goods and services	23



<input type="checkbox"/> Purchase Orders	23
<input type="checkbox"/> RFIs, RFQs, RFPs.....	23
<input type="checkbox"/> Vendor bids, proposals, responses	23
Financial Management	24
<i>Budget</i>	25
<input type="checkbox"/> Capital plans and projects	25
<input type="checkbox"/> Department Working Papers	25
<input type="checkbox"/> Year End Budget Variance Report	25
<i>Financial Reporting</i>	26
<input type="checkbox"/> Accounts payable	26
<input type="checkbox"/> Accounts receivable	26
<input type="checkbox"/> Available Funds Report	26
<input type="checkbox"/> Budget Variance Report	26
<input type="checkbox"/> Confiscated Funds – Balance Sheet	26
<input type="checkbox"/> Court time – retired members.....	26
<input type="checkbox"/> Credit Card Statements	26
<input type="checkbox"/> Fixed Capital/fixed assets – City - PeopleSoft	26
<input type="checkbox"/> General Ledger – City	26
<input type="checkbox"/> Invoices	26
<input type="checkbox"/> Payroll timesheets – part time members	26
<input type="checkbox"/> Acting pay.....	26
<input type="checkbox"/> Meal allowances, shift premiums, overtime pay – full time members	26
<input type="checkbox"/> Petty cash.....	26
<input type="checkbox"/> Reconciliation - confiscated funds, police clearing account, payroll transactions, reserves	26
<input type="checkbox"/> Travel Expenses.....	26
<input type="checkbox"/> Sick slips.....	26
Human Resources Management	27
<i>Attendance Administration</i>	28
<input type="checkbox"/> Rosters/Scheduling	28
<input type="checkbox"/> Staff Sign-In Logs	28
<input type="checkbox"/> Annual Leave Schedules.....	28
<input type="checkbox"/> Attendance reports	28
<input type="checkbox"/> Absence/Return Forms	28
<input type="checkbox"/> OT/Call-Ins	28
<input type="checkbox"/> WFH Administration Forms	28
<i>Job Evaluation</i>	29
<input type="checkbox"/> Joint Job Review questionnaires (JJRs)	29
<input type="checkbox"/> Job descriptions.....	29
<input type="checkbox"/> Records of the Joint Job Review Committee	29
<input type="checkbox"/> Pay Equity	29
<i>Labour Relations</i>	30
<input type="checkbox"/> Collective agreements signed by the Police Services Board	30
<input type="checkbox"/> Records of negotiations.....	30
<input type="checkbox"/> Memorandums of settlement.....	30
<input type="checkbox"/> Related background material used in making decisions	30
<input type="checkbox"/> Grievances	30
<input type="checkbox"/> Settlements.....	30
<input type="checkbox"/> Seniority lists	30
<input type="checkbox"/> Arbitrations	30
<i>Occupational Health and Safety</i>	31
<input type="checkbox"/> Occupational reviews (ie. Air quality and noise surveys)	31
<input type="checkbox"/> Joint Health and Safety Committee Inspections	31



<input type="checkbox"/> Material Safety Data Sheets (MSDS).....	31
<input type="checkbox"/> Refusal to work.....	31
Recruitment.....	32
<input type="checkbox"/> Applications for employment	32
<input type="checkbox"/> Job postings	32
<input type="checkbox"/> Job competitions.....	32
<input type="checkbox"/> Interview notes and selection decisions.....	32
<input type="checkbox"/> Personnel file, including employment contracts	32
<input type="checkbox"/> Background checks	32
<input type="checkbox"/> Offers of employment	32
Return to Work Administration	33
<input type="checkbox"/> WSIB Incident reports for work-related incidents	33
<input type="checkbox"/> WSIB investigations and claims management	33
<input type="checkbox"/> Medical notes and other records pertinent to return to work.....	33
<input type="checkbox"/> Details of modified duties, medical notes, functional abilities forms	33
<input type="checkbox"/> Workplace Safety and Insurance Board correspondence and reporting	33
Information Management	34
Access to Information.....	35
<input type="checkbox"/> Freedom of Information Requests and Decisions	35
<input type="checkbox"/> Appeals and Representations	35
<input type="checkbox"/> Requests to correct personal information and responses.....	35
<input type="checkbox"/> Release of Information Requests (Sharing Agreements, Probation and Parole, etc.).....	35
<input type="checkbox"/> Routine Disclosure Requests (Insurance and MVCs).....	35
Privacy.....	36
<input type="checkbox"/> Privacy Breaches (not resulting in litigation)	36
<input type="checkbox"/> Privacy Impact Assessments	36
Recorded Information Management	37
<input type="checkbox"/> Records retention schedules/plans	37
<input type="checkbox"/> Records/information classification schemes	37
<input type="checkbox"/> Records/information file plans.....	37
<input type="checkbox"/> Records retention schedule development and update files	37
Information Technology	38
Account and IT Administration	39
<input type="checkbox"/> Staff account records	39
<input type="checkbox"/> Custody video (all divisions).....	39
<input type="checkbox"/> Court Transport Vehicle video.....	39
<input type="checkbox"/> Purchase Requisitions and Quotes (under procurement threshold)	39
Information Technology Development and Implementation	40
<input type="checkbox"/> Business Architecture.....	40
<input type="checkbox"/> Developer Notes.....	40
<input type="checkbox"/> Hardware infrastructure, software, and network specification	40
Information Technology Planning.....	41
<input type="checkbox"/> Background research	41
<input type="checkbox"/> Meeting notes	41
<input type="checkbox"/> Service delivery options	41
<input type="checkbox"/> Projections.....	41
<input type="checkbox"/> IT strategy.....	41
<input type="checkbox"/> IT strategic reports.....	41
<input type="checkbox"/> Project Plans	41
<input type="checkbox"/> Departmental plans and priorities reporting	41
Public Affairs	42
Public Affairs	43



<input type="checkbox"/> Advertising	43
<input type="checkbox"/> Annual Reports	43
<input type="checkbox"/> Communications Plans	43
<input type="checkbox"/> Key Messages	43
<input type="checkbox"/> Media releases	43
<input type="checkbox"/> Social Media Posts	43
<input type="checkbox"/> Speaking Notes/Backgrounders	43
<input type="checkbox"/> Website Content	43

Operational Functions

Communications – Radio Room

Alarm Coordination

<input type="checkbox"/> Records relating to the registrations /cancellation from alarm companies	47
<input type="checkbox"/> Police response to alarms	47
<input type="checkbox"/> Service Agreements	47

Communications – Radio Room

<input type="checkbox"/> 911 call capture logs	48
<input type="checkbox"/> Recordings/CAD logs	48

Community Mobilization

Community Relations

<input type="checkbox"/> Contact records	50
<input type="checkbox"/> Events or correspondence with diverse communities	50
<input type="checkbox"/> Reference material	50

Community Services / Crime Prevention

<input type="checkbox"/> Crime Prevention through Environmental Design Reports (C.P.T.E.D)	51
<input type="checkbox"/> SPEAR Program (Schools Information)	51
<input type="checkbox"/> Community Events and reference material	51
<input type="checkbox"/> Crime Prevention	51

Crisis Response

<input type="checkbox"/> Records relating to the CRB Dashboard	52
<input type="checkbox"/> MCCRT	52
<input type="checkbox"/> COAST	52
<input type="checkbox"/> Community Partnerships (Committees)	52

Mounted Operations

<input type="checkbox"/> Records in Training logs	53
<input type="checkbox"/> Veterinary records	53
<input type="checkbox"/> Adoption Records	53

Youth Services

<input type="checkbox"/> Youth Services administration files/statistics	54
---	----

Court Services

Court Services

<input type="checkbox"/> Court correspondence	56
<input type="checkbox"/> Criminal and Provincial Offences Court packages	56
<input type="checkbox"/> Parole warrants	56
<input type="checkbox"/> Peace bonds	56
<input type="checkbox"/> Warrants – executed	56
<input type="checkbox"/> Warrants - outstanding	56

Prisoner Management

<input type="checkbox"/> Bail reporting	57
<input type="checkbox"/> Booking area recordings	57
<input type="checkbox"/> Cell block and prisoner management area recordings	57



<input type="checkbox"/> Court date tracking/court attendance records	57
<input type="checkbox"/> Prisoner location tracking	57
<input type="checkbox"/> Prisoner transfers	57
Investigative Services	58
<i>Crime Investigation – Drug</i>	59
<input type="checkbox"/> Records relating to all drug investigations	59
<input type="checkbox"/> Operational Plans	59
<i>Crime Investigation – Major Crime</i>	63
<input type="checkbox"/> Abduction	63
<input type="checkbox"/> Arson, disregard for human life	63
<input type="checkbox"/> Homicide	63
<input type="checkbox"/> Internet Child Exploitation	63
<input type="checkbox"/> Missing Persons where foul play suspected	63
<input type="checkbox"/> Robbery	63
<input type="checkbox"/> Sexual Offences	63
<input type="checkbox"/> Terrorism	63
<input type="checkbox"/> Operational Plans	63
<i>Crime Investigation – Non-Threshold Offences</i>	65
<input type="checkbox"/> Arson, damage to property	65
<input type="checkbox"/> Assault	65
<input type="checkbox"/> Breaches	65
<input type="checkbox"/> Break and Enter	65
<input type="checkbox"/> Cyber Crime	65
<input type="checkbox"/> Mischief	65
<input type="checkbox"/> Missing Persons, except where foul play suspected	65
<input type="checkbox"/> Indecent Acts	65
<input type="checkbox"/> Organized Crime	65
<input type="checkbox"/> Theft	65
<input type="checkbox"/> Threats and Harassment	65
<input type="checkbox"/> Weapons	65
<input type="checkbox"/> Operational Plans	65
<i>Crime Investigation – Notebooks</i>	67
<input type="checkbox"/> Officer Notebooks – All Other Non-Major Case	67
<input type="checkbox"/> Officer Notebooks – Major Case	67
<i>Victim Services</i>	68
<input type="checkbox"/> Records included contact records	68
<input type="checkbox"/> Victim Quick Response Applications	68
<input type="checkbox"/> Reference material	68
Professional Standards and Development	69
<i>Business Planning</i>	70
<input type="checkbox"/> Final and approved Service and departmental strategic plan documents	70
<input type="checkbox"/> SWOT and other business environment analyses	70
<input type="checkbox"/> Records of public consultations	70
<input type="checkbox"/> Other business planning working papers	70
<i>Professional Standards</i>	71
<input type="checkbox"/> Public Complaints including conduct	71
<input type="checkbox"/> Service/policy complaints	71
<input type="checkbox"/> Chiefs Complaints including workplace harassment complaints	71
<input type="checkbox"/> Human Rights Complaints	71
<input type="checkbox"/> Disposition without a Hearing records	71
<input type="checkbox"/> Disposition with a Hearing Records	71
<input type="checkbox"/> Criminal charges	71



<input type="checkbox"/> McNeil Reports	71
<input type="checkbox"/> SIU liaison records	71
<input type="checkbox"/> Documentation of investigations	71
<input type="checkbox"/> Follow up and resolutions.....	71
Quality Assurance	73
<input type="checkbox"/> Records of all official and approved Service Policies and Procedures	73
<input type="checkbox"/> Final compliance and comprehensive audits	73
Training	74
<input type="checkbox"/> Records pertaining to workplace Health and Safety	74
<input type="checkbox"/> WHMIS	74
<input type="checkbox"/> Driver training	74
<input type="checkbox"/> Use of force training	74
<input type="checkbox"/> Firearms training and certification	74
<input type="checkbox"/> Other training programs requiring a special license or certification, equipment use, etc.....	74
Property and Evidence Management	75
Storage and Disposition of Property	76
<input type="checkbox"/> Records pertaining to the management of personal property of all kinds, including money, liquor, drugs, and firearms	76
Records Management – Operations	77
CPIC.....	78
<input type="checkbox"/> CPIC audit records	78
<input type="checkbox"/> CPIC messages.....	78
<input type="checkbox"/> CPIC offline searches.....	78
<input type="checkbox"/> CPIC purge lists.....	78
<input type="checkbox"/> CPIC removals	78
<input type="checkbox"/> CPIC validation lists.....	78
<input type="checkbox"/> FIP/SIP	78
Criminal Records.....	79
<input type="checkbox"/> Criminal dossier.....	79
<input type="checkbox"/> Criminal record file.....	79
<input type="checkbox"/> Disposition of charges	79
<input type="checkbox"/> Fingerprints.....	79
Police Records Checks	81
<input type="checkbox"/> Civil fingerprinting forms.....	81
<input type="checkbox"/> Local police record checks (for records suspension)	81
<input type="checkbox"/> Police record checks (CRC, CRJMC, VS)	81
<input type="checkbox"/> Police record check reconsideration requests and decisions	81
<input type="checkbox"/> HR Background Checks	81
Records Disclosure	82
<input type="checkbox"/> Subpoenas	82
<input type="checkbox"/> Summons	82
Records Quality Assurance.....	83
<input type="checkbox"/> Canadian Centre for Justice Statistics – uniform crime reporting	83
<input type="checkbox"/> Occurrence reports review	83
<input type="checkbox"/> Occurrence reports year end processing	83
<input type="checkbox"/> Occurrence statistics/statistical reports	83
Records Suspensions	84
<input type="checkbox"/> Notification of record suspension issued (formerly known as a pardon).....	84
<input type="checkbox"/> Notification of record suspension revoked	84
<input type="checkbox"/> Fingerprint Destruction	84
Support Services	85
Canine Unit.....	86



<input type="checkbox"/> Records of training logs.....	86
<input type="checkbox"/> Dog handler certificates.....	86
<input type="checkbox"/> Bite reports	86
<input type="checkbox"/> Canine reports and veterinary records.....	86
<input type="checkbox"/> Use of the police dogs for activities such as tracking via human scent or controlled substances detection.....	86
<i>Emergency Response / Public Order.....</i>	<i>87</i>
<input type="checkbox"/> Records related to equipment, explosives, logs and operational records that document the operations of the unit.....	87
<i>Marine Operations.....</i>	<i>89</i>
<input type="checkbox"/> Equipment logs.....	89
<input type="checkbox"/> Pleasure Craft Examination.....	89
<input type="checkbox"/> Search & Rescue Operation Reports.....	89
<input type="checkbox"/> Vessel registration.....	89
<i>Paid Duty Administration.....</i>	<i>90</i>
<input type="checkbox"/> Permits	90
<input type="checkbox"/> Paid duty assignments	90
<input type="checkbox"/> Paid duty list	90
<input type="checkbox"/> Request for wide load escort.....	90
<i>Traffic Enforcement.....</i>	<i>91</i>
<input type="checkbox"/> Fatal Motor Vehicle Collisions.....	91
<input type="checkbox"/> Dangerous Operation of a Motor Vehicle/Boat/Vessel/Aircraft	91
<input type="checkbox"/> Impaired Operation.....	91
<input type="checkbox"/> Impaired Traffic Offences	91
<input type="checkbox"/> Fail or Refuse to Provide a Breath or Blood Sample	91
<input type="checkbox"/> Motor Vehicle Collisions.....	91
o Driving while Prohibited.....	91
o Fail to Stop or Remain.....	91
o Dangerous Driving.....	91
o Driving while Disqualified or License Suspended	91
<input type="checkbox"/> Parking Violations.....	91
<input type="checkbox"/> Traffic Tickets – Early Resolution Matters.....	91
<i>Traffic Services.....</i>	<i>95</i>
<input type="checkbox"/> Traffic Enforcement projects	95
<input type="checkbox"/> Tow Tags.....	95
 Appendix 'A' – Criteria for Major Crime / Major Case Management	 96
Citation Table - #1 (Federal Jurisdiction)	98
Citation Table - #2 (Provincial Jurisdiction).....	99
Citation Table - #3 (Miscellaneous).....	132



Purpose of Retention

The Hamilton Police Service Retention Schedule exists to provide a clear guideline for retaining and purging all records, regardless of media. This is done to ensure all legislated requirements are complied with and to ensure operational requirements are met. It aims to increase efficiency by keeping those records required for operational, administrative or other needs and purging those that are no longer needed.

Definitions and Key Terms

Active: the status of records, which are required by a unit on a regular basis.

Archival Records: are records with long term historical or evidential value.

Copy: duplicate or reproduction of a record and/or a copy of an electronically stored record (scanned image).

Disposition: the final action carried out on a record after its retention period has ended. This may include transfer to archives or long term storage or destruction or transfer to another classification.

Office of Primary Responsibility (OPR): the unit, which holds custody and control of the original records for the length of time required under Schedule “A”, attached. **Record:** a document made or received in the normal course of business and kept for operational, administrative or historical purposes.

Records Management: the field of management responsible for managing records in an efficient and systematic manner throughout a record’s life cycle.

Record Series: a group of records linked by the same or similar function and generally used and stored together.

Retention Schedule: A timetable that identifies records series, the length of time they must be retained and their final disposition.

Transitory Records: records of a temporary nature, which are created for a short time to ensure completion of a routine action. They do not set policy, establish guidelines or procedures, document core functions or activities of the Service, require official action, or have any documentary or evidential value.

The key characteristics of transitory records are:

- They have no further value or usefulness beyond an immediate and minor transaction – their value to HPS is temporary or very short term;
- They are only needed for a short time after a transaction, often until they are made obsolete by an updated version or by a subsequent transaction or decision; and
- They are not required to meet HPS legislated record keeping obligations or to support HPS’s long-term operations.

Transitory records include:

1. **Advertising materials:** Advertising material includes solicited or unsolicited information received from businesses or individuals who wish to sell their products or services to HPS in the future. Examples of advertising material include brochures, catalogues, price lists and correspondence (e.g. sales letters). Divisions / Units may choose to retain advertising material



relevant to their operations; however, these materials should be regularly reviewed and culled to remove superseded or obsolete information.

- Exception: Advertising material received from a business or individual with whom HPS does business (e.g. the bidder who won a Request for Proposal) is an official record because such material supports a procurement contract.
2. **Officer's Case Files** (a.k.a. ghost packages, old court files, investigative files etc.) are Transitory Records and not subject to retention. Case files may be purged when they no longer have value to the officer.
 - Exception: VICLAS records are subject to storage in Property.
 3. **Drafts and working materials:** Drafts and working material include draft versions of correspondence, reports and other records as well as research and working materials (e.g. calculations, notes, etc.) collected and used to prepare official records. Once the final version of an official record has been completed and distributed, and a copy has been filed in HPS's official records system, most drafts and working materials are considered to be transitory records.
 - Exception: Not all drafts and working materials are automatically transitory records. In some case, an Office of Primary Responsibility (OPR) responsible for drafting policy (e.g. directives), legal documents (contracts, etc.), budgets, etc. might need to track an official record's evolution. Such OPR's may need to keep various drafts and working materials in order to have a record of changes made to the official record.
 4. **Duplicates:** Duplicates are exact copies of official records where nothing has been added, changed or deleted, the copies are used for reference or information purposes only and are often widely distributed within HPS, and the official record has been filed in HPS's official records system. A record must meet all three of those conditions to be a duplicate. If something has been added, changed or deleted, then the record is no longer a duplicate. However, it could still be transitory, depending on the significance and future value of the addition, change or deletion. Examples of duplicates include copies of meeting minutes which are distributed to all attendees after a meeting and memos distributed to all HPS members.
 5. **Information of short-term value:** Documents of short-term value containing information that is of little or no interest or importance, or which is useful for only a brief period of time after which it has no further value.

***Note: All records are treated the same, according to the Records Retention Schedule, regardless of media.**

Secure Destruction

Papers in the blue and grey recycling bins on HPS property are not shredded. Think of the blue and grey bins as public areas, and do not put anything into those bins, which contain personal, sensitive or otherwise confidential material.

If purchasing or maintaining an office shredder, cross-cut technology is recommended by the Information and Privacy Commission of Ontario, as a better method than strip shredding for protecting privacy and confidentiality.

On-site shredding services are recommended for routine and large volume paper records destruction, which may be required at HPS facilities. Shredding bins are provided for secure third party shredding.

Paper records at the off-site records storage facility are securely shredded at that location when retention periods expire, following departmental review and sign-off.



