

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.

Durham Regional Police Service
Records Classification and Retention By-law # 002-2022

Schedule “A”

Classification & Retention Schedule



TABLE OF CONTENTS

Overview	<i>pg. 2</i>
Table Headings	<i>pg. 3</i>
Definitions	<i>pg.4-5</i>
Classifications & Retention Schedule:	
1. ADM – Administration	<i>pg. 6</i>
2. CRO - Crime/Offender Management & Registration	<i>pg. 7-10</i>
3. CRP - Crime Prevention	<i>pg. 11</i>
4. EFF - Equipment, Facilities & Fleet	<i>pg. 12-13</i>
5. FIN - Financial Management	<i>pg. 14-15</i>
6. HRM - Human Resources Management	<i>pg. 16-18</i>
7. ITM - Information Technology Management	<i>pg. 19-20</i>
8. LEG - Legal Services	<i>pg. 21</i>
9. PRE - Protection & Enforcement	<i>pg. 22-26</i>
10. PRO - Property	<i>pg. 27</i>
11. PSB - Police Service Board	<i>pg. 28-29</i>
12. PST - Professional Standards	<i>pg. 30</i>
13. QUA - Quality Assurance	<i>pg. 31</i>
14. RIM - Records & Information Management	<i>pg. 32</i>
15. TRA - Training	<i>pg. 33-34</i>
16. TRS - Traffic Services	<i>pg. 35</i>
17. VERX - VERSADEX Appendix	<i>pg. 36</i>
Citations: Provincial & Federal	<i>pg. 37-56</i>

OVERVIEW

The Durham Region Police Service (DRPS) is committed to establishing best Records and Information management practices that promote and facilitate the responsible management of Records through their Life Cycle in order to support accountable and effective delivery of services and decision making.

The records classification and retention structure is a valuable tool to manage the records and information created or received by the Durham Regional Police Service (DRPS) and it is an important strategic business recourse. The systematic application of managing information through a classification structure allows for the control of information assets throughout their lifecycle. By consistently identifying information, regardless of where it is held, the structure removes barriers to access (assuming appropriate permissions) while also protecting privacy and allows information to be available in a timely fashion to those who need it. This access is essential for supporting decision-making and sharing the knowledge developed through collaboration efforts. Such a system also supports accountability and good governance, protects personal and confidential information, captures and preserves the corporate memory and the history of the DRPS while improving organization efficiencies and mitigating risk.

The DRPS is adopting the standard of a functionally based classification structure to provide a hierarchical framework for the organization and description of records. The structure is based on the content of the document(s) and applies to all records, regardless of the medium. Each classification category is accompanied by a retention timeframe that reflects applicable legislation, business and/or operational need. The main reasons for a functional approach are as follows:

- Eliminates duplication of records because all records related to a specific function are grouped together rather than split up among departments;
- Provides integrity and thus reliability when searching for information within the central repository because all “like” things are filed together rather than “classified” under different departments;
- Business functions are independent of organizational structure. Changes in organizational structure do not affect the classification scheme. It doesn’t have to be “re-invented”;
- Department names are forever changing, but functions remain constant;
- Reduces silos of information.

DEFENITIONS

Business Retention can be defined as approved retention periods for all records crated in the ongoing DRPS activities that are driven by legislative obligations and or operational requirements. The business retention column specifics how long records in each activity are to be kept for before they can be disposed of.

Business Value means a Record in the custody and control of the DRPS that serves important functions, such as supporting program delivery or policy development, committing the DRPS legal, financial, and operational and other official requirements, or providing evidence of obligations, responsibilities, decisions and actions.

Disposition means to destroy or otherwise dispose of a Record after its retention period has expired in accordance with the Records Classification and Retention By-law. To 'otherwise dispose of a Record' means to:

1. Archive - to deem a Record has historical value to the Town, justifying its preservation in an archive; and
2. Suspend - delaying the Disposition due to a Legal Hold or operational reasons in accordance with this Policy;

Legal Hold means a Record being secured and not destroyed in the event of, or in anticipation of, an audit, investigation, litigation or order by a decision making body or tribunal to examine or otherwise require the Records as part of a proceeding or as evidence.

Life Cycle means the life span or time period from the creation or receipt of a Record through its useful life to its final Disposition. The Life Cycle stages of a Record include: 1) creation or collection; 2) maintenance and use; 3) storage and retrieval; and, 4) retention and disposition;

Official Record means a Record in the custody and control of the Town that has business value in that it serves important functions, such as supporting program delivery or policy development, committing the Town to an action, meeting legal, financial, and operational and other official requirements, or providing evidence of obligations, responsibilities, decisions and actions.

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

Records and Information Management means a management framework of organizational processes and systems to acquire, create, organize, distribute and use information in the form of Records, and includes activities required for systematically controlling the Life Cycle of Records.

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 DRPS to an action, become 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, telephone messages, drafts, unsolicited advertising, miscellaneous notices or memorandums, external publications, convenience copies of Business Value Records, or matters not related to the business of the DRPS.

TABLE HEADINGS

Classification Code

A five-digit alpha-numeric code composed of the three letter coding associated with the functional filing area of the Records Series and the two-digit number associated with the Records Series.

Record Series

Record series are defined as a group of related records that have the same form and function, are filed as a unit and are maintained together for retention scheduling purposes. Record series are destroyed as a unit when the retention period is up unless there is a specific reason that requires the DRPS to keep these records (e.g., due to pending legislation, current or anticipated litigation, audits, major cases, investigations etc.).

Description

Includes the scope of Official Records contained within a records series. Official records serve as evidence of a business transaction, as such these are the records to which retention is applied. The types of documentation found in each record series are described in what is referred to as a scope note under this description field which in some cases lists specific records, while in others refers more generally to work processes.

Office of Primary Interest (OPI)

An OPI refers to a department, unit, section or any other identifier within the DRPS to which the authority, responsibility and accountability to perform a particular function on behalf of the DRPS has been specifically assigned by legislation, regulation, policy bylaw or mandate.

Business Retention

This column specifies the length of time records must be kept. An event such as the termination of an agreement or project close may be used to indicate when the retention calculation begins. Retention will be triggered by the relevant date of the

record unless the trigger for retention is event based. Retention is listed in years unless another measurement is specifically listed (e.g. days/months).

Retention Coding: CY = Current Year, E = Event, EOL = End of Life, P = Permanent, S/O = Superseded (S) or Obsolete (O)

Security Classification

In order to protect the confidentiality and integrity of the Durham Regional Police Service (DRPS) records, each record series is assigned a security classification, being either Unclassified or falling in between Protected A and Protected B.

1. Unclassified - this classification applies to all records & information that is shareable with anyone, including the public domain. Disclosure of unclassified records and/or information is not expected to adversely impact the Durham Region Police Board/Service including its members, stakeholders, business partners, and/or individual members of the public.
2. Protected A - applies to information or assets that, if compromised, could **cause injury** to the Durham Region Police Board/Service including its members, stakeholders, business partners, and/or individual members of the public. This classification applies to general information intended or appropriate for any internal audience or a restricted external audience such as stakeholders. Internal access is unrestricted, but external access is based on a business need-to-know basis
3. Protected B - applies to information or assets that, if compromised, could **cause serious injury** to the Durham Region Police Board/Service including its members, stakeholders, business partners, and/or individual members of the public. This classification applies to the most sensitive business information that is intended for a limited audience. Records which are designated as confidential are accessible only by a defined sub-group of the Town of Whitby. Access permissions may be given to staff based on their membership to a specific group or individually as Town of Whitby management deems appropriate.

Trigger

The Trigger columns gives specific instructions as to how retention should be applied for specific Record Series.

Citations and Comments

The Comments/Citation columns provide the cross reference identifier to the legislative citations that are recommended as applicable for each category of records as well as, any clarifying points that are not included in the Description column.

**Durham Region Police Service
Records Classification & Retention Schedule "A"**

Classification Code	Records Series	Description	OPI	Business Retention	Security Classification	Trigger	Comments	Citation
ADMINISTRATION (ADM) - The function of managing various and broad administrative categories within the DRPS.								
ADM-01	Activity Logging	Includes records regarding the routine logging and tracking of administrative activities. <u>Excludes:</u> Logs of Communications Recordings -see ITM-03 <u>Excludes:</u> External Request Logs -see ADM11	Originating	C+3	Unclassified			101, 120
ADM-03	Associations	Includes records regarding membership and participation in various Associations or societies. <u>Excludes:</u> Police Associations and other Unions -see Collective Bargaining PSB-09 <u>Excludes:</u> Payment Processing -see FIN-19		C+1	Unclassified		Individual membership records may be placed in employee file.	
ADM-05	Committees	Includes any and all records regarding conferences and seminars attended by DRPS staff.	Originating	C+6	Unclassified			
ADM-07	Correspondence	Includes correspondence records between the DRPS and the Federal, Provincial and Municipal Governments. Also included are correspondence records with other Police Services. <u>Excludes:</u> Joint Forces Operations -see PRE-31	Originating	C+4	Protected A			
ADM-09	Forms Management	Includes records regarding the administration and creation of DRPS Forms.	Quality Assurance	C+7	Unclassified			
ADM-11	Leadership Group	Includes various records regarding the activities of the Leadership Group at the DRPS.	Chief's Office	C+15	Protected A			
ADM-13	Media Relations	Includes records regarding the relationship between the DRPS and the news media. Includes but is not limited to media inquiries, news releases, press conferences, news clippings, emails, and related correspondence. <u>Excludes:</u> Articles for Archival Purposes -see PSB-03	Corporate Communications	P	Protected A			121
ADM-15	Website Content Management	Includes records regarding the management of information presented to the public using the DRPS Website.	Corporate Communications	C+5	Protected A			18, 101, 120, 121

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**Durham Region Police Service
Records Classification & Retention Schedule "A"**

Classification Code	Records Series	Description	OPI	Business Retention	Security Classification	Trigger	Comments	Citation
CRIME/OFFENDER MANAGEMENT AND REGISTRATION (COR) - The function of managing various crime/offender and registration records.								
COR-01	Automated Fingerprint Identification System (AFIS)	Includes records regarding the matching of fingerprints against the collection of fingerprints held in the Automated Fingerprint Identification System (AFIS).	Forensic Identification	E+2	Protected B	E=Date of disposition.	Retain for two years from date of disposition	
COR-03	Bail Reporting	Includes records regarding reports from persons who are on bail.	Offender Management	C+1	Protected A			
COR-05	Centre for Forensic Sciences (CFS) Reports	Includes records of tests conducted on behalf of DRPS by the Centre for Forensic Sciences (CFS).	Forensic Identification	C+6	Protected B		Scanned to Versadex	
COR-07	Criminal Intelligence	Includes any information derived from a recognized intelligence source. Includes, but is not limited to, confidential human sources, physical surveillance, undercover police officers, other intelligence agencies, joint force intelligence operations, or any other information directly or indirectly linked to criminal organizations or organized crime subjects. Excludes, all electronic surveillance, video surveillance and all lawful interception.	Intelligence Unit	P	Protected B		Retain until case is disposed.	
COR-09	Crime Analysis	Includes records of crime analysis activities within DRPS. Includes, but is not limited to, source data generated by the Crime Analysis Unit. Also includes the final product of analysis.	Crime Analysis Unit / Planning Unit / Intelligence	C+5	Protected A			
COR-11	Crime Scenes Access and Attendance	Includes records regarding the attendance of DRPS members at crime scenes and access control used at crime scenes.	Intelligence Unit	P	Protected A			
COR-13	Enforcement Monitoring	Includes records regarding the monitoring of criminal activity, such as gang violence, prostitution, and drug dealing. Includes, but is not limited to, surveillance records, reports from confidential human sources and related correspondence.	Intelligence Unit	C+10	Protected B			

COR-15	Fingerprints – Accused	Includes records regarding the fingerprints taken during the process of charging individuals with criminal offences.	Forensic Identification	C+80	Protected A		Special consideration maybe given to requests for destruction of non-convictions.	
COR-17	Fingerprints – Elimination	Includes records regarding fingerprints taken to eliminate individuals from criminal investigations.	Forensic Identification	C+6	Protected A			
COR-19	Firearms Licencing	Includes records regarding the licencing of firearms within the Region.	Area Firearms Officer/Provincial Firearms Officer		Unclassified			
COR-21	Forensic Identification – DNA Analysis	Includes records regarding the collection of DNA samples from suspects, and matching them against records of DNA samples obtained as part of a criminal investigation.	Forensic Identification	E+2	Protected A	E=Date of disposition.	The retention of documentation produced in the course of duties by our employees in the Firearms Unit are subject to the terms of the Memorandum of Understanding between our Chief of Police and The Chief Firearms Officer for the Province.	
CRO-23	Forensic Identification – Footwear Analysis	Includes records regarding the collection of footprints from crime scenes, in an effort to identify the footwear worn by a suspect as part of a criminal investigation.	Forensic Identification	E+2	Protected A	E=Date of disposition.		
COR-25	Forensic Identification – Scenes of Crime Fingerprinting	Includes records regarding the collection of fingerprints from crime scenes as part of a criminal investigation. <u>Excludes:</u> Records added to Incidents Reports -see Incident Reporting PRE-27	Forensic Identification	E+2	Protected A	E=Date of disposition.		
COR-27	Forensic Identification – Photography – Accused (Mugshots)	Includes records regarding the photographing of the accused as part of a criminal investigation in accordance with the Identification of Criminals Act.	Forensic Identification	C+80	Protected A			
COR-29	Major Case Investigations – Homicide/Sexual Assault – Archived/Solved (Pre-Versadex)	Includes all Major Case Homicide/Sexual Assault files/investigations occurring prior to Versadex Implementation. Includes, but is not limited to, investigative reports, witness statements, autopsy results.	Homicide / Sexual Assault	P	Protected B		All Homicide documents to be scanned to the Homicide Secure Drive.	

