



## **GREATER SUDBURY POLICE SERVICE BOARD BY-LAW BY-LAW 2025-006**

A By-Law to establish governance standards relating to the retention and destruction of records directly related to any law enforcement activity with respect to a person or body and those other records that come into the possession and use of the Greater Sudbury Police Service.

**WHEREAS** Section 254(1) of the *Ontario Municipal Act*, S.O. 2001, c. 25 states that;

*“A municipality shall retain and preserve the records of the municipality and its local boards in a secure and accessible manner...”*

**AND WHEREAS** Section 255(1) of the *Ontario Municipal Act*, S.O. 2001, c. 25 states that;

*“Except as otherwise provided, a record of a municipality or local board may only be destroyed in accordance with this section.”*

**AND WHEREAS** Section 255(6) of the *Ontario Municipal Act*, S.O. 2001, c. 25 states that;

*“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 a body.”*

**AND WHEREAS** the Board is authorized by Section 46 (1) of the *Community Safety and Policing Act*, as amended, to create Bylaws so as to make rules for the effective management of the police force;

**AND WHEREAS** the Greater Sudbury Police Service (the “Service”) has been retaining and destroying records in accordance with Greater Sudbury Police Service Board By-Law 2020-1;

**AND WHEREAS** Section 30 of the *Municipal Freedom of Information and Protection of Privacy Act* requires that Personal Information be retained by the Board for a period prescribed by the Regulation;

**AND WHEREAS** *O. Reg. 395/23: Investigations* requires the submission and updating of ViCLAS crime analysis reports;

**AND WHEREAS** *O. Reg. 391/23: Use of Force and Weapons* requires the retention of Use of Force Reports for a period prescribed by the Regulation;

**AND WHEREAS** the Ministry's designated Ontario Major Case Management Manual establishes procedures for the management of records relating to major case investigations;

**AND WHEREAS** Section 46(1) of the *Community Safety and Policing Act* authorizes the Board, by bylaw, to make rules for the effective management of the police service;

**AND FURTHER WHEREAS** the Greater Sudbury Police Service Board deems it prudent as a matter of best practices and in accordance with the *Community Safety and Policing Act*, and the *Policing Standards Manual* that a Records Retention and Destruction Schedule be maintained to address the records of the Greater Sudbury Police Service that directly relate to law enforcement activity with respect to a person or a body;

**NOW THEREFORE, the Greater Sudbury Police Service Board hereby enacts as follows:**

## **1.0 DEFINITIONS**

### **ACT**

Means the *Community Safety and Policing Act* as amended.

### **ACTIVE or A**

Means retained until the end of event, investigation, employment

### **BOARD**

Means the Greater Sudbury Police Service Board.

### **CHIEF OF POLICE**

Means the Chief of the Greater Sudbury Police Service.

### **CURRENT**

Means records in general circulation or use.

### **CURRENT YEAR or CY**

Means until December 31 of the current year

### **DORMANT**

Means records that are no longer current, but have not reached their destruction date.

### **HISTORICAL RECORD**

Means records of historical or noteworthy value after their administrative value expires. A record is of historical value if it concerns:

- a. The policies followed by the Greater Sudbury Police Service, and the various reasons for their adoption;
- b. The organization and administrative history of the Greater Sudbury Police Service;
- c. A specific individual transaction which established a legal status of any kind;
- d. Documents that may be presume to have a general or continuing interest;
- e. Major changes concerning the issuing of clothing, equipment, or the opening of new buildings; or
- f. Major criminal cases which may be of interest in the future.

#### INDEFINITE

Means records with unlimited retention subject to disposal when no longer required.

#### MEMBER

Means an employee of the Greater Sudbury Police Service.

#### PERMANENT

Means records that are to be retained as long as possible in the format used.

#### RECORDS

Means any record of information however recorded, whether in printed form, on film, by electronic means or otherwise, and includes:

- a. Correspondence, memorandum, book, plan, map, drawing, diagram, pictorial or graphic work, photograph, film, microfilm, sound recording, video tape, machine readable record, electronic messages any other documentary material, regardless of physical form or characteristics, and any copy thereof;
- b. Any record that is capable of being produced from a machine readable record under the control of the Service, by means of computer hardware and software, or any other information storage equipment and technical expertise normally used by the Service; and
- c. Records that are maintained in the computerized Records Management System utilized by the Greater Sudbury Police Service which shall be retained and destroyed in accordance with the retention periods as established by the Ontario Police Technology Information Cooperative.

#### RECORD OF DESTRUCTION

Means a schedule that is maintained for each record series that is destroyed which shall include:

- a. Brief description of records;
- b. Period of time the records span;
- c. Date, location and method of destruction;
- d. Signature of individual authorizing destruction; and
- e. A notation of any transfer of historical records.

### RECORDS GROUPING

Means when a record is attached or grouped together to form an information bank, file or dossier whereas the retention period for the group is ascertained by the longer period scheduled for any of the contents the grouping contains.

### SERVICE

Means the Greater Sudbury Police Service.

### SELECTIVE PURGING

Means no legal requirement to retain, keep until of no further use.

### TRANSITORY RECORDS

Records including e-mail, voice mail, text messages and working papers etc. that have temporary usefulness and are not required to meet statutory obligations, set policy, establish guidelines or procedures, certify a transaction, become a receipt or provide evidence of a legal, financial or operational decision. Could also include administrative documents including rough notes, preliminary drafts, calculations, etc. used in the preparation of other records.

### UNTIL SUPERSEDED

Means until a newer version is created replacing older version.

### VICLAS REPORTABLE OFFENCE

Means any offence that is reportable under the *O. Reg. 395/23: Investigations*.

### WORKING PAPERS

Included in TRANSITORY RECORDS.

## **2.0 SECURITY, RETENTION AND DESTRUCTION OF RECORDS**

- 2.1 All documents that come into the possession of the Greater Sudbury Police Service that are directly related to a law enforcement activity with respect to a person or a body, while in the possession of this Service shall be retained in a secure and accessible manner at all times.
- 2.2 All documents referred to in Section 2.1 shall be retained by the Greater Sudbury Police Service for a period of no less than those retention periods set out in Schedule “1” to this Bylaw, and thereafter those documents shall be destroyed in accordance with Schedule “1”.
- 2.3 The responsibility to ensure the retention and destruction of records shall be in accordance with Schedule “1” to this Bylaw.
- 2.4 The Chief of Police shall ensure that the Governing Authority Tables contained in Schedule “2” to this Bylaw is maintained on an annual basis to ensure those time periods set out in Schedule “1” remain valid and appropriate.

- 2.5 The Chief of Police is hereby authorized to make appropriate updates and changes to Schedules “1” as required by Schedule “2” or otherwise and is directed to report any such changes to the Board to ensure this Bylaw is properly updated on an annual basis or more frequently as the case might be.
- 2.6 Copies of all documents that do not fall within the description set out in Section 2.1 but which come into the possession of the Service be retained in accordance Schedule “1”.
- 2.7 All original documents describe in Article 2.6 shall be retained and destroyed in accordance with the retention periods set out in Schedule “1”.

### **3.0 METHOD OF DESTRUCTION**

- 3.1 Records of the Greater Sudbury Police Service that are to be destroyed shall be destroyed by means of shredding, burning or erasure.
- 3.2 All destroyed records shall be reduced to such a state as to be deemed totally destroyed.
- 3.3 Records shall not be disposed of by sale as waste or salvage.
- 3.4 The Chief of Police shall ensure the destruction of records is adequately supervised.
- 3.5 Personal information shall be disposed of in accordance with regulations of the *Municipal Freedom of Information and Protection of Privacy Act* and in accordance with any directions or guidelines issued by the Ministry responsible for the *Municipal Freedom of Information and Protection of Privacy Act*.
- 3.6 Outside suppliers of transportation and disposal services shall be bonded with security provisions included in the service contract.

### **4.0 SCHEDULES**

- 4.1 The Schedules attached and entitled as follows, form part of this bylaw:

Schedule “1” - Records Retention Periods/Records Responsibility  
Schedule “2” - Governing Authorities for Groups of Records

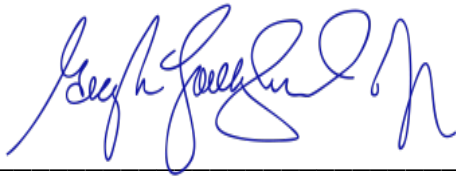
- 5.0 In this Bylaw and the attached Schedules words imparting singular include the plural and vice versa.

## **6.0 EFFECTIVE DATE**

6.1 By-Law 2020-1 as amended, and all By-Laws, sections of By-Laws and procedural policies of the Board inconsistent with the provisions of this By-Law are hereby repealed.

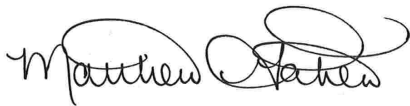
6.2 This By-Law shall come into effect on passage.

BY-LAW passed by the Greater Sudbury Police Services Board, this 17<sup>th</sup> day of December 2025.