When preparing your records for destruction, the following steps must be followed:

Physical Records

1. Arrange records according to year eligible for destruction.
2. Box records in 1 cu. ft. banker boxes and label as follows:

Description (i.e. Invoices – Forensics) Dates (i.e. 2018 – 2020) (To be destroyed in 2027)

3. Complete Record of Destruction Form and have Office of Primary Responsibility authority sign off.
4. Send Record of Destruction Form to Records Manager for review/approval OR send boxes with form for inactive storage.

***Note: The Record of Destruction Form does not need to be completed for records that are defined as transitory within this schedule.**

Sensitivity

Indicates the general level of confidentiality applied to a record series. This area of the schedule will include one of the following designations:

Low – Records are generally considered to be public, and a Freedom of Information request is not generally required in order to access these records. Examples include by-laws, annual reports, approved budget books, and non-confidential committee reports.

Medium – Records are likely to contain information exempt from public disclosure under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). A formal Freedom of Information request is required under MFIPPA in order to access the requested records.

High – Records are considered to be confidential for internal business purposes, legal protection or legislative compliance, as in the case of confidential reports to Committee and Council. A formal Freedom of Information request is required under MFIPPA in order to access.

Personal Information Bank – Highly sensitive records may also contain Personal Information Banks, defined by section 2(1) of MFIPPA as “a collection of personal information that is organized and capable of being retrieved using an individual’s name or an identifying number or particular assigned to the individual.”



How to Read a Record Series

Record Series Title

Followed by a brief description of the record series, and the associated business function.

Includes:

Examples of records included in the series will be described here.

Excludes:

A brief description of what the record series does not include.

If two records series are similar or closely related, this section will include notes on how to distinguish the two. It may also refer to other record series that are more appropriate to use in particular cases.

Office Responsible for Retention and Disposition of Original Records:

The department, service area or particular role that has custody and control over a Record Series. In other words, this is the area or role responsible for owning original records of a particular type, and who will provide sign-off for the final disposition of records.

Retention Timeline:

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Refers to the type of record	An event or point in time that changes records from active to inactive status	Number of years a record will be kept in inactive storage	How a record will be disposed of: usually "Destroy" or "Permanent"	The level on confidentiality that generally applies to records in this series	Any legislation, professional best practices, industry standards, corporate policies or other guidelines that apply to the record series and its retention requirements



Administrative Functions

Compliance and Governance

Legal

Minutes

Planning and Research

Police Services Board

Divisional Administration

Ride Along Requests

Facilities, Fleet and Maintenance

Facilities Maintenance

Facilities Management

Procurement

Financial Management

Budget

Financial Reporting

Human Resources

Job Evaluation

Labour Relations

Occupational Health and Safety

Recruitment

Return to Work

Information Management

Freedom of Information

Recorded Information Management

Information Technology

Development and Implementation

Planning

Public Affairs

Public Affairs



Divisional Administration

Ride Along Requests



Ride Along Requests

Records relating to the facilitation of Ride Alongs.

Includes:

- Ride Along Requests

Excludes:

- N/A

Office Responsible for Retention and Disposition of Original Records:

Originating Department

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Ride Along Requests	Calendar Year	3	Destroy	Low	N/A



Compliance and Governance

Legal
Minutes
Planning and Research
Police Services Board



Legal

Records relating to formal legal opinions, solicitor-client advice, civil litigation, Coroners Inquests, Court motions and applications, Criminal Injuries Compensation Board, Human Rights Complaints, and any other legal issues and opinions.

Includes:

- Civil litigation files
- Coroners Inquests files
- Court motions and applications
- Criminal Injuries Compensation Board
- Human Rights Complaints
- Legal reference files
- Legal Indemnification Requests
- Waivers and releases of liability

Excludes:

- Agreements held by originating department: use [Procurement](#)
- Agreements signed by the Police Service Board: use [Police Service Board](#)
- Subpoenas and summons: use [Records Disclosure](#)
- Privacy Breaches: use [Privacy](#)

Office Responsible for Retention and Disposition of Original Records:

Service Solicitor

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Civil Litigation	End of Litigation	10	Destroy	High	1-FCA-1 2-LA-1
Coroners' Inquest	Inquest Concluded	5	Destroy, subject to archival selection	High	2-LA-1
Court Motions and Applications	File Closure	2	Destroy	High	N/A
Criminal Injuries Compensation Board	File Closure	2	Destroy	High	N/A
Human Rights Complaints	Date of Disposition	5	Destroy	High	2-HRC-2
Legal Issues and Opinions	File Closure	2	Destroy	High	N/A
Legal Indemnification Requests	File Closure	2	Destroy	High	N/A



Minutes

Records that reflect the recording of committee and team decisions.

Includes:

- Committee Minutes
- Governance Minutes

Excludes:

- Meeting Minutes – Police Services Board: Use [Police Services Board](#)

Office Responsible for Retention and Disposition of Original Records:

Originating Department

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Governance Minutes	Calendar Year	7	Transfer to Archives	Medium	N/A
General Administrative Committee Minutes	Calendar Year	7	Transfer to Archives	Medium	N/A



Planning and Research

Records pertaining to research and analysis, consultation, forecasting needs and assessing alternatives.

Includes:

- Analytics
- Dashboards
- Literature Reviews
- Questionnaires/Surveys
- Projections

Excludes:

- Financial Reporting: use [Financial Reporting](#)

Office Responsible for Retention and Disposition of Original Records:

Office of the Chief Administrative Officer or Originating Office

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Studies, surveys, etc.	Superseded	10	Transfer to Archives	Medium	N/A

**Police Service Board**

Records under the custody and control of the Police Service Board.

Includes:

- Agendas
- Agreements
- Bylaws
- Meeting Minutes

Excludes:

- Contracts: use [Legal](#)

Office Responsible for Retention and Disposition of Original Records:

Board Administrator

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Board Meeting and sub- committee agendas	Calendar Year	8	Destroy	Medium	N/A
Agreements, where the Board is the signer	Calendar Year	-	Transfer to Archives	Medium	N/A
Board meeting and sub- committee proceedings	Calendar Year	-	Transfer to Archives	Medium	2-MA-3
Bylaws	Superseded	-	Transfer to Archives	Low	2-MA-3



Facilities, Fleet and Equipment

Facilities Maintenance
Facilities Management
Procurement



Facilities Maintenance

Records pertaining to overseeing that buildings and facilities are kept up to date, maintained and in compliance with building codes.

Includes:

- Facilities maintenance reports and logs
- Facilities inspection reports
- Fleet maintenance reports and logs
- Testing, inspection and maintenance records of fire alarm and other building safety systems
- Licenses (i.e. TSSA)
- Equipment maintenance report logs

Excludes:

- Site plans: use [Facilities Management](#)

Office Responsible for Retention and Disposition of Original Records:

Director – Fleet, Facilities and Procurement

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Maintenance logs, tests, inspection and maintenance records, access cards	Calendar Year	2	Destroy	Medium	N/A
Licenses	Superseded	1	Destroy	Low	N/A
All other records	Calendar Year	5	Destroy	Low	N/A



Facilities Management

Records pertaining to the acquisition, construction, outfitting, maintenance, protection and disposition of land, storage, or space within the premises of owned, rented or leased property.

Includes:

- Customer Service Requirements
- Insurance Requirements
- Utilities Requirements
- Identification of surplus facilities
- Site Plans
- Trends and statistics

Excludes:

- Financial Reporting: use [Financial Reporting](#)

Office Responsible for Retention and Disposition of Original Records:

Director – Fleet, Facilities and Procurement

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Business Plans, Project Plans, Site Plans	Superseded	1	Destroy	High (Site Plans)	N/A
All other records	Calendar Year	1	Destroy	Low	N/A



Procurement

Records pertaining to the procurement process for the tendered and untendered purchase or lease of goods and services required to meet organizational needs.

Includes:

- Agreements
- Planning, tendering, or acquiring goods and services
- Purchase Orders
- RFIs, RFQs, RFPs
- Vendor bids, proposals, responses

Excludes:

- Site plans: use [Facilities Management](#)

Office Responsible for Retention and Disposition of Original Records:

Director – Fleet, Facilities and Procurement

Originating department for Agreements

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Procurement Records	File Closure (Cancellation or completion of the procurement)	5	Destroy	Medium	N/A
Agreements	Expiration of agreement	10	Destroy	Medium	N/A



Financial Management

Budget

Financial Reporting

**Budget**

Records pertaining to planning the use of expected income and expenditures over a specific period of time.

Includes:

- Capital plans and projects
- Department Working Papers
- Year End Budget Variance Report

Excludes:

- Financial Reporting: use [Financial Reporting](#)

Office Responsible for Retention and Disposition of Original Records:

Director – Finance

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Final Budget (Operating and Capital)	Calendar Year	5	Transfer to Archives	Low	2-MA-4 2-MA-5
Working Papers	Calendar Year	1	Destroy	Low	N/A
Year End Journal Entries	Calendar Year	6	Destroy	Low	N/A



Financial Reporting

Records pertaining to the use and disposition of financial resources, including records of transaction-related activities such as classifying and recording transactions against the chart of accounts and general ledger (e.g. journal entries, accruals, reversals, etc.) and activities of a monitoring and reporting nature (e.g. trial balances, transaction summary reports, closing statements, etc.).

Includes:

- Accounts payable
- Accounts receivable
- Available Funds Report
- Budget Variance Report
- Confiscated Funds – Balance Sheet
- Court time – retired members
- Credit Card Statements
- Fixed Capital/fixed assets – City - PeopleSoft
- General Ledger – City
- Invoices
- Payroll timesheets – part time members
- Acting pay
- Meal allowances, shift premiums, overtime pay – full time members
- Petty cash
- Reconciliation - confiscated funds, police clearing account, payroll transactions, reserves
- Travel Expenses
- Sick slips

Excludes:

- Contracts: use [Procurement](#)
- Confiscated Funds: use [Storage and Disposition of Property](#)
- Payroll: use [Attendance Administration](#)
- Court time: use [Attendance Administration](#)
- False Alarm Fees: use [Alarm Coordination](#)
- Fees for Service (Paid Duties, Records Checks, etc.): use [Records Management - Operations](#)
- Credit card statements back up: Centralized to Unit level Administration*

*Supporting documentation is decentralized – originals are kept by the departments which incur the costs/receivables.

Office Responsible for Retention and Disposition of Original Records:

Director – Finance
Auction Records – Property
Departments which incur costs/receivables

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Transactions and Reports	Calendar Year	6	Destroy	Low	2-ITA-1



Human Resources Management

Attendance Administration
Job Evaluation
Labour Relations
Occupational Health and Safety
Recruitment
Return to Work Administration

**Attendance Administration**

Records relating to the attendance and scheduling of staff within the Service.

Includes:

- Rosters/Scheduling
- Staff Sign-In Logs
- Annual Leave Schedules
- Attendance reports
- Absence/Return Forms
- OT/Call-Ins
- WFH Administration Forms

Excludes:

- Recruitment: use [Recruitment](#)
- Labour Relations: use [Labour Relations](#)
- Return to Work Administration: use [Return to Work Administration](#)

Office Responsible for Retention and Disposition of Original Records:

Director – Human Resources

Departments in which are responsible for the scheduling and timekeeping of their staff

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Rosters and schedules	Calendar Year	1	Destroy	Medium	N/A
Staff Sign-In Logs	Calendar Year	1	Destroy	Medium	N/A
Annual Leave Schedules	Calendar Year	1	Destroy	Medium	N/A
Attendance Reports	Calendar Year	1	Destroy	Medium	N/A
Absence/Return Forms	Calendar Year	1	Destroy	Medium	N/A
OT/Call-Ins	Calendar Year	1	Destroy	Medium	N/A
WFH Administration Forms	Calendar Year	1	Destroy	Medium	N/A



Job Evaluation

Records relating to the evaluation and composition of jobs, including the determination of compensation levels and associated review.

Includes:

- Joint Job Review questionnaires (JJRs)
- Job descriptions
- Records of the Joint Job Review Committee
- Pay Equity

Excludes:

- Recruitment: use [Recruitment](#)

Office Responsible for Retention and Disposition of Original Records:

Director – Human Resources

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Job Evaluation File	Superseded (Job Re-evaluated and/or compensation level changed)	50	Destroy	Low	N/A

**Labour Relations**

Records relating to labour relations matters.

Includes:

- Collective agreements signed by the Police Services Board
- Records of negotiations
- Memorandums of settlement
- Related background material used in making decisions
- Grievances
- Settlements
- Seniority lists
- Arbitrations

Excludes:

- Reference copies of collective agreements: use [Definitions and Key Terms - Transitory](#) Records, destroy when obsolete
- External Human Rights Tribunal Records: use [Legal](#)

Office Responsible for Retention and Disposition of Original Records:

Director – Human Resources

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Collective Agreements	Agreement Expired	Indefinite	Transfer to Archives	Low	2-ESA-1
Grievances	Matter Concluded (Grievance Resolved)	16	Transfer to Archives	High	2-LA-4
Seniority Lists	Calendar Year	16	Destroy	Low	N/A
Internal Human Rights Tribunal	Date of Disposition	5	Transfer to Archives	High	2-HRC-1 2-HRC-2

**Occupational Health and Safety**

Records relating to the administration of wellness programs, illness prevention, peer support, Ministry of Labour orders, and refusal to work.

Includes:

- Occupational reviews (ie. Air quality and noise surveys)
- Joint Health and Safety Committee Inspections
- Material Safety Data Sheets (MSDS)
- Refusal to work

Excludes:

- Records related to lead contamination: use [Facilities Management](#)
- Records related to occupational training (use of force, driving, etc.): use [Training](#)
- Records related to Return to Work: use [Return to Work Administration](#)

Office Responsible for Retention and Disposition of Original Records:

Director – Human Resources

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Joint Health and Safety Committee Inspections	Superseded	5	Destroy	Low	2-OHASA-1
Occupational Reviews	Calendar Year	7	Destroy	Low	2-OHASA-1
Material Safety Data Sheets	Superseded	1	Destroy	Low	2-OHASA-2 2-OHASA-4
Report of Refusal to Work	Calendar Year	5	Destroy	Medium	2-OHASA-3
Ministry of Labour Orders	Order Issued	5	Destroy	Low	2-ESA-1



Recruitment

Records relating to recruitment and staffing activities performed for all sworn, civilian, and volunteer positions, both full and part-time.

Includes:

- Applications for employment
- Job postings
- Job competitions
- Interview notes and selection decisions
- Personnel file, including employment contracts
- Background checks
- Offers of employment

Excludes:

- Job evaluation: use [Job Evaluation](#)

Office Responsible for Retention and Disposition of Original Records:

Director – Human Resources

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Recruitment File	File Closure (Completion of Recruitment)	3	Destroy	High – Personal Information Bank	N/A
Background File	File Closure (Completion of Recruitment)	Amalgamate with personnel file for successful applicants	Amalgamate	High – Personal Information Bank	2-ESA-2
Personnel File	File Closure (Termination of Employment)	3	Destroy	High – Personal Information Bank	2-ESA-2

Note: Recruitment records related to successful candidates are retained in the new member file, with other Member Records. Completed applications where no interview is performed are retained in the online recruitment system.

**Return to Work Administration**

Records relating to the reporting of work-related incidents and injuries under the Workplace Safety and Insurance Act, 1997, and records relating to the safe return to work of individuals (both occupational and non-occupational absences).

Includes:

- WSIB Incident reports for work-related incidents
- WSIB investigations and claims management
- Medical notes and other records pertinent to return to work
- Details of modified duties, medical notes, functional abilities forms
- Workplace Safety and Insurance Board correspondence and reporting

Excludes:

- Member records unrelated to a WSIB incident: use [Personnel Records - Recruitment](#)

Office Responsible for Retention and Disposition of Original Records:

Director – Human Resources

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Return to Work Files	File Closure (Termination of Employment)	60	Destroy	High – Personal Information Bank	2-WSIA-1



Information Management

Access to Information

Privacy

Recorded Information Management



Access to Information

Records relating to the processing of formal access to information (FOI) requests for general or personal information and of processing requests to correct personal information under MFIPPA.

Includes:

- Freedom of Information Requests and Decisions
- Appeals and Representations
- Requests to correct personal information and responses
- Release of Information Requests (Sharing Agreements, Probation and Parole, etc.)
- Routine Disclosure Requests (Insurance and MVCs)

Excludes:

- Records pertaining to litigation as a result of an appeal or privacy breach: use [Legal](#)
- Records pertaining to privacy breaches: use [Privacy](#)
- Records pertaining to Privacy Impact Assessments: use [Privacy](#)

Office Responsible for Retention and Disposition of Original Records:

Manager – Records and Property

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
FOI Requests and correction requests – No appeal (including request tracking in Vayle)	Calendar Year	2	Destroy	High	2-MFIPPA-1
FOI Requests – with appeal to IPC (including request tracking in Vayle)	File Closure (Settlement of Appeal)	2	Destroy	High	2-MFIPPA-2
FOI appeals resulting in litigation	Notice of Litigation	-	Transfer to legal file	High	2-MFIPPA-4
Release of Information Requests (Sharing Agreements, Probation and Parole, etc.)	Calendar Year	5	Destroy	Medium	N/A
Routine Disclosure (Insurance and MVCs)	Calendar Year	5	Destroy	Medium	N/A



Privacy

Records relating to the management and mitigation of privacy breaches and records relating to Privacy Impact Assessments.

Includes:

- Privacy Breaches (not resulting in litigation)
- Privacy Impact Assessments

Excludes:

- N/A

Office Responsible for Retention and Disposition of Original Records:

Manager – Records and Property

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Privacy Breaches (not resulting in litigation)	File Closure (Resolution of Complaint)	5	Destroy	High	2-MFIPPA-3
Privacy Impact Assessments	Superseded	-	Destroy	Medium	N/A

**Recorded Information Management**

Records relating to the management and destruction of the Service's recorded information.

Includes:

- Records retention schedules/plans
- Records/information classification schemes
- Records/information file plans
- Records retention schedule development and update files

Excludes:

- N/A

Office Responsible for Retention and Disposition of Original Records:

Manager – Records and Property

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Classification schemes and file plans	Superseded	2	Destroy	Medium	N/A
Retention plans/strategies	Superseded	2	Destroy	Medium	N/A
Retention schedules	Superseded	-	Transfer to archives	Medium	2-MA-1 2-MA-2 2-MA-3
Destruction Logs/approvals	Dissolution of the Service	-	Destroy	Medium	2-MA-1 2-MA-2 2-MA-3



Information Technology

Account and IT Administration
Information Technology Development and Implementation
Information Technology Planning



Account and IT Administration

Records relating to the IT accounts for staff members of the Service and records relating to IT Administration activities.

Includes:

- Staff account records
- Custody video (all divisions)
- Court Transport Vehicle video
- Purchase Requisitions and Quotes (under procurement threshold)

Excludes:

- Purchase requisitions and quotes involving Procurement: use [Procurement](#)

Office Responsible for Retention and Disposition of Original Records:

Manager – Information Technology

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Staff Accounts*	File Closure (Employee Termination)**	1	Destroy	High	N/A
Custody Video	Date Recorded	2	Destroy	High	3-IAPE-1
Court Transport Vehicle (Paddy Wagon) Video	Date Recorded	2	Destroy	High	3-IAPE-1
Purchase Orders and Quotes (under procurement threshold)***	File Closure (Cancellation or completion of the procurement)	5	Destroy	Medium	N/A

*Staff accounts refers to the records associated with a member's account once they have left the Service.

**Note: Employment termination that is planned remains the employee's responsibility to ensure that their records are transferred to the appropriate custodian prior to their departure.

***Note: Refers to purchase orders and quotes that fall under the purchase threshold to be facilitated through Procurement. This would apply to orders of miscellaneous equipment, accessories, and services without purchase requisitions if the cost is less than \$10,000 and the vendor allows direct invoice. (E.g. orders from Amazon & CDW websites, support renewals, cabling contracts, etc.)

**Information Technology Development and Implementation**

Records relating to the designing, developing, testing and implementing hardware infrastructure, applications, and databases to support the business needs of the police service.