COR-31	Major Case Investigations – Homicide/Sexual Assault – Archived/Unsolved (Pre-Versadex)	Includes all Major Case Homicide/Sexual Assault files/investigations occurring prior to Versadex Implementation. Includes, but is not limited to, investigative reports, witness statements, autopsy results.	Homicide / Sexual Assault	P	Protected B		All Homicide documents to be scanned to Homicide Secure Drive in PDF format and originals to be retained in hardcopy format.	
COR-33	Medical Evidence	Includes records regarding the collection of evidence from medical practitioners as part of a criminal investigation.	Investigative Unit	P	Protected A		Scanned to Versadex.	
COR-35	Parole	Includes various and all records of individuals who are currently on Parole.	Offender Management Unit	P	Protected A		Any Parolee Flag record on Versadex to remain on for 40 years for serious offences, 3 years for minor offences and scanned to Versadex.	
COR-37	Polygraph Testing	Includes records regarding the conduct of polygraph (lie detector) tests as part of a criminal investigation.	Polygraph Unit	C+15	Protected A		Homicide investigations to be retained permanently.	
COR-39	Sex Offender Registry	Includes records regarding the registration of sex offender's pursuant to Christopher's Law.	Offender Management Unit	E+3	Protected B	E=Completion on Sex Offender Registry.	Flag record on Versadex to remain on for 3 years after completion on the registry. Originals housed on Ontario Provincial Police server.	102
COR-41	Telephone Toll Analysis	Includes records of telephone tolls and similar charges incurred by persons under investigation.	Investigative Unit	P	Protected A		Scanned to Versadex.	
COR-43	Threat Assessment	Includes records of the creation of a Threat Assessment on a person under investigation. Includes, but is not limited to, requests for a Threat Assessment, CPIC information, background information, information from outside agencies.	Threat Assessment Unit	P	Protected A		Background information such as CPIC can be purged in 5 years. Entities to be flagged on Versadex for 3 years.	

COR-45	Violent Incident Crime Linkage Analysis System (ViCLAS)	Includes records regarding the use of the Violent Incident Crime Linkage Analysis System (ViCLAS) to identify similarities in the Modus Operandi (M.O.) of perpetrators of violent crime.	Records	P	Protected A		Original hardcopies (pre-electronic) scanned then purged. Electronic versions stored by Provincial ViCLAS Centre.	156
COR-47	Wandering Persons	Includes records regarding persons suffering from Autism, Alzheimer's Disease or similar forms of dementia who may become disoriented in public places. Includes, but is not limited to, records received from caregivers, registry listings, photographs, medical information and related correspondence.	Originating	S	Unclassified		Flag record on Versadex to be removed when no longer applicable.	

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**Durham Region Police Service
Records Classification & Retention Schedule "A"**

Classification Code	Records Series	Description	OPI	Business Retention	Security Classification	Trigger	Comments	Citation
CRIME PREVENTION (CRP) - The function of managing and the records relating to the delivery of community engagement by the DRPS.								
CRP-01	Community Sponsorship – Food and Toy Drive	Includes records regarding the solicitation of support for the Food and Toy Drive from service clubs, community organizations and leading industries in the community.	Chief's Office	C+2	Protected A			
CRP-03	Community Events	Includes records of DRPS participation in community events. Excludes Pay Duty Policing at public events -see FIN-29.	Originating	E+2	Protected A	E=Date of Event		
CRP-05	Kid's Safety Village	Includes records of activities at the Kid's Safety Village. Includes, but is not limited to, lesson plans, event plans.	Originating	S	Protected A			
CRP-07	Neighbourhood Watch	Includes records regarding the organization of active Neighbourhood Watch programs. Includes, but is not limited to, lists of current volunteer members, maps and plans, and related correspondence.	Originating	SO	Protected A			Records for Neighbourhood Watches that have been dormant for 1 year will be destroyed.

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**Durham Region Police Service
Records Classification & Retention Schedule "A"**

Classification Code	Records Series	Description	OPI	Business Retention	Security Classification	Trigger	Comments	Citation
EQUIPMENT, FACILITIES & FLEET (EFF) - The function of managing facilities, fleet and equipment at the DRPS.								
EFF-01	Breath Testing Equipment Maintenance – Evidentiary	Includes records regarding the maintenance and reliability of evidentiary breath testing equipment and related items.	Traffic Services	E+5	Protected A	E=Life of Equipment.		
EFF-03	Building Maintenance	Includes records regarding the routine maintenance of DRPS buildings and facilities in the Region. <u>Excludes:</u> Decontamination of Facilities -see EFF-09	Facilities	C+3	Protected A			101, 120
EFF-05	Building Security	Includes records regarding the securing of DRPS premises. Includes but is not limited to records of "fobs" used by the Access Control System, sign-in logs, records of security breaches, and related correspondence. **Note – Sign in logs to be retained by each Building Administrative Clerk; fobs and proximity cards used by the Access Control System to be retained by Financial Services; security breaches and record keeping – incident to be filed on Versadex or reported through Professional Standards if breach is internal.**	Financial Services / Professional Standards	C+3	Protected B		Outside camera CCTV recordings are stored by Information Technology for 30days.	101, 120
EFF-07	Communication Equipment Inquiries	Includes records used to report failures of communication equipment, such as telephones, radios, dictation devices and other communications technology.	Communications	C+3	Protected A			101, 120
EFF-09	Decontamination of Facilities	Includes records regarding the decontamination of DRPS facilities to restore a safe and healthy environment.	Facilities	C+5	Protected A			101, 120, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134
EFF-11	Departmental – Motor Vehicle Accidents Involving DRPS Vehicles	Includes records regarding the claims arising from motor vehicle accidents involving DRPS vehicles. Includes but is not limited to accident reports, insurance adjusters' reports, and statements of claim.	Fleet	E+6	Protected A	E=All claims settled.		101, 118, 119, 120
EFF-13	Equipment Issued to Officers	Includes records regarding the issuance of equipment to officers. <u>Excludes:</u> Use of Force items -see TRA-21 <u>Excludes:</u> Equipment Returned Lists – see HRM-11	Quartermasters	E+1	Protected A	E=Duration of service.		101, 118, 119, 120

EFF-15	Facility Files	Includes records regarding each facility occupied by DRPS Includes but is not limited to asbestos reports, fire alarm maintenance records, fire extinguisher maintenance records, plans and drawings and related correspondence.	Facilities	E+2	Protected B	E=Facility vacated by the DRPS		101, 113, 114, 120, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132
EFF-17	Fuel Consumption and Handling – Site Records	Includes records regarding the fuel consumed at police facilities.	Fleet	C+2	Protected A			
EFF-19	Inventory	Includes records regarding inventories of non-issued equipment and office supplies.	Originating	S	Unclassified			
EFF-21	Stores Requisitions	Includes records regarding the requisitions for items from the Quartermaster's Stores.	Quartermasters	C+3	Unclassified			
EFF-23	Vehicle and Vessel Repair and Maintenance – On-going Fleet	Includes records regarding requests for repairs and maintenance to police vehicles and marine vessels in the current on-going fleet.	Fleet	E+1	Protected A	E=Disposal of vehicle or vessel		101, 120
EFF-25	Vehicle and Vessel Repair and Maintenance – Historical Vehicles	Includes records regarding requests for repairs and maintenance and any history of any vehicle deemed by the Chief of Police or his designate to be historic.	Fleet	P	Protected A			101, 120
EFF-27	Vehicle and Vessel Repair and Maintenance – Long Term Vehicles	Includes records regarding requests for repairs and maintenance and any history of any vehicle that is determined by the Fleet Manager to have a life expectancy beyond 10 years.	Fleet	P	Protected A			101, 120
EFF-29	Workplace Environmental Monitoring	Includes records regarding the monitoring of health and safety conditions at DRPS workplace. Includes but is not limited to air quality monitoring, noise level monitoring and related correspondence.	Facilities	S+5	Protected A			123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133

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**Durham Region Police Service
Records Classification & Retention Schedule "A"**

Classification Code	Records Series	Description	OPI	Business Retention	Security Classification	Trigger	Comments	Citation
FINANCIAL MANAGEMENT (FIN) - The function of managing various financial aspect and resources at the DRPS.								
FIN-01	Financial Audits	Includes any and all records regarding any financial audits conducted at the DRPS by internal or external parties.	Financial Services	C+7	Protected A			
FIN-03	Budgeting	Includes records regarding the process of budgeting for revenues and expenditures at DRPS.	Financial Services	C+5	Protected B		Subject to archival selection.	
FIN-05	Cash Receipts (Copies only)	Includes records of cash payments received by DRPS.	Financial Services	C+1	Protected A		Electronic receipts housed on server. Originals housed with the Region of Durham.	21
FIN-07	Deposits	Includes records regarding deposits of funds made at the Region of Durham.	Financial Services	C+8	Unclassified			21
FIN-09	Drivers' Licence Suspension	Includes records regarding the financial transactions relating to the suspensions of motorists' drivers' licences. <u>Excludes:</u> Impaired Driving -see Crown Briefs PRE-17 or PRE-19.	Originating	C+3	Protected A			115
FIN-11	Leases - Buildings & Equipment (Copies only)	Includes any and all records regarding the leasing of DRPS facilities or equipment.	Financial Services	E+1	Protected A	E=Termination of lease agreement	Originals housed with the Region of Durham	101, 157
FIN-13	Leases - Vehicles	Includes records regarding the leasing of DRPS vehicles.	Financial Services	E+1	Protected A	E=Termination of lease agreement		101, 157
FIN-15	Major Capital Projects	Includes records regarding projects involving major expenditures of capital such as buildings and/or aircraft.	Financial Services	E+8	Protected B	E=Project Completion	Originals housed with the Region of Durham	21
FIN-17	Monthly Financial Reports	Includes monthly reports regarding the financial performance of DRPS.	Financial Services	C+5	Protected A			
FIN-19	Payment Processing (Copies Only)	Includes copies of records regarding the processing of requests for payment. Includes but is not limited to purchasing records, credit card payments, invoices, payment requests, purchase requisitions, purchase orders, credit card statements, expense claims, petty cash reimbursement, requests for advancement and related correspondence. (Originals maintained by Durham Region)	Financial Services	C+1	Protected A		Originals housed with the Region of Durham	21

FIN-21	Revenues	Includes records regarding fees or other revenues earned by DRPS including invoices.	Financial Services	C+8	Protected A		21
FIN-23	Signing Authorities (Copies only)	Includes records regarding the delegation of signing authority for the approval of expenditures.	Financial Services	S+6	Unclassified	Originals housed with the Region of Durham	
FIN-25	Taxation	Includes any records regarding the payment and collection of taxes by DRPS, including H.S.T.	Financial Services	C+8	Protected A	Originals housed with the Region of Durham	21
FIN-27	Tenders and Quotations	Includes copies of records regarding the process of obtaining competitive tenders and quotations for goods and services purchased by DRPS (Originals maintained by Durham Region)	Financial Services	C+3	Protected B	Originals housed with the Region of Durham	101, 120
FIN-29	Pay Duty Requests	Includes records regarding the processing of Pay Duty requests and the compensation of Pay Duty Officers.	Financial Services	C+8	Protected A		21, 24, 101, 103, 104, 105, 116, 117, 120

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**Durham Region Police Service
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Classification Code	Records Series	Description	OPI	Business Retention	Security Classification	Trigger	Comments	Citation
HUMAN RESOURCES MANAGEMENT (HRM) - The function of managing human resources records.								
HRM-01	Auxiliary Officers	Includes any records between the DRPS and the Auxiliary Unit.	Human Resources	P	Protected B			
HRM-03	Awards and Honours – Civilian	Includes records regarding the awards and honours bestowed upon Civilian members at DRPS. Includes but is not limited to criteria for awards, lists of recipients, and related correspondence. <u>Excludes:</u> Individual Awards -see HRM-09	Human Resources	P	Unclassified			
HRM-05	Awards and Honours – Sworn	Includes records regarding awards and honours bestowed upon Uniform members at DRPS. Includes but is not limited to criteria for awards, lists of recipients, and related correspondence. <u>Excludes:</u> Individual Awards -see HRM-11	Human Resources	P	Unclassified			
HRM-07	Emergency Notification	Includes records regarding the notification of employees' families in the event of an emergency.	Human Resources	S	Protected A		Old emergency records are stored in Personnel File prior to implementation of PeopleSoft.	
HRM-09	Employees – Civilian	Includes records regarding the relationship between DRPS and Civilian employees. Includes but is not limited to tax deduction records, insurance coverage, OMERS information, applications for transfer, course completion certificates, performance reviews, cessation of employment forms, notices of retirement and related correspondence.	Human Resources	P	Protected A			17, 20, 24, 101, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 116, 117, 120, 141
HRM-11	Employees – Sworn	Includes records regarding the relationship between DRPS and its Uniform employees. Includes but is not limited to authorizations for release of information, pre-background questionnaires, local police inquiries, credit bureau inquiries, essential competency interview results, new recruit and experienced officer checklists, school reference reports, reference checks, certified copies of fingerprints, assessments, personal history forms, applications, records of equipment issued, course completion certificates, performance evaluations, promotional assessments, promotional endorsements, equipment return lists, cessation of employment forms, notices of retirement and related documents.	Human Resources	P	Protected B			17, 20, 24, 101, 103, 104, 105, 116, 117, 120, 159