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Gerry Lougheed, Jr., Chair



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Matthew Gatien, Board Administrator

# GREATER SUDBURY POLICE SERVICE

## RECORDS RETENTION BY-LAW – 2020 - SCHEDULE 1



# **GREATER SUDBURY POLICE SERVICES BOARD**

## **BY-LAW NO. 2020 -1**

### **Definitions:**

In this By-Law and the attached Schedules:

- (a) “Act” means the Police Services Act, R.S.O. 1990, c. P.15 as amended.
- (b) “Active” or “A” means retained until the end of event, investigation, employment
- (c) “Board” means the Greater Sudbury Police Services Board.
- (d) “Chief of Police” means the Chief of the Greater Sudbury Police Service.
- (e) “Current” means records in general circulation or use.
- (f) “Current Year” or “CY” means until December 31 of the current year
- (g) “Dormant” means records that are no longer current, but have not reached their destruction date.
- (h) “Historical Record” means records of historical or noteworthy value after their administrative value expires. A record is of historical value if it concerns:
  - (i) The policies followed by the Greater Sudbury Police Service, and the various reasons for their adoption;
  - (ii) The organization and administrative history of the Greater Sudbury Police Service;
  - (iii) A specific individual transaction which established a legal status of any kind;
  - (iv) Documents that may be presumed to have a general or continuing interest;
  - (v) Major changes concerning the issuing of clothing, equipment, or the opening of new buildings;
  - (vi) Major criminal cases which may be of interest in the future.
- (i) "Indefinite" means records with unlimited retention subject to disposal when no longer required.
- (j) “Member” means an employee of the Greater Sudbury Police Service.
- (k) “Permanent” means records that are to be retained as long as possible in the format used.



- (l) "Records" means any record of information however recorded, whether in printed form, on film, by electronic means or otherwise, and includes:
- (i) Correspondence, memorandum, book, plan, map, drawing, diagram, pictorial or graphic work, photograph, film, microfilm, sound recording, video tape, e-mail, machine readable record, any other documentary material, regardless of physical form or characteristics, and any copy thereof;
  - (ii) Any record that is capable of being produced from a machine readable record under the control of the Service, by means of computer hardware and software, or any other information storage equipment and technical expertise normally used by the Service; and
  - (iii) Records that are maintained in the computerized Records Management System utilized by the Greater Sudbury Police Service which shall be retained and destroyed in accordance with the retention periods as established by the Ontario Police Technology Information Cooperative.
- (m) "Record of Destruction" means a schedule that is maintained for each record series that is destroyed which shall include:
- (i) Brief description of records;
  - (ii) Period of time the records span;
  - (iii) Date, location and method of destruction;
  - (iv) Signature of individual authorizing destruction; and
  - (v) A notation of any transfer of historical records.
- (n) "Records Grouping" means when a record is attached or grouped together to form an information bank, file or dossier whereas the retention period for the group is ascertained by the longer period scheduled for any of the contents the grouping contains.
- (o) "Service" means the Greater Sudbury Police Service.
- (p) "Selective Purging" means no legal requirement to retain, keep until of no further use.
- (q) "Transitory Records" are records including e-mail, voice mail, text messages and working papers etc. that have temporary usefulness and are not required to meet statutory obligations, set policy, establish guidelines or procedures, certify a transaction, become a receipt or provide evidence of a legal, financial or operational decision. Could also include administrative documents including rough notes, preliminary drafts, calculations, etc. used in the preparation of other records.
- (r) "Until Superseded" means until a newer version is created replacing older version
- (s) "ViClas Reportable Offence" means any offence that is reportable under the *ViClas Regulation*.
- (t) "Working Papers" included in "Transitory Records"

RECORD	DESCRIPTION	RETENTION	BRANCH/ DIVISION
Auxiliary Program	<b>Attendance records per member</b> <b>Minutes of Meetings</b> <b>Notebooks</b> <b>Personnel files - <i>See Human Resources</i></b> <b>Promotional results - <i>See Human Resources</i></b> <b>Requests for Auxiliary presence</b> <b>Training records - <i>See Training Branch</i></b>	<ul style="list-style-type: none"> <li>• CY + 6Y</li> <li>• CY + 2Y</li> <li>• A + CY + 28Y</li> <li>• CY + 6Y</li> </ul>	Specialized Operations
Awards & Honours	<ul style="list-style-type: none"> <li>• Awards and Honours (non-member)</li> <li>• Personnel (police &amp; civilian members) – <i>See Human Resources</i></li> </ul>	<ul style="list-style-type: none"> <li>• CY + 25Y</li> <li>• Permanent</li> </ul>	Administration
BEAR Unit Records	<ul style="list-style-type: none"> <li>• Includes informant, surveillance and intelligence information.</li> </ul>	<ul style="list-style-type: none"> <li>• Until superseded or obsolete</li> </ul>	Criminal Investigations Integrated Crime
Bulletins	<ul style="list-style-type: none"> <li>• (Daily Bulletin-original in records) Including circulars received for other agencies, Parolee release and travel information, Trespass to Property Act Notices</li> </ul>	<ul style="list-style-type: none"> <li>• A + 3M</li> </ul>	Records & Customer Service
By-Laws	<ul style="list-style-type: none"> <li>• Issued by City of Greater Sudbury</li> <li>• Issued by the Police Services Board - <i>See Police Services Board</i></li> </ul>	<ul style="list-style-type: none"> <li>• Until Superseded</li> </ul>	Administration
Chief's Office	<ul style="list-style-type: none"> <li>• Chief's General Correspondence</li> <li>• Chief's Memorandums Issued by the office of the Chief of Police</li> <li>• Directives Issued by the office of the Chief of Police</li> <li>• Meetings Minutes - Chief's Aboriginal Community/Police Advisory Committee</li> </ul>	<ul style="list-style-type: none"> <li>• CY +2Y</li> <li>• CY + 25Y</li> <li>• CY + 25Y</li> <li>• CY + 25Y</li> </ul>	Administration Administration Administration Administration



RECORD	DESCRIPTION	RETENTION	BRANCH/ DIVISION
	<ul style="list-style-type: none"> <li>Communications Training Program &amp; Manuals</li> <li>Complaints Investigations</li> <li>District Jail Daily Log</li> <li>Fire Boarding up Call Out List</li> <li>Fire Operating Procedures</li> <li>Harris Radio Issues Tracking Log</li> <li>Key Holder List</li> <li>Knox Box List</li> <li>Supervisor Meeting Minutes</li> <li>Weekly Storefront Checks of 911 Phones</li> </ul>	5Y  <ul style="list-style-type: none"> <li>CY + 2Y</li> <li>CY + 1Y</li> <li>CY + 1Y</li> <li>Until Superseded + 2Y</li> <li>CY + 3Y</li> <li>Until Superseded</li> <li>Until Superseded</li> <li>CY + 2Y</li> <li>CY + 1Y</li> </ul>	
Community Mobilization	<ul style="list-style-type: none"> <li>Bike Patrols – focused patrols</li> <li>Community requests/events – focused patrols</li> <li>RMT (Rapid Mobilization Table)</li> <li>Senior referrals and engagement– focused patrols</li> </ul>	<ul style="list-style-type: none"> <li>CY + 3Y</li> <li>CY + 3Y</li> <li>CY + 3Y</li> <li>CY + 3Y</li> </ul>	Specialized Operations (C.M.U.)
Community Mobilization (cont.)	<ul style="list-style-type: none"> <li>Stat Sheet (referrals, tips, education provided, visits etc.)</li> </ul>	<ul style="list-style-type: none"> <li>CY + 3Y</li> </ul>	

RECORD	DESCRIPTION	RETENTION	BRANCH/ DIVISION
	<ul style="list-style-type: none"> <li>• VTRAS (Violence Threat Risk Assessment) –referrals</li> <li>• VTRAS – focused patrols</li> <li>• Youth referrals and engagement – focused patrols</li> </ul>	<ul style="list-style-type: none"> <li>• CY + 3Y</li> <li>• CY + 3Y</li> <li>• CY + 3Y</li> </ul>	
Community Sexual Assault Case Review Committee	• Recommendations and Review Documentation	• CY + 25Y	Criminal Investigations (Sexual Assault)
Complaints	<i>See Professional Standards</i>		
Conferences	<i>See Training</i>		
Confidential Crown Briefs	<ul style="list-style-type: none"> <li>• Briefs corresponding to outstanding arrest warrants</li> <li>• Federal Statutes</li> <li>• Municipal By-Laws</li> <li>• Provincial Statutes</li> </ul>	<ul style="list-style-type: none"> <li>• Until Warrant Executed or withdrawn by the Crown</li> <li>• CY + 2Y</li> <li>• CY + 2Y</li> <li>• CY + 2Y</li> </ul>	Specialized Operations (Courts)
Corporate Communications	<ul style="list-style-type: none"> <li>• Marketing Manual</li> <li>• News Releases</li> <li>• Public Relations Photographs</li> </ul>	<ul style="list-style-type: none"> <li>• Until Superseded</li> <li>• CY + 4Y</li> <li>• Selective Purging</li> </ul>	Strategic Operations (Corporate Com)
Counterfeit Money	• Counterfeit Money – summary	• CY + 7Y	Criminal Investigations (Fraud)

RECORD	DESCRIPTION	RETENTION	BRANCH/ DIVISION
Court Dockets	<ul style="list-style-type: none"> <li>Copies of Provincial Dockets</li> </ul>	<ul style="list-style-type: none"> <li>CY + 1Y</li> </ul>	Specialized Operations (Courts)
Court Exhibits	<i>See G.S.P.S. Property –Retention Bylaw</i> <ul style="list-style-type: none"> <li><i>Pertaining to all physical property and related documentation</i></li> </ul>		
CPIC	<ul style="list-style-type: none"> <li>Automatic Purge Report</li> <li>Executed committal warrant cards</li> <li>Missing persons entries – located</li> <li>Missing persons entries – outstanding</li> <li>Missing Persons - hard copy occurrence reports on outstanding missing persons retained in CPIC (Pre OMPPAC/Niche)</li> <li>Monthly Validation Lists</li> <li>Monthly Validation Report – Cover page</li> <li>Narrative Messages</li> <li>Occurrence Report - Any hard copy occurrence report where a matching record exists in CPIC, retained in CPIC (Pre OMPPAC/Niche)</li> <li>(QAR) Quality Assurance Report</li> <li>RCMP CPIC Audit Report</li> <li>Recognizance/Undertaking</li> </ul>	<ul style="list-style-type: none"> <li>CY + 2Y</li> <li>CY + 2Y</li> <li>3M</li> <li>Until Located</li> <li>While Outstanding</li> <li>CY + 2Y</li> <li>CY + 2Y</li> <li>A + 3M</li> <li>While Outstanding</li> <li>Permanent</li> <li>Permanent</li> <li>Until court Case completed + 3M</li> </ul>	Records & Customer Service
CPIC (cont.)			