Includes:

- Business Architecture
- Developer Notes
- Hardware infrastructure, software, and network specification

Excludes:

- N/A

Office Responsible for Retention and Disposition of Original Records:

Manager – Information Technology

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Business Architecture	Calendar Year	1	Destroy	Medium	N/A
Systems Documentation	Superseded (Decommissioned)	1	Destroy	Medium	N/A
Systems Documentation, Change Request Logs (Minor)	Superseded (Decommissioned)	1	Destroy	Medium	N/A
Systems Documentation, Change Request Logs (Major)	Superseded (Decommissioned)	1	Destroy	Medium	N/A

**Information Technology Planning**

Records relating to the defining of technological and functional requirements, including measurements and user expectations, and of assessing the feasibility of defined information technology resource requirements and estimating their costs.

Includes:

- Background research
- Meeting notes
- Service delivery options
- Projections
- IT strategy
- IT strategic reports
- Project Plans
- Departmental plans and priorities reporting

Excludes:

- N/A

Office Responsible for Retention and Disposition of Original Records:

Manager – Information Technology

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
IT Strategy, IT Strategic plans and project plans	Superseded	1	Destroy	Medium	N/A
All other planning records	Calendar Year	1	Destroy	Medium	N/A
Project Logs	End of Project	15	Destroy	Medium	N/A
Project Management Assets	End of Project	15	Destroy	Medium	N/A



Public Affairs

Public Affairs

**Public Affairs**

Records relating to managing all internal and external communications aimed at explaining the mission, vision and values of the police service and providing public safety information to an audience of members, media, partners, and the general public.

Includes:

- Advertising
- Annual Reports
- Communications Plans
- Key Messages
- Media releases
- Social Media Posts
- Speaking Notes/Backgrounders
- Website Content

Excludes:

- CAD Communications/Radio Room: use [Communications – Radio Room](#)

Office Responsible for Retention and Disposition of Original Records:

Public Affairs

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Annual Reports	Calendar Year	1	Transfer to Archives	Low	N/A
Advertising	Superseded	1	Destroy	Low	N/A
Communications Plans	Calendar Year	15	Review for Destruction	Medium	N/A
Media Releases - Reference	Calendar Year	15	Review for Destruction	Low	N/A
Media Releases – unpublished	Date Published	1	Unpublished	Low	N/A
Social Media Posts	Calendar Year	5	Destroy	Low	N/A
Speaking Notes/Backgrounders	Calendar Year	15	Review for Destruction	Medium	N/A
Website Content	Superseded	-	Destroy	Low	N/A



Operational Functions

Communications – Radio Room

Alarm Coordination

Communications – Radio Room

Community Mobilization

Community Relations

Community Services / Crime Prevention

Crisis Response

Mounted Operations

Youth Services

Court Services

Court Services

Prisoner Management

Investigative Services

Crime Investigation – Drugs

Crime Investigation – Major

Crime Investigation – Non-Threshold Offences

Crime Investigation – Notebooks

Victim Services

Professional Standards and Development

Business Planning

Professional Standards

Quality Assurance

Training

Property and Evidence Management

Property and Evidence

Records Management – Operations

CPIC

Criminal Records

Police Records Checks

Records Disclosure

Records Quality Assurance

Records Suspensions



Support Services

Canine Unit

Emergency Response Unit

Marine Operations

Paid Duty Administration

Traffic Enforcement

Traffic Services



Communications – Radio Room

Alarm Coordination

Communications – Radio Room

**Alarm Coordination**

Records relating to the operation of the Alarm program.

Includes:

- Records relating to the registrations /cancellation from alarm companies
- Police response to alarms
- Service Agreements

Excludes:

- Records related to false alarm invoices: use [Financial Reporting](#)

Office Responsible for Retention and Disposition of Original Records:

Superintendent – Support Services

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
E (Cry Wolf Software) Record of Service – records of police response	Expiration of Agreement	3	Destroy	Low	N/A
Registration / Cancellations from Alarm Companies	Expiration of Agreement	3	Destroy	Low	N/A
Alarm Program Service Agreement – Signed service agreement between HPS Board & the alarm monitoring station	Expiration of Agreement (Service Agreement Terminated and/or False Alarm Program in force)	3	Destroy	Low	N/A



Communications – Radio Room

Records relating to the delivery of emergency communications services.

Includes:

- 911 call capture logs
- Recordings/CAD logs

Excludes:

- Registries (e.g. Autism, Alzheimer's, etc.)
- Corporate Communications: use [Public Affairs](#)

Office Responsible for Retention and Disposition of Original Records:

Staff Sergeant – Communications Centre

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
911 Call Capture Logs	Calendar Year	3	Destroy	High	N/A
CAD Records	Calendar Year	3	Destroy	High	N/A
Telephony Radio Voice Transmissions	Calendar Year	3	Destroy	High	N/A



Community Mobilization

Community Relations
Community Services / Crime Prevention
Crisis Response
Mounted Operations
Youth Services



Community Relations

Records relating to community relations activities including with diverse communities.

Includes:

- Contact records
- Events or correspondence with diverse communities
- Reference material

Excludes:

- Records related to training material: use [Training](#)

Office Responsible for Retention and Disposition of Original Records:

Superintendent – Community Mobilization

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Contact Information	Superseded	2	Destroy	High – Personal Information Bank	N/A
Relationships within Diverse Communities	Calendar Year	10	Destroy	Medium	N/A

**Community Services / Crime Prevention**

Records relating to the delivery of crime prevention education, programs, safety programs and campaigns.

Includes:

- Crime Prevention through Environmental Design Reports (C.P.T.E.D)
- SPEAR Program (Schools Information)
- Community Events and reference material
- Crime Prevention

Excludes:

- N/A

Office Responsible for Retention and Disposition of Original Records:

Superintendent – Community Mobilization

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Community Events	Calendar Year	2	Destroy	Medium	N/A
Crime Prevention Programs Reference	Calendar Year	5	Destroy	Medium	2-CSPA-8
C.P.T.E.D Reports	Calendar Year	5	Destroy	Low	N/A
SPEAR (Strategic Police Emergency Action Response) Program	Superseded (School Floor Plan Changes)	2	Destroy	Low	N/A

**Crisis Response**

Records relating to the delivery of crisis response services.

Includes:

- Records relating to the CRB Dashboard
- MCCRT
- COAST
- Community Partnerships (Committees)

Excludes:

- Records related to CIT training: use [Training](#)

Office Responsible for Retention and Disposition of Original Records:

Superintendent – Community Mobilization

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
CRB Dashboard	Superseded	10	Destroy	Medium	N/A
Reference MCCRT and COAST	Calendar Year	10	Destroy	High	N/A
Community Partnerships (Committees)	Calendar Year	10	Destroy	High	N/A



Mounted Operations

Records relating to the delivery of mounted unit services.

Includes:

- Records in Training logs
- Veterinary records
- Adoption Records

Excludes:

- Records related to statistics and housekeeping: use [Planning and Research](#)

Office Responsible for Retention and Disposition of Original Records:

Superintendent – Community Mobilization

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Training Logs – Weekly	Superseded (Horse retires or no longer in service)	2	Destroy	Low	N/A
Veterinary Records	Superseded (Horse retires or no longer in service)	2	Destroy	Low	N/A
	Superseded (Adoption – records)	-	Transfer to new custodian	Low	N/A

**Youth Services**

Records relating to the delivery of youth services.

Includes:

- Youth Services administration files/statistics

Excludes:

- N/A

Office Responsible for Retention and Disposition of Original Records:

Superintendent – Community Mobilization

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Community Partnerships Current & Disband Committees)	End of Partnership	10	Destroy	Medium	N/A
Statistics (S.T.O.P Targets, Diversion, Drug Sweeps, S.O.S Sheet, Youth in Crisis – monthly & yearly)	Superseded (5 year comparison)	10	Destroy	Medium	N/A



Court Services

Court Services
Prisoner Management

**Court Services**

Records relating to the delivery of court services.

Includes:

- Court correspondence
- Criminal and Provincial Offences Court packages
- Parole warrants
- Peace bonds
- Warrants – executed
- Warrants - outstanding

Excludes:

- N/A

Office Responsible for Retention and Disposition of Original Records:

Superintendent – Support Services

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Court Correspondence	Calendar Year	2	Destroy	High – Personal Information Bank	N/A
Parole Warrants	Warrant Executed	-	Transfer to MAG	High – Personal Information Bank	N/A
Peace Bonds	Peace Bond Expired	-	Transfer to MAG	High – Personal Information Bank	N/A
Warrants – Executed	Warrant Executed	-	Transfer to MAG	High – Personal Information Bank	N/A
Warrants – Outstanding	Warrant Executed (or Recalled)	-	Transfer to MAG	High – Personal Information Bank	N/A

**Prisoner Management**

Records relating to the delivery of prisoner management services.

Includes:

- Bail reporting
- Booking area recordings
- Cell block and prisoner management area recordings
- Court date tracking/court attendance records
- Prisoner location tracking
- Prisoner transfers

Excludes:

- N/A

Office Responsible for Retention and Disposition of Original Records:

Superintendent – Support Services

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Bail reporting	Expiration of bail	1	Destroy	High – Personal Information Bank	N/A
Booking area recordings	Date Recorded	2	Destroy	High – Personal Information Bank	N/A
Cell block and prisoner management area recordings	Date Recorded	2	Destroy	High – Personal Information Bank	N/A
Court date tracking/court attendance records	Calendar Year	2	Destroy	High – Personal Information Bank	N/A
Prisoner location tracking	Calendar Year	1	Destroy	High – Personal Information Bank	N/A
Prisoner transfers	Calendar Year	2	Destroy	High – Personal Information Bank	N/A



Investigative Services

Crime Investigation – Drug
Crime Investigation – Major Crime
Crime Investigation – Non-Threshold Offences
Crime Investigation – Notebooks
Victim Services


Crime Investigation – Drug

Records supporting the investigations of the possession of, trafficking in, importation/production of, found and intercepted drugs.

Includes:

- Records relating to all drug investigations
- Operational Plans

Excludes:

- Records relating to any other investigation: use [Crime Investigation – Major Crime](#), [Crime Investigation – Non-Threshold Offences](#), [Crime Investigation – Notebooks](#)

Office Responsible for Retention and Disposition of Original Records:

Superintendent – Investigative Services

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Investigative materials – Not cleared	-	-	Transfer to Cleared by Charge or Cleared Otherwise file	High	N/A
Investigative materials – Cleared by Charge Possess cannabis over 30g/plant in public place/plants more than 4	Date of Disposition	5	Destroy	High	1-CA-1 2-CCA-1 2-CLA-1
Investigative materials – Cleared Otherwise Possess cannabis over 30g/plant in public place/plants more than 4	Incident Clearance Date	5	Destroy	High	1-CA-1 2-CCA-1 2-CLA-1
Investigative materials – Unfounded Possess cannabis over 30g/plant in public place/plants more than 4	Incident deemed unfounded	5	Destroy	High	1-CA-1 2-CCA-1 2-CLA-1



Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Cannabis Investigative materials – Not cleared <ul style="list-style-type: none">• Alter or offer to alter chemical properties• Cultivate, propagate or harvest illicit cannabis• Cultivate, propagate or harvest more than 4 plants• Distribute/Sell• Import/Export	-	-	Transfer to Cleared by Charge or Cleared Otherwise file	High	1-CA-1 2-CCA-1 2-CLA-1
Cannabis Investigative materials – Cleared by Charge <ul style="list-style-type: none">• Alter or offer to alter chemical properties• Cultivate, propagate or harvest illicit cannabis• Cultivate, propagate or harvest more than 4 plants• Distribute/Sell• Import/Export	Date of Disposition	14	Destroy	High	1-CA-1 2-CCA-1 2-CLA-1
Cannabis Investigative materials – Cleared Otherwise <ul style="list-style-type: none">• Alter or offer to alter chemical properties• Cultivate, propagate or harvest illicit cannabis• Cultivate, propagate or harvest more than 4 plants• Distribute/Sell• Import/Export	Incident Clearance Date	14	Destroy	High	1-CA-1 2-CCA-1 2-CLA-1



Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Cannabis Investigative materials – Unfounded <ul style="list-style-type: none">• Alter or offer to alter chemical properties• Cultivate, propagate or harvest illicit cannabis• Cultivate, propagate or harvest more than 4 plants• Distribute/Sell• Import/Export	Incident deemed unfounded	2	Destroy	High	1-CA-1 2-CCA-1 2-CLA-1
Investigative materials – Not cleared <ul style="list-style-type: none">• Possess cocaine / ecstasy /heroin /methamphetamines /restricted or controlled drugs	-	-	Transfer to Cleared by Charge or Cleared Otherwise file	High	1-CDSA-1
Investigative materials – Cleared by Charge <ul style="list-style-type: none">• Possess cocaine / ecstasy /heroin /methamphetamines /restricted or controlled drugs	Date of Disposition	7	Destroy	High	1-CDSA-1
Investigative materials – Cleared Otherwise <ul style="list-style-type: none">• Possess cocaine / ecstasy /heroin /methamphetamines /restricted or controlled drugs	Incident Clearance Date	7	Destroy	High	1-CDSA-1
Investigative materials – Unfounded <ul style="list-style-type: none">• Possess cocaine / ecstasy /heroin	Incident deemed unfounded	2	Destroy	High	1-CDSA-1



Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
/methamphetamines /restricted or controlled drugs					
Investigative materials – Not cleared • Import / Export / Produce / Traffic in; cocaine / ecstasy /heroin /methamphetamines /restricted or controlled drugs	-	-	Transfer to Cleared by Charge or Cleared Otherwise file	High	1-CDSA-1
Investigative materials – Cleared by Charge • Import / Export / Produce / Traffic in; cocaine / ecstasy /heroin /methamphetamines /restricted or controlled drugs	Date of Disposition	25	Destroy	High	1-CDSA-1
Investigative materials – Cleared Otherwise • Import / Export / Produce / Traffic in; cocaine / ecstasy /heroin /methamphetamines /restricted or controlled drugs	Incident Clearance Date	25	Destroy	High	1-CDSA-1
Investigative materials – Unfounded • Import / Export / Produce / Traffic in; cocaine / ecstasy /heroin /methamphetamines /restricted or controlled drugs	Incident deemed unfounded	5	Destroy	High	1-CDSA-1



Crime Investigation – Major Crime

Records supporting the activities of preserving the peace, providing assistance, apprehending offenders, and enforcing the law.

Includes:

- Abduction
- Arson, disregard for human life
- Homicide
- Internet Child Exploitation
- Missing Persons where foul play suspected
- Robbery
- Sexual Offences
- Terrorism
- Operational Plans

Excludes:

- Arson, damage to property: use [Crime Investigation – Non-Threshold Offences](#)
- Assault: use [Crime Investigation – Non-Threshold Offences](#)
- Breaches: use [Crime Investigation – Non-Threshold Offences](#)
- Break and Enter: use [Crime Investigation – Non-Threshold Offences](#)
- Cyber Crime: use [Crime Investigation – Non-Threshold Offences](#)
- Mischief: use [Crime Investigation – Non-Threshold Offences](#)
- Missing Persons, except where foul play is suspected: use [Crime Investigation – Non-Threshold Offences](#)
- Indecent Acts: use [Crime Investigation – Non-Threshold Offences](#)
- Organized Crime: use [Crime Investigation – Non-Threshold Offences](#)
- Theft: use [Crime Investigation – Non-Threshold Offences](#)
- Threats and Harassment: use [Crime Investigation – Non-Threshold Offences](#)
- Weapons: use [Crime Investigation – Non-Threshold Offences](#)
- Drug Investigations: use [Crime Investigation – Drug](#)
- Traffic Enforcement: use [Traffic Enforcement](#)

Office Responsible for Retention and Disposition of Original Records:

Superintendent – Investigative Services

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Investigative materials – Not cleared	-	-	Transfer to Cleared by Charge or Cleared Otherwise file	High	2-CSPA-2 2-CSPA-15



Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Investigative materials – Cleared by Charge	Date of Disposition	100	Destroy	High	2-CSPA-2 2-CSPA-15
Investigative materials – Cleared Otherwise	Incident Clearance Date	100	Destroy	High	2-CSPA-2 2-CSPA-15
Investigative materials – Unfounded	Incident deemed unfounded (exception: Homicide)	100	Destroy	High	2-CSPA-2 2-CSPA-15

**Different disposition amount based on age of victim (child).

**Crime Investigation – Non-Threshold Offences**

Records supporting the activities of preserving the peace, providing assistance, apprehending offenders, and enforcing the law.

Includes:

- Arson, damage to property
- Assault
- Breaches
- Break and Enter
- Cyber Crime
- Mischief
- Missing Persons, except where foul play suspected
- Indecent Acts
- Organized Crime
- Theft
- Threats and Harassment
- Weapons
- Operational Plans

Excludes:

- Abduction: use: [Crime Investigation – Major Crime](#)
- Arson, disregard for human life: use: [Crime Investigation – Major Crime](#)
- Homicide: use: [Crime Investigation – Major Crime](#)
- Internet Child Exploitation: use: [Crime Investigation – Major Crime](#)
- Missing Persons where foul play suspected: use: [Crime Investigation – Major Crime](#)
- Robbery: use: [Crime Investigation – Major Crime](#)
- Sexual Offences: use: [Crime Investigation – Major Crime](#)
- Terrorism: use: [Crime Investigation – Major Crime](#)
- Drug Investigations: use [Crime Investigation – Drug](#)
- Traffic Enforcement: use [Traffic Enforcement](#)

Office Responsible for Retention and Disposition of Original Records:

Superintendent – Investigative Services

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Investigative materials – Not cleared	-	-	Transfer to Cleared by Charge or Cleared Otherwise file	High	2-CSPA-15



Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Investigative materials – Cleared by Charge	Date of Disposition	25	Destroy	High	2-CSPA-15
Investigative materials – Cleared Otherwise	Incident Clearance Date	25	Destroy	High	2-CSPA-15
Investigative materials – Unfounded	Incident deemed unfounded (exception: Homicide)	5	Destroy	High	2-CSPA-15



Crime Investigation – Notebooks

Records regarding the retention and destruction of Officer Notebooks.

Includes:

- Officer Notebooks – All Other Non-Major Case
- Officer Notebooks – Major Case

Excludes:

- N/A

Office Responsible for Retention and Disposition of Original Records:

Manager – Records and Property

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Officer Notebooks – Major	File Closure (Termination)	100	Destroy	High	N/A
Officer Notebooks – Non-Major	File Closure (Termination)	15	Destroy	High	N/A



Victim Services

Records relating to the delivery of victim support services.

Includes:

- Records included contact records
- Victim Quick Response Applications
- Reference material

Excludes:

- Records related to volunteer applications: use [Recruitment](#)

Office Responsible for Retention and Disposition of Original Records:

Superintendent – Investigative Services

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Active Volunteers – File	File Closure (No longer active – File moves to HR)	1	Destroy	High	N/A
Incident Reporting Database – any contact made with people	Superseded	-	Destroy	High – Personal Information Bank	2-CSPA-8
Team Leader Reports – (hard Copy)	Calendar Year	7	Destroy	High – Personal Information Bank	N/A
Victim QUICK Response Program (MAG) – Application Forms for Financial Support immediately after a Violent Incident	Calendar Year	7	Destroy	High – Personal Information Bank	N/A



Professional Standards and Development

Business Planning
Professional Standards
Quality Assurance
Training



Business Planning

Records relating to the development and implementation of the Business Plan.

Includes:

- Final and approved Service and departmental strategic plan documents
- SWOT and other business environment analyses
- Records of public consultations
- Other business planning working papers

Excludes:

- Records related to performance: use [Recruitment](#) or [Labour Relations](#)

Office Responsible for Retention and Disposition of Original Records:

Superintendent – Professional Development Division

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Business Plan	Calendar Year	6	Destroy, subject to selection	Low	2-CSPA-3
Business Plan working documents	Calendar Year	3	Destroy	Low	2-CSPA-3

**Professional Standards**

Records relating to the investigation of complaints arising from public (LECA formerly OIPRD) complaints, internal (Chief's Complaints), and Human Rights Complaints. Also includes records pertaining to McNeil Disclosure, SIU liaison, and workplace threats.