HRM-13	Employee Fingerprints (Uncertified Copies)	Includes records regarding employee fingerprinting for identification purposes. <u>Excludes:</u> certified copies -see Employees HRM-09/11	Forensic Identification	E+6	Protected B	E=Duration of Service.		
HRM-15	Employee Medical Records	Includes records regarding the photographing of employees for identification purposes.	Human Resources - Medical Officer	P	Protected B		Employee medical records are confidential.	123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133
HRM-17	Employee Photographs	Includes records regarding the photographing of employees for identification purposes.	Forensic Identification	P	Protected A			
HRM-19	Grievances	Includes records regarding grievances filed by DRPS employees.	Human Resources	P	Protected A			101, 120
HRM-21	Health & Safety	Includes records regarding the occupational health and safety of DRPS employees.	Human Resources	P	Protected A			123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 138, 139, 140
HRM-23	Performance Management	Includes records regarding the process of managing and evaluating employee performance. <u>Excludes:</u> Individual employee performance appraisals -see HRM-09/11.	Human Resources	P	Protected A			
HRM-25	Position Posting	Includes records regarding the posting of available positions within the DRPS.	Human Resources	E+3	Unclassified	E=Position posting complete.		
HRM-27	Promotional Examinations & Interviews	Includes records regarding the process of conducting promotional examinations and interviews for the advancement of Uniform employees. <u>Excludes:</u> Individual employee records -see HRM-11.	Human Resources	C+3	Protected A			101, 120
HRM-29	Recruiting	Includes records regarding the process of attracting new recruits and experienced officers from other Police Services to DRPS <u>Excludes:</u> Individual employee records -see HRM-11	Human Resources	C+3	Unclassified			101, 120
HRM-31	Time Keeping/Time Reporting/ Attendance	Includes records regarding the tracking of attendance and work hours worked by DRPS employees.	Human Resources	C+8	Unclassified		Time keeping records are kept in originating unit for C+1 then transferred to Human Resources for long term retention.	17, 20, 24, 101, 103, 104, 105, 106, 108, 109, 116, 117, 120
HRM-33	Volunteers & Student Placements	Includes records regarding the relationship between the DRPS and volunteers/unpaid student placements.	Human Resources	P	Unclassified			

HRM-35	Workplace Discrimination & Harassment Investigation	Includes records regarding the preservation of a workplace free of discrimination or personal harassment at DRPS.	CAO	P	Protected B			101, 120
HRM-37	Workplace Discrimination & Harassment Investigation	Includes records regarding the preservation of a workplace free of discrimination or personal harassment at DRPS.	CAO	P	Protected B			137, 159

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**Durham Region Police Service
Records Classification & Retention Schedule "A"**

Classification Code	Records Series	Description	OPI	Business Retention	Security Classification	Trigger	Comments	Citation
INFORMATION TECHNOLOGY MANAGEMENT (ITM) - The function of managing application, development, implementation, and maintenance of the computer hardware and software systems used by a police service to electronically organize and communicate information.								
ITM-01	Closed Circuit Television (CCTV) Digital Images/Files and Interview Recordings	Includes digital images where cameras are located in the lobby of divisional buildings, cells, holding rooms, booking rooms.	Information Technology	1 year	Protected B		CCTV files related to an incident are burned to a DVD and attached to the incident and the Crown Brief and sent to Video Disclosure.	
ITM-03	Communications Recordings	Includes records regarding the audio recordings made of communications such as 9-1-1 calls, switchboard and radio dispatches. Includes, but is not limited to, log records and related correspondence.	Communications	C+3	Protected B		Tapes seized as evidence – retain as long as applicable Crown Brief is retained.	101, 120
ITM-05	Data Backup Procedures	Includes records regarding procedures for preserving electronic data through duplication and dispersal of backup copies.	Information Technology / Intelligence Unit	S	Protected B		Intelligence to house own data backup.	
ITM-07	Hardware Standards	Includes records regarding the establishment of standards for the procurement of computer hardware at DRPS Includes, but is not limited to, standards for workstations, servers, network hardware, peripheral devices, technical specifications and related correspondence.	Information Technology	S	Protected B			
ITM-09	Incident History	Includes automated records regarding Versadex CAD calls for service. Priority 5 calls are purged after 1 year.	Information Technology	P	Protected A			
ITM-11	Media One	Includes records regarding the maintenance of the DRPS intranet system known as Media One. Includes, but is not limited to, content management records, system specifications, and related correspondence.	Information Technology	S	Protected A			
ITM-13	Network Topology	Includes records regarding the topology, structure and layout of DRPS wide area networks (WAN's) and local area networks (LAN's). Includes, but is not limited to, network diagrams, network specifications and related correspondence.	Information Technology	S	Protected B			
ITM-15	Records Management System – Speedtrack	Includes records from the old RMS-PRC system which has been replaced by Speedtrack for historical/investigative purposes.	Information Technology	P	Protected B			

ITM-17	Records Management System – Versadex	Includes all data/records from November 13, 2005 to present date. Includes, but not limited to, Calls for Service, Incident Reports, Witness Statements, Soco Reports, etc.	Information Technology	P	Protected B			
ITM-19	Security Systems	Includes records regarding activities to ensure secure access to DRPS information systems.	Information Technology	S	Protected B			
ITM-21	Server Storage	Includes records regarding the storage of computer data on DRPS servers. Includes storage capacity analysis and related correspondence.	Information Technology	S	Protected B			
ITM-23	Software Standards	Includes records regarding the maintenance of standard software tools at DRPS.	Information Technology	S	Protected B			
ITM-25	System Documentation	Includes automated records regarding activities performed by a specific unit during their tour of duty.	Information Technology	S	Protected B			
ITM-25	Unit History	Includes records regarding the creation and maintenance of documentation regarding information technology systems used at DRPS.	Information Technology	3 years	Protected B			
ITM-27	GPS Gate Software for Safe Arrival	Includes records of GPS coordinates and the speed of fleet vehicles.	Information Technology	15 months	Protected B			

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**Durham Region Police Service
Records Classification & Retention Schedule "A"**

Classification Code	Records Series	Description	OPI	Business Retention	Security Classification	Trigger	Comments	Citation
LEGAL SERVICES (LEG) - The function of managing various legal records and/or legal proceedings between the DRPS and other parties.								
LEG-01	Agreements - Operational, Grants & Contracts	Includes records regarding legal agreements entered into by DRPS Includes but is not limited to Memorandums of Understanding, Shared Services Agreements, and Secondment Agreements. Grants are made by other levels of government or organizations to DRPS to allow DRPS to carry programs of interest to those parties. Contracts include commercial agreements to buy or sell goods or services from (to) third parties.	Legal Services / Chief's Office	E+8	Protected B	E=Contract completed	M.O.U's are to be stored in Chief's Office.	22,101,120
LEG-03	Civil Litigation	Includes records regarding civil litigation involving the DRPS.	Legal Services	E+7	Protected B	E=Judgement satisfied and no possibility of appeal.		22,101,120
LEG-05	Criminal Injuries Compensation Board	Includes records regarding DRPS participation in Criminal Injuries Compensation Board (C.I.C.B.) proceedings.	Legal Services	C+2	Protected B			
LEG-07	Family Court Matters	Includes records regarding DRPS participation in Family Court proceedings.	Legal Services	E+7	Protected B	E=Hearing completed.		101, 120
LEG-09	Inquests	Includes records regarding the participation in Inquests, such as Coroner's Inquests.	Legal Services	E+7	Protected A	E=Hearing completed.		101, 120
LEG-11	Licenses and Permits	Includes records regarding licenses and permits issued to the DRPS.	Originating	E+6	Protected A	E=Expiry of licence or permit.		101, 120
LEG-13	Solicitor Files	Includes legal matters that contain solicitor-client privileged material that have not evolved into litigation.	Legal Services	E+7	Protected B	E=Closure of File.		101, 120
LEG-15	Waivers of Liability	Includes records regarding the waiver of DRPS liability for such activities as police ride-alongs.	Originating	E+6	Unclassified	E=Waiver no longer in force.		101, 120

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**Durham Region Police Service
Records Classification & Retention Schedule "A"**

Classification Code	Records Series	Description	OPI	Business Retention	Security Classification	Trigger	Comments	Citation
PROTECTION & ENFORCEMENT (PRE) - The function of managing various DRPS records related to protection and enforcement								
PRE-01	Alarm Management	Includes records regarding the management of private alarm systems throughout the Region. Includes, but is not limited to, invoices, agreements, suspensions and related correspondence. Excludes Intelligence based alarms.	Financial Services	C+1	Protected A			
PRE-03	Air Support	Includes records regarding the air support provided to officers by the DRPS helicopter. Includes, but is not limited to, aircraft journey logs and related correspondence.	Air Support Unit	E	Protected A	E=Disposal of aircraft	Aircraft journey logs are provided to the new owner upon disposal of the aircraft.	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16
PRE-05	Auxiliary Policing Activities	Includes records of activities performed by Auxiliary officers. Includes, but is not limited to, requests for Auxiliary officers, records of activities performed and related correspondence. Excludes records regarding individual members of the Police Auxiliary -see HRM-01.	Auxiliary Unit	C+3	Protected A			
PRE-07	Canine Operations	Includes records regarding the use of police dogs for activities such as tracking via human scent, explosive detection or controlled substances detection. Includes, but is not limited to, training logs, dog handler certifications, bite reports, use of force reports, canine reports, emails and related correspondence. All training and use of force documents to be sent to the PLC for retention. *See Remarks.	Canine Unit	C+5	Protected A		Retain duplicate copies at the unit level for purposes of evaluating, training and trending to ensure best practices - keep for C+1.	101, 120
PRE-09	Cell Block Management	Includes records regarding the detention of prisoners in the DRPS cell block. Includes, but is not limited to, prisoner intake records, records of searches conducted, prisoner behaviour records, court security records, prisoner transport records, prisoner lodging records and related correspondence.	Central Cell Block	P	Protected A		All records contained in Versadex.	101, 120
PRE-11	Children's Aid Society Correspondence	Includes records regarding correspondence with the Children's Aid Society in cases of child abuse or neglect.	Investigative Unit / Sexual Assault	P	Protected B		Scanned to Versadex. If charges are laid, add to Crown Brief. For Sexual Assault Unit – Pre-Versadex stored in hardcopy.	

PRE-13	Court Dockets	Includes records regarding completed typed Court Dockets as provided by the Ontario Court of Justice.	Records / Case Management	P	Protected B		Records to scan typed docket to Sentry File. Case Mngt to scan written docket to "P" Drive.	
PRE-15	Crime Scene Canvassing	Includes records regarding canvassing activities near crime scenes to identify and locate witnesses.	Investigative	P	Protected B			
PRE-17	Crown Briefs - Adults	Includes records regarding an Adult's criminal file, including all court related documents, related R.C.M.P. forms, and cancelled search warrants prior to June 1, 2008. Includes, but is not limited to Adult Pre-Charge records, Arrest Reports, Court Notifications, Witness Statements, Show Cause Hearings, Statements, Disclosure of Evidence, Victim Impact Statements, Breath Test Results, Impaired Driving Investigation Interviews, Refusal Statements, Drivers' License information, Vehicle Registration information, Arrest Warrants and Search Warrants. For E-Justice Crown Briefs created after June 1, 2008, see Versadex Appendix I. *Note:* As of June 1,2008, e-Briefs are no longer retained in a hardcopy format. Prior to June 1, 2008, hardcopy Briefs are retained as follows: E+2. UNLESS the Accused is charged with any of the following offences: Homicide, Attempt Murder, Manslaughter, Infanticide and/or any other related offence, Sexual Assault and/or any other related offence, Robbery and/or offences where a weapons related charge(s) is listed on the Crown Brief AND domestic related incidents where the Crown Brief is flagged by a "red sticker." For these offences the Crown Brief shall be retained until the Accused has reached the age of eighty (80) years.	Records	E+2	Protected B	E=Date of final disposition.	Read description carefully to apply the correct Business Retention.	