RECORD	DESCRIPTION	RETENTION	BRANCH/ DIVISION
	<ul style="list-style-type: none"> <li>• <b>Stolen Guns</b> - hard copy occurrence reports on outstanding stolen guns retained in CPIC (Pre OMPPAC/Niche)</li> <li>• <b>Stolen vehicle entries – located</b></li> <li>• <b>Stolen vehicle entries – outstanding</b></li> <li>• <b>Zone/Provincial Alerts</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>While Outstanding</b></li> <li>• <b>3M</b></li> <li>• <b>CY + 5Y</b></li> <li>• <b>A + 3M</b></li> </ul>	
<b>Crime Analysis</b>	<ul style="list-style-type: none"> <li>• <b>Analytical Reports</b></li> <li>• <b>Requests for Analysis</b> and/or assistance Files contain information such as Niche printouts, drafts, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Until superseded or obsolete</b></li> <li>• <b>Until superseded or obsolete</b></li> </ul>	<b>Strategic Operations</b>
<b>Crime Prevention</b>	<ul style="list-style-type: none"> <li>• <b>CPTED Audits</b></li> <li>• <b>Police Week etc.-</b> Correspondence and related files, initiatives and events, including parades, bike rodeos, walkathons, displays, V.I.P. visits, etc.</li> <li>• <b>Statistics</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>CY + 5Y</b></li> <li>• <b>CY + 5Y</b></li> <li>• <b>CY + 5Y</b></li> </ul>	<b>Integrated Operations (PCRC)</b>
<b>Criminal Files</b>	<ul style="list-style-type: none"> <li>• <b>Criminal File Packages</b> - containing all court documents, confidential record, RCMP form, etc. maintained by hard copy.</li> <li>• <b>Criminal File Packages</b> re: Young Persons</li> </ul>	<ul style="list-style-type: none"> <li>• <b>CY + 15Y or until deceased or age 75, unless active</b></li> <li>• <b>As per YCJA</b></li> </ul>	<b>Specialized Operations (Courts)</b>
<b>Criminal Files (cont.)</b>	<ul style="list-style-type: none"> <li>• <b>Criminal Record Database</b> – file numbers from 1980 to current maintained electronically</li> </ul>	<ul style="list-style-type: none"> <li>• <b>50D</b></li> </ul>	

RECORD	DESCRIPTION	RETENTION	BRANCH/ DIVISION
	<ul style="list-style-type: none"> <li>• <b>Prior to 1989 Pre OMPPAC/NICHE</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>50D</b></li> </ul>	
<b>Dailey Arrest Sheets</b>	<ul style="list-style-type: none"> <li>• <b>Charged and Arrested persons</b> - (Listing of All) maintained electronically</li> </ul>	<ul style="list-style-type: none"> <li>• <b>CY + 2Y</b></li> </ul>	<b>Records &amp; Customer Service</b>
<b>Digital Video</b>	<ul style="list-style-type: none"> <li>• <b>Perimeter and Internal Security Video</b></li> <li>• <b>Prisoner Care and Control</b> - recorded onto internal DVR recording system.</li> <li>• <b>Recordings seized for court purposes or investigative purposes.</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>30 days</b></li> <li>• <b>CY + 1Y</b></li> <li>• <b>Until court case is complete + Appeal Period</b></li> </ul>	<b>Communications Information Technology</b>
<b>Document Evidence</b>	<ul style="list-style-type: none"> <li>• <b>Documents – for court</b> <ul style="list-style-type: none"> <li>• cheques, invoices, software, search warrants (held on site until examined, after examination either returned to owner or held as evidence in crown brief)</li> <li>• When matter is unfounded or a civil matter documents are returned to owner</li> </ul> </li> <li>• <b>Documents – obtained during an Investigations</b> <ul style="list-style-type: none"> <li>○ Solved Cases – no court</li> <li>○ Unsolved Cases -</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Until completion of Court Case + Appeal period</b></li> <li>• <b>CY + 5Y</b></li> <li>• <b>Retained until solved + 5Y</b></li> </ul>	<b>Specialized Operations (Courts)</b>
<b>E-Mail</b>	<i>See Transitory Records</i>		
<b>Emergency Plans</b>  <b>Emergency Plans (cont.)</b>	<b>All Emergency Plans – (includes Liaison Team/Labour)</b> <ul style="list-style-type: none"> <li>• GSPS Emergency Management Plan – Current plan and earlier version of plan</li> <li>• Operational Plans (SMEAC)</li> <li>• Situational Awareness Response Report (SARR)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Until superseded</b></li> <li>• <b>CY + 1Y</b></li> <li>• <b>CY + 1Y</b></li> </ul>	<b>Patrol Operations (Emergency Management and Preparedness)</b>



RECORD	DESCRIPTION	RETENTION	BRANCH/ DIVISION
	<ul style="list-style-type: none"> <li>Warnings and Awareness Email to Officers – 1 year</li> </ul>	<ul style="list-style-type: none"> <li><b>CY + 1Y</b></li> </ul>	
<b>Equipment/Supplies</b>	<ul style="list-style-type: none"> <li><b>Employee issued</b> – Includes O.C. spray, handcuffs, body armour. Record of quantities, type of clothing and equipment issued to personnel and quantities of service returned when employment is terminated. <ul style="list-style-type: none"> <li><b>Body Armour</b> Log of Issued Body Armour Log of Body Armour disposal</li> <li><b>Handcuffs</b> Log of issued or defective handcuffs including serial numbers</li> <li><b>Lockers</b> Log of Issued Locker numbers</li> <li><b>O.C. Spray</b> Log of empty or defective O.C. spray disposal</li> </ul> </li> <li><b>Key Maintenance Log</b></li> <li><b>Requisitions</b> For Equipment and Supplies</li> <li><b>Specialty Branches</b> Record of anything issued specifically to a branch. (i.e.; bicycle, tactical equipment, dirt bike uniform/equipment, etc.)</li> </ul>	<ul style="list-style-type: none"> <li><b>A + CY + 5Y</b></li> <li><b>Permanent</b></li> <li><b>CY + 1Y</b></li> <li><b>Permanent</b></li> <li><b>Until Superseded</b></li> <li><b>CY + 4Y</b></li> <li><b>Permanent</b></li> <li><b>CY + 2Y</b></li> <li><b>A + CY + 5Y</b></li> </ul>	<b>Finance (Equipment/ Supplies)</b>
<b>Exhibits (Drug Vault)</b>	<p><i>See G.S.P.S. Property –Retention Bylaw</i></p> <ul style="list-style-type: none"> <li><i>Pertaining to all physical property and related documentation</i></li> </ul>		
<b>False Alarm Reduction Program</b>	<ul style="list-style-type: none"> <li><b>Includes records</b> - regarding the management of private home alarm systems as well as business alarm systems which includes the registration and the history involved with the registration. (Records are maintained on Cry Wolf software)</li> </ul>	<ul style="list-style-type: none"> <li><b>Current</b></li> </ul>	<b>Finance</b>
<b>False Alarm Reduction Program (cont.)</b>	<ul style="list-style-type: none"> <li><b>Financial Documents</b> - Payment Tally Sheet with attached bank deposit slip and receipt books</li> </ul>	<ul style="list-style-type: none"> <li><b>CY + 7Y</b></li> </ul>	

RECORD	DESCRIPTION	RETENTION	BRANCH/ DIVISION
	<ul style="list-style-type: none"> <li>• <b>Registration Forms and Invoices</b> – hardcopy</li> </ul>	<ul style="list-style-type: none"> <li>• <b>CY + 1Y</b></li> </ul>	
<b>Finance</b>	<ul style="list-style-type: none"> <li>• <b>Budget (General) Preparation</b></li> <li>• <b>Budget (Final) Documents</b></li> <li>• <b>Building and Fire Extinguisher</b> - inspection reports</li> <li>• <b>Building Plans</b> - Final Drafts</li> <li>• <b>Committee Files</b></li> <li>• <b>Damage to Private Property</b> Files pertaining to claims for restitution.</li> <li>• <b>Facilities</b> - Tenders, Projects, Assessments</li> <li>• <b>Financial Documents</b> Source Documents - All original documents, cheque requests, statements, procurement card receipts, etc. related to Finance transactions. (Including receipts)</li> <li>• <b>Grants</b> (financial back-up files) Any documentation regarding grants for special programs</li> <li>• <b>Inventory of Fixed Assets</b> (records kept by Purchase Orders) while active</li> <li>• <b>Lost/stolen/damaged equipment</b> – notifications</li> </ul>	<ul style="list-style-type: none"> <li>• <b>CY + 7Y</b></li> <li>• <b>Permanent</b></li> <li>• <b>CY + 3Y</b></li> <li>• <b>Permanent</b></li> <li>• <b>Until superseded or obsolete</b></li> <li>• <b>CY + 7Y</b></li> <li>• <b>Permanent</b></li> <li>• <b>CY + 7Y</b></li> <li>• <b>A + CY + 7Y from conclusion of grant</b></li> <li>• <b>Permanent</b></li> <li>• <b>CY + 3Y</b></li> </ul>	<b>Finance</b>
<b>Finance (cont.)</b>	<ul style="list-style-type: none"> <li>• <b>Monthly Financial Statements</b> (Computer print-outs)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>CY + 5Y</b></li> </ul>	