Includes:

- Public Complaints including conduct
- Service/policy complaints
- Chiefs Complaints including workplace harassment complaints
- Human Rights Complaints
- Disposition without a Hearing records
- Disposition with a Hearing Records
- Criminal charges
- McNeil Reports
- SIU liaison records
- Documentation of investigations
- Follow up and resolutions

Excludes:

- Member Development Profile Record (MDPR): use [Recruitment](#)
- Suspect Apprehension Pursuits Training Plan: use [Training](#)
- Civil Litigation: use [Legal](#) (retain reference file until legal hold expires)

Office Responsible for Retention and Disposition of Original Records:

Superintendent – Professional Development Division

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Public and Internal Complaints – without a Hearing	Date of Disposition (no further disciplinary action *note: if further discipline occurs, all files are retained)	5	Destroy file Expunge from Personnel file 2 years from date of disposition if discipline free	High – Personal Information Bank	2-CSPA-5 2-CSPA-6 2-CSPA-11
Public and Internal Complaints – With Hearing	Date of Disposition (conviction; no further	15	Destroy, subject to review Expunge from Personnel file 2 years from date	High – Personal Information Bank	2-CSPA-5 2-CSPA-7 2-CSPA-11



Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
	disciplinary action *if the discipline is more than 80 hours, the individual must apply to the Chief to have file expunged)		of disposition if acquitted Expunge from Personnel file 5 years if convicted		
S. 11 Investigations and Reports	Calendar Year	15	Destroy	High – Personal Information Bank	2-CSPA-9 2-CSPA-11
Officer Involved Shooting Reports	Calendar Year	15	Destroy	High – Personal Information Bank	2-CSPA-11
McNeil Disclosure Records	Age 80	30	Destroy	High – Personal Information Bank	2-CSPA-11 3-MCNEIL-1
IAPro Early Intervention Tracking (includes discipline history)	Calendar Year	7	Destroy	High – Personal Information Bank	2-CSPA-11

**Quality Assurance**

Records relating to the administration of the quality improvement process, as it pertains to Service audits and continuous improvement processes.

Includes:

- Records of all official and approved Service Policies and Procedures
- Final compliance and comprehensive audits

Excludes:

- N/A

Office Responsible for Retention and Disposition of Original Records:

Superintendent – Professional Development Division

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Compliance Audits	Calendar Year	3	Destroy, subject to selection	High	2-CSPA-4
Comprehensive Audits	Calendar Year	10	Destroy, subject to selection	High	2-CSPA-4
Policies and Procedures	Superseded	-	Permanent	High	2-CSPA-4



Training

Records relating to occupational training where there is a legislated, operational or legal requirement to retain records.

Includes:

- Records pertaining to workplace Health and Safety
- WHMIS
- Driver training
- Use of force training
- Firearms training and certification
- Other training programs requiring a special license or certification, equipment use, etc.

Excludes:

- Professional Development and training materials unrelated to a long-term business needs, or kept by a member for reference: use [Definitions and Key Terms - Transitory Records](#)

Office Responsible for Retention and Disposition of Original Records:

Superintendent – Professional Development Division

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Training course records	End of Project (Completion date of course or event)	30	Destroy	High	2-LA-1
Training Manuals	Superseded	10	Destroy	High	N/A
Use of Force Reports, Part A	Calendar Year	3	Destroy	High	2-CSPA-1
Training Lesson Plans	Superseded	10	Destroy	High	2-CPSA-1
Training Plans	Superseded	10	Destroy, subject to selection	High	2-LA-1



Property and Evidence Management

Storage and Disposition of Property

**Storage and Disposition of Property**

Records relating to the handling of property seized by the Hamilton Police Service for safekeeping or for evidence.

Includes:

- Records pertaining to the management of personal property of all kinds, including money, liquor, drugs, and firearms

Excludes:

- Records pertaining to the disposition of cases and evidence: use [Records Management - Operations](#)

Office Responsible for Retention and Disposition of Original Records:

Manager – Records and Property

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Firearms Destruction Report	Calendar Year	10	Destroy	Low	2-CSPA-14
Health Canada Seizure and Disposition Report	Calendar Year	1	Destroy	Medium	1-CDSA-2
Firearms, biohazard, liquor Destruction	Calendar Year	10	Destroy	Low	3-IAPE-1
Auction Records	Calendar Year	10	Destroy	Low	2-CSPA-13
Confiscated Funds Report	Calendar Year	6	Destroy	Medium	N/A



Records Management – Operations

CPIC

Criminal Records

Niche RMS

Police Record Checks

Records Disclosure

Records Quality Assurance

Record Suspensions

**CPIC**

Records relating to the use of the CPIC system.

Includes:

- CPIC audit records
- CPIC messages
- CPIC offline searches
- CPIC purge lists
- CPIC removals
- CPIC validation lists
- FIP/SIP

Excludes:

- N/A

Office Responsible for Retention and Disposition of Original Records:

Manager – Records and Property

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
CPIC Audit Records	Superseded (Completion of next CPIC audit)	-	Destroy	High	N/A
CPIC Messages	Calendar Year	-	Destroy	High	N/A
CPIC Purge Lists	Superseded (Completion of next CPIC audit)	-	Destroy	High	N/A
CPIC Offline Searches	Calendar Year	2	Destroy	High	N/A
CPIC Removals	Calendar Year	-	Destroy	High	N/A
CPIC Validation Lists	Superseded (Completion of next CPIC audit)	-	Destroy	High	N/A

**Criminal Records**

Records relating to individuals arrested or convicted.

Includes:

- Criminal dossier
- Criminal record file
- Disposition of charges
- Fingerprints

Excludes:

- Criminal Investigation Files: use [Investigative Services](#)

Office Responsible for Retention and Disposition of Original Records:

Manager – Records and Property

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Criminal File – convicted	Age 125	-	Destroy	High	N/A
Criminal File – Deceased (Confirmed by Prints)	Notification of death received	1	Destroy	High	N/A
Criminal File – Deceased (NOT Confirmed by Prints)	Notification of death received	1	Destroy	High	N/A
Withdrawn/Dismissed (first offence)	Disposition received and request to destroy	1	Destroy	High	N/A
Criminal File – Not convicted ViCIAS (First Offence)	Disposition received and request to destroy	25	Destroy	High	N/A
Criminal File – Absolute Discharge	Date of Disposition	1	Destroy	High	N/A
Criminal File – Conditional Discharge	Date of Disposition	3	Destroy	High	N/A
Criminal File – Record Suspension Received	Records Suspension received	-	Sealed	High	N/A
Criminal File – Youth Acquittal other than by Insanity	Date of Disposition	3 months	Destroy	High	N/A



Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Criminal File – Youth Dismissed and Withdrawn	Date of Disposition	1	Destroy	High	N/A
Criminal File – Youth Stayed	Date of Disposition	1	Destroy	High	N/A
Criminal File – Youth Extrajudicial Measures, after consent	Date of Disposition	3	Destroy	High	N/A
Criminal File – Youth Conditional Discharge	Date of Disposition	3	Destroy	High	N/A
Criminal File – Youth Indictable Offence, after sentence completed	Disposition received and sentence completed	5	Destroy	High	N/A
Criminal File – Youth Summary Offence, after sentence completed	Disposition received and sentence completed	3	Destroy	High	N/A

***Note:** Retention timeline includes the appeal periods for youth purges.

**Police Records Checks**

Records relating to the delivery of police record checks.

Includes:

- Civil fingerprinting forms
- Local police record checks (for records suspension)
- Police record checks (CRC, CRJMC, VS)
- Police record check reconsideration requests and decisions
- HR Background Checks

Excludes:

- N/A

Office Responsible for Retention and Disposition of Original Records:

Manager – Records and Property

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Civil fingerprinting forms submitted to CCRTIS	Calendar Year	2	Destroy	High	N/A
Local police record checks	Calendar Year	2	Destroy	High	2-PRCRA-1 2-CSPA-10
Police Record Checks	Calendar Year	2	Destroy	High	2-PRCRA-1 2-CSPA-10
Police Record Check reconsideration requests and decisions	Calendar Year	2	Destroy	High	2-PRCRA-1 2-CSPA-10
HR Background Checks	Calendar Year	2	Destroy	High	N/A

**Records Disclosure**

Records pertaining to court disclosure pursuant to ongoing investigations.

Includes:

- Subpoenas
- Summons

Excludes:

- N/A

Office Responsible for Retention and Disposition of Original Records:

Manager – Records and Property

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Subpoenas and Summons	End of Litigation (Resolution of Case)	5	Destroy	High	N/A



Records Quality Assurance

Records relating to the quality assurance of occurrence reports.

Includes:

- Canadian Centre for Justice Statistics – uniform crime reporting
- Occurrence reports review
- Occurrence reports year end processing
- Occurrence statistics/statistical reports

Excludes:

- Quality Assurance pertaining to Service audits: use [Professional Standards](#)

Office Responsible for Retention and Disposition of Original Records:

Manager – Records and Property

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Occurrence reports year end processing	Calendar Year	1	Destroy	High	N/A
Occurrence statistics/statistical reports	Calendar Year	5	Destroy	High	N/A

**Records Suspensions**

Records relating to the completion of record suspensions (formerly pardons).

Includes:

- Notification of record suspension issued (formerly known as a pardon)
- Notification of record suspension revoked
- Fingerprint Destruction

Excludes:

- N/A

Office Responsible for Retention and Disposition of Original Records:

Manager – Records and Property

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Notification of record suspension issued/revoked	Records Suspension Received	-	Transfer to Criminal File	High	N/A
Fingerprint Destruction	Records Suspension Received	-	Transfer to Archives	High	N/A



Support Services

Canine Unit
Emergency Response / Public Order
Marine Operations
Paid Duty Administration
Traffic Enforcement
Traffic Services

**Canine Unit**

Records relating to services provided by the Canine Unit.

Includes:

- Records of training logs
- Dog handler certificates
- Bite reports
- Canine reports and veterinary records
- Use of the police dogs for activities such as tracking via human scent or controlled substances detection

Excludes:

- Records related to statistics and housekeeping: use [Planning and Research](#)
- Use of force reports: use [Training](#)

Office Responsible for Retention and Disposition of Original Records:

Superintendent – Support Services

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Dog Bite Reports	Matter Concluded	7	Destroy	Medium	2-LA-2
Dog Handler Certificates	Superseded	-	Destroy	-	2-LA-2
Training logs – weekly/activity reports	File Closure (Dog retires or no longer in service)	3	Destroy	Low	2-LA-2
Veterinary Records	File Closure (Dog retires or no longer in service)	3	Destroy	Low	2-LA-2



Emergency Response / Public Order

Records relating to the delivery of Emergency Response and Public Order Services.

Includes:

- Records related to equipment, explosives, logs and operational records that document the operations of the unit

Excludes:

- Records related to Use of Force reports and Training records: use [Training](#)

Office Responsible for Retention and Disposition of Original Records:

Superintendent – Support Services

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Distraction Devices Deployment Log	Incident Clearance Date	5	Destroy	Medium	N/A
Equipment Records	Incident Clearance Date	10	Disposal of Equipment	Low	N/A
Explosives Disposal Incident Reports	Incident Clearance Date	25	Destroy	High	N/A
Ground Search	Incident Clearance Date	25	Destroy	High	N/A
Logs – Member Issue Equipment	Superseded (Continuous Update)	-	Destroy	Medium	N/A
Explosive Inventory Log	Calendar Year	2	Destroy	Medium	N/A
Ammunition Inventory Log	Calendar Year	2	Destroy	Medium	N/A
Weapons Maintenance Log	Calendar Year	3	Destroy	Medium	N/A
Operational Call Log (Debrief Log)	Calendar Year	5	Destroy	Medium	N/A
Tactical Operations Plan	Incident Clearance Date	10	Destroy	Medium	N/A
Flight Log (Remotely)	Calendar Year	2	Destroy	High	N/A



Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Piloted Aircraft System)					



Marine Operations

Records relating to the delivery of services by the Marine Unit.

Includes:

- Equipment logs
- Pleasure Craft Examination
- Search & Rescue Operation Reports
- Vessel registration

Excludes:

- Records related to equipment logs and maintenance: use [Facilities Maintenance](#)

Office Responsible for Retention and Disposition of Original Records:

Superintendent – Support Services

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Pleasure Craft Examination	Calendar Year	1	Destroy	Low	N/A
Search & Rescue Operation Plan	Incident Clearance Date	1	Destroy	Low	N/A
Vessel Registration	Superseded (Vessel no longer in use)	25	Destroy	Low	N/A

**Paid Duty Administration**

Records relating to the administration of the Paid Duty Program.

Includes:

- Permits
- Paid duty assignments
- Paid duty list
- Request for wide load escort

Excludes:

- Records related to housekeeping: use [Definitions and Key Terms - Transitory Records](#)
- Invoices & Payroll reports: use [Financial Reporting](#)

Office Responsible for Retention and Disposition of Original Records:

Superintendent – Support Services

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Paid Duty Assignments	Paid Duty Assignment	1	Destroy	Low	N/A
Paid Duty Contracts	Paid Duty Assignment	1	Destroy	Low	N/A
Paid Duty List	Paid Duty Assignment	1	Destroy	Low	N/A
Permits	Paid Duty Assignment (Special permits from City regarding Road Closures)	6 months	Destroy	Low	N/A
Request for Wide Load Escort	Paid Duty Assignment	1	Destroy	Low	N/A
Reports – Supt. & PSB	Calendar Year	1	Destroy	Low	N/A



Traffic Enforcement

Records relating to the investigation of traffic related violations.

Includes:

- Fatal Motor Vehicle Collisions
- Dangerous Operation of a Motor Vehicle/Boat/Vessel/Aircraft
- Impaired Operation
- Impaired Traffic Offences
- Fail or Refuse to Provide a Breath or Blood Sample
- Motor Vehicle Collisions
 - Driving while Prohibited
 - Fail to Stop or Remain
 - Dangerous Driving
 - Driving while Disqualified or License Suspended
- Parking Violations
- Traffic Tickets – Early Resolution Matters

Excludes:

- Records related to the administration of traffic services: use [Traffic Services](#)

Office Responsible for Retention and Disposition of Original Records:

Superintendent – Support Services

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Traffic Enforcement Investigative Materials Non-Criminal	Incident Clearance Date	-	Transfer to traffic enforcement investigative materials non-criminal, depending on solve status	High	2-HTA-1 2-CSPA-12
Traffic Enforcement Investigative Materials – Non-Criminal Cleared by HTA Charge • MVC Report	Date of Disposition (Final Court disposition date/PON closure)	5	Destroy	High	2-HTA-1 2-CSPA-12
Traffic Enforcement Investigative Materials – Non-Criminal Cleared Otherwise	Incident Clearance Date	5	Destroy	High	2-HTA-1 2-CSPA-12



Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
• MVC Report					
Traffic Enforcement Investigative Materials – Non-Criminal Unfounded • MVC Report	Incident Deemed Unfounded	1	Destroy	High	2-HTA-1 2-CSPA-12
Traffic Enforcement Investigative Materials – Criminal Charges Involved – Not Cleared • Operation while impaired • Failure or refusal to comply with demand • Failure to stop after accident	Incident Clearance Date	-	Transfer to traffic enforcement investigative materials, criminal charges, depending on solve status	High	2-HTA-1 2-CSPA-12
Traffic Enforcement Investigative Materials – Criminal Charges Involved – Cleared by Charge • Operation while impaired • Failure or refusal to comply with demand • Failure to stop after accident	Date of Disposition	10	Destroy	High	2-HTA-1 2-CSPA-12
Traffic Enforcement Investigative Materials – Criminal Charges Involved – Cleared Otherwise • Operation while impaired	Incident Clearance Date	10	Destroy	High	2-HTA-1 2-CSPA-12



Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
<ul style="list-style-type: none"> • Failure or refusal to comply with demand • Failure to stop after accident 					
Traffic Enforcement Investigative Materials – Criminal Charges Involved – Unfounded <ul style="list-style-type: none"> • Operation while impaired • Failure or refusal to comply with demand • Failure to stop after accident 	Incident Deemed Unfounded	1	Destroy	High	2-HTA-1 2-CSPA-12
Traffic Enforcement Investigative Materials – Not Cleared <ul style="list-style-type: none"> • Cause bodily harm • Cause death/fatality 	Incident Clearance Date	-	Transfer to traffic enforcement investigative materials, based on solve status	High	2-HTA-1 2-CSPA-12
Traffic Enforcement Investigative Materials – Cleared by Charge <ul style="list-style-type: none"> • Cause bodily harm • Cause death/fatality 	Date of Disposition	25	Destroy	High	2-HTA-1 2-CSPA-12
Traffic Enforcement Investigative Materials – Cleared Otherwise <ul style="list-style-type: none"> • Cause bodily harm • Cause death/fatality 	Incident Clearance Date	25	Destroy	High	2-HTA-1 2-CSPA-12



Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Traffic Enforcement Investigative Materials – Unfounded • Cause bodily harm • Cause death/fatality	Incident Deemed Unfounded	1	Destroy	High	2-HTA-1 2-CSPA-12
Traffic Tickets – Early Resolution Matters	Date of Disposition	5	Destroy	High	2-HTA-1 2-CSPA-12



Traffic Services

Records relating to the administration of traffic services.

Includes:

- Traffic Enforcement projects
- Tow Tags

Excludes:

- Records related to motor vehicle collisions with personal injury: use [Traffic Enforcement](#)

Office Responsible for Retention and Disposition of Original Records:

Superintendent – Support Services

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Traffic Enforcement Projects	End of Project	2	Destroy	High	N/A
Tow Tags	Calendar Year	2	Destroy	Low	N/A

**Appendix 'A' – Criteria for Major Crime / Major Case Management**

The following is criteria for Major Crime / Major Case Management as indicated in P&P Major Case Management under Procedures. The following criteria offences are deemed to be major cases.

- a) homicides as defined in subsection 222 (4), Criminal Code of Canada, and attempts;
- b) sexual assaults, and all attempts (for the purpose of this standard, is deemed to include sexual interference, sexual exploitation and invitation to sexual touching);
- c) occurrences involving non-familial abductions and attempts;
- d) missing persons occurrences, where circumstances indicate a strong possibility of foul play;
- e) occurrences suspected to be homicide involving found human remains;
- f) criminal harassment cases in which the offender is not known to the victim; or
- g) any other case designated as a major case.

Threshold offences:

- a) homicides as defined in subsection 222(4), Criminal Code of Canada, and attempts;
- b) sexual assault and attempts (for the purpose of this standard, deemed to include sexual interference, sexual exploitation and invitation to sexual touching) in which one or more of the following factors is believed to exist:
 - i. the occurrence involves an offence in section 272 (carries, uses, or threatens to use a weapon /limitation; bodily; party to an offence) or
 - ii. the offender is unknown;
 - iii. the offender is known to have been or suspected to have been previously involved in a similar offence;
 - iv. multiple victims within a single offence;
 - v. multiple sexual acts;
 - vi. the use of restraints, bondage, disguise(s) by the offender;
 - vii. the use of photographic, video or audio equipment to record the offence;
 - viii. the removal of personal item(s) of the victim from the scene by the offender (e.g. driver's licence or article of clothing as a souvenir);
 - ix. scripting (e.g. the offender forces the victim to recite words/phrases or engage in prompted dialogue);
 - x. the use of a con or ruse by the offender to lure the victim, including the use of the Internet, chat lines or dating services;
 - xi. the commission of any other offence in conjunction with the sexual assault (e.g. criminal harassment, forcible confinement, administration of a noxious substance or suspected administration of a noxious substance intended to incapacitate);
 - xii. the victim is under the age of 14 years and the offender is a person in a position of authority or is a person with whom the victim is in a relationship of dependency;
 - xiii. torture;
 - xiv. penetration, including oral, vaginal or anal;
 - xv. missing person occurrences, where the circumstances indicate a strong possibility of foul play;
 - xvi. occurrences suspected to be homicide involving found human remains;
 - xvii. occurrences involving non-familial abductions and attempts; or
 - xviii. any major case that is linked to another major case within the same or another jurisdiction.