PRE-19	Crown Briefs - Youth	Includes records regarding the criminal file of a young person in conflict with the law, including all court related documents, related R.C.M.P. forms, and cancelled search warrants prior to June 1, 2008. Includes, but is not limited to Young Persons' Statements, Arrest Reports, Court Notifications, Witness Statements, Show Cause Hearings, Disclosure of Evidence, Victim Impact Statements, Breath Test Results, Impaired Driving Investigation Interviews, Refusal Statements, Arrest Warrants and Search Warrants. For E-Justice Crown Briefs created after June 1, 2008, see Versadex Appendix I. *Note:* As of June 1, 2008, e-Briefs are no longer retained in a hardcopy format. Prior to June 1, 2008, hardcopy Briefs are retained as follows: Conviction for Murder, Manslaughter, Attempt Murder, Aggravated Sexual Assault or repeated violent offences: Retain indefinitely (P) in separate repository. Conviction for Violent offences other than those stated above: Retained in separate repository for 5 years. Indictable Conviction: 5 years from the end of all convictions. Indictable Conviction, Subsequent Indictable Conviction: 5 years from end of last conviction. Indictable Conviction, Subsequent Summary Conviction: 5 years from initial Indictable Conviction or 3 years after the Summary Conviction, whichever is the latest date. Conditional Discharge: 3 years Summary Conviction: 3 years from the end of disposition. Summary Conviction, subsequent Summary Conviction: 3 years from end of last conviction.	Records	P	Protected B		Read description & Comments carefully to apply the correct Business Retention.	Summary Conviction, subsequent Indictable conviction: 5 years from end of last conviction. Absolute Discharge: 1 Year Acquittal: 2 months after appeal period has past or where appeal is allowed 3 months after all proceedings have been completed. Dismissed: 2 Months. Extra Judicial Sanction: 2 Years. Reprimand: 2 months. Stay: 1 year. Withdrawn: 2 months.
PRE-21	Deceased Files	Includes all records contained in the Criminal File. Includes, but not limited to, Fingerprints, Crown Briefs, and Incident Reports.	Records	E+1	Protected B	E=Date of death		Records are to be purged 1 year after date of death.
PRE-23	Dive Team	Includes all records from the Dive Team that was folded in January 2003.	Property	C+15	Unclassified		Records from Dive Team (no longer in existence) to be kept until January 2019 – stored in Property.	135, 136
PRE-25	Incident Command	Includes records regarding major incidents where an Incident Command is required, such as hostage taking incidents, barricaded persons, or severe natural disasters.	Patrol Support Services	P	Protected B		Files kept on Incident Command Drive.	
PRE-27	Incident Reporting	Includes records regarding the reporting of incidents to which DRPS officers have responded.	Information Technology	P	Protected B			

PRE-29	Interview Recordings – Pre-Digital CCTV	Includes recordings made of interviews conducted during the course of an investigation (VHS, DVD etc.). *Note: Unsolved Violent Crimes – P. Unsolved Non/Violent Crimes – 5 years from date of report. Non Violent Crimes/Charges Laid - 1 year after appeal eligibility is over. Violent Crimes/Charges Laid – Retain as long as Crown. Brief – once Crown Brief goes to Crown’s office no need to retain any longer Non Violent Crimes/Solved/No Charges Laid – 1 year from date of report. Violent Crimes/Solved/No Charges Laid - 5 years from date of report.	Information Technology / Video Disclosure	P	Protected A		Read description carefully to apply the correct Business Retention.	
PRE-31	Joint Forces Operations	Includes administration records regarding operations in which DRPS joins forces with other Police Agencies.	Originating	C+10	Protected A			101, 120
PRE-33	Labour Management Disputes	Includes records regarding the policing of labour management disputes, such as picket lines, to ensure that they remain peaceful and orderly. Includes records of interaction with labour and management, activity logs, emails and correspondence. Excludes Internal DRPS labour relations -see Collective Bargaining PSB-09.	Human Records	C+3	Protected B			
PRE-35	Notebooks	Includes notebooks used by officers to record daily policing activities. *Note: Officer’s notebooks involving unsolved & major cases, retain for the same retention period as the investigative materials/files for the applicable offence type which is the subject of the major case investigation.	Property	E+15	Protected B	E=End of Employment	Read description carefully to apply the correct Business Retention.	
PRE-37	Nuclear Security	Includes records from the former Nuclear Security Division, along with documentation from on-going relationship with Ontario Power Generation. Includes, but is not limited to, Reportable/Non-reportable events and Nuclear Emergency Plan Notifications.	Emergency Planning	C+3	Protected B		Any M.O.U. in place is subject to C.N.R.C. Regulatory Retention Guidelines.	25, 26, 27, 28
PRE-39	Operational Plans and Reports	Includes records regarding operational plans prepared prior to major operations, such as raids and tactical support operations.	Originating	C+10	Protected A		Intelligence to house their own Operational Plans.	101, 120
PRE-41	Provincial Offence Enforcement	Includes records regarding the enforcement of Provincial Offences.	Case Management	E+3	Protected A	E=Provincial offence court case completed and no possibility of appeal.		101, 120

PRE-43	Record Suspension (formerly known as a Pardon)	Includes records regarding individuals who have received a Record Suspension for prior criminal offences. Includes, but is not limited to, notification of the Record Suspension from the RCMP or the National Parole Board.	Records	P	Protected A		Files are sealed to prevent unauthorized access.	19
PRE-45	Senior Support Unit	Includes records regarding the actions of the Senior Support Unit involved with seniors living in the Durham Region. Includes, but is not limited to, training notes, presentations, media interaction, interviews, T.V. shows, emails and correspondence with outside agencies.	Senior Support Unit	C+10	Protected A			
PRE-47	Summons and Subpoena Service	Includes records regarding the serving of summons and subpoenas by D.R.P.S. members on members of the public.	Community Police Office	C+2	Protected A		Program under Versadex.	
PRE-49	Tactical Support	Includes reports documenting the activities of the Tactical Support Unit. All training and use of force documents to be sent to the Police Education and Innovation Centre for retention.	Tactical Support Unit	C+5	Protected B		Retain duplicate copies at the unit level for purposes of evaluating, training and trending to ensure best practices for C+1.	
PRE-51	Telephone Reports (9-1-1)	Includes the records of 9-1-1 calls to the DRPS Includes call reports, summaries and related correspondence.	Communications	C+5	Protected A			101, 120
PRE-53	Trespass Letters	Includes records of correspondence from individuals or businesses advising persons not to trespass.	Community Police Office	S	Protected A			

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**Durham Region Police Service
Records Classification & Retention Schedule "A"**

Classification Code	Records Series	Description	OPI	Business Retention	Security Classification	Trigger	Comments	Citation
PROPERTY (PRO) - The function of managing and relating to the delivery of evidentiary property.								
PRO-01	Drug Analysis	Includes records of chemical analysis performed on samples of suspected controlled substances as part of a criminal investigation.	Drug Exhibit Officer	P	Protected B		Analysis scanned to Versadex.	
PRO-03	Drug Exhibits	Includes records of controlled substances seized or found by DRPS.	Drug Exhibit Officer	P	Protected B		Scanned to Versadex	
PRO-05	Drug Offences and Disposition Reports	Includes records regarding the disposition of criminal investigations involving controlled substances.	Drug Exhibit Officer	P	Protected B		Scanned to Versadex	
PRO-07	Property Auctioning	Includes records regarding auctions held to dispose of unclaimed property from DRPS.	Property	C+6				151
PRO-09	Property Bags	Includes records noted on the bags used to contain property seized or found by DRPS.	Property	E		E=Until destruction of property is authorized.		
PRO-11	Property Bar Code Label Database	Includes records regarding the labeling of property seized or found by DRPS using bar codes. Includes registers of bar code numbers, and related correspondence. <u>Excludes:</u> entries in Officer's Notebooks -see PRE-35	Property	P				151, 152
PRO-13	Property Ledgers	Includes the ledgers used to record the detention of property seized or found by DRPS.	Property	P			Pre-Versadex hardcopy to be scanned	151, 152
PRO-15	Property Receipts	Includes records regarding the receipt of property seized or found by DRPS.	Property	P	Protected B		Scanned to Versadex	151, 152

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**Durham Region Police Service
Records Classification & Retention Schedule "A"**

Classification Code	Records Series	Description	OPI	Business Retention	Security Classification	Trigger	Comments	Citation
POLICE SERVICES BOARD (PSB) - The function of managing financial resources including buildings, equipment and vehicles								
PSB-01	Annual Reports	Includes the Annual Report developed by the Police Services Board. Excludes all other reports.	Police Service Board	P	Unclassified		Retain one copy only permanently for archival purposes.	18
PSB-03	Archives	Includes records selected by DRPS as historical records meriting permanent archival preservation. Records are added to the archives when their operational value has ceased and they have enduring value in documenting the history and development of DRPS for future historians.	Chief's Office	P	Protected B			
PSB-05	Board Members	Includes records regarding the members of the Police Services Board. Includes but is not limited to biographies, records of appointments and related correspondence.	Police Service Board	P	Protected A		Retain one copy only permanently for archival purposes.	
PSB-07	By-laws – Police Services Board	Includes records regarding by-laws enacted by the Police Services Board. Includes but is not limited to draft and final versions of by-laws and related correspondence. Excludes: Final versions of By-laws hold an "Unclassified" security classification and are publicly available.	Police Service Board	P	Protected B		Retain one copy only permanently for archival purposes.	142
PSB-09	Collective Bargaining	Includes records regarding the negotiation of collective agreements between the DRPS and the Durham Regional Police Association.	Police Service Board	See Comments	Protected B		Current Agreement plus two preceding Agreements	101, 120
PSB-11	Corporate Planning	Includes records regarding long range planning for DRPS as a corporation. Includes but is not limited to plan, business plans, strategic plans, emails and correspondence. Excludes: Emergency Planning -see PSB-13	Corporate Planning and Development	P	Protected B			154
PSB-13	Emergency Planning	Includes records regarding emergency planning by DRPS as part of the Region's Emergency Plan.	Emergency Planning	S+1	Protected B			
PSB-15	Meeting and Minutes	Includes records regarding meetings held by the Police Services Board, including agendas and minutes. In-camera meeting documents are Protected B.	Police Service Board	P	Unclassified		Retain one copy of minutes permanently for archival purposes.	143
PSB-17	Policies	Includes records regarding policies enacted by the Police Services Board, directing the Chief to establish Directives governing members' activities. Excludes: Final versions of Policies and Directives hold an "Unclassified" security classification and are publicly available.	Police Service Board	P	Protected A			142

PSB-19	Reports to the Police Services Board	Includes records of reports submitted to the Police Services Board. Includes but is not limited to final version of reports and related correspondence. Final reports are deemed as Unclassified. <u>Excludes:</u> Human Resources Update -see PBS-21	Originating	C+3	Protected A			101, 120
PSB-21	Reports to the Police Services Board – Human Resources Updates	Includes records regarding the report submitted to the Police Services Board on a monthly basis for approval of all hiring's, terminations, resignations, retirements and leaves of absence.	Originating	P	Protected B			144
PSB-23	Routine Orders	Includes all signed orders on operational matters as deemed by the Chief of Police. Includes but is not limited to: transfers, name changes, rank changes, promotions, suspensions, hiring's, terminations, and any other operational matter.	Originating	P	Unclassified			

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**Durham Region Police Service
Records Classification & Retention Schedule "A"**

Classification Code	Records Series	Description	OPI	Business Retention	Security Classification	Trigger	Comments	Citation
PROFESSIONAL STANDARTS (PST) - The management of external and internal complaints about the police service and/or the conduct of its employees and/or members.								
PST-01	Public Complaints Administered (No Charges Laid)	Includes records of public complaints as received via the Office of the Independent Police Review Director (O.I.P.R.D.)	Professional Standards	E+2	Protected B			
PST-03	Public Complaints – With Hearing	Includes records of public complaints as received via the Office of the Independent Police Review Director (O.I.P.R.D.) which have been disposed of through a hearing process.	Professional Standards	P	Protected B		Documents may be removed at the Chief's sole discretion after 5 years with no further disciplinary action.	145
PST-05	Public Complaints – Without a Hearing	Includes records of public complaints as received via the Office of the Independent Police Review Director (O.I.P.R.D.) which have been disposed of without a hearing.	Professional Standards	E+2	Protected B	E=End of Complaint	Two years if additional files exist, time period extended to end date of most recent complaint.	146, 147
PST-07	Special Investigations Unit (S.I.U.) Files	Includes records regarding investigations conducted by the Special Investigations Unit (S.I.U.) concerning circumstances involving DRPS sworn members and civilians which have resulted in serious injury, sexual assault or death. Includes, but is not limited to, reports to the S.I.U., confirmation of S.I.U. jurisdiction, investigation records, notices of charges laid, if any, conclusions reached and related correspondence. Excludes Public Complaints falling outside S.I.U. jurisdiction.	Professional Standards / Property	P	Protected B		Files are held in Professional Standards for 2 years then sent to Property for long term retention.	148
PST-09	Suspensions of Officers	Includes records of officers who are suspended, pending an investigation. Includes, but is not limited to, notices of suspension, sign-in records, and related correspondence.	Professional Standards	C+3	Protected B			

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**Durham Region Police Service
Records Classification & Retention Schedule "A"**

Classification Code	Records Series	Description	OPI	Business Retention	Security Classification	Trigger	Comments	Citation
Quality Assurance (QUA) - The function of managing various quality assurance records.								
QUA-01	Adequacy Standards	Includes records regarding the adequacy standards applicable to DRPS members. Includes, but is not limited to, documentation of the standards and related correspondence.	Quality Assurance	P	Protected B			143
QUA-03	Audits – Operational	Includes records of public complaints as received via the Office of the Independent Police Review Director (O.I.P.R.D.) which have been disposed of through a hearing process.	Quality Assurance	S+5	Protected B			
QUA-05	Directives - Draft	Includes records of public complaints as received via the Office of the Independent Police Review Director (O.I.P.R.D.) which have been disposed of without a hearing.	Quality Assurance	S	Protected A			
QUA-07	Directive - Final	Includes the final version of directives prepared by DRPS for quality assurance purposes.	Quality Assurance	P	Protected A			143
QUA-09	Suspect Apprehension Pursuits	Includes records regarding pursuits of motorists who fail to stop when directed to do so by DRPS officers. Includes, but is not limited to, Fail to Stop reports and related correspondence.	Quality Assurance	C+10	Protected A			155
QUA-11	Standard Operating Procedures (SOP's)	Includes records regarding Standard Operating Procedures (SOP's).	Originating	S+5	Unclassified			
QUA-13	Use of Force Reporting	Includes records regarding the use of force during the course of an officer's duties. Includes, but is not limited to, Use of Force reports and related correspondence.	PEIC	C+3	Protected B			101,120,150