RECORD	DESCRIPTION	RETENTION	BRANCH/ DIVISION
	<ul style="list-style-type: none"> <li>• <b>Petty Cash</b> – Receipts, cancelled cheques etc.</li> <li>• <b>Project Files</b> (financial back-up files)</li> <li>• <b>Purchase Orders</b> Purchase Orders and quotations as well as all related files.</li> <li>• <b>Receipts</b> - for Committal Warrants, Insurance Requests, Police Clearances, Record Cheques, Cruiser Rentals etc.</li> <li>• <b>Supply Requisition</b> (Duplicate Copy) For alteration work, purchase authority</li> <li>• <b>Tenders/Request for Proposal</b> - Originals are kept on file at the City (files may include working papers) – including vehicles</li> <li>• <b>Travel Expense/Claim Forms</b> – records</li> <li>• <b>Vendor Files</b> – Invoices</li> <li>• <b>Warranties</b> and special product information</li> <li>• <b>Working papers</b> for current and capital budgets (Files of requirement, costs and quotes)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>CY + 7Y</b></li> <li>• <b>A + CY + 7Y from conclusion of project</b></li> <li>• <b>CY + 20Y</b></li> <li>• <b>CY + 7Y</b></li> <li>• <b>CY + 2Y</b></li> <li>• <b>Active for term of tender/request proposal + CY + 7Y</b></li> <li>• <b>CY + 7Y</b></li> <li>• <b>CY + 7Y</b></li> <li>• <b>Until superseded or obsolete</b></li> <li>• <b>Permanent</b></li> </ul>	
<b>Fingerprints</b>	<ul style="list-style-type: none"> <li>• <b>Charged Persons</b> (Adult - Convicted)</li> <li>• <b>Charged Persons</b> (Adults – non convictions)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Permanent</b></li> <li>• <b>Destroyed upon</b></li> </ul>	<b>Criminal Investigations (Forensics)</b>

RECORD	DESCRIPTION	RETENTION	BRANCH/ DIVISION
	<ul style="list-style-type: none"> <li>• <b>Charged Persons</b> (YCJA)</li> <li>• <b>Consent Prints</b> (for elimination purposes)</li> <li>• <b>Employment</b> - Officer/Civilian Personnel/ Auxiliary Officers, Students, Volunteers</li> <li>• <b>Record Suspension Persons</b></li> <li>• <b>Scenes of Crime</b> <ul style="list-style-type: none"> <li>○ (Unsolved)</li> <li>○ (Solved)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• request</li> <li>• As per YCJA</li> <li>• <b>Destroyed once Eliminated</b></li> <li>• <b>A + CY + 28Y</b></li> <li>• <b>Sealed upon confirmation of record suspension and/or destroyed upon request</b></li> <li>• <b>Permanent</b></li> <li>• <b>Permanent</b></li> </ul>	
<b>Fleet</b>	<ul style="list-style-type: none"> <li>• <b>Accidents</b> - Cruiser (Vehicles) - Traffic reports, memos, insurance letters, correspondence, estimates.</li> <li>• <b>Fleet</b> - A file is maintained on every vehicle which contains records pertaining to each specific vehicle (including work orders, maintenance records and invoices)</li> <li>• <b>Fleet Equipment Inventory and Authorized Access Codes:</b> Stop Sticks, Parking Compound Gate Cards, City Parking Gate Transponders, Access Pegs, Fuel Pins, 407 ETR Transponders</li> <li>• <b>Gas Consumption Reports</b>, Fleet facts, GM &amp; Ford information and buying guides</li> </ul>	<ul style="list-style-type: none"> <li>• <b>A – During Investigation + CY + 10Y</b></li> <li>• <b>A - Life of vehicle + CY + 2Y</b></li> <li>• <b>Active until superseded or obsolete</b></li> <li>• <b>CY + 2Y</b></li> </ul>	<b>Finance (Fleet Services)</b>
<b>Fleet (cont.)</b>	<ul style="list-style-type: none"> <li>• <b>NAFA-LEG</b> (National Association of Fleet Administrators-Law Enforcement Group) and Police Co-operative Purchasing Group meeting information and fleet managers list. Various other fleet</li> </ul>	<ul style="list-style-type: none"> <li>• <b>CY + 2Y</b></li> </ul>	

RECORD	DESCRIPTION	RETENTION	BRANCH/ DIVISION
	books, guides and pamphlets		
	<ul style="list-style-type: none"> <li>• <b>Vehicle Mileage Log Books</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>A + CY + 2Y</b></li> </ul>	
<b>Forensic Unit</b>	<ul style="list-style-type: none"> <li>• <b>Daily Fingerprint Schedule</b> List of persons (date and time) being printed</li> <li>• <b>I.D. File</b> - file generated when an ID officer attends at a scene and may include, photographs, latents from scene, charts, film negatives, CFS submission forms and paperwork. It also includes video recordings</li> </ul>	<ul style="list-style-type: none"> <li>• <b>A + 3M</b></li> <li>• <b>Permanent</b></li> </ul>	<b>Criminal Investigations (Forensic Unit)</b>
<b>Fraud Documents</b>	<i>See Document Evidence</i>		
<b>Freedom of Information</b>	<ul style="list-style-type: none"> <li>• <b>Access Requests</b></li> <li>• <b>Privacy Investigations</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>CY + 6Y</b></li> <li>• <b>CY + 6Y</b></li> </ul>	<b>Records &amp; Customer Service</b>
<b>Grievances</b>	<i>See Labour Relations</i>		
<b>Health &amp; Safety (Joint Committee)</b>	<ul style="list-style-type: none"> <li>• <b>Awareness Training</b> (personnel file)</li> <li>• <b>Complaints</b></li> <li>• <b>Critical Injury/Death Investigations</b></li> <li>• <b>Inspection</b> - documentation</li> <li>• <b>Meeting</b> - minutes.</li> <li>• <b>Supervisor Report of Injury</b> – Non- Critical</li> </ul>	<ul style="list-style-type: none"> <li>• <b>A + CY + 28Y</b></li> <li>• <b>A + CY + 25Y</b></li> <li>• <b>Permanent</b></li> <li>• <b>CY + 5Y</b></li> <li>• <b>CY + 25Y</b></li> <li>• <b>A + CY + 28Y</b></li> </ul>	<b>Human Resources and Professional Development</b>
<b>Health and Wellness</b>	<ul style="list-style-type: none"> <li>• <b>Initiatives</b></li> <li>• <b>Meeting</b> - minutes</li> </ul>	<ul style="list-style-type: none"> <li>• <b>CY + 25Y</b></li> <li>• <b>CY + 25Y</b></li> </ul>	<b>Human Resources and Professional</b>

RECORD	DESCRIPTION	RETENTION	BRANCH/ DIVISION
			<b>Development Administration</b>
<b>Historical Documents</b>	<ul style="list-style-type: none"> <li>• <b>Historic Document</b> - Any form of record deemed to have historical value</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Permanent</b></li> </ul>	
<b>Honours</b>	<i>See Awards and Honours</i>		
<b>Human Resources Professional Development</b>	<ul style="list-style-type: none"> <li>• <b>Accessibility for Ontarians Act Accessibility Plan</b></li> <li>• <b>Accommodation Request</b> – Family Status/ Medical</li> <li>• <b>Applicants Tested</b> <ul style="list-style-type: none"> <li>• Civilian Applicants – (including Auxiliaries/Students) <ul style="list-style-type: none"> <li>• Unsuccessful</li> <li>• Successful</li> </ul> </li> </ul> </li> <li>• <b>Attendance Records</b> – Record of absences, STD/LTD</li> <li>• <b>Background Clearance Requests</b> <ul style="list-style-type: none"> <li>• Ride-alongs - application/ oath/liability/consent/record of attendance</li> <li>• Vendors/Contractors</li> </ul> </li> <li>• <b>Background Files</b> <ul style="list-style-type: none"> <li>• Civilian Applicants in Background – (Including Students) <ul style="list-style-type: none"> <li>• Unsuccessful</li> <li>• Successful (Pre-employment file)</li> </ul> </li> <li>• <b>Sworn Applicants in Background</b> (including Experienced) <ul style="list-style-type: none"> <li>○ Unsuccessful</li> <li>○ Successful (Pre-employment file)</li> </ul> </li> </ul> </li> <li>• <b>Employee Personnel Files</b> - (Including Civilian/Sworn/</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Permanent</b></li> <li>• <b>A + 28Y</b></li> <li>• <b>CY + 1Y</b></li> <li>• <b>CY + 1Y</b></li> <li>• <b>A + CY + 28Y</b></li> <li>• <b>Active till ride-along completed + CY + 5Y</b></li> <li>• <b>Active while valid + CY + 5Y</b></li> <li>• <b>CY + 4Y</b></li> <li>• <b>A + CY + 28Y</b></li> <li>• <b>CY + 7Y</b></li> <li>• <b>A + CY + 28Y</b></li> <li>• <b>A + CY + 28Y</b></li> </ul>	
<b>Human Resources Professional Development</b>			