Not threshold offences:

- a) in sexual assaults with a known suspect when the following circumstances are present
 - i. the victim and suspect are in a familial relationship, including common-law;
 - ii. the victim and suspect have a previous relationship;
 - iii. the case involves historical sexual offences (e.g., an offence reported more than a year after having been committed);
 - iv. any sexual assault where a suspect has been identified and arrested within 14 days; or
 - v. sections (a)(i) to (a)(iv) do not apply in cases which are deemed to be predatory or serial in nature.
- b) In homicide investigations, including attempts where:
 - i. the victim and suspect were in familial relationship including common-law; and/or,
 - ii. the suspect has been arrested or identified within 14 days or is deceased; and,
 - iii. sections (b)(i) and (b)(ii) do not apply in cases which are deemed to be predatory or serial in nature
- c) In criminal harassment cases in which the offender is not known to the victim.

**Citation Table - #1 (Federal Jurisdiction)**

Number	1-CA-1
Citation	Cannabis Act, S.C. 2018, c. 16, s.45
Record Type	Offence Prosecutions – limitation period
Retention/Limitation Period	45. No summary conviction proceedings in respect of an offence under section 44 may be commenced after the expiry of one year after the day on which the subject-matter of the proceedings arose.

Number	1-CDSA-1
Citation	Controlled Drugs and Substances Act, S.C. 1996, c. 19, s.47(1)
Record Type	Controlled Drugs and Substances Act offence prosecutions / proceedings – limitation period
Retention/Limitation Period	47 (1) No summary conviction proceedings in respect of an offence under subsection 4(2) or 32(2) or the regulations or in respect of a contravention of an order made under section 45.1 or 45.2 shall be commenced after the expiry of one year after the time when the subject matter of the proceedings arose.

Number	1-CDSA-2
Citation	Controlled Drugs and Substances Act (S.C. 1996, c. 19), s. 29 (1)
Record Type	Health Canada Seizure and Disposition Report
Retention/Limitation Period	29 (1) Subject to the regulations, every peace officer, inspector or prescribed person who disposes of or otherwise deals with a controlled substance, precursor or chemical offence-related property under this Division shall, within 30 days, prepare a report setting out the following information and cause the report to be sent to the Minister: (a) the substance, precursor or property; (b) the amount of it that was disposed of or otherwise dealt with; (c) the manner in which it was disposed of or otherwise dealt with; (d) the date on which it was disposed of or otherwise dealt with; (e) the name of the police force, agency or entity to which the peace officer, inspector or prescribed person belongs; (f) the number of the file or police report related to the disposition of it or other dealing with it; and (g) any other prescribed information.

Number	1-FCA-1
Citation	Federal Court Act, R.S.C. 1985, c. F-7, s. 39(2) as amended
Record Type	Federal Court Litigation
Retention/Limitation Period	39.(2) A proceeding in the Federal Court of Appeal or the Federal Court in respect of a cause of action arising otherwise than in a province shall be taken within six years after the cause of action arose.

**Citation Table - #2 (Provincial Jurisdiction)**

Number	2-CCA-1
Citation	Cannabis Control Act, 2017, S.O. 2017, c.26, Sched. 1, s. 22(3)
Record Type	Offence Prosecutions – Limitation Period
Retention/Limitation Period	22.(3) No proceeding under this section shall be commenced more than two years after the day the offence was, or is alleged to have been, committed.

Number	2-CLA-1
Citation	Cannabis License Act, 2018, S.O. 2018, c.12, Sched. 2, s. 39(3)
Record Type	Offence Prosecutions – Limitation Period
Retention/Limitation Period	39(3) No proceeding under this section shall be commenced more than two years after the day the offence was, or is alleged to have been, committed.

Number	2-CSPA-1
Citation	Use of Force and Weapons Regulation, Community Safety and Policing Act, O. Reg. 391/23, s. 12 (2) (4)
Record Type	Police Training Course Records
Retention/Limitation Period	<p>12(1) Every chief of police shall ensure that,</p> <p>(a) Every member of the police service who may be required to use force on another person is in compliance with the training requirements prescribed by the Minister on the use of force;</p> <p>(b) Every member of the police service who is authorized to carry or use a firearm is in compliance with the training requirements prescribed by the Minister on the use of firearms; and</p> <p>(c) Every member of the police service who is authorized to carry or use a weapon that is not a firearm is in compliance with the training requirements prescribed by the Minister on the use of the weapon.</p> <p>(4) The chief of police shall maintain records of the training taken by members of the police service on the use of force, the use of firearms and the use of weapons that are not firearms and of when each training was taken.</p>

Number	2-CPSA-2
Citation	Major Case Management and Approved Software Requirements Regulation, Community Safety and Policing Act, O. Reg. 394/23 s. 2; s. 20
Record Type	Major Case Management System
Retention/Limitation Period	<p>2. (1) A chief of police shall develop procedures on major case management that are consistent with this Regulation.</p> <p>(2) The procedures must address, at a minimum,</p> <p>(a) how to structure a major case investigation in compliance with this Regulation; and</p>



Number	2-CPSA-2
	<p>(b) who is responsible for each task in a major case investigation, consistent with the roles and responsibilities set out in this Regulation.</p> <p>(3) The procedures must reflect and acknowledge the importance of the following principles in major case investigations:</p> <ol style="list-style-type: none">1. Following a consistent and thorough investigative methodology.2. Effective management of large volumes of investigative information.3. Effective communication among members of the investigative team.4. Maintaining clear and detailed investigative chronologies and records of investigative decisions.5. Effective investigation management planning with clear objectives and strategies to achieve them.6. Preventing tunnel vision in major case investigations. <p>20. (1) The Minister shall approve software for the purposes of this Regulation that must be capable of supporting the requirements in this Regulation relating to managing investigative information, including data entry and the organization of records.</p> <p>(2) Members of police services shall use the approved software to manage investigative information in major case investigations.</p> <p>(3) The Minister may approve new software, from time to time.</p>

Number	2-CPSA-3
Citation	Community Safety and Policing Act, 2019, S.O 2019, c. 1, Sched. 1, s. 39 (1), (2)
Record Type	Strategic Planning/Business Plans
Retention/Limitation Period	<p>39 (1) The police service board shall, in accordance with the regulations, if any, prepare and adopt a strategic plan for the provision of policing, which shall address at least the following matters:</p> <ol style="list-style-type: none">1. How the police service board will ensure the provision of adequate and effective policing in accordance with the needs of the population of the area.2. The objectives, priorities and core functions of the police service.3. Quantitative and qualitative performance objectives and indicators of outcomes relating to,<ol style="list-style-type: none">i. the provision of community-based crime prevention initiatives, community patrol and criminal investigation services,ii. community satisfaction with the policing provided,iii. emergency calls for service,iv. violent crime and clearance rates for violent crime,v. property crime and clearance rates for property crime,vi. youth crime and clearance rates for youth crime,vii. police assistance to victims of crime and re-victimization rates,viii. interactions with persons described in paragraphs 4 and 5 of this subsection,



Number	2-CPSA-3
	<p>ix. road safety, and x. any other prescribed matters.</p> <p>4. Interactions with, i. youths, ii. members of racialized groups, and iii. members of First Nation, Inuit and Métis communities.</p> <p>5. Interactions with persons who appear to have a mental illness or a neurodevelopmental disability.</p> <p>6. Information technology.</p> <p>7. Resource planning.</p> <p>8. Police facilities.</p> <p>9. Any other prescribed matters. 2019, c. 1, Sched. 1, s. 39 (1); 2023, c. 12, Sched. 1, s. 17, 76.</p> <p>(2) The strategic plan must also provide an overview of the consultations that were conducted under subsection (3) and state whether and, if applicable, how the needs and concerns regarding policing identified during the consultations have been addressed by the plan. 2019, c. 1, Sched. 1, s. 39 (2).</p>

Number	2-CPSA-4
Citation	Community Safety and Policing Act, 2019, S.O 2019, c. 1, Sched. 1, s. 37 (1), (2)
Record Type	Responsibilities of boards
Retention/Limitation Period	<p>37 (1) A police service board shall,</p> <p>(a) ensure that adequate and effective policing is provided in the area for which it has policing responsibility as required by section 10;</p> <p>(b) employ members of the police service;</p> <p>(c) appoint members of the police service as police officers;</p> <p>(d) recruit and appoint the chief of police and any deputy chief of police and determine their remuneration and working conditions, taking their submissions into account;</p> <p>(e) prepare and adopt a diversity plan to ensure that the members of the police service reflect the diversity of the area for which the board has policing responsibility;</p> <p>(f) monitor the chief of police's performance;</p> <p>(g) conduct a review of the chief of police's performance at least annually in accordance with the regulations made by the Minister, if any;</p> <p>(h) monitor the chief of police's decisions regarding the restrictions on secondary activities set out in section 89 and review the reports from the chief of police on those decisions;</p> <p>(i) monitor the chief of police's handling of discipline within the police service;</p> <p>(j) ensure that any police facilities, including police lock-ups used by the board comply with the prescribed standards, if any; and</p>



Number	2-CPSA-4
	(k) perform such other duties as are assigned to it by or under this or any other Act, including any prescribed duties. (2) A police service board shall comply with the prescribed standards, if any, with respect to the exercise of its powers and the performance of its duties under this Act. 2019, c. 1, Sched. 1, s. 37 (2).

Number	2-CSPA-5
Citation	Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, s. 154(1)(2)(3)(4)(5)(6); 155(1)(2)(3); 156(1)(2); 157(1)(2)(3)(4); 158(1)(2)(3)(4)(5); 159(1)(2)(3)(4)(5)(6)(7); 160(1)(2)(3)(4)(5)(6)(7)
Record Type	Complaints about municipal police services
Retention/Limitation Period	<p>154 (1) Any person may make a complaint to the Complaints Director about the conduct of a person referred to in section 152, subject to subsection (2). 2019, c. 1, Sched. 1, s. 154 (1).</p> <p>(2) A complaint may not be made under subsection (1) by,</p> <ul style="list-style-type: none">(a) the Minister;(b) the Inspector General, a deputy Inspector General or an inspector appointed under section 111;(c) a deputy Complaints Director, an employee in the Law Enforcement Complaints Agency or an investigator;(d) the SIU Director or an employee or investigator in the Special Investigations Unit;(e) a member of a police service, in respect of another member of that police service;(f) a special constable employed by the Niagara Parks Commission, in respect of another special constable employed by the Niagara Parks Commission;(g) the Niagara Parks Commission, in respect of a special constable employed by the Niagara Parks Commission;(h) a member or employee of a police service board, in respect of a member of a police service maintained by the board;(i) a person selected by the council of a municipality to advise another municipality's police service board under subsection 26 (2), in respect of a police officer who is a member of a police service maintained by that board; or(j) any other person who may be prescribed. 2019, c. 1, Sched. 1, s. 154 (2); 2024, c. 2, Sched. 4, s. 3. <p>(3) A complaint may be made under subsection (1) on behalf of,</p> <ul style="list-style-type: none">(a) a person who is a minor, by the person's parent or guardian; and(b) a person who is incapable as defined in the Substitute Decisions Act, 1992 and who is not a minor, by his or her substitute decision-maker under that Act. 2019, c. 1, Sched. 1, s. 154 (3).



Number	2-CSPA-5
	<p>(4) A complainant may act through an agent in respect of a complaint made under this Part. 2019, c. 1, Sched. 1, s. 154 (4).</p> <p>(5) If a complainant acts through an agent, a requirement under this Part to give notice to the complainant may be met by giving notice to the complainant's agent. 2019, c. 1, Sched. 1, s. 154 (5).</p> <p>(6) For greater certainty, a person referred to in subsection (2) may not make a complaint by acting through an agent under subsection (4). 2019, c. 1, Sched. 1, s. 154 (6).</p> <p>155 (1) If a person who may make a complaint under subsection 154 (1) to the Complaints Director instead makes the complaint to any of the following persons, that person shall forward the complaint to the Complaints Director, inform the person who made the complaint that the complaint has been forwarded, and provide the person with information about the role of the Complaints Director:</p> <ol style="list-style-type: none">1. The Minister.2. The Inspector General, a deputy Inspector General or an inspector appointed under section 111.3. The SIU Director or an employee or investigator in the Special Investigations Unit.4. A chief of police.5. A police service board or a member of a police service board.6. An O.P.P. detachment board or a member of an O.P.P. detachment board.7. A First Nation O.P.P. board or a member of a First Nation O.P.P. Board.8. Repealed: 2023, c. 12, Sched. 1, s. 63.9. A special constable employer.10. A prescribed entity.11. A prescribed policing provider.12. Any other person or entity prescribed by the Minister. 2019, c. 1, Sched. 1, s. 155 (1); 2023, c. 12, Sched. 1, s. 63; 2024, c. 2, Sched. 4, s. 3. <p>(2) If a person who may make a complaint to the Complaints Director under subsection 154 (1) instead makes the complaint to a member of a police service other than a chief of police or to a special constable who is not a member of a police service, the member of a police service or special constable shall notify his or her chief of police or special constable employer of the complaint, and subsection (1) of this section applies, with necessary modifications, as if the complaint had been made to the chief of police or special constable employer. 2019, c. 1, Sched. 1, s. 155 (2); 2024, c. 2, Sched. 4, s. 3.</p>



Number	2-CSPA-5
	<p>(3) The complaint of a person that is forwarded to the Complaints Director under this section is deemed for the purposes of this Part to have been made by the person directly to the Complaints Director. 2019, c. 1, Sched. 1, s. 155 (3).</p> <p>156 (1) If the Minister, a chief of police or a police service board receives a report from a person or body responsible for reviewing complaints about police officers in another province or territory about a complaint made against an Ontario police officer appointed to act as a police officer in that province or territory, the Minister, chief or board shall give the report to the Complaints Director.</p> <p>(2) A report described in subsection (1), whether received in accordance with that subsection or directly from the person or body that prepared the report, is, on its receipt, deemed to be a complaint made to the Complaints Director under this Part and, for the purpose, the person or entity that brought the complaint in the other province or territory and the person or body that prepared the report are deemed to be complainants.</p> <p>157 (1) The Complaints Director shall review every complaint made to the Complaints Director and determine whether the complaint is about the conduct of a person referred to in section 152.</p> <p>(2) If the Complaints Director determines that a complaint is about the conduct of a person referred to in section 152, the Complaints Director shall, subject to section 158, cause the complaint to be investigated and shall give notice of the investigation and of the substance of the complaint to the person who is the subject of the complaint and to any applicable designated authority.</p> <p>(3) The Complaints Director is not required to provide notice under subsection (2) to the person who is the subject of the complaint if, in the Complaints Director's opinion, doing so may prejudice the investigation.</p> <p>(4) If the Complaints Director determines that a complaint is not about the conduct of a person referred to in section 152, the Complaints Director shall, subject to section 108, refuse to deal with the matter and promptly give notice of the refusal, with reasons, to the complainant, the person or entity that is the subject of the complaint and any applicable designated authority.</p> <p>158 (1) The Complaints Director may refuse to cause a complaint to be investigated if,</p> <p>(a) the facts on which the complaint is based occurred more than six months before the complaint is made;</p>



Number	2-CSPA-5
	<p>(b) the complainant was not affected by the conduct of the person who is the subject of the complaint, as determined under subsection (3);</p> <p>(c) the complaint alleges conduct that does not, on its face, constitute misconduct; or</p> <p>(d) in the Complaints Director's opinion,</p> <p>(i) the complaint is frivolous, vexatious or made in bad faith, or</p> <p>(ii) having regard to all the circumstances, dealing with the complaint is not in the public interest.</p> <p>Six-month period</p> <p>(2) For the purposes of clause (1) (a), the Complaints Director shall consider,</p> <p>(a) whether the complainant is a minor or under a disability within the meaning of the Accessibility for Ontarians with Disabilities Act, 2005, or is a complainant referred to in subsection 154 (3) acting on behalf of a minor or incapable person;</p> <p>(b) whether the complainant is or was subject to a criminal investigation or proceeding in respect of the events underlying the complaint; and</p> <p>(c) whether, having regard to all the circumstances, it is in the public interest for the complaint to be investigated.</p> <p>(3) For the purposes of clause (1) (b), only the following persons shall be considered to have been affected by the conduct:</p> <p>1. A person at whom the conduct was directed.</p> <p>2. A person who saw or heard the conduct or its effects as a result of being physically present at the time and place that the conduct or its effects occurred.</p> <p>3. A person who,</p> <p>i. was in a personal relationship with a person described in paragraph 1 at the time that the conduct occurred, and</p> <p>ii. suffered loss, damage, distress, danger or inconvenience as a result of the conduct.</p> <p>(4) In the case of a complainant referred to in subsection 154 (3) who is acting on behalf of a minor or incapable person, a determination under clause (1) (b) of this section shall be made in respect of the minor or incapable person rather than in respect of the complainant.</p> <p>(5) If the Complaints Director refuses to investigate a complaint in accordance with this section, he or she shall give notice of the refusal, with reasons, and of the substance of the complaint to,</p> <p>(a) the complainant;</p> <p>(b) the person who is the subject of the complaint; and</p> <p>(c) the applicable designated authority.</p>



Number	2-CSPA-5
	<p>159 (1) If the Complaints Director decides to cause a complaint to be investigated, the Complaints Director shall,</p> <p>(a) in the case of a complaint about the conduct of a police officer, other than a chief of police or deputy chief of police, direct the officer's chief of police or the chief of police of an unrelated police service to conduct the investigation;</p> <p>(b) in the case of a complaint about the conduct of a special constable employed by the Niagara Parks Commission, direct a chief of police to conduct the investigation; or</p> <p>(c) in any other case, retain the complaint and cause it to be investigated by an investigator. 2019, c. 1, Sched. 1, s. 159 (1); 2024, c. 2, Sched. 4, s. 3.</p> <p>(2) Despite clauses (1) (a) and (b), the Complaints Director may instead retain the complaint and cause it to be investigated by an investigator if, in his or her opinion, it is in the public interest to do so. 2019, c. 1, Sched. 1, s. 159 (2).</p> <p>(3) Despite clause (1) (c), the Complaints Director may instead direct a chief of police to conduct the investigation, if, in the Complaints Director's opinion, it is necessary for the purposes of the investigation to obtain access to information that cannot be obtained through the use of the investigation powers under Part VIII. 2019, c. 1, Sched. 1, s. 159 (3).</p> <p>(4) The Complaints Director shall make a direction under subsection (3) with respect to a complaint about the conduct of a police officer to the chief of police of an unrelated police service, unless, in the Complaints Director's opinion, it is necessary for the purposes of the investigation to obtain access to information that cannot be obtained using the investigation powers of an unrelated police service. 2019, c. 1, Sched. 1, s. 159 (4).</p> <p>(5) In directing a chief of police to conduct an investigation, the Complaints Director may direct the chief of police to deal with the complaint as the Complaints Director specifies. 2019, c. 1, Sched. 1, s. 159 (5).</p> <p>(6) A chief of police who receives a direction under this section shall promptly cause the complaint to be investigated, in accordance with any requirements specified by the Complaints Director under subsection (5). 2019, c. 1, Sched. 1, s. 159 (6).</p> <p>(7) At any time after the Complaints Director directs a chief of police to conduct an investigation of a complaint and before its conclusion, the Complaints Director may,</p> <p>(a) direct the chief of police to deal with the complaint as the Complaints Director specifies;</p>



Number	2-CSPA-5
	<p>(b) direct the investigation of the complaint by a different chief of police, subject to subsection (4); or</p> <p>(c) cause the complaint to be investigated by an investigator instead. 2019, c. 1, Sched. 1, s. 159 (7).</p> <p>160 (1) Subject to subsection (2), a complainant may withdraw his or her complaint on notice to the Complaints Director.</p> <p>(2) If a complaint is withdrawn before the conclusion of any investigation into it, the Complaints Director shall cease to deal with the complaint, including causing any investigation into the complaint to be discontinued.</p> <p>(3) Despite subsection (2), the Complaints Director may continue to deal with a complaint or continue its investigation despite its withdrawal if, in his or her opinion, it is in the public interest to do so.</p> <p>(4) If a complaint is withdrawn after the conclusion of any investigation into it, this Part continues to apply despite the withdrawal, and, in the event of a determination under section 168 that the conduct of the person who was the subject of the investigation constitutes misconduct, any disciplinary or other measures required by that section to be imposed or taken under this Act or under another authority may be imposed or taken in respect of the person.</p> <p>(5) The Complaints Director shall give notice of the withdrawal of a complaint under subsection (1) and, if applicable, notice of a decision to continue to deal with or investigate it despite its withdrawal under subsection (3), with reasons, to,</p> <p>(a) the complainant;</p> <p>(b) the person who is the subject of the complaint; and</p> <p>(c) the applicable designated authority.</p> <p>(6) The Complaints Director is not required to give any notice under subsection (5) of a decision to continue to deal with or investigate a withdrawn complaint to the person who is the subject of the complaint if, in the Complaints Director's opinion, doing so may prejudice any such investigation.</p> <p>(7) Despite anything to the contrary under this Part, a complainant who withdraws a complaint is not entitled to any further notice or other communication respecting the withdrawn complaint, other than notice under subsection (5).</p>



Number	2-CSPA-6
Citation	Community Safety and Policing Act, 2019, S.O 2019, c. 1, Sched. 1, s. 207(9)
Record Type	Complaints about the conduct of chiefs of police or deputy chiefs of police – expungement from employment records of chiefs of police or deputy chiefs of police
Retention/Limitation Period	(9) Subsections (1) to (8) apply with necessary modifications to chiefs of police and deputy chiefs of police in respect of entries made in their employment record respecting a disciplinary measure, with, (a) the Minister exercising the powers and duties set out in subsections (1) to (8) in respect of the Commissioner and any deputy Commissioners; and (b) the applicable police service board exercising the powers and duties set out in subsections (1) to (8) in respect of any other chief of police or deputy chief of police. 2019, c. 1, Sched. 1, s. 207 (9).