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**Durham Region Police Service
Records Classification & Retention Schedule "A"**

Classification Code	Records Series	Description	OPI	Business Retention	Security Classification	Trigger	Comments	Citation
RECORDS & INFORMATION MANEGEMENT (RIM) - The function of managing organizational processes and systems that address the acquisition, creation, organization, distribution, and disposition of information.								
RIM-01	Canadian Police Information Centre (C.P.I.C. Messages)	Includes records regarding message received from the C.P.I.C. system that are a attached to applicable incident reports.	Records	30 days	Protected B			
RIM-03	Criminal Information Requests	Includes records regarding the processing of public requests for background checks on individual police involvement.	Records	C+1	Protected A			
RIM-05	External Requests for Records	Includes records regarding the processing of requests from members of the public to obtain or view DRPS records. <u>Excludes:</u> Freedom of Information Requests -see RIM-09	Records	C+3	Protected A			
RIM-07	Fax Message Logs	Includes only logs of the central fax records received on behalf of DRPS as a whole.	Records	30 days	Unclassified		Other fax logs may be deleted at the user's discretion.	
RIM-09	Freedom of Information (FOI) Requests	Includes records regarding the processing of public requests under the Municipal Freedom of Information and Protection and Privacy Act (MFIPPA).	Records	C+1	Protected A			122

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**Durham Region Police Service
Records Classification & Retention Schedule "A"**

Classification Code	Records Series	Description	OPI	Business Retention	Security Classification	Trigger	Comments	Citation
TRAINING (TRA) - The function of managing the development of member skills and abilities, including the potential implementation of training and professional development.								
TRA-01	Course Records – Active	Includes records regarding ongoing courses conducted at the Police Education and Innovation Centre. Includes, but is not limited to, lists of participants, schedules and related correspondence.	PEIC	C+10	Protected A			101, 120, 149
TRA-03	Course Records – Pending	Includes records regarding courses which are still pending at the Police Education and Innovation Centre. Includes, but is not limited to, participants, schedules and related correspondence.	PEIC	C+1	Protected A			
TRA-05	Field Training Logs	Includes records of field training conducted. Includes, but is not limited to, field training logs and related correspondence. Also includes Communications 911 Training documentation.	Originating / Human Resources	C+5	Protected A		Logs for Recruits sent to H.R. to be kept in personnel file.	101, 120, 149
TRA-07	Firearms Registration	Includes records regarding the firearms issued to DRPS members. Includes DRPS firearms registries and related correspondence. <u>Excludes:</u> Other Use of Force Items - see TRA-23. <u>Excludes:</u> Licencing of Civilian Firearms -see Firearms Licencing COR-19.	PEIC	E+2	Unclassified	E=Firearm no long issued to Officer		152
TRA-09	Firearms Training	Includes records regarding the training of members in the proper handling of firearms. Includes, but is not limited to, Firearm Training Records and related correspondence	PEIC / Tactical Support	E+3	Unclassified	E=Duration of Service		101, 120, 149
TRA-11	Lesson Plans	Includes Lesson Plans for courses provided at the Police Education and Innovation Centre. Includes, but is not limited to, lesson plans, audio visual aids, exercises and related correspondence	PEIC	C+10	Unclassified			149
TRA-13	Ontario Police College Training	Includes records regarding training offered by the Ontario Police College (OPC). Includes, but is not limited to, requests for OPC courses, scheduling arrangements and related correspondence.	PEIC	C+10	Unclassified			
TRA-15	Requests for Learning Opportunities	Includes records regarding requests for learning opportunities submitted by DRPS staff for approval. Includes completed Request for Learning Opportunity forms, approvals and related correspondence.	PEIC	C+2	Unclassified			

TRA-17	Skills Tracking	Includes records regarding the specialized skills and knowledge of DRPS members for assignment purposes. Includes, but is not limited to, skills tracking data and related correspondence.	Human Resources	E+2	Unclassified	E=Duration of Service	Records are stored within PeopleSoft and CARM.	
TRA-19	Training Manuals	Includes records regarding process, policies, guidelines, protocols, responsibilities and duties of a job position. Includes both DRPS created Training Manuals and manuals provided by outside agencies for policy adherence or user procedure (ICON, CPIC WEB). Includes, but is not limited to, screen shots, step-by-step procedures, examples of CPIC messages, text examples.	Originating	S+3	Protected A			
TRA-21	Use of Force Items Tracking	Includes records regarding the tracking of use of force items issued to Officers such as batons, handcuffs, etc. Includes records of issue, records of return and related correspondence.	PEIC	E+3	Protected A	E=Use of Force item is no longer issued to Officer		101, 120
TRA-23	Use of Force Training	Includes records regarding the training of DRPS members in the proper use of force in the course of their duties. Includes, but is not limited to, use of force training evaluations and related correspondence.	PEIC	E+3	Protected A	E=Duration of Service		101, 120, 149

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**Durham Region Police Service
Records Classification & Retention Schedule "A"**

Classification Code	Records Series	Description	OPI	Business Retention	Security Classification	Trigger	Comments	Citation
TRAFFIC SERVICES (TRS) - The function of managing various administrative records relating to the delivery of traffic services at the DRPS.								
TRS-01	Breath Screening Device Maintenance – Roadside	Includes records regarding the maintenance and reliability of roadside screening devices (Approved Screening Device – A.S.D.) and similar related equipment. Includes, but is not limited to, maintenance requests, service tests and related correspondence.	Traffic Services	E+5	Protected B	E=Life of Equipment		
TRS-03	Motor Vehicle Accidents – Non-Reportable	Includes records regarding the investigation of non-reportable motor vehicle accidents.	Durham Accident Support Services International Limited (D.A.S.S.I.L.) / Records	C+3	Protected B		Accidents reported to D.A.S.S.I.L. are housed at D.A.S.S.I.L. Non-reportable info slips filled out by officers to be sent to Records for C+3.	
TRS-05	Motor Vehicle Accidents – Reportable	Includes records regarding the investigation of reportable motor vehicle accidents. Includes, but is not limited to, collision investigation reports, field notes, field sketches, vehicle sketches and related correspondence.	Originating / Records	P	Protected B		Hardcopy M.V.C.'s created prior to January 2011 to be kept for C+5.	101, 120
TRS-07	R.I.D.E. Programs	Includes records regarding DRPS participation in Reduce Impaired Driving Everywhere (R.I.D.E.) programs. Includes, but is not limited to, statistical sheets, summaries, and related correspondence. Excludes records of persons charged with Impaired Driving as a result of a R.I.D.E. check spot.	Traffic Services	C+2	Protected B			
TRS-09	Speed Measurement Device Maintenance	Includes records regarding the maintenance and reliability of speed measurement devices, such as radar and lidar systems.	Traffic Services	E+2	Protected B	E=Life of Equipment		

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**Durham Region Police Service
Records Classification & Retention Schedule "A"**

Versadex Type	Record Series	Description	OPI	Business Retention	Security Classification	Trigger	Comments	Citation
VERSADEX APPENEDIX 1 - The function of managing Versadex as an application and the records there in. An appendix to ITM-25. Versadex includes all data/records from November 13, 2005								
Versadex-RMS Screens	N/A	All RMS data is stored permanently unless there is a Record of Suspension or YCJA.	Information Technology	P	Protected B	N/A	Renewal for alarms is 1 year	
Versadex-Cry Wolf	N/A		Information Technology	C+1	Protected B	N/A		
Versadex-Mugshot System – LiveScan	N/A		Information Technology	P	Protected B	N/A		
Versadex-MDT/AVL and Unit History Screens	N/A		Information Technology	C+3	Protected B	N/A		
Speedtrack-Historical RMS-PRC Data	N/A		Information Technology	P	Protected B	N/A		
Speedtrack-Versadex RMS	N/A		Information Technology	P	Protected B	N/A		
E-Justice - Versadex	N/A	Crown Briefs created electronically via the E-Justice system as of June 1, 2008. Includes all documents/contents created for inclusion in a Crown Brief.	Information Technology	P	Protected B	N/A		

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**Durham Region Police Service
Records Classification & Retention Schedule "A"**

No.	Citation	Record Type	Retention/Limitation Period
CITATION TABLE - Ontario Jurisdiction			
101	Courts of Justice Act, Rules of Civil Procedure, R.R.O. 1990, Reg. 194, s. 14.08 (1) and (2)	Time for Service in Actions	14.08 (1) Where an action is commenced by a statement of claim, the statement of claim shall be served within six months after it is issued. R.R.O. 1990, Reg. 194, r. 14.08 (1). (2) Where an action is commenced by a notice of action, the notice of action and the statement of claim shall be served together within six months after the notice of action is issued.
102	Christopher's Law (Sex Offender Registry), 2000, General Regulation under, O. Reg. 69/01, s. 2	Sex Offender Registry	2.(3) Subject to subsection 9 (3) of the Act, the sex offender registry shall be a cumulative and permanent record of all the information described in paragraphs 1 to 10 of subsection (1) that were ever contained in the sex offender registry.
103	Employer Health Tax Act, R.S.O. 1990, c. E.11, s. 12, as am., S.O. 1994, c. 8, s. 13	Employer Health Tax Act Offences — Limitation	37. Proceedings for an offence under this Act or the regulations shall not be commenced after six years after the date on which the offence was, or is alleged to have been, committed.
104	Employer Health Tax Act, R.S.O. 1990, c. E.11, s. 12, as am., S.O. 1994, c. 8, s. 13	Employer Health Tax Accounting Records	12.(4) Every person required by this section to keep records and books of account shall, until permission for their disposal is given by the Minister, retain each such record and book of account and every primary source document required to support and verify the entries and information in the records and books of account.
105	Employer Health Tax Act, R.S.O. 1990, c. E.11, s. 8(1), as am., S.O. 1994, c. 8, s. 8(1)	Health Tax — Limitation	8(1) The Minister may assess the tax, interest or penalties payable in respect of a year under this Act, (b) with-in four years from the later of the day on which the return required under this Act to be delivered was received by the Minister and the day the return was required to be delivered to the Minister.
106	Employment Standards Act, 2000, S.O. 2000, c. 41, s. 96(3) and 139.	Employment Standards Act, 2000 Prosecution — Limitation	96(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. 139. No prosecution shall be commenced under this Act more than two years after the date on which the offence was committed or alleged to have been committed.

107	Employment Standards Act, 2000, S.O. 2000, c. 41, s. 15.	Employee Records	<p>15. (1) An employer shall record the following information with respect to each employee, including an employee who is a homeworker... 1. The employee's name and address... 3. The date on which the employee began his or her employment. 15.(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: 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>
108	Employment Standards Act, 2000, S.O. 2000, c. 41, s. 15.	Employee Records	<p>15. (1) An employer shall record the following information with respect to each employee, including an employee who is a homeworker... 2. The employee's date of birth, if the employee is a student and under 18 years of age. 15.(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: 2. For information referred to in paragraph 2 of subsection (1), the earlier of, i. three years after the employee's 18th birthday, or ii. three years after the employee ceased to be employed by the employer.</p>
109	Employment Standards Act, 2000, S.O. 2000, c. 41, s. 15	Employee Records	<p>15. (1) An employer shall record the following information with respect to each employee, including an employee who is a homeworker... 4. The number of hours the employee worked in each day and each week. 15.(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: 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>

110	<p>Employment Standards Act, 2000, S.O. 2000, c. 41, s. 12, 12.1, 15 and 36(3) (b).</p>	Employee Work Hours	<p>12. (1) On or before an employee's pay day, the employer shall give to the employee a written statement setting out,</p> <ul style="list-style-type: none"> (a) the pay period for which the wages are being paid; (b) the wage rate, if there is one; (c) the gross amount of wages and, unless the information is provided to the employee in some other manner, how that amount was calculated; (d) Repealed: 2002, c. 18, Sched. J, s. 3 (3). (e) the amount and purpose of each deduction from wages; (f) any amount with respect to room or board that is deemed to have been paid to the employee under subsection 23 (2); and (g) the net amount of wages being paid to the employee. <p>12.1 On or before the day on which the employer is required to pay wages under subsection 11 (5), the employer shall provide the employee with a written statement setting out,</p> <ul style="list-style-type: none"> (a) the gross amount of any termination pay or severance pay being paid to the employee; (b) the gross amount of any vacation pay being paid to the employee; (c) unless the information is provided to the employee in some other manner, how the amounts referred to in clauses (a) and (b) were calculated; (d) the pay period for which any wages other than wages described in clauses (a) or (b) are being paid; (e) the wage rate, if there is one; (f) the gross amount of any wages referred to in clause (d) and, unless the information is provided to the employee in some other manner, how that amount was calculated; (g) the amount and purpose of each deduction from wages; (h) any amount with respect to room or board that is deemed to have been paid to the employee under subsection 23 (2); and (i) the net amount of wages being paid to the employee.
			<p>15(1) An employer shall record the following information with respect to each employee, including an employee who is a homeworker...</p> <p>5. the information contained in each written statement given to the employee under subsection 12(1), section 12.1 and clause 36(3) (b).</p> <p>15.(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>.....</p> <p>1. For information referred to in paragraph 4 of subsection (1) or in subsection (3), three years after the day or week to which the information relates.</p> <p>36. (3) The employer may pay the employee vacation pay that accrues during a pay period on the pay day for that period if the employee agrees that it may be paid in that manner and...</p> <p>(b) a separate statement setting out the amount of vacation pay that is being paid is provided to the employee at the same time that the statement of wages is provided under subsection 12 (1).</p>