RECORD	DESCRIPTION	RETENTION	BRANCH/ DIVISION
(cont.)	<p>Auxiliary/Volunteers/Students) -Employment History, Commendations, Performance Appraisals, Attendance Records, Training Records, Awards and Honours, Oath of Office/Secrecy</p> <ul style="list-style-type: none"> <li>• <b>Interviews</b> <ul style="list-style-type: none"> <li>○ Civilian Applicants – (including Auxiliaries/Students) <ul style="list-style-type: none"> <li>▪ Unsuccessful</li> <li>▪ Successful</li> </ul> </li> <li>• Sworn Applicants Interviewed</li> </ul> </li> <li>• <b>Job Descriptions</b> <ul style="list-style-type: none"> <li>○ Current</li> <li>○ Older versions</li> </ul> </li> <li>• <b>Resumes/Applications</b> <ul style="list-style-type: none"> <li>• Civilian (including Auxiliaries/Students)</li> <li>• Sworn (including Experienced Officers)</li> </ul> </li> <li>• <b>Ontario Human Rights Complaint Investigations</b></li> <li>• <b>Post-Traumatic Stress Disorder Prevention Plan</b></li> <li>• <b>Workplace Harassment Investigation</b></li> <li>• <b>Workplace Safety and Insurance (W.S.I.B.)</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>CY + 1Y</b></li> <li>• <b>CY + 1Y</b></li> <li>• <b>CY + 7Y</b></li> <li>• <b>Until updated</b></li> <li>• <b>Permanent</b></li> <li>• <b>CY + 2Y</b></li> <li>• <b>CY + 7Y</b></li> <li>• <b>Permanent</b></li> <li>• <b>Permanent</b></li> <li>• <b>Permanent</b></li> <li>• <b>A + CY + 28Y</b></li> </ul>	
<b>Initiatives</b>	<ul style="list-style-type: none"> <li>• <b>Files/Reports on Service Initiatives</b> <ul style="list-style-type: none"> <li>○ Mobilization and Engagement /Community Response/Statistics</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Until superseded or obsolete</b></li> </ul>	<b>Administration</b>
<b>Inquests</b>	<ul style="list-style-type: none"> <li>• <b>Coroners Inquests</b> Documents pertaining to all Coroners Inquests</li> </ul>	<ul style="list-style-type: none"> <li>• <b>CY + 10Y</b></li> </ul>	<b>Criminal Investigations</b>

RECORD	DESCRIPTION	RETENTION	BRANCH/ DIVISION
<b>Intelligence Files</b>	<ul style="list-style-type: none"> <li>• <b>Activities</b> Files to accumulate information pertaining to Intelligence activities</li> <li>• <b>Informant</b> Files on Informant, surveillance and Intelligence Information</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Until superseded or obsolete</b></li> <li>• <b>Until superseded or obsolete</b></li> </ul>	<b>Criminal Investigations</b>
<b>Internet Child Exploitation</b>	<ul style="list-style-type: none"> <li>• <b>Investigations</b> <ul style="list-style-type: none"> <li>○ Solved</li> <li>○ Unsolved</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>CY + 25Y</b></li> <li>• <b>A + CY + 25Y</b></li> </ul>	<b>C.I.D. (Internet Child Exploitation)</b>
<b>Labour Liaison</b>	<ul style="list-style-type: none"> <li>• <b>Strike Demonstrations</b> – related documentation</li> </ul>	<ul style="list-style-type: none"> <li>• <b>CY + 3Y</b></li> </ul>	<b>Patrol Operations</b>
<b>Labour Relations</b>	<ul style="list-style-type: none"> <li>• <b>Collective Bargaining Agreements</b>, Arbitrations, (Original) Letters of Understanding, Memorandum of Agreements</li> <li>• <b>Grievances</b> (Appeals) by or regarding Police Personnel</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Permanent</b></li> <li>• <b>CY + 10Y</b></li> </ul>	<b>Administration</b>
<b>License Suspensions</b>	<ul style="list-style-type: none"> <li>• <b>Copies of Notices</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>CY + 2Y</b></li> </ul>	<b>Records &amp; Customer Service</b>
<b>Licenses and Permits</b>	<ul style="list-style-type: none"> <li>• <b>Specific licences</b>, including software issued to the Police Service</li> <li>• <b>Special Occasion Permits</b>, Parades correspondence etc.</li> <li>• <b>Vehicle licences</b> and permits</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Until Superseded</b></li> <li>• <b>While valid + 2M</b></li> <li>• <b>Until Superseded</b></li> </ul>	<b>C.I.T.</b>  <b>Patrol Operations</b>  <b>Fleet</b>
<b>Lion's Eye in the Sky</b>	<ul style="list-style-type: none"> <li>• Log book Entries</li> <li>• Meeting minutes - <i>See Volunteers</i></li> </ul>	<ul style="list-style-type: none"> <li>• <b>CY + 10Y</b></li> </ul>	<b>Specialized Operations (C.M.U.)</b>
<b>Major Case Investigations</b>	All major case occurrences defined in Ontario Major Case Management Manual (homicides, sexual assaults and all attempts,		<b>Criminal Investigations</b>



RECORD	DESCRIPTION	RETENTION	BRANCH/ DIVISION
	<p>non-familial abductions and attempts, criminal harassment cases in which the offender is not known to the victim, found human remains, or any case deemed major case by the MCM Executive Board) and all documentation related to the investigation of major case occurrences which may include, but are not limited to officer notes, statements, coroner reports, canvass documents, composites, tip forms, surveillance reports, physical evidence/exhibits.</p> <ul style="list-style-type: none"> <li>• <b>Case Concluded</b> – Solved - Hard copy documents and documents stored electronically</li> <li>• <b>Case not concluded</b> – Unsolved - Hard copy documents and documents stored electronically</li> </ul>	<ul style="list-style-type: none"> <li>• <b>CY + 25Y</b></li> <li>• <b>A + CY + 25Y</b></li> </ul>	
Maps & Charts	<ul style="list-style-type: none"> <li>• <b>Master Copies</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>While valid</b></li> </ul>	Patrol Operations
Master Index	<ul style="list-style-type: none"> <li>• <b>Spreadsheet tracking all Items stored off-site</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Permanent</b></li> </ul>	Records & Customer Service
Motor Vehicle Collision Investigations	<i>See Traffic</i>		
News Releases	<i>See Corporate Communications</i>		
NICHE	<i>See RMS</i>		
Officer Notebooks	<ul style="list-style-type: none"> <li>• <b>Officers Notebooks</b> are kept for 40 years from date of last entry (or longer if the notebook relates to an unsolved threshold major case)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>A + CY + 39Y</b></li> </ul>	Records & Customer Service
OPTIC The Ontario Police	The purpose of the Co-operative is to provide state of the art information technology and data management systems, including but		Records & Customer Service

RECORD	DESCRIPTION	RETENTION	BRANCH/ DIVISION
<b>Technology Information Co-operative</b>	not limited to, Records Management (RMS), Computer Aided Dispatch (CAD) and data networks for Approved Agencies. <ul style="list-style-type: none"> <li>• OPTIC updates/General correspondence – maintained electronically</li> </ul>	<ul style="list-style-type: none"> <li>• <b>CY + 1Y</b></li> </ul>	
<b>Parade Permits</b>	<i>See Licenses and Permits</i>		
<b>Paid Duty</b>	<i>See Payroll</i>		
<b>Parolee</b>	<ul style="list-style-type: none"> <li>• Reporting Records and documents detailing conditions</li> </ul>	<ul style="list-style-type: none"> <li>• <b>While Valid</b></li> </ul>	<b>Patrol Operations</b>
<b>Pay Equity</b>	<ul style="list-style-type: none"> <li>• Plans, Terms of Reference etc.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Permanent</b></li> </ul>	<b>Human Resources and Professional Development</b>
<b>Payroll</b>	<ul style="list-style-type: none"> <li>• <b>OSL</b> <ul style="list-style-type: none"> <li>○ Exception Reports</li> <li>○ Pay rate adjustments</li> <li>○ Reports, Training, Requests for Changes, New Releases</li> </ul> </li> <li>• <b>Pay Requests</b> <ul style="list-style-type: none"> <li>○ <b>Authorization for time Off</b> (Banked time, stat time, holiday time and acting rank)</li> <li>○ to City for Statutory <b>Holiday Pay</b></li> <li>○ for <b>Overtime</b></li> <li>○ for <b>Paid Duty</b></li> </ul> </li> <li>• Requests for <b>Paid Duty/</b> Administration</li> </ul>	<ul style="list-style-type: none"> <li>• <b>CY + 7Y</b></li> <li>• <b>A + CY + 28Y</b></li> <li>• <b>Permanent</b></li> <li>• <b>A + 28Y</b></li> <li>• <b>CY + 7Y</b></li> <li>• <b>A + CY + 28Y</b></li> <li>• <b>A + CY + 28Y</b></li> <li>• <b>CY + 7Y</b></li> </ul>	<b>Finance</b>
<b>Performance Appraisals</b>	<i>See Human Resources</i>		