Number	2-CSPA-7
Citation	Community Safety and Policing Act, 2019, S.O 2019, c. 1, Sched. 1, s. 207 (1) (2)
Record Type	Complaints by chiefs – expungement from employment records of police officers
Retention/Limitation Period	207 (1) A chief of police shall expunge an entry made in a police officer's employment record respecting a disciplinary measure two years after the day the disciplinary measure was imposed if, (a) the disciplinary measure is described in paragraph 2, 3, 4, 5 or 6 of subsection 200 (1); and (b) no other entries relating to disciplinary measures were entered into the officer's employment record in the two years following that day. 2024, c. 2, Sched. 4, s. 4. (2) A chief of police shall expunge an entry made in a police officer's employment record respecting a disciplinary measure five years after the day the disciplinary measure was imposed if, (a) the disciplinary measure is described in paragraph 1 of subsection 200 (1); and (b) no other entries relating to disciplinary measures were entered into the officer's employment record in the five years following that day. 2024, c. 2, Sched. 4, s. 4.

Number	2-CSPA-8
Citation	Adequate and Effective Policing (General), under the Community Safety and Policing Act. O.Reg 392/23, s. 4, 6 (1)(2), 8 ss.2 ss. 4, 10 (1) ss. 3, 14, 15 (1)(2)(3), 17 (2)(3), 24(1)(2), 26(1)(2), 27(a); O. Reg. 406/23: Discipline, under Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, s.4; Community Safety and Policing Act, 2019, S.O 2019, c. 1, Sched. 1, s.13
Record Type	Procedures and Processes



Number	2-CSPA-8
Retention/Limitation Period	<p>Adequate and Effective Policing (General), under the Community Safety and Policing Act. O.Reg 392/23, s. 4, 6 (1)(2), 8 ss.2 ss. 4, 10 (1) ss. 3, 14, 15 (1)(2)(3), 17 (2)(3), 24(1)(2), 26(1)(2), 27(a)</p> <p>4. Every chief of police shall establish written procedures on crime prevention initiatives.</p> <p>6. (1) Every chief of police shall establish the following written procedures:</p> <ol style="list-style-type: none">1. Procedures on community patrol that address when and where directed patrol is considered necessary or appropriate, based on the policing needs of the community.2. Procedures on traffic direction and enforcement, including traffic patrol.3. Procedures for when more than one police officer must respond to an occurrence or call for service.4. Procedures in respect of,<ol style="list-style-type: none">i. internal task forces,ii. joint forces operations,iii. undercover operations,iv. criminal intelligence,v. crime, call for service and public disorder analyses,vi. informants and agents,vii. witness protection and security,viii. police response to persons who are in crisis, regardless of whether those persons appear to have a mental illness or a neurodevelopmental disability,ix. search of the person,x. search of the premises,xi. arrest,xii. bail and violent crimes,xiii. detainee care and control,xiv. detainee transportation, andxv. property and evidence control5. Procedures in respect of the investigative supports listed in subparagraph 2 iii of subsection 5 (1) and any other investigative supports available to members of the police service.6. Procedures for the provision of law enforcement in respect of all navigable bodies and courses of water within the police service's area of policing responsibility. <p>(2) The criminal intelligence procedures required under subparagraph 4 iv of subsection shall, at a minimum, address the collection, use, disclosure, retention, disposal, correction and dissemination of, and access to, criminal intelligence information, as well as related audit procedures.</p> <p>8. Every chief of police shall establish the following written procedures:</p>



Number	2-CSPA-8
	<p>2. Procedures respecting the deployment of a public order unit for planned and unplanned public order incidents, including,</p> <ul style="list-style-type: none">i. setting out the circumstances for deployment,ii. specifying the process for authorizing deployment, andiii. identifying operational responsibility for authorizing deployment. <p>4. Procedures on police action in respect of labour disputes.</p> <p>10. (1) Every chief of police shall establish the following written procedures:</p> <p>1. Procedures respecting the provision of the functions listed in paragraph 2 of subsection 9 (1),</p> <ul style="list-style-type: none">i. setting out the circumstances in which the members of a police service providing the functions will be deployed,ii. in relation to the functions of tactical units and hostage rescue teams, authorizing the tactical supervisor or incident commanders to determine how many tactical officers are required to be deployed to an incident, andiii. in relation to the deployment of incident commanders and crisis negotiators, <ul style="list-style-type: none">A. specifying the process for authorizing deployment,B. identifying operational responsibility for authorizing deployment, andC. in the case of incident commanders, ensuring that an incident commander assigned to manage an incident has the training prescribed by the Minister that is appropriate to the incident. <p>3. Procedures on preliminary perimeter control and containment,</p> <ul style="list-style-type: none">i. setting out the circumstances in which preliminary perimeter control and containment will be established,ii. identifying who has operational responsibility for the establishment of preliminary perimeter control and containment, andiii. setting out the duties of police officers in respect of establishing preliminary perimeter control and containment until the arrival of a tactical unit or containment team. <p>8. Procedures on emergency ground search, rescue and recovery,</p> <ul style="list-style-type: none">i. respecting the coordination of searches and management of searchers by a search manager, including the deployment of members of the police service as searchers, andii. setting out requirements for the tracking and documentation of emergency ground searches by a search manager for the purposes of paragraph 10 of subsection 9 (1). <p>14. Every chief of police shall establish written procedures on providing assistance to victims that,</p> <ul style="list-style-type: none">(a) reflect the principles of the Victims' Bill of Rights, 1995 and the Canadian Victims Bill of Rights; and(b) set out the responsibilities of members of the police service in providing assistance to victims.



Number	2-CSPA-8
	<p>15. (1) For the purposes of paragraph 6 of subsection 11 (1) of the Act, adequate and effective policing includes dispatching members of a police service.</p> <p>(2) The following standards for adequate and effective policing, relating to the dispatching of members of a police service, are prescribed:</p> <ol style="list-style-type: none">1. A communications centre that operates 24 hours a day with one or more communications operators or dispatchers to answer emergency calls for service and that maintains constant two-way voice communication capability with police officers who are on patrol or responding to emergency calls must be used for the purposes of dispatching members of a police service.2. A member of a police service must be available 24 hours a day to supervise police communications and dispatch services.3. Police officers on patrol must be provided with portable two-way voice communication capability that allows the police officers to be in contact with the communications centre when away from their vehicle or on foot patrol.4. A member of a police service who supervises communications operators and dispatchers must have successfully completed the training prescribed by the Minister on that subject. <p>(3) Every chief of police shall establish written procedures on communications and dispatch services.</p> <p>17. (2) Every chief of police shall establish written procedures on supervision, including setting out circumstances in which a supervisor must be contacted and when a supervisor must be present at an incident.</p> <p>20. (1) Every chief of police shall, subject to subsection (2), prepare an emergency plan for the police service setting out the roles and responsibilities of the police service during an emergency and the procedures to be followed during an emergency.</p> <p>(2) In developing a plan under subsection (1), the chief of police of a police service that is maintained by a police service board shall consult with the municipality or First Nation that maintains the board and any other applicable emergency service providers.</p> <p>(3) A chief of police to whom subsection (2) applies may adopt as the police service's emergency plan the emergency plan of the municipality or First Nation, if that emergency plan addresses the roles and responsibilities of the police service during an emergency and the procedures to be followed by members of the police service during an emergency.</p> <p>24. (1) The following matters are prescribed for the purposes of clauses 38 (1) (g) and 60 (1) (f) of the act:</p>



Number	2-CSPA-8
	<p>1. The publication of crime analysis, call analysis and public disorder analysis data, and of information on crime trends.</p> <p>2. Every matter with respect to which a chief of police is required under this Regulation to establish procedures.</p> <p>(2) Policies established for the purposes of paragraph 1 of subsection (1) shall require that the data and information be published annually on the internet.</p> <p>26. (1) Every chief of police shall prepare an emergency plan for its police force setting out the procedures to be followed during an emergency.</p> <p>(2) The chief of police may adopt the municipality's emergency plan as the police force's emergency plan if it addresses the role and duties of the police force during an emergency, and the procedures to be followed by members of the police force during an emergency.</p> <p>27. Every chief of police shall,</p> <p>(a) develop procedures on ground search;</p> <p>Adequacy and Effectiveness of Police Services, O Reg 3/99, under the Police Services Act, s.11</p> <p>11. (1) Every chief of police shall ensure that the following individuals are police officers:</p> <ol style="list-style-type: none">1. A member of a tactical unit or hostage rescue team.2. A member of a containment team, if any.3. An incident commander.4. A crisis negotiator. <p>(2) Every chief of police shall,</p> <p>(a) comply with any obligations of chiefs of police set out in the Extreme Incident Response Plan; and</p> <p>(b) ensure that members of the police service respond to extreme incidents in a manner consistent with the Extreme Incident Response Plan.</p> <p>(3) Every chief of police shall take reasonable steps to develop partnerships with other emergency service providers and, if any, trained volunteer groups, for the purpose of facilitating coordination of operations in the police service's area of policing responsibility in relation to the matters listed in paragraphs 7, 8 and 9 of subsection 10 (1).</p> <p>Community Safety and Policing Act, 2019, S.O 2019, c. 1, Sched. 1, s.13</p> <p>13 (1) Subject to section 14, a police service board must use members of the police service maintained by the police service board, or persons who are assisting those members while acting under their direction, to provide policing functions. 2019, c. 1, Sched. 1, s. 13 (1).</p>



Number	2-CSPA-8
	<p>(2) Subject to section 14, the Commissioner must use members of the Ontario Provincial Police, or persons who are assisting those members while acting under their direction, to provide policing functions. 2019, c. 1, Sched. 1, s. 13 (2).</p> <p>(3) If responsibility for providing a policing function in relation to a specific investigation, vehicle pursuit, or other instance is referred to the chief of police of a different police service or otherwise transferred to a member of a different police service or to a police service board that maintains a different police service, the following rules apply:</p> <ol style="list-style-type: none">1. If the different police service is the Ontario Provincial Police, the Commissioner is responsible for complying with subsections (1) and (2).2. If the different police service is maintained by a police service board, the board is responsible for complying with subsections (1) and (2). 2023, c. 12, Sched. 1, s. 7. <p>O. Reg. 406/23: Discipline, under Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, s.4</p> <p>4. Every chief of police shall establish procedures for the investigation of misconduct.</p>

Number	2-CSPA-9
Citation	Community Safety and Policing Act, 2019, S.O 2019, c. 1, Sched. 1, s.166 (1)(3)(4); s.167(1)(2)(3)(4)(5)(6)
Record Type	Chief of Police reports and Special Investigations Unit (SIU) investigations
Retention/Limitation Period	<p>166 (1) On concluding an investigation, the Complaints Director or chief of police shall cause the investigation to be reported on in a written report, which shall, if the regulations made by the Minister so provide, contain the information prescribed by the Minister. 2019, c. 1, Sched. 1, s. 166 (1).</p> <p>(3) A chief of police who writes a report under subsection (1) shall promptly give a copy of it to the Complaints Director. 2019, c. 1, Sched. 1, s. 166 (3).</p> <p>(4) Subject to subsection (5), the Complaints Director or chief of police shall give a copy of the report to,</p> <ol style="list-style-type: none">(a) the complainant, if any;(b) the person who was the subject of the investigation; and(c) the applicable designated authority, unless he or she conducted the investigation. 2019, c. 1, Sched. 1, s. 166 (4). <p>167 (1) If, after considering the report on the investigation, the Complaints Director or chief of police, as the case may be, does not have reasonable grounds to believe that the conduct of the person who was the subject of the investigation constitutes misconduct, he or she shall give written notice of the determination, with reasons, to,</p>



Number	2-CSPA-9
	<p>(a) the complainant, if any;</p> <p>(b) the person who was the subject of the investigation;</p> <p>(c) the applicable designated authority, unless he or she conducted the investigation; and</p> <p>(d) the Complaints Director, if the investigation was conducted by a chief of police. 2019, c. 1, Sched. 1, s. 167 (1).</p> <p>(2) The Complaints Director shall publish a de-identified summary of each determination made under this section on the Internet in accordance with the regulations made by the Minister, if any. 2019, c. 1, Sched. 1, s. 167 (2); 2023, c. 12, Sched. 1, s. 65 (1).</p> <p>(3) In the case of an investigation conducted by a chief of police, the complainant may, no later than 30 days after notice of the determination is given to the complainant, apply to the Complaints Director for a review of the determination, on notice to the chief of police and to the person who was the subject of the investigation. 2019, c. 1, Sched. 1, s. 167 (3).</p> <p>(4) On receiving an application under subsection (3), the Complaints Director shall review the determination, taking into account any material provided by the complainant, the chief of police or the person who was the subject of the investigation, and shall endeavour to ensure to complete the review no later than 60 days after the application is made. 2019, c. 1, Sched. 1, s. 167 (4); 2023, c. 12, Sched. 1, s. 65 (2).</p> <p>(5) On completion of the review, the Complaints Director may,</p> <p>(a) confirm the determination;</p> <p>(b) direct the chief of police who conducted the investigation to conduct a new investigation as the Complaints Director specifies;</p> <p>(c) direct the investigation of the matter by a different chief of police;</p> <p>(d) cause the matter to be investigated by an investigator; or</p> <p>(e) take or require to be taken any other action with respect to the matter that the Complaints Director considers necessary in the circumstances, subject to the regulations, if any. 2019, c. 1, Sched. 1, s. 167 (5).</p> <p>(6) The Complaints Director shall give written notice of his or her decision and of the action taken by him or her under subsection (5) to the complainant, to the person who was the subject of the investigation, to the chief of police who conducted the investigation and, if applicable, to the chief of police referred to in clause (5) (c). 2019, c. 1, Sched. 1, s. 167 (6).</p>

Number	2-CSPA-10
Citation	Disclosure of Personal Information Regulation, under the Community Safety and Policing Act, O. Reg. 412/23, s. 4, 5, 6, 7 (2)(3), 8 (1)(2)(3)
Record Type	Police exception for personal information disclosure



Number	2-CSPA-10
Retention/Limitation Period	<p>4. In deciding whether or not to disclose personal information under subsection 80 (1) of the Act, a chief of police or a designate shall consider the availability of resources and information, what is reasonable in the circumstances of the case, what is consistent with the law and the public interest and what is necessary to ensure that the resolution of criminal proceedings is not delayed.</p> <p>5. Any personal information about an individual may be disclosed by a chief of police or a designate to any person if,</p> <p>(a) the individual has been convicted or found guilty of an offence under any federal or provincial Act;</p> <p>(b) the chief of police or designate reasonably believes that the individual poses a significant risk to other persons or to property; and</p> <p>(c) the chief of police or designate reasonably believes that the disclosure of the personal information is necessary to reduce the risk described in clause (b).</p> <p>6. The following personal information about an individual who has been charged with, convicted of or found guilty of an offence under any federal or provincial Act may be disclosed by a chief of police or a designate to any person:</p> <p>1. The individual's name, age, date of birth and address.</p> <p>2. The offence in question and, if the individual has been convicted or found guilty of the offence, any sentence imposed.</p> <p>3. The outcome of all judicial proceedings relevant to the offence.</p> <p>4. The procedural stage of the criminal justice process to which the prosecution of the offence has progressed and the status of the individual in that process as it relates to the individual's location or custody, including whether the individual is in custody, or the terms, if any, upon which the individual has been released from custody.</p> <p>5. The date of the release or impending release of the individual from custody for the offence, including any release on parole or temporary absence.</p> <p>7. (2) If requested by a victim of crime, any of the following information about an individual who is accused of committing the offence in question may be disclosed by a chief of police or a designate to the victim:</p> <p>1. The progress of investigations that relate to the offence.</p> <p>2. The charges laid with respect to the offence or, if no charges were laid, the reasons why no charges were laid.</p> <p>3. The dates and places of all proceedings that relate to the prosecution of the offence.</p> <p>4. The outcome of all proceedings, including the outcome of any proceedings on appeal.</p> <p>5. Any pretrial arrangements that are made that relate to a plea that may be entered at the trial by the individual.</p>



Number	2-CSPA-10
	<p>6. The interim release and, in the event of conviction, the sentencing of the individual.</p> <p>7. If the individual is convicted of the offence, any application for release or any impending release of the individual, including release in accordance with a program of temporary absence, on parole or on an unescorted temporary absence.</p> <p>8. If the individual is charged with or convicted of the offence, any escape from custody of the individual.</p> <p>9. If the individual is found unfit to stand trial or is found not criminally responsible on account of mental disorder,</p> <p>i. any disposition provided for under section 672.54 or 672.58 of the Criminal Code (Canada) that is made in respect of the individual, and</p> <p>ii. any hearing held with respect to the individual by the Review Board established or designated for Ontario pursuant to subsection 672.38 (1) of the Criminal Code (Canada).</p> <p>(3) For greater certainty, in addition to any information that may be disclosed under subsection (2), a chief of police or a designate may disclose to a victim of crime any personal information that may be disclosed under section 6.</p> <p>8. (1) Subject to subsection (2), personal information about an individual who is under investigation for having committed an offence under any federal or provincial Act, or is charged with, convicted of or found guilty of such an offence, may be disclosed by a chief of police or a designate to,</p> <p>(a) any police service in Canada;</p> <p>(b) any correctional or parole authority in Canada;</p> <p>(c) any person or agency engaged in the protection of the public or the administration of justice; or</p> <p>(d) any person or agency engaged in the enforcement of or compliance with any federal or provincial Act, regulation or government program.</p> <p>(2) Personal information may only be disclosed under subsection (1) if the circumstances are such that the disclosure is required for the protection of the public, the administration of justice or the enforcement of or compliance with any federal or provincial Act, regulation or government program.</p> <p>(3) In the case of the disclosure of personal information under this section to an agency described in clause (1) (d), the personal information shall be disclosed in accordance with a memorandum of understanding entered into between the chief of police and the agency.</p>

Number	2-CSPA-11
Citation	Community Safety and Policing Act, 2019, S.O 2019, c. 1, Sched. 1, s.154
Record Type	Local complaints records