111	Employment Standards Act, 2000, S.O. 2000, c. 41, s. 15(1), par. 5, as am. S.O. 2002, c. 18, Sched. J, s. 3(6) and 15.1 (1), (2).	Wage Statements and Vacation Time	<p>15.(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>4. For information referred to in paragraph 5 of subsection (1), three years after the information was given to the employee.</p> <p>15.1(1) An employer shall record information concerning an employee's entitlement to vacation time and vacation pay in accordance with this section.</p> <p>Content of record</p> <p>(2) The employer shall record the following information:</p> <ol style="list-style-type: none"> 1. The amount of vacation time, if any, that the employee had earned since the start of employment but had not taken before the start of the vacation entitlement year. 2. The amount of vacation time that the employee earned during the vacation entitlement year. 3. The amount of vacation time, if any, taken by the employee during the vacation entitlement year. 4. The amount of vacation time, if any, that the employee had earned since the start of employment but had not taken as of the end of the vacation entitlement year. 5. The amount of vacation pay paid to the employee during the vacation entitlement year. 6. The amount of wages on which the vacation pay referred to in paragraph 5 was calculated and the period of time to which those wages relate.
112	Employment Standards Act, 2000, S.O. 2000, c. 41, s. 15(7).	Pregnancy, Parental or Emergency Leave	<p>15.(7) An employer shall retain or arrange for some other person to retain all notices, certificates, correspondence and other documents given to or produced by the employer that relate to an employee taking pregnancy leave, parental leave or emergency leave for three years after the day on which the leave expired.</p>
113	Fire Code, under the Fire Protection and Prevention Act, 1997, O. Reg. 388/97, s. 1.1.2.1	Fire Code Tests and Corrective Measures	<p>1.1.2.1.(1) Except as required in Sentence (2), written records shall be kept of tests and corrective measures for two years after they are made, and the records shall be available upon request to the Chief Fire Official.</p> <p>(2) If the time interval between tests exceeds 2 years, the written records shall be kept for the period of the test interval plus one year.114.</p>
114	Fire Protection and Prevention 1997, Fire Code under, O. Reg. 388/97, s. 2.8.3.2	Fire Drill Records	<p>2.8.3.2. (2) Records of a fire drill required by Sentence (1) shall be kept for 12 months after the fire drill.</p>
115	Highway Traffic Act, R.S.O. 1990, c. H.8, s. 48(10)	Drivers Licences	<p>48.(10) Every officer who asks for the surrender of a licence under this section shall keep a written record of the licence received with the name and address of the person and the date and time of the suspension and, at the time of receiving the licence, shall provide the licensee with a written statement of the time from which the suspension takes effect, the length of the period during which the licence is suspended, and the place where the licence or Licence Card portion thereof may be recovered.</p>

116	Income Tax Act, R.S.O. 1990, c. I.2, s. 39, as am., S.O. 1999, c. 9, s. 129	Income Tax Accounting Records	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.
117	Income Tax Act, R.S.O. 1990, c. I.2, s. 48(3)	Income Tax Offences — Limitation	48.(3) An information or complaint under the Provincial Offences Act, in respect of an offence under this Act may be laid or made on or before the day that is eight years after the day on which the subject-matter of the information or complaint arose.
118	Insurance Act, R.S.O. 1990, c. I.8 s. 259.1 as amended Justice Statute Law Amendment Act, Schedule B, Limitations Act, 2002, S.O. 2002, c. 39(3).	Insurance Act Proceeding -- Limitation	259.1 A proceeding against an insurer under a contract in respect of loss or damage to an automobile shall be commenced within one year after the happening of the loss or damage.
119	Insurance Act, Statutory Accident Benefits Schedule Accidents on or after the day section 29 of the Automobile Insurance Rate Stability Act 1996 comes into force under, O. Reg. 403/96, s. 51(1)	Insurance Act Proceeding/ Evaluation — Limitation	51.(1) A mediation proceeding or evaluation under section 280 or 280.1 of the Insurance Act or a court proceeding or arbitration under clause 281(1)(a) or (b) of the Act in respect of a benefit under this Regulation shall be commenced within two years after the insurer's refusal to pay the amount claimed.
120	Justice Statute Law Amendment Act, Schedule B, Limitations Act, 2002, S.O. 2002, c. 24, s. 4.	Basic 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.
121	Libel and Slander Act, R.S.O. 1990, c. L.12, s. 6.	Libel and Slander Limitation	6. An action for a libel in a newspaper or in a broadcast shall be commenced within three months after the libel has come to the knowledge of the person defamed, but, where such an action is brought within that period, the action may include a claim for any other libel against the plaintiff by the defendant in the same newspaper or the same broadcasting station within a period of one year before the commencement of the action.
122	Municipal Freedom of Information and Protection of Privacy Act, General Regulation under, the R.	Personal Information	5. Personal information that has been used by an institution shall be retained by the institution for the shorter of one year after use or the period set out in a by-law or resolution made by the institution or made by another institution affecting the institution, unless the individual to whom the information relates consents to its earlier disposal.
123	Occupational Health and Safety Act, R.S.O. 1990, c. O.1, s. 69	Health and Occupational Safety Prosecutions — Limitation	69. No prosecution under this Act shall be instituted more than one year after the last act or default upon which the prosecution is based occurred.

124	Occupational Health and Safety Act, Designated Substance — Acrylonitrile Regulation under, R.R.O. 1990, Reg. 835, s. 12(a), (c)	Airborne Acrylonitrile Monitoring Records	12. The results of monitoring the concentrations of airborne acrylonitrile in the workplace and the exposure of a worker thereto as provided by the control program shall be, (a) posted forthwith by the employer, as soon as the results are available, in a conspicuous place or places at the workplace where they are most likely to come to the attention of the workers affected thereby, and the employer shall keep the results posted for a period of at least fourteen days; (c) kept by the employer for a period of at least five years.
125	Occupational Health and Safety Act, Designated Substance — Arsenic Regulation, under, R.R.O. 1990, Reg. 836, s. 12	Airborne Arsenic Monitoring Records	12. The results of the monitoring of concentrations of airborne arsenic in the workplace and the exposure of a worker thereto as provided by the control program shall be, (c) kept by the employer for a period of at least five years.
126	Occupational Health and Safety Act, Designated Substance — Asbestos Regulation, under the R.R.O. 1990, Reg. 837, s. 12(a), (c)	Airborne Asbestos Monitoring Records	12. The results of monitoring the concentrations of airborne asbestos in the workplace and the exposure of a worker thereto as provided by the asbestos control program shall be, (c) kept by the employer for a period of at least five years.
127	Occupational Health and Safety Act, Designated Substance — Benzene Regulation, under the R.R.O. 1990, Reg. 839, s. 12(a), (c)	Airborne Benzene Monitoring Records	12. The results of monitoring the concentrations of airborne benzene in the workplace and the exposure of a worker thereto as provided by the control program shall be, (c) kept by the employer for a period of at least five years.
128	Occupational Health and Safety Act, Designated Substance — Ethylene Oxide Regulation, under the R.R.O. 1990, Reg. 841, s. 13(a), (c)	Airborne Ethylene Oxide Monitoring Records	13. The results of monitoring the concentrations of airborne ethylene oxide in the workplace and the exposure of a worker thereto as provided by the control program shall be, (c) kept by the employer for a period of at least five years.
129	Occupational Health and Safety Act, Designated Substance — Isocyanates Regulation under, R.R.O. 1990, Reg. 842, s. 13(a), (c)	Airborne Isocyanates Monitoring Records	13. The results of monitoring the concentrations of airborne isocyanates in the workplace and the exposure of a worker thereto as provided by the isocyanates control program shall be, (c) kept by the employer for a period of at least five years.
130	Occupational Health and Safety Act, Designated Substance — Lead Regulation, under, R.R.O. 1990, Reg. 843, s. 12(a), (c)	Airborne Lead Monitoring Records	12. The results of monitoring the concentrations of airborne lead in the workplace and the exposure of a worker thereto as provided by the lead control program shall be, (c) kept by the employer for a period of at least five years.

131	Occupational Health and Safety Act, Designated Substance — Mercury Regulation under, R.R.O. 1990, Reg. 844, s. 12(a), (c)	Airborne Mercury Monitoring Records	12. The results of monitoring the concentrations of airborne mercury in the workplace and the exposure of a worker thereto as provided by the mercury control program shall be, (c) kept by the employer for a period of at least five years.
132	Occupational Health and Safety Act, Designated Substance — Silica Regulation, under, Occupational Health and Safety Act, R.R.O. 1990, Reg. 845, s. 12(a),	Airborne Silica Monitoring Records	12. The results of monitoring the concentrations of airborne silica in the workplace and the exposure of a worker thereto as provided by the silica control program shall be, (c) kept by the employer for a period of at least five years.
133	Occupational Health and Safety Act, Designated Substance — Lead Regulation, under, R.R.O. 1990, Reg. 843, s. 7(1), (2)(c), (e)	Lead Exposure Records	7. (1) Where the assessment discloses or would, if made in conformity with section 6, disclose that a worker is likely to inhale, ingest or absorb lead and that the health of the worker may be affected thereby, the employer shall develop, establish, put into effect and maintain measures and procedures to control the exposure of the worker to lead and shall incorporate the same into a lead control program. (2) The lead control program shall include provisions for, (c) personal records of the exposure of a worker to lead at the workplace to be maintained by the employer; (e) records of medical examinations and clinical tests of a worker to be maintained by a physician who has examined the worker or under whose direction the clinical tests have been performed.
134	Occupational Health and Safety Act, Diving Operations Regulation under O. Reg. 629/94, s. 8, para. 5	Diving Operations Regulation	8. Each person responsible for ensuring that notice of a diving operation is given under subsection 5(1) shall also ensure that each of the following is available for inspection by an inspector at the dive site whenever the diving operation is being carried out: 5. A copy of this Regulation.
135	Occupational Health and Safety Act, Diving Operations Regulation under, O. Reg. 629/94, s. 63(1) to (7)	Diving Operations Diving Log Books	63. (8) A person who is required to have a diving log book shall retain the log book for five years after the date of the last entry in it.
136	Occupational Health and Safety Act, Diving Operations Regulation under, O. Reg. 629/94, s. 64(1) to (4)	Diving Operations Daily Records	64.(6) An employer with whom a daily record is filed shall retain the record for a period of five years from the day in respect of which it is made, together with the attachments described in subsection (7).

137	Occupational Health and Safety Act, Industrial Establishments Regulation under, the R.R.O. 1990, Reg. 851, s. 5(3), (4)	Industrial Establishment Accident Records	6. Where, under section 5 or 51, a report or permanent record is prescribed to be kept, it shall be kept for, (a) a period of at least one year; or (b) such longer period as is necessary to ensure that at least the two most recent reports or records are kept.
138	Health/Safety Postings		25.(2) Without limiting the strict duty imposed by subsection (1), an employer shall, (a) provide information, instruction and supervision to a worker to protect the health or safety of the worker; (b) in a medical emergency for the purpose of diagnosis or treatment, provide, upon request, information in the possession of the employer, including confidential business information, to a legally qualified medical practitioner and to such other persons as may be prescribed; (c) when appointing a supervisor, appoint a competent person; (d) acquaint assistance or a person in authority over a worker with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent; (e) afford assistance and co-operation to a committee and a health and safety representative in the carrying out by the committee and the health and safety representative of any of their functions; (f) only employ in or about a workplace a person over such age as may be prescribed; (g) not knowingly permit a person who is under such age as may be prescribed to be in or about a workplace; (h) take every precaution reasonable in the circumstances for the protection of a worker; (i) post, in the workplace, a copy of this Act and any explanatory material prepared by the Ministry, both in English and the majority language of the workplace, outlining the rights, responsibilities and duties of workers; (j) prepare and review at least annually a written occupational health and safety policy and develop and maintain a program to implement that policy; (k) post at a conspicuous location in the workplace a copy of the occupational health and safety policy; (l) provide to the committee or to a health and safety representative the results of a report respecting occupational health and safety that is in the employer's possession and, if that report is in writing, a copy of the portions of the report that concern occupational health and safety; and (m) advise workers of the results of a report referred to in clause (l) and, if the report is in writing, make available to them on request copies of the portions of the report that concern occupational health and safety.
139	Occupational Health and Safety Act, R.S.O. 1990, c. O.1, s. 9(22)	Joint Health & Safety Committee Minutes	9. (22) A committee shall maintain and keep minutes of its proceedings and make the same available for examination and review by an inspector.
140	Health/Safety Committee	Health/Safety Committee	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.
141	Pension Benefits Act, R.S.O. 1990, c. P.8, s. 110(6), as am., S.O. 1997, c. 28, s. 220(2)	Pension Benefits — Limitation	110. (6) No prosecution for an offence under this Act shall be commenced after five years after the date when the offence occurred or is alleged to have occurred.