RECORD	DESCRIPTION	RETENTION	BRANCH/ DIVISION
Personnel Updates	<ul style="list-style-type: none"> <li>Personnel Orders, Transfers, Name changes maintained electronically</li> </ul>	<ul style="list-style-type: none"> <li>Permanent</li> </ul>	Administration
Petty Cash	<i>See Finance</i>		
Photographs (Corporate Communications)	<ul style="list-style-type: none"> <li>Consent Forms</li> <li>Public Relations</li> </ul>	<ul style="list-style-type: none"> <li>Permanent</li> <li>Permanent</li> </ul>	Corporate Communications
Photographs (Forensics)	<ul style="list-style-type: none"> <li>Charged Persons <ul style="list-style-type: none"> <li>Adult convicted</li> <li>Adult not convicted</li> <li>YCJA</li> </ul> </li> <li>Crimes Scenes, Industrial Accidents, Fatals</li> <li>Record Suspension Persons</li> </ul>	<ul style="list-style-type: none"> <li>Permanent</li> <li>Destroyed upon request</li> <li>As per YCJA</li> <li>CY + 25Y</li> <li>Sealed upon confirmation of pardon granted and/or destroyed upon request</li> </ul>	Forensics
Photographs (Human Resources)	<ul style="list-style-type: none"> <li>Officer/Civilian Personnel (Including Students/Volunteers)</li> </ul>	<ul style="list-style-type: none"> <li>A + CY + 28Y</li> </ul>	Human Resources
Photographs (Patrol Operations)	<ul style="list-style-type: none"> <li>Prisoner Injuries – taken by S/Sgt on Duty</li> </ul>	<ul style="list-style-type: none"> <li>CY + 3Y</li> </ul>	Patrol Operations
Police Community Response Centre (PCRC)	<ul style="list-style-type: none"> <li>COPLOGIC Quarterly Reports</li> <li>Annual Report</li> </ul> <p>Tow Book (within PCRC)</p> <ul style="list-style-type: none"> <li>Log book Entries</li> </ul>	<ul style="list-style-type: none"> <li>CY + 5Y</li> <li>Permanent</li> <li>CY + 5Y</li> </ul>	Integrated Operations
Police Services Board	<ul style="list-style-type: none"> <li>Annual Reports</li> </ul>	<ul style="list-style-type: none"> <li>Permanent</li> </ul>	Administration

RECORD	DESCRIPTION	RETENTION	BRANCH/ DIVISION
	<ul style="list-style-type: none"> <li>• <b>Board Books</b> - agendas, documentation, minutes</li> <li>• <b>Board Policies</b> -Issued by the Police Services Board with any amendments</li> <li>• <b>Board By-Laws</b> - Issued by the Police Services Board with any amendments</li> <li>• <b>Business Plans</b>- Completed</li> <li>• <b>Financial Documents</b></li> <li>• <b>Property &amp; Service Contracts</b> - agreements</li> </ul>	<ul style="list-style-type: none"> <li>• <b>CY + 10Y</b></li> <li>• <b>Permanent</b></li> <li>• <b>Permanent</b></li> <li>• <b>Permanent</b></li> <li>• <b>CY + 7Y</b></li> <li>• <b>CY + 7Y</b></li> </ul>	
<b>Policing Services Division</b>	<ul style="list-style-type: none"> <li>• <b>Guidelines and Memo's (maintained Chiefs' Office)</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Active until superseded + CY + 8Y</b></li> </ul>	<b>Administration</b>
<b>Policy, Procedure, Research Development and Analytics</b>	<ul style="list-style-type: none"> <li>• <b>G.S.P.S. Procedures</b></li> <li>• <b>Reports, Special projects, studies, surveys, research, internal forms</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Until Superseded + CY + 25Y</b></li> <li>• <b>Until Superseded + CY + 25Y</b></li> </ul>	<b>Administration</b>
<b>Polygraph Cases</b>	<b>All related documents, charts, reports and tapes</b> <ul style="list-style-type: none"> <li>• Cases such as Homicide, Robbery, Sexual Assault – as determined by the investigator</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Until superseded or obsolete</b></li> </ul>	<b>Criminal Investigations</b>
<b>Powercase Management</b>	<ul style="list-style-type: none"> <li>• <b>Audit results and recommendations</b> – service improvement plan</li> </ul>	<ul style="list-style-type: none"> <li>• <b>CY + 7Y</b></li> </ul>	<b>Criminal Investigations</b>
<b>Prisoner Documentation</b>	<ul style="list-style-type: none"> <li>• <b>Escorts</b> – record of travel expenses</li> </ul>	<ul style="list-style-type: none"> <li>• <b>CY + 7Y</b></li> </ul>	<b>Patrol Operations</b>

RECORD	DESCRIPTION	RETENTION	BRANCH/ DIVISION
	<ul style="list-style-type: none"> <li>• <b>Property and Injury Reports</b> – maintained in RMs</li> <li>• <b>Prisoner LOG</b> – maintained in RMS</li> <li>• <b>Strip Search</b> – forms</li> </ul>	<ul style="list-style-type: none"> <li>• <b>CY + 10Y</b></li> <li>• <b>CY + 10Y</b></li> <li>• <b>CY + 7Y</b></li> </ul>	
<b>Professional Standards</b>	<ul style="list-style-type: none"> <li>• <b>Civil Actions</b> – against Police Service</li> <li>• <b>Employee Discipline File (Police Act Hearing and Documents)</b> <ul style="list-style-type: none"> <li>○ Withdrawn</li> <li>○ Not Guilty</li> <li>○ Found Guilty</li> </ul> </li> <li>• <b>Letters of Inquiry</b></li> <li>• <b>Private Criminal Code charges</b> – against police officers</li> <li>• <b>Public/Chief's Complaints</b> – no disciplinary action taken</li> <li>• <b>Public/Chief's Complaints</b> – disciplinary action taken</li> <li>• <b>Public/Chief's Complaints</b> – resulting in charge under the Police Services Act – Code of Conduct</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Permanent</b></li> <li>• <b>CY + 7Y</b></li> <li>• <b>CY + 7Y</b></li> <li>• <b>CY + 7Y</b></li> <li>• <b>CY + 1Y</b></li> <li>• <b>As per Criminal Code</b></li> <li>• <b>CY + 2Y</b></li> <li>• <b>CY + 2Y</b></li> <li>• <b>CY + 7Y</b></li> </ul>	<b>Strategic Operations</b>
<b>Project Lifesaver</b>	<ul style="list-style-type: none"> <li>• <b>Client contracts</b> (any other related documents uploaded into NICHE)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>A + CY + 7Y</b></li> </ul>	<b>Criminal Investigations</b>
<b>Promotional Process</b>	<ul style="list-style-type: none"> <li>• <b>Details of Promotion (phase 1, 2, 3)</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>CY + 7Y</b></li> </ul>	<b>Human Resources and</b>

RECORD	DESCRIPTION	RETENTION	BRANCH/ DIVISION
	<ul style="list-style-type: none"> <li>Members Promotional results – personnel file</li> <li>Promotional Appeals</li> <li>Promotional Competition Results – spreadsheet</li> <li>Promotional Examination – Marks (OPC and Local)</li> </ul>	<ul style="list-style-type: none"> <li>A + CY + 28Y</li> <li>CY + 7Y</li> <li>CY + 7Y</li> <li>CY + 5Y</li> </ul>	Professional Development
Property	<i>See G.S.P.S. Property –Retention Bylaw</i> <ul style="list-style-type: none"> <li><i>Pertaining to all physical property and related documentation</i></li> </ul>		
Public Order Unit	<i>See Training</i>		
Purchase Orders	<i>See Finance</i>		
Quality Assurance	<ul style="list-style-type: none"> <li>Reviews/recommendations</li> </ul>	<ul style="list-style-type: none"> <li>Permanent</li> </ul>	Strategic Operations
Record Suspensions	<ul style="list-style-type: none"> <li>Record Suspension – card file spreadsheet</li> <li>Sealed Packages – all related documents</li> </ul>	<ul style="list-style-type: none"> <li>Permanent</li> <li>Permanent</li> </ul>	Records & Customer Service
Records & Customer Service	<ul style="list-style-type: none"> <li>Customer Service Disclosure – spreadsheet</li> <li>Digital fingerprint Schedule – spreadsheet</li> <li>Family Court Motions – Court orders</li> <li>Insurance/Lawyer/General Public – requests</li> <li>Ledger of Occurrence Numbers and corresponding info (Pertaining to MVC reports)</li> <li>Letter of Destruction - of Fingerprints/Photographs</li> </ul>	<ul style="list-style-type: none"> <li>CY + 2Y</li> <li>CY + 2Y</li> <li>CY + 2Y</li> <li>CY + 2Y</li> <li>CY + 10Y</li> <li>CY + 2Y</li> </ul>	Records & Customer Service

RECORD	DESCRIPTION	RETENTION	BRANCH/ DIVISION
(cont.)	<ul style="list-style-type: none"> <li>• <b>Meeting Minutes</b></li> <li>• <b>Notification of Insurance</b> - pay outs</li> <li>• <b>Office of the Children's Lawyer</b> – request for Information</li> <li>• <b>Police Record Check</b> – application from member of public <ul style="list-style-type: none"> <li>▪ Results with all scanned documentation</li> <li>▪ Hard copy retained</li> </ul> </li> <li>• <b>Police Record Check</b> – results not picked up</li> <li>• <b>Police Record Check</b> – statistics</li> <li>• <b>Provincial Offence/By-law Tickets</b> – control list for 72 hour notice</li> <li>• <b>Provincial Offence Statistics</b></li> <li>• <b>Requests from Probation and Parole</b> – for information</li> <li>• <b>Suspension Notices Served</b></li> <li>• <b>Subpoena/Summons</b> – requesting records to court</li> <li>• <b>WAGG Motions and Court Orders</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>CY + 2Y</b></li> <li>• <b>CY + 2Y</b></li> <li>• <b>CY + 2Y</b></li> <li>• <b>CY + 2Y</b></li> <li>• <b>3M</b></li> <li>• <b>3M</b></li> <li>• <b>CY + 2Y</b></li> <li>• <b>CY + 2Y</b></li> <li>• <b>CY + 7Y</b></li> <li>• <b>CY + 2Y</b></li> <li>• <b>CY + 1Y</b></li> <li>• <b>CY + 2Y</b></li> <li>• <b>CY + 2Y</b></li> </ul>	
<b>Recruiting</b>	<i>See Human Resources and Professional Development</i>		
<b>Records</b>	Occurrence/Incident Reports are maintained electronically and include		<b>Records &amp;</b>