Number	2-CSPA-11
Retention/Limitation Period	<p>154 (1) Any person may make a complaint to the Complaints Director about the conduct of a person referred to in section 152, subject to subsection (2). 2019, c. 1, Sched. 1, s. 154 (1).</p> <p>(2) A complaint may not be made under subsection (1) by,</p> <ul style="list-style-type: none">(a) the Minister;(b) the Inspector General, a deputy Inspector General or an inspector appointed under section 111;(c) a deputy Complaints Director, an employee in the Law Enforcement Complaints Agency or an investigator;(d) the SIU Director or an employee or investigator in the Special Investigations Unit;(e) a member of a police service, in respect of another member of that police service;(f) a special constable employed by the Niagara Parks Commission, in respect of another special constable employed by the Niagara Parks Commission;(g) the Niagara Parks Commission, in respect of a special constable employed by the Niagara Parks Commission;(h) a member or employee of a police service board, in respect of a member of a police service maintained by the board;(i) a person selected by the council of a municipality to advise another municipality's police service board under subsection 26 (2), in respect of a police officer who is a member of a police service maintained by that board; or(j) any other person who may be prescribed. 2019, c. 1, Sched. 1, s. 154 (2); 2024, c. 2, Sched. 4, s. 3. <p>(3) A complaint may be made under subsection (1) on behalf of,</p> <ul style="list-style-type: none">(a) a person who is a minor, by the person's parent or guardian; and(b) a person who is incapable as defined in the Substitute Decisions Act, 1992 and who is not a minor, by his or her substitute decision-maker under that Act. 2019, c. 1, Sched. 1, s. 154 (3). <p>(4) A complainant may act through an agent in respect of a complaint made under this Part. 2019, c. 1, Sched. 1, s. 154 (4).</p> <p>(5) If a complainant acts through an agent, a requirement under this Part to give notice to the complainant may be met by giving notice to the complainant's agent. 2019, c. 1, Sched. 1, s. 154 (5).</p> <p>(6) For greater certainty, a person referred to in subsection (2) may not make a complaint by acting through an agent under subsection (4). 2019, c. 1, Sched. 1, s. 154 (6).</p>



Number	2-CSPA-12
Citation	O. Reg. 397/23: Vehicle Pursuits under Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, s. 13(1)(2)
Record Type	Police officer's notes (originals and copies) of suspect apprehension pursuits
Retention/Limitation Period	<p>13. (1) If a police officer engages in a vehicle pursuit and the officer is a member of the Ontario Provincial Police, a chief of police of any other police service or an employee of a police service board who is under the direction of a chief of police, the police service's chief of police shall ensure that the particulars of the pursuit are recorded.</p> <p>(2) If a police officer engages in a vehicle pursuit and the officer is appointed under the Interprovincial Policing Act, 2009, the officer shall report the particulars of the pursuit to the appointing official or local commander who appointed the officer under that Act and that person shall ensure that the particulars are recorded.</p>

Number	2-CSPA-13
Citation	Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, s. 258 (6)
Record Type	Police Force Property Register
Retention/Limitation Period	<p>258 (6) The chief of police shall keep a register of property and ensure that the following rules are followed:</p> <ol style="list-style-type: none">1. The description and location of every item of property shall be recorded.2. If the property is sold, full particulars shall be recorded.3. If the property is returned to its owner, his or her name, address and telephone number shall be recorded.

Number	2-CSPA-14
Citation	Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, s. 260 (8) (9)
Record Type	Police Firearms Register
Retention/Limitation Period	<p>260.(8) The chief of police shall keep a register of firearms and ensure that the following rules are followed:</p> <ol style="list-style-type: none">1. Every firearm's description and location shall be recorded.2. When a firearm ceases to be in the possession of the police service board or of a member of the police service, full particulars shall be recorded, including the name of the person who disposed of it and the date and method of disposal.3. If the firearm is returned to its owner, his or her name, address and telephone number shall also be recorded. <p>(9) Every chief of police shall, in accordance with the regulations made by the Minister, provide the following information to the Minister:</p> <ol style="list-style-type: none">1. A list of the firearms that have come into the possession of the police service during the preceding calendar year.



Number	2-CSPA-14
	2. A list of which firearms are still being retained and which have been disposed of, along with the particulars of that disposal. 3. Any other information prescribed by the Minister.

Number	2-CSPA-15
Citation	O. Reg. 395/23: Investigations under Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, s. 14, s. 20
Record Type	Investigation Procedures
Retention/Limitation Period	<p>14. An investigating officer shall ensure the following records relating to an investigation, if obtained or prepared by them or by someone acting under their direction, are entered into the police service's records management system:</p> <ol style="list-style-type: none">1. A copy of the occurrence report or missing person report regarding the matter to be investigated and copies of reports regarding follow-up steps taken.2. Confessions, admissions and any other statements recorded in any form.3. Investigative notes.4. Any Canadian Police Information Centre checks.5. Any reports from another police service in relation to a Canadian Police Information Centre check.6. A list of evidence collected during the investigation. <p>20. Every chief of police shall establish and maintain the following procedures:</p> <ol style="list-style-type: none">1. Procedures regarding notifying supervisors of matters for the purposes of section 6.2. Procedures for undertaking investigations.3. Procedures for the management of information relating to investigations.4. Procedures for managing informers and agents and ensuring their security.

Number	2-CSPA-16
Citation	Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1, s. 243, s. 244
Record Type	Procedures and Processes – Court Security
Retention/Limitation Period	<p>243 (1) A police service board that has policing responsibility for an area has the following responsibilities with respect to premises where court proceedings are conducted:</p> <ol style="list-style-type: none">1. Ensuring the security of judges and other judicial officers and of persons taking part in or attending proceedings.2. During the hours when judges, other judicial officers and members of the public are normally present, ensuring the security of the premises.3. Ensuring the secure custody of persons in custody who are on or about the premises, including persons taken into custody at proceedings.



Number	2-CSPA-16
	<p>4. Determining appropriate levels of security for the purposes of paragraphs 1, 2 and 3 in accordance with the regulations, if any.</p> <p>(2) The Commissioner has the responsibilities set out in subsection (1) in the area for which he or she has policing responsibility.</p> <p>(3) The responsibilities created by this section replace any responsibility for ensuring court security that existed at common law.</p> <p>244 (1) A person who is authorized by a police service board to act in relation to the board's responsibilities under subsection 243 (1) or who is authorized by the Commissioner to act in relation to the Commissioner's responsibilities under subsection 243 (2) may exercise the following powers if it is reasonable to do so for the purpose of fulfilling those responsibilities:</p> <ol style="list-style-type: none">1. Require a person who is entering or attempting to enter premises where court proceedings are conducted or who is on such premises,<ol style="list-style-type: none">i. to identify himself or herself, andii. to provide information for the purpose of assessing whether the person poses a security risk.2. Search, without warrant,<ol style="list-style-type: none">i. a person who is entering or attempting to enter premises where court proceedings are conducted or who is on such premises,ii. any vehicle that the person is driving, or in which the person is a passenger, while the person is on, entering or attempting to enter premises where court proceedings are conducted, andiii. any property in the custody or care of the person.3. Search, without warrant, using reasonable force if necessary,<ol style="list-style-type: none">i. a person in custody who is on premises where court proceedings are conducted or is being transported to or from such premises, andii. any property in the custody or care of the person.4. Refuse to allow a person to enter premises where court proceedings are conducted and use reasonable force if necessary to prevent the person's entry,<ol style="list-style-type: none">i. if the person refuses to identify himself or herself or provide information under paragraph 1 or refuses to submit to a search under paragraph 2,ii. if there is reason to believe that the person poses a security risk, oriii. for any other reason relating to the fulfilment of the police service board's responsibilities under subsection 243 (1) or the Commissioner's responsibilities under subsection 243 (2).5. Demand that a person immediately leave premises where court proceedings are conducted and use reasonable force if necessary to remove the person,<ol style="list-style-type: none">i. if the person refuses to identify himself or herself or provide information under paragraph 1 or refuses to submit to a search under paragraph 2,ii. if there is reason to believe that the person poses a security risk, or



Number	2-CSPA-16
	<p>iii. for any other reason relating to the fulfilment of the police service board's responsibilities under subsection 243 (1) or the Commissioner's responsibilities under subsection 243 (2).</p> <p>(2) A person who is authorized by a police service board or by the Commissioner as described in subsection (1) may arrest, without warrant, any person who,</p> <p>(a) after being required to identify himself or herself or provide information under paragraph 1 of subsection (1), enters or attempts to enter premises where court proceedings are conducted without identifying himself or herself or providing the information;</p> <p>(b) after being directed to submit to a search under paragraph 2 of subsection (1), enters or attempts to enter premises where court proceedings are conducted without submitting to the search;</p> <p>(c) enters or attempts to enter premises where court proceedings are conducted, after a refusal under paragraph 4 of subsection (1); or</p> <p>(d) does not immediately leave premises where court proceedings are conducted, after being demanded to do so under paragraph 5 of subsection (1).</p> <p>(3) Reasonable force may be used if necessary to make the arrest.</p> <p>(4) If the person who makes the arrest is not a police officer, he or she shall promptly call for the assistance of a police officer and give the person arrested into the custody of the police officer.</p> <p>(5) A police officer to whom the custody of a person is given under subsection (4) shall be deemed to have arrested the person for the purposes of the provisions of the Provincial Offences Act applying to his or her release or continued detention and his or her bail.</p> <p>(6) When a person who is authorized by a police service board or by the Commissioner, as described in subsection (1), exercises powers under this section with respect to other persons, he or she shall ensure that those persons are accommodated in accordance with the Canadian Charter of Rights and Freedoms and the Human Rights Code, and this includes accommodation in connection with creed or disability.</p>

Number	2-ESA-1
Citation	Employment Standards Act, 2000, S.O. 2000, c.41, s. 96
Record Type	Complaints Limitation Period
Retention/Limitation Period	96 (1) A person alleging that this Act has been or is being contravened may file a complaint with the Ministry in a written or electronic form approved by the Director.



Number	2-ESA-1
	(2) A complaint that is not filed in a form approved by the Director shall be deemed not to have been filed. (3) A complaint regarding a contravention that occurred more than two years before the day on which the complaint was filed shall be deemed not to have been filed.

Number	2-ESA-2
Citation	Employment Standards Act, 2000, S.O. 2000, c.41 ss. 15(1) par. 1, (5) par. 1; s. 16
Record Type	Employee Name and Address
Retention/Limitation Period	<p>15 (1) An employer shall record the following information with respect to each employee, including an employee who is a homemaker:</p> <p>1. The employee's name and address.</p> <p>(5) The employer shall retain or arrange for some other person to retain the records of the information required under this section for the following periods:</p> <p>1. For information referred to in paragraph 1 or 3 of subsection (1), three years after the employee ceased to be employed by the employer.</p> <p>16 An employer shall ensure that all of the records and documents required to be retained under sections 15 and 15.1 are readily available for inspection as required by an employment standards officer, even if the employer has arranged for another person to retain them.</p>

Number	2-HRC-1
Citation	Human Rights Code, R.S.O. 1990, c. H.19, s. 34.(1)
Record Type	Complaints – Limitation Period
Retention/Limitation Period	<p>34 (1) If a person believes that any of his or her rights under Part I have been infringed, the person may apply to the Tribunal for an order under section 45.2,</p> <p>(a) within one year after the incident to which the application relates; or</p> <p>(b) if there was a series of incidents, within one year after the last incident in the series.</p>

Number	2-HRC-2
Citation	Human Rights Code, R.S.O. 1990, c. H.19, s. 45.9.(3); as en. S.O. 2006, c. 30, s.5
Record Type	Applications Regarding Contravened Settlements – Limitation Period
Retention/Limitation Period	45.9(3) If a settlement of an application made under section 34 or 35 is agreed to in writing and signed by the parties, a party who believes that



Number	2-HRC-2
	another party has contravened the settlement may make an application to the Tribunal for an order under subsection (8), (a) within six months after the contravention to which the application relates; or (b) if there was a series of contraventions, within six months after the last contravention in the series. 2006, c. 30, s. 5.

Number	2-HTA-1
Citation	Highway Traffic Act, R.S.O. 1990, c. H.8, ss. 216.1(3), (4)
Record Type	Ownership and operation of vehicle and carriage of goods documents
Retention/Limitation Period	216.1(3) Where a commercial vehicle or road-building machine and its contents and equipment are examined under this section, the officer conducting the examination may require the driver, operator or other person in control of the vehicle to surrender all documents relating to the ownership and operation of the vehicle and to the carriage of the goods, and to furnish all information within that person's knowledge relating to the details of the current trip. 4) (4) An officer obtaining a document under subsection (3) may take the document for the purpose of making a copy of it, but the copying shall be done as quickly as reasonably possible and the document copied shall be promptly returned.

Number	2-ITA-1
Citation	Income Tax Act, R.S.O. 1990, c.I.2, s.39; as am. S.O. 1993, c. 29, s. 2; as am. S.O. 2004, c. 16, c.3
Record Type	Income Tax Accounting Records and Books of Account [incorporation of Federal Tax Act]
Retention/Limitation Period	39.(1) Every person carrying on business in Ontario and every person who is required, by or pursuant to this Act, to pay or collect taxes or other amounts shall keep records and books of account (including an annual inventory kept in prescribed manner) at the person's place of business or residence in Ontario or at such other place as is designated by the Provincial Minister, in such form and containing such information as will enable the taxes payable under this Act or the taxes or other amounts that should have been deducted, withheld or collected to be determined. (2) Subsections 230.(2.1), (3), (4), (4.1), (4.2), (5), (6), (7), and (8) of the Federal Act apply for the purposes of this Act and, in the application thereof, any reference to subsection 230.(1) of the Federal Act shall be read as a reference to subsection (1).

Number	2-LA-1
Citation	Justice Statute Law Amendment Act, Schedule B, Limitations Act, 2002, S.O. 2002, c. 24, s. 4



Number	2-LA-1
Record Type	Basic Limitation Period
Retention/Limitation Period	4. Unless the Act provides otherwise, a proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered.

Number	2-LA-2
Citation	Limitations Act, 2002, S.O. 2002, c. 24, Schedule B, s.4
Record Type	General Limitation Period – Limitation Period
Retention/Limitation Period	4. Unless this Act provides otherwise, a proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered.

Number	2-LA-3
Citation	Limitations Act, 2002, S.O. 2002, c. 24, Schedule B, s.6
Record Type	Extension of limitation period (minors) – Limitation Period
Retention/Limitation Period	6. The limitation period established by section 4 does not run during any time in which the person with the claim, (a) is a minor, and (b) is not represented by a litigation guardian in relation to the claim.

Number	2-LA-4
Citation	Limitations Act, 2002, S.O. 2002, c. 24, Schedule B, ss. 15(1), (2)
Record Type	Ultimate Limitation Period – Limitation Period
Retention/Limitation Period	15 (1) Even if the limitation period established by any other section of this Act in respect of a claim has not expired, no proceeding shall be commenced in respect of the claim after the expiry of a limitation period established by this section. (2) No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place.

Number	2-MA-1
Citation	Municipal Act, 2001, S.O. 2001, c 25, s.253
Record Type	Inspection of Records and Certified Copies
Retention/Limitation Period	253 (1) Subject to the Municipal Freedom of Information and Protection of Privacy Act, any person may, at all reasonable times, inspect any of the records under the control of the clerk, including, (a) by-laws and resolutions of the municipality and of its local boards; (b) minutes and proceedings of regular, special or committee meetings of the council or local board, whether the minutes and proceedings have been adopted or not;



Number	2-MA-1
	<p>(c) records considered at a meeting, except those records considered during that part of a meeting that was closed to the public;</p> <p>(d) the records of the council;</p> <p>(e) statements of remuneration and expenses prepared under section 284.</p> <p>(2) Upon request, the clerk shall, within a reasonable time, provide a certified copy under seal of the municipality of any record referred to in subsection (1) to any applicant who pays the fee established by council.</p>

Number	2-MA-2
Citation	Municipal Act, 2001, S.O. 2001, c 25, s.254
Record Type	Retention of Records
Retention/Limitation Period	<p>254 (1) A municipality shall retain and preserve the records of the municipality and its local boards in a secure and accessible manner and, if a local board is a local board of more than one municipality, the affected municipalities are jointly responsible for complying with this subsection.</p> <p>(2) Despite subsection (1), a local board that has ownership and control of its records shall retain and preserve the records in a secure and accessible manner.</p> <p>(3) If a municipality or a local board has a duty to retain and preserve records under this section, the municipality or local board may enter into an agreement for archival services with respect to the records, but a local board shall not enter into such an agreement without the consent of each of the municipalities of which it is a local board and the municipality shall not enter into such an agreement unless the other municipalities, if any, with whom the municipality has joint duty to retain and preserve the records also are party to the agreement.</p> <p>(4) Records transferred to a person pursuant to an agreement under subsection (3) remain, for the purposes of the Municipal Freedom of Information and Protection of Privacy Act, under the ownership and control of the municipality or of a local board of the municipality if the local board falls within the definition of or is designated as an institution under that Act.</p> <p>(5) A person to whom records are transferred pursuant to an agreement under subsection (3) shall retain and preserve the records transferred to it in a secure and accessible manner.</p> <p>(6) A municipality and a local board shall ensure that a person to whom records are transferred pursuant to an agreement under subsection (3) fulfils the obligations under subsection (5).</p> <p>(7), (8) Repealed: 2006, c. 32, Sched. A, s. 108.</p>



Number	2-MA-2
	(9) In this section, the requirement to retain and preserve records in an accessible manner means that the records can be retrieved within a reasonable time and that the records are in a format that allows the content of the records to be readily ascertained by a person inspecting the records.

Number	2-MA-3
Citation	Municipal Act, 2001, S.O. 2001, c 25, s.255
Record Type	Retention Periods
Retention/Limitation Period	<p>255 (1) Except as otherwise provided, a record of a municipality or local board may only be destroyed in accordance with this section.</p> <p>(2) Despite section 254, a record of a municipality or a local board may be destroyed if a retention period for the record has been established under this section and,</p> <p>(a) the retention period has expired; or</p> <p>(b) the record is a copy of the original record.</p> <p>(3) A municipality may establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved in accordance with section 254.</p> <p>(4) Despite subsection (3), if a local board is a local board of more than one municipality, a majority of the affected municipalities may establish retention periods during which the records of the local board must be retained and preserved in accordance with section 254.</p> <p>(5) Subsections (1) to (4) continue to apply to records transferred to a person under section 254.</p> <p>(6) In this section, “record” does not include a record of a police service board that is directly related to any law enforcement activity with respect to a person or body.</p>

Number	2-MA-4
Citation	Municipal Act, 2001, S.O. 2001, c 25, s.289(6)
Record Type	Financial Administration
Retention/Limitation Period	(6) Section 34 of the Assessment Act and section 353 of this Act apply with necessary modifications to the upper-tier municipality. 2009, c. 18, Sched. 18, s. 1.

Number	2-MA-5
Citation	Municipal Act, 2001, S.O. 2001, c 25, s.290(6)
Record Type	Financial Administration



Number	2-MA-5
Retention/Limitation Period	(6) Despite any other Act, for the purpose of preparing and adopting its budget for a year, the local municipality may by by-law require that the year's budget of every board, commission or other body, other than an upper-tier municipality or school board, for which the municipality is required by law to levy a tax or provide money, be submitted to the municipality on or before a date specified by the local municipality, and that the budget shall be in such detail and form as the by-law provides. 2009, c. 18, Sched. 18, s. 2.

Number	2-MFIPPA-1
Citation	Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, s. 4
Record Type	General Right of Access
Retention/Limitation Period	<p>4 (1) Every person has a right of access to a record or a part of a record in the custody or under the control of an institution unless,</p> <p>(a) the record or the part of the record falls within one of the exemptions under sections 6 to 15; or</p> <p>(b) the head is of the opinion on reasonable grounds that the request for access is frivolous or vexatious.</p> <p>(2) If an institution receives a request for access to a record that contains information that falls within one of the exemptions under sections 6 to 15 and the head of the institution is not of the opinion that the request is frivolous or vexatious, the head shall disclose as much of the record as can reasonably be severed without disclosing the information that falls under one of the exemptions.</p>

Number	2-MFIPPA-2
Citation	Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, s. 39(2)
Record Type	Appeals – Limitation Period
Retention/Limitation Period	39 (2) Subject to subsection (2.0.1), an appeal under subsection (1) shall be made within thirty days after the notice was given of the decision appealed from by filing with the Commissioner written notice of appeal.