142	Police Services Act R.S.O. 1990 c. P.15, s. 31 (1) (C)	Police Services Board Responsibilities	31. (1) A board is responsible for the provision of adequate and effective police services in the municipality and shall, (c) establish policies for the effective management of the police force;
143	Police Services Act R.S.O. 1990 c.	Police Services Board	35. (1) The board shall hold at least four meetings each year.
144	Police Services Act R.S.O. 1990 c. P.15, s. 31 (1) (A)	Police Services Board Responsibilities	31. (1) A board is responsible for the provision of adequate and effective police services in the municipality and shall, (a) appoint the members of the municipal police force.
145	Police Services Act R.S.O. 1990 c. P.15, s. 85 (9)	Employment Records	85. (9) The chief of police or board, as the case may be, may cause an entry concerning the matter, the action taken and the reply of the chief of police, deputy chief of police or other police officer against whom the action is taken, to be made in his or her employment record, but no reference to the allegations of the complaint or the hearing shall be made in the employment record, and the matter shall not be taken into account for any purpose relating to his or her employment unless, (a) misconduct as defined in section 80 or unsatisfactory work performance is proved on clear and convincing evidence; or (b) the chief of police, deputy chief of police or other police officer resigns before the matter is finally disposed of. 2007, c. 5, s. 10.
146	Police Services Act, R.S.O. 1990, c. P.15, s. 66 (10)	Disposition without a hearing if informal resolution fails	(10) If consent to the informal resolution of a matter is not given or is revoked under subsection (8), the following rules apply: 1. The chief of police shall provide the police officer with reasonable information concerning the matter and shall give him or her an opportunity to reply, orally or in writing. 2. Subject to paragraph 3, the chief of police may impose on the police officer a penalty described in clause 85 (1) (d), (e) or (f) or any combination thereof and may take any other action described in subsection 85 (7) and may cause an entry concerning the matter, the penalty imposed or action taken and the police officer's reply to be made in his or her employment record. 3. If the police officer refuses to accept the penalty imposed or action taken, the chief of police shall not impose a penalty or take any other action or cause any entry to be made in the police officer's employment record, but shall hold a hearing under subsection (3). 2007, c. 5, s. 10.
147	Police Services Act, R.S.O. 1990, c. P.15, s. 65(14)	Employment Record Expunged	(14) An entry made in the chief of police's or deputy chief of police's employment record under paragraph 2 of subsection (17) shall be expunged from the record two years after being made if during that time no other entries concerning misconduct or unsatisfactory work performance have been made in the record under this Part.

148	Police Services Act, Conduct and Duties of Police Officers Respecting Investigations by the Special Investigations Unit under, O. Reg. 673/98, s. 10(4)	Police Investigation Notes	<p>10.(1) The SIU shall, before requesting an interview with a police officer or before requesting a copy of his or her notes on the incident, advise the chief of police and the officer in writing whether the officer is considered to be a subject officer or a witness officer.</p> <p>.....</p> <p>(3) If, after interviewing a police officer who was considered to be a witness officer when the interview was requested or after obtaining a copy of the notes of a police officer who was considered to be a witness officer when the notes were requested, the SIU director decides that the police officer is a subject officer, the SIU shall,</p> <p>.....</p> <p>(c) give the chief of police the original and all copies of the police officer's notes.</p> <p>(4) The chief of police shall keep the original and all copies of the police officer's notes returned under clause (3) (c) for use in his or her investigation under section 11.</p>
149	Police Services Act, Equipment and Use of Force Regulation under, R.R.O. 1990, Reg. 926, s. 14.3(1), (4), as am., O. Reg. 552/92, s. 9(part)	Police Training Course Records	<p>14.3.(1) Every police force shall ensure that, at least once every twelve months,</p> <p>(a) every member of the police force who may be required to use force on other persons receives a training course on the use of force;</p> <p>(b) every member of the police force who is authorized to carry a firearm receives a training course on the use of firearms.</p> <p>(4) The police force shall maintain written records of the training courses taken by members of the police force on the use of force and the use of firearms.</p>
150	Police Services Act, Equipment and Use of Force Regulation under, R.R.O. 1990, Reg. 926, s. 14.5(1), (2), as am., O. Reg. 552/92, s. 9(part); O. Reg. 751/92, s. 1(1)	Police Use of Force Reports	<p>14.5(3.1) The chief of police or Commissioner shall ensure that Part B of the report is destroyed not later than thirty days after the report is submitted.</p> <p>(3.2) Despite subsection (3.1), Part B of the reports submitted under subsection (1) may be retained for an additional period specified by the board or the Commissioner, as the case may be, if the board or the Commissioner is of the opinion that the additional period is necessary for the purpose of determining whether members of the police force should receive additional training.</p> <p>(3.3) The additional period specified under subsection (3.2) shall not extend past the second anniversary of the date the report is submitted.</p>
151	Police Services Act, R.S.O. 1990, c. P.15, s. 132(6)	Police Force Property Register	<p>132.(6) The chief of police shall ensure that the police force keeps a register of property and 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.

152	Police Services Act, R.S.O. 1990, c. P.15, s. 134(8), as am., S.O. 1997, c. 8, s. 39	Police Firearms Register	134.(8) The chief of police shall ensure that the police force keeps a register of firearms and that the following rules are followed: 1. Every firearm's description and location shall be recorded. 2. When a firearm ceases to be in the possession of the board or of a member of the police force, 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. 4. On or before the 31st day of January in each year, a statement shall be filed with the Solicitor General listing their firearms that have come into the possession of the police force during the preceding calendar year, indicating which firearms are still being retained and which have been disposed of, and giving the particulars of disposition.
153	Police Services Act – Ontario Reg. 354/04 s. 1	Major Case Management System	Ontario Major Case Management Manual to govern investigations of major cases 1. (1) Every board shall establish policies with respect to major cases in accordance with the Ontario Major Case Management Manual. (2) In developing and maintaining procedures on and processes for undertaking and managing general criminal investigations under subsection 12 (1) of Ontario Regulation 3/99 (Adequacy and Effectiveness of Police Services) made under the Act, every chief of police shall develop and maintain procedures on and processes for undertaking and managing investigations into major cases in accordance with the Ontario Major Case Management Manual. (3) For the purpose of undertaking and managing investigations into major cases in accordance with the Ontario Major Case Management Manual, every police force shall use the software approved by the Minister of Community Safety and Correctional Services.
154	Police Services Act – Ontario Reg. 3/99 s.30	Strategic Planning/Business Plans	30. (1) Every board shall prepare a business plan for its police force at least once every three years. O. Reg. 3/99, s. 30 (1). (2) The business plan shall address, (a) the objectives, core business and functions of the police force, including how it will provide adequate and effective police services; (b) quantitative and qualitative performance objectives and indicators relating to, (i) the police force's provision of community-based crime prevention initiatives, community patrol and criminal investigation services, (ii) community satisfaction with police services, (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, and (viii) road safety; (c) information technology; (d) resource planning; and (e) police facilities. O. Reg. 3/99, s. 30 (2).

155	Police Services Act – Ontario Reg. 266/10	Suspect Apprehension Pursuits	<p>14. (1) If a police officer engages in a suspect apprehension pursuit and the officer is a member of an Ontario police force as defined in the Interprovincial Policing Act, 2009, the police force of which the officer is a member shall ensure that the particulars of the pursuit are recorded on a form and in a manner approved by the Solicitor General.</p> <p>(2) If a police officer engages in a suspect apprehension 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 on a form and in a manner approved by the Solicitor General.</p>
156	Police Services Act – Ontario Reg. 550/96 s. 2 (1), (2), (3), (4)	ViCLAS Reports	<p>2. (1) Every police officer who is in charge of an investigation shall, within 30 days of the start of the investigation, complete and submit one or more ViCLAS Crime Analysis Reports, in the form prepared by the Royal Canadian Mounted Police and in accordance with the established standards of ViCLAS. O. Reg. 550/96, s. 2 (1).</p> <p>(2) Every police officer who is in charge of an investigation shall update a ViCLAS Crime Analysis Report that was submitted under subsection (1) within 30 days of a material change or of acquiring information that is significant to the investigation, in accordance with the established standards of ViCLAS. O. Reg. 550/96, s. 2 (2).</p> <p>(3) Subsections (1) and (2) apply only to the following types of investigations:</p> <ol style="list-style-type: none"> 1. Homicide or attempted homicide, solved or unsolved. 2. Sexual assault, solved or unsolved. 3. Missing person, where the circumstances indicate a strong possibility of foul play and the person remains missing. 4. Unidentified body, where the manner of death is known, or suspected, to be homicide. 5. Non-parental abduction or attempted non-parental abduction. 6. A type of investigation that is added to the submission criteria of ViCLAS and is designated by the Solicitor General and Minister of Correctional Services. O. Reg. 550/96, s. 2 (3). <p>(4) The ViCLAS Crime Analysis Reports shall be submitted to any ViCLAS centre that is designated by the Solicitor General and Minister of Correctional Services. O. Reg. 550/96, s. 2 (4).</p>
157	Real Property Limitations Act, R.S.O. 1990, c. L.15, s. 17(1), as amended, Justice Statute Law Amendment Act, Schedule B, Limitations Act, 2002, S.O. 2002, c. 24, s. 26(2).	Rent Arrears — Limitation	<p>17.(1) No arrears of rent, or of interest in respect of any sum of money charged upon or payable out of land or rent, or in respect of any legacy, whether it is or is not charged upon land, or any damages in respect of such arrears of rent or interest, shall be recovered by any distress or action but within six years next after the same respectively has become due, or next after any acknowledgment in writing of the same has been given to the person entitled thereto or the person's agent, signed by the person by whom the same was payable or that person's agent.</p>
158	Real Property Limitations Act, R.S.O. 1990, c. L.15, s. 4, as amended, Justice Statute Law Amendment Act, Schedule B, Limitations Act, 2002, S.O. 2002, c. 24 s. 26(2)	Recovery of Land — Limitation	<p>4. No person shall make an entry or distress, or bring an action to recover any land or rent, but within ten years after the time at which the right to make such entry or distress, or to bring such action, first accrued to some person through whom the person making or bringing it claims, or if the right did not accrue to any person through whom that person claims, then within ten years next after the time at which the right to make such entry or distress, or to bring such action, first accrued to the person making or bringing it.</p>

159	Workers' Compensation Act, First-Aid Requirements Regulation under, R.R.O. 1990, Reg. 1101, s. 5	Accident Reports	5. Every employer shall keep a record of all circumstances respecting an accident as described by the injured worker, the date and time of its occurrence, the names of witnesses, the nature and exact location of the injuries to the worker and the date, time and nature of each first aid treatment given.
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**Durham Region Police Service
Records Classification & Retention Schedule "A"**

No.	Citation	Record Type	Retention/Limitation Period
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CITATION TABLE - Federal Jurisdiction

1	Aeronautics Act, Canadian Aviation Regulations under, SOR/96-433, s. 103.02	Aviation Documents	103.02. (1) The owner or operator of an aircraft shall, on reasonable notice given by the Minister, make the aircraft available for inspection in accordance with the notice. (2) Every person who (a) is the holder of a Canadian aviation document, (b) is the owner, operator or pilot-in-command of an aircraft in respect of which a Canadian aviation document, technical record or other document is kept, or (c) has in possession a Canadian aviation document, technical record or other document relating to an aircraft or a commercial air service shall produce the Canadian aviation document, technical record or other document for inspection in accordance with the terms of a demand made by a peace officer, an immigration officer or the Minister.
2	Aeronautics Act, Canadian Aviation Regulations under, SOR/96-433, s. 401.08	Flight Crew Personal Logs	401.08.(1) Every applicant for, and every holder of, a flight crew permit, licence or rating shall maintain a personal log in accordance with subsection (2) and with the personnel licensing standards for the documentation of (a) experience acquired in respect of the flight crew permit, licence or rating; and (b) recency.