RECORD	DESCRIPTION	RETENTION	BRANCH/ DIVISION
<b>Management System (R.M.S.)</b>	but not limited to persons details & physical descriptors, general occurrence reports, arrest reports, witness statements, supplementary reports, stolen property lists etc. <ul style="list-style-type: none"> <li>2002 to Present – maintained on NICHE</li> <li>1989 to 2002 – maintained in OMPPAC</li> </ul>	<ul style="list-style-type: none"> <li><b>In accordance to NICHE Retention Bylaw</b></li> <li><b>In accordance to OMPPAC Retention Bylaw</b></li> </ul>	<b>Customer Service</b>
<b>Reporting Records</b>	<ul style="list-style-type: none"> <li>Federal Parole Reporting Document – input by Information Desk Officer</li> <li>Recognizance of Bail Report Cards – input by Information Desk Officer</li> </ul>	<ul style="list-style-type: none"> <li><b>CY + 1Y</b></li> <li><b>While active</b></li> </ul>	<b>Criminal Investigations</b> <b>Patrol Operations</b>
<b>Receipts</b>	<i>See Finance</i>		
<b>Resumes</b>	<i>See Human Resources and Professional Development</i>		
<b>School Resource</b>	<ul style="list-style-type: none"> <li><b>School Initiatives</b> – and all related materials and lesson plans</li> </ul>	<ul style="list-style-type: none"> <li><b>Until superseded + CY + 10Y</b></li> </ul>	<b>C.R.U.</b>
<b>Search and Rescue (SAR)</b>	<i>See Training</i>		
<b>Sex Offender Registration</b>	Includes records regarding the registration of sex offenders pursuant to Christopher’s Law. Includes but is not limited to notifications of duty to register, registration receipts, offender reports, CPIC printouts on offenders, and related correspondence	<ul style="list-style-type: none"> <li><b>A + CY + 25Y</b></li> </ul>	<b>Criminal Investigations</b>
<b>Special Projects – C.I.D.</b>	<b>Special Projects</b> - All files, documentation, correspondence, etc. - pertaining to Special Projects investigated by the Criminal Investigations Division	<ul style="list-style-type: none"> <li><b>Until superseded or obsolete</b></li> </ul>	<b>Criminal Investigations</b>
<b>Standard Operating</b>	Step-by-step instructions compiled by a Unit/Branch to assist workers	<ul style="list-style-type: none"> <li><b>Until superseded</b></li> </ul>	<b>Originator</b>



RECORD	DESCRIPTION	RETENTION	BRANCH/ DIVISION
Procedures	carry out complex/routine <b>operations</b> . SOPs aim to achieve efficiency, quality output and uniformity of performance, while reducing miscommunication and failure to comply with service regulations.	or obsolete	
Stores and Supplies	<i>See Equipment and Supplies</i>		
Suspensions Served	<i>See Records and Customer Service</i>		
Tactical	<ul style="list-style-type: none"> <li>Basic Tactical Orientation/course Evaluations</li> <li>Training Records</li> </ul>	<ul style="list-style-type: none"> <li>A + CY + 28Y</li> <li>A + CY + 28Y</li> </ul>	Integrated Operations
Telephone Messages	<i>See Transitory Records</i>		
Timekeeping	<i>See Payroll</i>		
Traffic	<ul style="list-style-type: none"> <li>Breath Screening Device Roadside – maintenance</li> <li>Breath Test Equipment – maintenance for evidentiary</li> <li>Fail to Stop Reports – involving indictable offence</li> <li>Fatal Collision/Major Accident Investigations – briefs</li> <li>Ledger of Occurrence Numbers and corresponding <i>See Records and Customer Service</i></li> <li>Motor Vehicle Collision reports (includes all reportable injury non-reportable and service related Motor Vehicle collisions)</li> <li>Speed Measurement Device – maintenance</li> <li>Statistical Information – files related to enforcement stats, spot-checks, accident stats, impaired stats <ul style="list-style-type: none"> <li>Motor Vehicle Collisions</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>A + CY + 10Y</li> <li>A + CY + 10Y</li> <li>Permanent</li> <li>Permanent</li> <li>CY + 10Y</li> <li>A + CY + 10Y</li> <li>CY + 10Y</li> <li>CY + 10Y</li> </ul>	Integrated Operations
Training	Training Records for all members (including POU, SAR)		Human

RECORD	DESCRIPTION	RETENTION	BRANCH/ DIVISION
	<ul style="list-style-type: none"> <li>• <b>Attendance at Conferences</b></li> <li>• <b>Course Application</b> – applications for courses for OPC, CPC, Intelligence and others (i.e. seminars and workshops), cheque request, expense account</li> <li>• <b>Course Attendance</b> - including any and all records pertaining to a members training (i.e. OPC, CPC, Firearms, Use of Force, First Aid etc.)</li> <li>• <b>Invoices</b> - proof of payment including costings for (Revolver club, Gun Range, CPC, OPC etc.)</li> <li>• <b>Lesson plans</b> –</li> <li>• <b>Video's, DVD's CD's etc.,</b> - used in delivering training</li> </ul>	<ul style="list-style-type: none"> <li>• <b>A + CY + 28Y</b></li> <li>• <b>CY + 5Y</b></li> <li>• <b>A + CY + 28Y</b></li> <li>• <b>CY + 7Y</b></li> <li>• <b>Until superseded + CY + 10Y</b></li> <li>• <b>Until superseded + CY + 10Y</b></li> </ul>	<b>Resources and Professional Development (Training Branch)</b>
<b>Transitory Records</b>	<p><b>Records including e-mail, voice mail text messages that have <u>temporary usefulness</u> and are not required to meet statutory obligations, set policy, establish guidelines or procedures, certify a transaction, become a receipt or provide evidence of a legal, financial or operational decision – <b>Do not need to be retained</b></b></p> <ul style="list-style-type: none"> <li>• <b>Telephone messages</b> - recorded on paper or electronic voice mail which do not record official decisions or future financial, operational, administrative, investigative, legal, vital or archival</li> <li>• <b>E-mails (sent or received)</b> - which do not record official decisions or future financial, operational, administrative, investigative, legal, vital or archival</li> <li>• <b>Working Papers/Anecdotal Notes</b> – includes but not limited to rough notes, work preparation material, drafts, research notes, statistical tables that do not contain significant data on the preparation of a final document or do not record final decisions of financial, operational, administrative, investigative, legal, vital or archival value</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Destroy</b></li> <li>• <b>Once Deleted (retained on server for 6M)</b></li> <li>• <b>Destroy</b></li> </ul>	<b>Administration</b>
<b>Travel Claim</b>	<i>See Finance</i>		

RECORD	DESCRIPTION	RETENTION	BRANCH/ DIVISION
Forms			
Trespass Notices	<i>See Records and Customer Service</i>		
Uniform Crime Reporting	<ul style="list-style-type: none"> <li>• <b>Crime Statistics</b></li> <li>• <b>Domestic Violence</b> -statistics</li> <li>• <b>Homicide Survey</b> - solved</li> <li>• <b>Homicide Survey</b> – unsolved</li> <li>• <b>Miscellaneous</b> - statistics</li> </ul>	<ul style="list-style-type: none"> <li>• <b>CY + 10Y</b></li> <li>• <b>Permanent</b></li> <li>• <b>CY + 10Y</b></li> <li>• <b>Permanent</b></li> <li>• <b>CY + 10Y</b></li> </ul>	<b>Records &amp; Customer Service</b>
ViClas Reports	<ul style="list-style-type: none"> <li>• <b>Violent Incident Crime Linkage Analysis System</b> - All reports</li> </ul>	<ul style="list-style-type: none"> <li>• <b>A + CY + 25Y</b></li> </ul>	<b>Criminal Investigations</b>
Victim Referral	<ul style="list-style-type: none"> <li>• <b>Referrals by Victim Referral Coordinator sent to SAVS and collected on stat sheet</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>A + CY + 25Y</b></li> </ul>	<b>Specialized Operations</b>
Victim Services	<ul style="list-style-type: none"> <li>• <b>Consent Forms</b> – Release of Information forms signed by clients authorizing Victim Services Branch to contact/intervene with other agencies on the client’s behalf</li> </ul>	<ul style="list-style-type: none"> <li>• <b>A + CY + 25Y</b></li> </ul>	<b>Specialized Operations</b>
Volunteers	<ul style="list-style-type: none"> <li>• <b>Event Attendance Logs</b></li> <li>• <b>Event and Project Files</b></li> <li>• <b>Lion’s Eye in the Sky</b> – recordings onto internal DVR</li> <li>• <b>Minutes</b> – Committee Meetings (Citizen on Patrol, Lion’s Eye in the Sky, etc.)</li> <li>• <b>Personnel Folders</b> – for all volunteers – with training certificates, uniform tracking etc. <i>See Human Resources</i></li> </ul>	<ul style="list-style-type: none"> <li>• <b>CY + 4Y</b></li> <li>• <b>CY + 7Y</b></li> <li>• <b>72 hours</b></li> <li>• <b>CY + 25Y</b></li> <li>• <b>A + CY + 28Y</b></li> </ul>	<b>Specialized Operations</b>
Volunteers			