Number	2-MFIPPA-3
Citation	Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, s. 43(4)
Record Type	Notice of Commissioner's Order
Retention/Limitation Period	43 (4) The Commissioner shall give the appellant and the persons who received notice of the appeal under subsection 39 (3) written notice of order.



Number	2-MFIPPA-4
Citation	Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, ss. 17(3) to (5)
Record Type	Extended requests – Limitation Period
Retention/Limitation Period	<p>17 (3) The applicant may indicate in the request that it shall, if granted, continue to have effect for a specified period of up to two years.</p> <p>(4) When a request that is to continue to have effect is granted, the institution shall provide the applicant with,</p> <p>(a) a schedule showing dates in the specified period on which the request shall be deemed to have been received again, and explaining why those dates were chosen; and</p> <p>(b) a statement that the applicant may ask the Commissioner to review the schedule.</p> <p>(5) This Act applies as if a new request were being made on each of the dates shown in the schedule.</p>

Number	2-OHASA-1
Citation	Occupational Health and Safety Act, R.S.O. 1990, c. O.1, s. 9(32)
Record Type	Health/Safety Committee
Retention/Limitation Period	9.(32) A constructor or an employer required to establish a committee under this section shall post and keep posted at the workplace the names and work locations of the committee members in a conspicuous place or places where they are most likely to come to the attention of the workers.

Number	2-OHASA-2
Citation	Occupational Health and Safety Act, R.S.O. 1990, c. O.1, ss. 37(1)(5), s. 38(1)(2)(3)(4)(5)(6)
Record Type	Expiration of Material Safety Data Sheets
Retention/Limitation Period	<p>37 (1) An employer,</p> <p>(a) shall ensure that all hazardous materials present in the workplace are identified in the prescribed manner;</p> <p>(b) shall obtain or prepare, as may be prescribed, a current safety data sheet for all hazardous materials present in the workplace; and</p> <p>(c) shall ensure that the identification required by clause (a) and safety data sheets required by clause (b) are available in English and such other languages as may be prescribed.</p> <p>(5) A safety data sheet expires three years after the date of its publication.</p> <p>38 (1) A copy of every current safety data sheet required by this Part in respect of hazardous materials in a workplace shall be,</p> <p>(a) made available by the employer in the workplace in such a manner as to allow examination by the workers;</p>



Number	2-OHASA-2
	<p>(b) furnished by the employer to the committee or health and safety representative, if any, for the workplace or to a worker selected by the workers to represent them, if there is no committee or health and safety representative;</p> <p>(c) furnished by the employer on request or if so prescribed to the medical officer of health of the health unit in which the workplace is located;</p> <p>(d) furnished by the employer on request or if so prescribed to the fire department which serves the location in which the workplace is located; and</p> <p>(e) filed by the employer with a Director on request or if so prescribed.</p> <p>(2) The medical officer of health, at the request of any person, shall request an employer to furnish a copy of a current safety data sheet.</p> <p>(3) At the request of any person, the medical officer of health shall make available to the person for inspection a copy of any safety data sheet requested by the person and in the possession of the medical officer of health.</p> <p>(4) A medical officer of health shall not disclose the name of any person who makes a request under subsection (2) or (3).</p> <p>(5) For greater certainty, a copy of a safety data sheet in an electronic format is a copy for the purposes of this section.</p> <p>(6) An employer shall consult with the committee and the health and safety representative, if any, on making safety data sheets available in the workplace or furnishing them as required by clauses (1) (a) and (b) and subsection (1.1).</p>

Number	2-OHASA-3
Citation	Occupational Health and Safety Act, R.S.O. 1990, c. O.1, ss. 43(3)
Record Type	Report of Refusal to Work
Retention/Limitation Period	<p>43 (3) A worker may refuse to work or do particular work where he or she has reason to believe that,</p> <p>(a) any equipment, machine, device or thing the worker is to use or operate is likely to endanger himself, herself or another worker;</p> <p>(b) the physical condition of the workplace or the part thereof in which he or she works or is to work is likely to endanger himself or herself;</p> <p>(b.1) workplace violence is likely to endanger himself or herself; or</p> <p>(c) any equipment, machine, device or thing he or she is to use or operate or the physical condition of the workplace or the part thereof in which he or she works or is to work is in contravention of this Act or the regulations and such contravention is likely to endanger himself, herself or another worker.</p>



Number	2-OHASA-4
Citation	Workplace Hazardous Materials Information System (WHMIS) Regulations, under the Occupational Health and Safety Act, R.R.O. 1990, Reg. 860, ss. 17, 18
Record Type	Expiration of supplier and employer material safety data sheets (MSDS) (Workplace Hazardous Materials Information System (WHMIS))
Retention/Limitation Period	<p>17. (1) An employer who receives a hazardous product from a supplier for use, storage or handling at a workplace shall obtain a supplier safety data sheet for the hazardous product from the supplier unless the supplier is exempted under the Hazardous Products Regulations (Canada) from providing a safety data sheet for the hazardous product. O. Reg. 168/16, s. 11.</p> <p>(2) An employer shall update a supplier safety data sheet obtained under subsection (1) as soon as practicable after significant new data about the product is provided by the supplier or otherwise becomes available to the employer. O. Reg. 168/16, s. 11.</p> <p>(3) An employer may provide a safety data sheet in a different format from that of the supplier safety data sheet for the hazardous product or containing additional hazard information if,</p> <p>(a) the safety data sheet provided by the employer, subject to subsection 40 (6) of the Act, contains no less content than the supplier safety data sheet; and</p> <p>(b) the supplier safety data sheet is available at the workplace and the employer-provided safety data sheet indicates that fact.</p> <p>18. (1) An employer who produces a hazardous product at a workplace shall prepare a safety data sheet for the product that complies with the requirements of the Hazardous Products Regulations (Canada) for a safety data sheet.</p> <p>(1.1) An employer who affixes a label under subsection 8 (8) or (9) or section 13, and who is unable to obtain a supplier safety data sheet for the hazardous product, shall prepare a safety data sheet for the product that complies with the requirements of the Hazardous Products Regulations (Canada) for a safety data sheet.</p> <p>(2) No safety data sheet is required for a hazardous product that is a laboratory sample produced by the employer at the workplace.</p> <p>(3) An employer shall update a safety data sheet referred to in subsection (1) as soon as practicable but not later than 90 days after significant new data about the hazardous product becomes available to the employer.</p>



Number	2-PRCRA-1
Citation	Police Record Checks Reform Act, 2015, S.O. 2015, c. 30, s. 16
Record Type	Prescribed statistical information provided by police record check provider
Retention/Limitation Period	16 Every police record check provider shall prepare and maintain the prescribed statistical information in connection with police record check requests and shall provide that information to the Minister on request.

Number	2-WSIA-1
Citation	Workplace Safety and Insurance Act, 1997, SO 1997, c 16, Sched. A, s. 57(1)
Record Type	Administration – Worker's Access to Records
Retention/Limitation Period	57 (1) If there is an issue in dispute, the Board shall, upon request, give a worker access to the file kept by the Board about his or her claim and shall give the worker a copy of the documents in the file If the worker is deceased, the Board shall give access and copies to the persons who may be entitled to payments under section 48.

**Citation Table - #3 (Miscellaneous)**

Number	3-IAPE-1
Citation	International Association for Property & Evidence – Professional Standards – Disposition s. 14.1
Record Type	Professional Standards – Destruction
Retention/Limitation Period	<p>14.1 Disposition Review –</p> <p>Standard: Law enforcement agencies should have a systematic review process assuring that each item of property and evidence is evaluated for possible purging on an annual basis.</p> <p>Definition: Review is the assessment of whether an item may be removed from the inventory based upon an elapsed period of time, or completion of all legal and departmental mandates.</p> <p>Reasoning: There is no procedure more important to keeping the inventory of a property room at a manageable level than an effective on-going purging program. The property room inventory should be kept free of items that are no longer needed in order to avoid the need for additional storage space and staffing. The timely and appropriate disposition of property is extremely important to the efficient management of the property room. Overcrowded evidence rooms generally require more staffing to manage simply because of the size of their inventory has a tendency to slow down routine operations involving evidence storage and retrieval.</p> <p>Methodology: Types of Systems</p> <p>In order to establish an effective purging system, certain criteria must be established to provide guidance in how long property and evidence should be retained before being reviewed.</p> <p>Statutes of Limitation:</p> <p>The most common review system used in property rooms utilizes the statutes of limitations as a review date. For example, if the time limit for a misdemeanor were one year, the assigned detective or arresting officer would receive a “Review Notice” after one year. Each agency should utilize the statutory requirements for their own respective state. In felony cases, the review should be sent out to the investigating officer when the statutes of limitations have expired. In most states, the statutes of limitations for felony crimes is generally much longer than misdemeanors, making the retention and review period for these serious crimes proportionally longer. An important factor in making a purging system work effectively is to apply the various statutes of limitation to cases where evidence is being retained. The review notice should request approval to release, dispose of or retain the property of evidence.</p> <p>Here are factors to consider in setting review dates based upon the statute of limitations for each particular state. In many states there are fixed periods of time after which prosecution on specified types of crimes can no</p>



Number	3-IAPE-1
	<p>longer be initiated. In some states the time limit is absolute, in some it does not start until a suspect is identified, and in some it is extended by the length of time that the suspect is out of state during the statutory period. In many states, the limitation no longer applies once a warrant is issued for the suspect, as long as the agency can show due diligence in attempting to serve the warrant.</p> <p>Accelerated Review:</p> <p>The accelerated review is similar to the Statutes of Limitation system, but the review dates may be reduced to a much shorter period of time. For example, a misdemeanor case may have a review date at six months instead of one year. Felonies may be reviewed in one year instead of three. The review date is not a purge date, it's only a date to reassess the evidence and inquire whether the case has already been adjudicated, and whether or not the evidence can be disposed of. This process may be riskier because evidence could be disposed of prior to the Statute of Limitations expiring, thereby limiting prosecution. Departments that implement an accelerated review often see a large proportion of the items forwarded to the detective are in fact signed off for release or destruction before the Statute of Limitations has expired.</p> <p>Administrative Kill Policy:</p> <p>A department whose inventory is completely out of control and lacking any staff to research all of the cases may consider utilizing an "Administrative Kill" policy. The Administrative Kill is the riskiest, but sometimes the only alternative to address the problem in a timely manner. The Chief Executive Officer of the agency should initiate the Administrative Kill Policy with a written executive order to dispose of certain categories of evidence. This order should be specific as to the classifications of evidence covered, e.g. "all misdemeanors over 'X' months old, without related arrest warrant, will be destroyed/released." Another example of a written kill policy would be, "designated felony property crimes that are beyond 'X' period of time and which will never be investigated." Special attention should be given to prevent the "Administrative Kill" of any evidence in crimes against persons and sex related crimes. These could become both a political liability as well as a civil tort against the investigator, the agency and the umbrella organization.</p> <p>Special attention should be given to prevent the "Administrative Kill" of any evidence in crimes against persons and sex related crimes. These could become both a political liability as well as a civil tort against the investigator, the agency and the umbrella organization. For this reason, the prosecutor should also review any "Administrative Kill requests.</p> <p>With recent advances in DNA technology, many states have adopted statutes that require a specific length of time that biological evidence must be retained. Department policies should ensure adherence to these</p>



Number	3-IAPE-1
	<p>statutes. After establishing the time limits that are most suitable for the department, a system needs to be developed to add a review date to every item of evidence.</p> <p>Some type of review form or memorandum should be used by the property unit to notify an investigating officer when a case is due for review. The form should include check boxes to differentiate items to be released, disposed of, or retained. The investigating officer should be required to sign the form for accountability purposes, and state why it should be retained. A supervisor should approve whenever evidence is retained beyond the respective statute of limitation. A schedule for re-review, or a second review within a year, should be set for property or evidence that is labeled as “retained”.</p> <p>The purging process can best be accomplished by requiring an annual review by the assigned case investigating officer. The most efficient process is for the property room to generate a review notice requiring the investing officer to evaluate each case for potential purging. When the property unit does not initiate the review process, departmental policy should define who is responsible, and when the review should occur.</p> <p>There should be special consideration given to NOT disposing of certain evidence without prosecutorial or judicial review, such as: sex crimes, capital crimes, other serious felonies, and pending civil litigation.</p>

Number	3-LEARN-1
Citation	Guidelines with Respect to the Destruction of Photographs and Fingerprints September 2004: prepared by The Law Enforcement and Records Manager’s Network (LEARN)
Record Type	Local Criminal Records (including fingerprints and photo-images) – Adult
Retention/Limitation Period	<p>Eligible for Destruction if:</p> <ul style="list-style-type: none">(1) The following suggested time frames have elapsed since disposition; &(2) The requestor is a first-time offender, &(3) The type of offence does not raise serious concerns about public safety. <p>Stayed charges: At least one (1) year has elapsed from the date the stay was imposed.</p> <p>Absolute Discharge: For criminal files that meet the individual police service criteria – Purge after one (1) year from the date of disposition.</p> <p>Conditional Discharge: Destroy three (3) years from the date of completion of sentence, if circumstance meet the police service’s criteria.</p> <p>Where Absolute or Conditional Discharge was received prior to July 24, 1992, the Police Service may close the local criminal file if eligible criteria is met.</p>



Number	3-LEARN-1
	<p>Acquittal: Destroy on the expiration of two (2) months after the expiration of the time allowed for the taking of an appeal or where an appeal is taken, on the expiration of three (3) months after all proceeding in respect of an appeal have been completed (For acquittal other than by reason of a verdict of not criminal responsible on account of mental disorder.)</p> <p>Withdrawal or Dismissed: Other than by acquittal – at least thirty (30) days (appeal period) must have elapsed from disposition date.</p> <p>Withdrawn – Peace Bond: The Bond must have expired, which is normally one (1) year from disposition date.</p>

Number	3-MCNEIL-1
Citation	P&P 4.3.50 Disclosure of Misconduct Records of Police Officers (McNeil). s.A.1 to A.4
Record Type	McNeil Disclosure Records
Retention/Limitation Period	<p>A.1(1) On January 16, 2009 the Supreme Court of Canada rendered its decision in the matter of R. vs. McNeil. The court held that records relating to serious misconduct by Police Officers involved in the investigation against the accused properly fall within the scope of the “first party” disclosure package due to the Crown, where the police misconduct is either related to the investigation, or the finding of misconduct could reasonably impact on the accused. Consequently, there are certain circumstances under which a Police Officer is required to disclose their misconduct information to the Crown.</p> <p>(2) All Police Officers who may be required as a witness in a criminal proceeding or a prosecution under the Provincial Offences Act must disclose to the Crown Attorney the following information:</p> <ul style="list-style-type: none">a. Convictions or findings of guilt under the Criminal Code, Controlled Drugs and Substances Act or other statute for which a pardon has not been granted.b. Outstanding charges under the Criminal Code, Controlled Drugs and Substances Act or other federal statute.c. Findings of guilt or misconduct under the Police Services Act after a formal hearing before the tribunal which does not fall within the disclosure exceptions set out in paragraph 4, below.d. Outstanding charge(s) of misconduct under the Police Services Act for which a Notice of Hearing has been served which does not fall within the disclosure exceptions set out in paragraph 4, below.e. In relation to the same incident which forms the subject matter of the charge(s) against the accused for which the Crown Brief is being prepared:<ul style="list-style-type: none">i. that the Officer has been given notice that he/she is the subject of a conduct investigation under the Police Services Act;



Number	3-MCNEIL-1
	<p>ii. that the Officer is the subject of an investigation under the Criminal Code, Controlled Drugs and Substances Act or other federal statute, but the case has not yet been concluded; and/or</p> <p>iii. the Officer has agreed to a complaint disposition without a hearing.</p> <p>(3) All Police Officers who are required to disclose misconduct information set out in paragraph 2, above, shall be given an opportunity to make submissions to the Crown Attorney at the time of making the required disclosure.</p> <p>(4) Police Officers are NOT required to disclose misconduct information relating to the following:</p> <p>a. Police Services Act</p> <p>s. 74(1)(b) contravenes section 46 (political activity)</p> <p>s. 74(1)(d) contravenes subsection 55(5) (resignation during emergency)</p> <p>s. 74(f) contravenes section 117 (trade union membership)</p> <p>b. O. Reg. 123/98, Police Services Act, Part V. Code of Conduct</p> <p>2. (1) (a) (x) is guilty of an indictable criminal offence or an offence punishable upon summary conviction if you have been granted a pardon for the underlying criminal offence</p> <p>2. (1) (c) (ix) is absent without leave from or late for any duty, without reasonable excuse</p> <p>2. (1) (c) (x) is improperly dressed, dirty or untidy in person, clothing or equipment while on duty</p> <p>2. (1) (h) (i) in part, specifically “willfully or carelessly causes loss or damage to any article of clothing”</p> <p>(5) The requirement for Police Officers to disclose misconduct information as set out in this Policy applies to proceedings within the City of Hamilton or other jurisdictions.</p> <p>(6) No person shall disclose to any other person information on, obtained from, or pertaining to, the McNeil decision, except in accordance with this Policy.</p> <p>A.2 (1) All Police Officers who are required to disclose misconduct information as set out in Section “A.1 General” paragraph 2., above, shall complete a “McNeil Report” form and submit the completed form to the Commander of the Professional Development Division.</p> <p>(2) It is the responsibility of each Officer to ensure the Commander of the Professional Development Division is provided with up-to-date information or change in status, as soon as possible, should the information required by the “McNeil Report” change.</p> <p>(3) Whenever an Investigating Officer (def.) completes a Crown Brief Package, the Officer shall identify on the Witness Control Form whether a “McNeil Report” is required for each Police Officer witness listed.</p> <p>Note: The Witness Control Form in Niche will automatically generate an identifier for an Officer with a McNeil reporting requirement. The capital letter “M” preceding the Officer’s Division/Squad denotes a McNeil Report is required. Investigating Officers are responsible for also checking the box on the Witness Control Form, indicating a McNeil Report is to be attached.</p>



Number	3-MCNEIL-1
	<p>(4)McNeil Reports will be maintained by the Crown Attorney's Office. Upon initial screening of the Crown Brief Package, the Crown's Office will be responsible for ensuring a McNeil Report is included in the package, as required.</p> <p>(5)The HPS Court Case Manager, upon review of a Crown Brief Package which is set for trial, shall ensure the Crown's Office has included a McNeil Report, where required.</p> <p>(6) Where an Officer with a McNeil reporting requirement is required to attend court, the Officer shall notify the assigned Crown Counsel prior to commencement of the proceedings.</p> <p>A.3(1) Shall ensure that:</p> <ul style="list-style-type: none">a. McNeil Reports are forwarded to the Crown's Office;b. any revision/change to a McNeil Report is forwarded forthwith to the Crown's Office; andc. where Officer misconduct is identified in accordance with Section "A.1 General" paragraph 2., above, the Officer is notified, in writing, of their obligation to submit a McNeil Report. <p>A.4(1) Where a Crown Brief is not prepared in relation to a proceeding governed by the Provincial Offences Act (e.g. Highway Traffic Act, Liquor Licence Act, etc.) the disclosure of conduct information as set out in Section "A.1 General", paragraph 2., above, shall be as follows:</p> <ul style="list-style-type: none">a. upon request for disclosure from a Crown Prosecutor prior to the court date, Officers shall provide a "McNeil Report", if required, in a sealed envelope to the Crown Prosecutor as soon as practicable; orb. if no disclosure request is received from the Crown Prosecutor prior to the court date, Officers required to attend court in accordance with a Court Notification/Summons, shall at the first appearance court date, notify the Crown Prosecutor and provide him/her with a "McNeil Report", if required, in a sealed envelope.