

Policy Type: **Executive Limitations**

Policy Title: **Records Classification and Retention**



## Policy Statement

In accordance with its responsibilities under the *Municipal Act*, the Board is committed to establishing a records and information management system that promotes and facilitates the responsible management of records. The system structure removes barriers to access while also protecting privacy and allows information to be available in a timely fashion to those who need it in support of effective decision-making. The records classification and retention system fosters accountability, the protection of personal and confidential information, preserving corporate memory and the history of the DRPS while improving organizational efficiencies and mitigating risk.

## Policy Application

### Definitions

In this policy,

**Municipal Act** means the Municipal Act, 2001, S.O. 2001, as amended or replaced from time to time;

**Record** means any Record of information, however recorded, whether in printed form, on film, by electronic means or otherwise as defined in the *Municipal Freedom of Information and Protection of Privacy Act*; and

**Transitory Records** means a Record that is useful for only a short time and has minor importance by not being required to meet statutory obligations, set policy, establish guidelines or procedures, certify a transaction, commit the DRPS to an action, becomes a receipt or provide evidence of legal, financial, operations or other office requirements for the DRPS.

Transitory Records may include, but are not limited to, personal emails, drafts, unsolicited advertising, convenience copies of Business Value Records, or matters not related to the business of the DRPS.

1. The DRPS will establish and publish the retention periods for all records under the custody and control of the DRPS.
2. DRPS departments/sections/units, or designates, are responsible for the appropriate classification of records, in consultation and/or advise from the Records Manager and/or Records Unit, taking into account the legal, financial, administrative, operational and permanent values of each record.
3. The retention schedule will be reviewed on an annual basis and brought forward for approval if any changes warrant the Board's approval.
4. The Chief of Police shall have authority over all records in the custody and control of the DRPS, and the following principles shall govern the destruction of records:
  - i. Records of the DRPS may be destroyed in accordance with the schedule determined by the Chief of Police; or
  - ii. The record is a Transitory Record;
  - iii. All Records shall be destroyed in a manner that preserves the confidentiality of any information contained in such a Record.
5. A Record shall not be destroyed if it pertains to a pending or actual litigation or investigation or a request under any privacy legislation until such record is no longer required for such purpose.

## **Reporting**

The records classification and retention document shall be posted on the web sites of the Durham Regional Police Service and the Durham Regional Police Service Board. Any substantial changes to the document shall be reported to the Board.