RECORD	DESCRIPTION	RETENTION	BRANCH/ DIVISION
(cont.)	<ul style="list-style-type: none"> <li>• <b>Program Description</b> – including Job Descriptions , SOP's, Reference Material</li> <li>• <b>Resumes/Applications</b></li> <li>• <b>Storefront</b> – check in calendars, program files etc.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Until superseded + CY + 25Y</b></li> <li>• <b>CY + 2Y</b></li> <li>• <b>CY + 4Y</b></li> </ul>	
Wanted Posters	<ul style="list-style-type: none"> <li>• <b>Reward Posters etc.</b> – issued from other departments,</li> </ul>	<ul style="list-style-type: none"> <li>• <b>While valid</b></li> </ul>	Patrol Operations
Warrants	<p><b>Arrest Warrants</b></p> <ul style="list-style-type: none"> <li>• <b>Executed or rescinded Arrest warrants</b></li> <li>• <b>Index Cards</b> – created for arrest warrants received</li> <li>• <b>Outstanding warrants</b></li> </ul> <p><b>Committal Warrants</b></p> <ul style="list-style-type: none"> <li>• <b>Executed Committal warrants</b></li> <li>• <b>Index Cards</b> – created for committal warrants received</li> <li>• <b>Outstanding warrants</b></li> </ul> <p><b>Search Warrants</b></p> <ul style="list-style-type: none"> <li>• <b>Outstanding</b></li> <li>• <b>Executed</b></li> </ul> <ul style="list-style-type: none"> <li>• <b>Executed arrest and committal warrant cards - <i>see CPIC</i></b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Returned to Court</b></li> <li>• <b>Filed with Warrant</b></li> <li>• <b>Until Executed or rescinded or withdrawn</b></li> <li>• <b>Returned to Court</b></li> <li>• <b>Filed with Warrant</b></li> <li>• <b>Until Executed or recalled or withdrawn</b></li> <li>• <b>Until Executed or expired</b></li> <li>• <b>Filed at Courts with Information</b></li> </ul>	Specialized Operations (Courts)
Weapons – Service	<ul style="list-style-type: none"> <li>• <b>Carbine Allocation Index</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Permanent</b></li> </ul>	Integrated

RECORD	DESCRIPTION	RETENTION	BRANCH/ DIVISION
<b>Inventory and Inspection</b>	<p>This is a list of all department Carbines by serial number that provides the status, assignment and the date the annual service was performed on each Carbine, as well as any re-service dates.</p> <ul style="list-style-type: none"> <li>• <b>Deployment Reports</b></li> <li>• <b>Firearm Allocation Index</b> This is a list of all department firearms by serial number that provides the status, assignment and the date the annual service was performed on each firearm, as well as any re-service dates.</li> <li>• <b>Taser Allocation Index</b> This is a list of all department Tasers by serial number that provides the status, assignment and the date the annual service was performed on each Taser, as well as any re-service dates.</li> </ul>	<p>(until Carbine is disposed)</p> <ul style="list-style-type: none"> <li>• A + CY + 28Y</li> <li>• Permanent (until firearm is disposed)</li> <li>• Permanent (until Taser is disposed)</li> </ul>	<b>Operations (Armourer)</b>
<b>Wide Load Escorts</b>	<ul style="list-style-type: none"> <li>• <b>Permits</b> - copies</li> </ul>	<ul style="list-style-type: none"> <li>• A + 6M</li> </ul>	<b>Integrated Operations Traffic Unit</b>
<b>Wire Taps</b>	<ul style="list-style-type: none"> <li>• <b>Authorization</b> – and related documents</li> </ul>	<ul style="list-style-type: none"> <li>• A + CY + 25Y</li> </ul>	<b>Criminal Investigations</b>
<b>Witness Assistance and Re-location Program</b>	<ul style="list-style-type: none"> <li>• <b>All files</b> - documentation, correspondence, maintained by the Witness Protection officer in a secured drawer.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Until superseded or obsolete</b></li> </ul>	<b>Criminal Investigations</b>
<b>Working Papers (Anecdotal Notes)</b>	<i>See Transitory Records</i>		
<b>Work Place Safety and Insurance Board (W.S.I.B.)</b>	<i>See Human Resources and Professional Development</i>		
<b>Youth Referral</b>	<b>Youth Referral</b> - files directly related to Youth Referral containing		<b>Specialized</b>

RECORD	DESCRIPTION	RETENTION	BRANCH/ DIVISION
<b>Program</b>	warning forms, 3 month contract forms, mediation and case note forms. <ul style="list-style-type: none"> <li>○ Warnings and 3 month contracts</li> <li>○ Case notes</li> <li>○ Community Engagement/Events (outreach) through our internal stat sheet</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Destroyed upon completion</b></li> <li>• <b>CY + 5Y</b></li> <li>• <b>CY + 3Y</b></li> </ul>	<b>Operations C.M.U.</b>
<b>Youth/School Liaison</b>	<ul style="list-style-type: none"> <li>• <b>Presentations- Electronic and Focused patrols</b></li> <li>• <b>VTRAS (Violence Threat Risk Assessment) –referrals</b></li> <li>• <b>VTRAS – focused patrols</b></li> <li>• <b>Youth engagement – Focused Patrols</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>CY + 3Y</b></li> <li>• <b>CY + 3Y</b></li> <li>• <b>CY + 3Y</b></li> <li>• <b>CY + 3Y</b></li> </ul>	<b>Specialized Operations C.M.U.</b>

**SCHEDULE 2 TO BY-LAW 2020 - 1**  
**GOVERNING AUTHORITIES FOR GROUPS OF RECORDS**

<b>RECORDS MAINTAINED BY</b>	<b>AUTHORITIES</b>
<b>Alarm Registrations</b>	<b>Greater Sudbury Police Services Board</b> <b>False Alarm Reductions</b> <b>Bylaw 2002-01</b>  <b>Greater Sudbury Police Service</b> <b>Procedures</b>
<b>CPIC</b>	<b>CPIC Manuals – Canadian Police</b> <b>Information Centre (A National Police</b> <b>Service of the RCMP)</b>  <b>CPIC Advisory Committee</b>  <b>Ministry of Community and</b> <b>Correctional Services (Policing Services</b> <b>Division)</b>  <b>Ontario Police Civilian Commission</b>  <b>Greater Sudbury Police Service</b> <b>Procedures</b>
<b>Central Records</b>	<b>Municipal Freedom of Information &amp;</b> <b>Protection of Privacy Act</b>  <b>Criminal Records Act</b>  <b>Income Tax Act</b>  <b>Ontario Policing Standards Manual</b>  <b>Police Services Act and Regulations</b>  <b>Police Record Checks Reform Act</b>  <b>OACP LEARN Committee</b>  <b>Greater Sudbury Police Service</b> <b>Procedures</b>
<b>Criminal Investigations Division</b>	<b>Police Services Act and Regulations</b>

**SCHEDULE 2 TO BY-LAW 2020 - 1**  
**GOVERNING AUTHORITIES FOR GROUPS OF RECORDS**

	<p><b>Christopher's Law (Sex Offender Registry)</b></p> <p><b>Ontario Policing Standards Manual</b></p> <p><b>Ontario Major Case Management Regulation and MCM Manual</b></p> <p><b>Greater Sudbury Police Service Procedures</b></p>
<b>Forensic Identification</b>	<p><b>Criminal Code of Canada</b></p> <p><b>Youth Criminal Justice Act</b></p> <p><b>Criminal Records Act</b></p> <p><b>Identification of Criminals Act</b></p>
<b>Human Resources &amp; Professional Development</b>	<p><b>Employment Standards Act</b></p> <p><b>Worker's Compensation Act</b></p> <p><b>Ministry of Labour Act</b></p> <p><b>Greater Sudbury Police Service Procedures</b></p> <p><b>Police Services Act and Regulations</b></p> <p><b>Greater Sudbury Police Service Collective Agreements</b></p> <p><b>Pay Equity Act</b></p> <p><b>Municipal Freedom of Information &amp; Protection of Privacy Act</b></p> <p><b>Accessibility for Ontarians with Disabilities Act</b></p> <p><b>Workplace Safety and Insurance Act</b></p> <p><b>Ontario Human Rights Code</b></p> <p><b>Occupational Health and Safety Act</b></p>



**SCHEDULE 2 TO BY-LAW 2020 - 1**  
**GOVERNING AUTHORITIES FOR GROUPS OF RECORDS**

<b>Materials &amp; Resources</b>	<b>Fire Code</b>  <b>Income Tax Act</b>  <b>Ministry of Labour Act</b>  <b>Police Services Act and Regulations</b>  <b>Greater Sudbury Police Service Procedures</b>  <b>City of Greater Sudbury Purchasing By-Law</b>  <b>Reserve Funds By-law</b>  <b>Financial City By-laws as passed from time to time</b>
<b>Planning &amp; Research</b>	<b>Police Services Act and Regulations</b>  <b>Ontario Policing Standards Manual</b>  <b>Provincial and Federal Statutes</b>  <b>Greater Sudbury Police Services Collective Agreements</b>  <b>Greater Sudbury Police Service Procedures</b>
<b>Professional Standards</b>	<b>Police Services Act and Regulations</b>  <b>Greater Sudbury Police Services Collective Agreements</b>  <b>Greater Sudbury Police Service Procedures</b>  <b>Provincial and Federal Statutes</b>

**SCHEDULE 2 TO BY-LAW 2020 - 1**  
**GOVERNING AUTHORITIES FOR GROUPS OF RECORDS**

<b>Property/Exhibits</b>	<b>Police Services Act and Regulations</b> <b>Ontario Policing Standards Manual</b> <b>Firearms Act</b> <b>Controlled Drugs and Substances Act</b> <b>Greater Sudbury Police Service Procedures</b>
<b>Training and Professional Development Branch</b>	<b>Police Services Act and Regulations</b> <b>Occupational Health and Safety Act</b> <b>Ontario Policing Standards Manual</b>
<b>Greater Sudbury Police Services Board</b>	<b>Police Services Act and Regulations</b> <b>Municipal Freedom of Information &amp; Protection of Privacy Act</b> <b>Municipal Act</b> <b>Occupational Health and Safety Act</b> <b>Public Sector Salary Disclosure</b>