3	Aeronautics Act, Canadian Aviation Regulations under, SOR/96-433, s. 602.60(1)(a), (b)	Power Driven Aircraft Checklists	<p>602.60.(1) No person shall conduct a take-off in a power-driven aircraft, other than an ultra-light aeroplane, unless the following operational and emergency equipment is carried on board:</p> <p>(a) a checklist or placards that enable the aircraft to be operated in accordance with the limitations specified in the aircraft flight manual, aircraft operating manual, pilot operating handbook or any equivalent document provided by the manufacturer;</p> <p>(b) where the aircraft is operated in VFR OTT, night VFR flight or IFR flight, all of the necessary current aeronautical charts and publications covering the route of the proposed flight and any probable diversionary route;</p> <p>.....</p> <p>(2) A checklist or placards referred to in paragraph (1)(a) shall enable the aircraft to be operated in normal, abnormal and emergency conditions and shall include</p> <p>(a) a pre-start check;</p> <p>(b) a pre-take-off check;</p> <p>(c) a post-take-off check;</p> <p>(d) a pre-landing check; and</p> <p>(e) emergency procedures. (3) Emergency procedures referred to in paragraph (2)(e) shall include</p> <p>(a) emergency operation of fuel, hydraulic, electrical and mechanical systems, where applicable;</p> <p>(b) emergency operation of instruments and controls, where applicable;</p> <p>(c) engine inoperative procedures; and</p> <p>(d) any other procedure that is necessary for aviation safety.</p>
4	Aeronautics Act, Canadian Aviation Regulations under, SOR/96-433, s. 605.92, as am., SOR/2002-112, s. 14	Aircraft Journey Logs	<p>605.92.(1) Every owner of an aircraft shall keep the following technical records in respect of the aircraft:</p> <p>(a) a journey log;</p> <p>(b) subject to subsections (2) and (3), a separate technical record for the airframe, each installed engine and each variable-pitch propeller; and</p> <p>(c) except where otherwise provided under the terms of a fleet empty weight and balance program referred to in subsection 706.06(3), an empty weight and balance report that meets the applicable standards set out in Chapter 571 of the Airworthiness Manual.</p>
5	Aeronautics Act, Canadian Aviation Regulations under, SOR/96-433, s. 605.94(3)	Aircraft Journey Logs	<p>605.94. (3) The owner of an aircraft shall retain every entry in a journey log for a period of not less than one year.</p>
6	Aeronautics Act, Canadian Aviation Regulations under, SOR/96-433, s. 605.96 (4)	Aircraft Technical Records	<p>605.96 (4) Except in the case of the journey log, the owner of an aircraft shall retain each technical record for the applicable period set out in the Aircraft Equipment and Maintenance Standards.</p>

7	Aeronautics Act, Canadian Aviation Regulations under, SOR/96-433, s. 702.77(1)	Ground/Flight Training Program Training/Qualification Records	702.77.(1) Every air operator shall, for each person who is required to receive training under this Subpart, establish and maintain a record of (a) the person's name and, where applicable, personnel licence number, type and ratings; (b) if applicable, the person's medical category and the expiry date of that category; (c) the dates on which the person, while in the air operator's employ, successfully completed any training, pilot proficiency check, competency check or examination required under this Subpart or obtained any qualification required under this Subpart; (d) information relating to any failure of the person, while in the air operator's employ, to successfully complete any training, pilot proficiency check, competency check or examination required under this Subpart or to obtain any qualification required under this Subpart; and (e) the type of aircraft or flight training equipment used for any training, pilot proficiency check, competency check or qualification required under this Subpart.
8	Aeronautics Act, Canadian Aviation Regulations under, SOR/96-433, s. 702.77(3)	Pilot Examinations	702.77. (3) An air operator shall retain a copy of the most recent written examination completed by each pilot for each type of aircraft for which the pilot has a qualification.
9	Aeronautics Act, Canadian Aviation Regulations under, SOR/96-433, s. 702.81(1)	Air Operator Company Operations Manual	702.81.(1) Every air operator shall establish and maintain a company operations manual that meets the requirements of section 702.82.
10	Aeronautics Act, Canadian Aviation Regulations under, SOR/96-433, s. 702.84	Air Operator Standard Operating Procedures	702.84.(1) Every air operator shall, for each of its aircraft that is required to be operated by two or more pilots, establish and maintain standard operating procedures that enable the crew members to operate the aircraft within the limitations specified in the aircraft flight manual and that meet the Commercial Air Service Standards, . (2) An air operator that has established standard operating procedures for an aircraft shall ensure that a copy of the standard operating procedures is carried on board the aircraft.
11	Aeronautics Act, Canadian Aviation Regulations under, SOR/96-433, s. 704.123	Aircraft Operating Manual	704.123. (1) An air operator may establish and maintain an aircraft operating manual for the use and guidance of crew members in the operation of its aircraft. (2) An aircraft operating manual shall contain (a) the aircraft operating procedures; and (b) where the aircraft flight manual is not carried on board the aircraft, the aircraft performance data and limitations specified in the aircraft flight manual, which shall be clearly identified as aircraft flight manual requirements. (3) An air operator that has established an aircraft operating manual shall ensure that a copy of the manual is carried on board each aircraft to which it relates.
12	Aeronautics Act, Canadian Aviation Regulations under, SOR/96-433, s. 704.124	Aircraft Standard Operating Procedures	704.124.(1) Every air operator shall, for each of its aircraft that is required to be operated by two or more pilots, establish and maintain standard operating procedures that enable the crew members to operate the aircraft within the limitations specified in the aircraft flight manual and that meet the Commercial Air Service Standards, . (2) An air operator that has established standard operating procedures for an aircraft shall ensure that a copy of the standard operating procedures is carried on board the aircraft. (3) Where an air operator has established an aircraft operating manual, the standard operating procedures for the aircraft shall form part of that manual.

13	Aeronautics Act, Canadian Aviation Regulations under, SOR/96-433, s. 706.08(1)	Air Operator Maintenance Control Manual	706.08.(1) An air operator shall establish, maintain and authorize the use of a maintenance control manual (MCM) that contains information to ensure the efficiency of the maintenance control system, as set out in the Commercial Air
14	Aeronautics Act, Canadian Aviation Regulations under, SOR/96-433, s. 706.13(1)(a)	Air Operator Personnel Appointments	706.13.(1) An air operator shall establish, maintain and retain for at least two years after an entry is made, for each affected person, a record of (a) all personal qualifications in respect of any appointment made pursuant to section 706.03.
15	Aeronautics Act, Canadian Aviation Regulations under, SOR/96-433, s. 706.13(1)(a)	Air Operator Personnel Training Records	706.13.(1) An air operator shall establish, maintain and retain for at least two years after an entry is made, for each affected person, a record of (a) all personal qualifications in respect of any appointment made pursuant to section 706.03.
16	Aeronautics Act, Canadian Aviation Regulations under, the SOR/96-433, s. 605.97	Aircraft Records	605.97. Every owner of an aircraft who transfers title of an aircraft, airframe, engine, propeller or appliance to another person shall, at the time of transfer, also deliver to that person all of the technical records that relate to that aeronautical product.
17	Canada Pension Plan, R.S.C. 1985, c. C-8, s. 24(1)	Canada Pension Plan — Records	24. (2) Every employer required by this section to keep records and books of account shall retain those records and books of account and every account and voucher necessary to verify the information contained therein until the expiration of six years from the end of the year in respect of which those records and books of account are kept or until written permission for their prior disposal is given by the Minister.
18	Copyright Act, R.S.C. 1985, c. C-42, s. 41, as am., R.S.C. 1985 (4th Supp.), c. 10, s. 9; S.C. 1997, c. 24, s. 22	Copyright — Limitation	41.(1) Subject to subsection (2), a court may not award a remedy in relation to an infringement unless: (a) in the case where the plaintiff knew, or could reasonably have been expected to know, of the infringement at the time it occurred, the proceedings for infringement are commenced within three years after the infringement occurred.
19	Criminal Records Act, R.S.C. c. C-47, s. 4.	Application for Record Suspension	4. A person is ineligible to apply for a Record Suspension until the following period has elapsed after the expiration according to law of any sentence, including a sentence of imprisonment, a period of probation and the payment of any fine, imposed for an offence: (a) 10 years, in the case of an offence that is prosecuted by indictment or is a service offence for which the offender was punished by a fine of more than five thousand dollars, detention for more than six months, dismissal from Her Majesty's service, imprisonment for more than six months or a punishment that is greater than imprisonment for less than two years in the scale of punishments set out in subsection 139(1) of the National Defence Act; or (b) 5 years, in the case of an offence that is punishable on summary conviction or is a service offence other than a service offence referred to in paragraph (a).

20	Employment Insurance Act, S.C. 1996, c. 23, s. 87, as am., S.C. 1998, c. 19, s. 267	Books of Account	87.(3) The employer shall retain the records and books of account and every account and voucher necessary to verify the information contained in them for six years after the year for which they are kept, or until written permission for their prior disposal is given by the Minister. (4) If the employer or one of their employees is subject to a ruling under section 90 or has made an appeal to the Minister under section 91, the employer shall retain every record, book of account, account and voucher necessary for dealing with the ruling or the appeal until the ruling is made or the appeal is disposed of and any further appeal is disposed of or the time for filing a further appeal has expired.
21	Excise Tax Act, R.S.C. 1985, c. E-15, s. 332(4), as am., S.C. 1990, c. 45, s. 12	GST Offences — Limitation	332.(4) An information or complaint under the provisions of the Criminal Code, relating to summary convictions, in respect of an offence under this Part, may be laid or made on or before the day that is eight years after the day the matter of the information or complaint arose.
22	Federal Court Act, R.S.C. 1985, c. F-7, s. 39(2)	Federal Court Litigation	39. (2) A proceeding in the 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.
23	Firearms Act, Firearms Records Regulations under, SOR/98-213, s. 2	Canadian Firearms Registry	4.(1) Subject to subsection (2), for the purpose of section 84 of the Act, a record kept in the Canadian Firearms Registry shall not be destroyed until after the expiration of 10 years after the date of the last administrative action taken regarding the information in the record. (2) A record, kept in the Canadian Firearms Registry under paragraph 83(1) (a) of the Act, of a registration certificate that is issued or revoked shall not be destroyed.
24	Income Tax Act, R.S.C. 1985 (5th Supp.), c. 1, s. 230(4)	Taxation Records Retention	Six years from the end of the last taxation year to which the records and books of account relate.
25	Nuclear Liability Act, R.S.C. 1985, c. N-28, s. 13	Nuclear Incidents Deaths/Injury — Limitation	13. No action under this Part shall be brought (a) in the case of a claim for injury other than loss of life, or for damage to property, after three years from the earliest date on which the person making the claim had knowledge or ought reasonably to have had knowledge of the injury or damage, or (b) in the case of a claim for loss of life, (i) after three years from the date of the death of the person for whose loss of life the claim is made, or (ii) where conclusive evidence of the death of that person is not available, after three years from the date an order presuming the person to be dead is made by a court having jurisdiction in those matters.

26	Nuclear Safety and Control Act, General Nuclear Safety and Control Regulations under SOR/2000-202, s. 28	Nuclear General Reports	28. (1) Every person who is required to keep a record by the Act, the regulations made under the Act or a licence shall retain the record for the period specified in the applicable regulations made under the Act or, if no period is specified in the regulations, for the period ending one year after the expiry of the licence that authorizes the activity in respect of which the records are kept. (2) No person shall dispose of a record referred to in the Act, the regulations made under the Act or a licence unless the person (a) is no longer required to keep the record by the Act, the regulations made under the Act or the licence; and (b) has notified the Commission of the date of disposal and of the nature of the record at least 90 days before the date of disposal. (3) A person who notifies the Commission in accordance with subsection (2) shall file the record, or a copy of the record, with the Commission at its request.
27	Nuclear Safety and Control Act, General Nuclear Safety and Control Regulations under, SOR/2000-202, s. 27	Nuclear Licensee Reports	27. Every licensee shall keep a record of all information relating to the licence that is submitted by the licensee to the Commission.
28	Nuclear Safety and Control Act, S.C. 1997, c. 9, s. 53	Nuclear Safety and Control Act Proceedings — Limitation	53. Proceedings by way of summary conviction in respect of an offence under this Act may be instituted not later than two years after the time when the subject-matter of the proceedings arose or the Commission became aware of the subject-matter of the proceedings.
29	Youth Criminal Justice Act, 2002, c.1, s. 115(1)	Young Person Offence Records	115. (1) A record relating to any offence alleged to have been committed by a young person, including the original or a copy of any fingerprints or photographs of the young person, may be kept by any police force responsible for or participating in the investigation of the offence.

30	Youth Criminal Justice Act, 2002, c. 1, s. 119(2).	Youth Criminal Justice Act Access Periods	(2) The period of access referred to in subsection (1) is (a) if an extrajudicial sanction is used to deal with the young person, the period ending two years after the young person consents to be subject to the sanction in accordance with paragraph 10(2)(c); (b) if the young person is acquitted of the offence otherwise than by reason of a verdict of not criminally responsible on account of mental disorder, the period ending two months after the expiry of the time allowed for the taking of an appeal or, if an appeal is taken, the period ending three months after all proceedings in respect of the appeal have been completed; (c) if the charge against the young person is dismissed for any reason other than acquittal, the charge is withdrawn, or the young person is found guilty of the offence and a reprimand is given, the period ending two months after the dismissal, withdrawal, or finding of guilt; (d) if the charge against the young person is stayed, with no proceedings being taken against the young person for a period of one year, at the end of that period; (e) if the young person is found guilty of the offence and the youth sentence is an absolute discharge, the period ending one year after the young person is found guilty; (f) if the young person is found guilty of the offence and the youth sentence is a conditional discharge, the period ending three years after the young person is found guilty; (g) subject to paragraphs (i) and (j) and subsection (9), if the young person is found guilty of the offence and it is a summary conviction offence, the period ending three years after the youth sentence imposed in respect of the offence has been completed; (h) subject to paragraphs (i) and (j) and subsection (9), if the young person is found guilty of the offence and it is an indictable offence, the period ending five years after the youth sentence imposed in respect of the offence has been completed; (i) subject to subsection (9), if, during the period calculated in accordance with paragraph (g) or (h), the young person is found guilty of an offence punishable on summary conviction committed when he or she was a young person, the latest of (i) the period calculated in accordance with paragraph (g) or (h), as the case may be, and (ii) the period ending three years after the youth sentence imposed for that offence has been completed; and (j) subject to subsection (9), if, during the period calculated in accordance with paragraph (g) or (h), the young person is found guilty of an indictable offence committed when he or she was a young person, the period ending five years after the sentence imposed for that indictable offence has been completed.
31	Youth Criminal Justice Act, 2002, c. 1, s. 128(2).	Youth Criminal Justice Act Disposal of Records	(2) Subject to paragraph 125(7) (c), any record kept under sections 114 to 116, other than a record kept under subsection 115(3), may, in the discretion of the person or body keeping the record, be destroyed or transmitted to the National Archivist of Canada or the archivist for any province, at any time before or after the end of the applicable period set out in section 119.