

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 Policy**

# **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 Services 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 DRPS, 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 DRPS that has business value in that it serves important functions, such as supporting program delivery or policy development, committing the DRPS 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 DRPS. Access permissions may be given to staff based on their membership to a specific group or individually as DRPS 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
<b>ADMINISTRATION (ADM) - The function of managing various and broad administrative categories within the DRPS.</b>								
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

**Legend:**

**CY = Current Year E = Event EOL = End of Life P = Permanent S/O = Superseded (S) or Obsolete (O)**

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

Classification Code	Records Series	Description	OPI	Business Retention	Security Classification	Trigger	Comments	Citation
<b>CRIME/OFFENDER MANAGEMENT AND REGISTRATION (COR) - The function of managing various crime/offender and registration records.</b>								
COR-01	<b>Automated Fingerprint Identification System (AFIS)</b>	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	<b>Bail Reporting</b>	Includes records regarding reports from persons who are on bail.	Offender Management	C+1	Protected A			
COR-05	<b>Centre for Forensic Sciences (CFS) Reports</b>	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	<b>Criminal Intelligence</b>	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	<b>Crime Analysis</b>	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	<b>Crime Scenes Access and Attendance</b>	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	<b>Enforcement Monitoring</b>	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	<b>Fingerprints – Accused</b>	Includes records regarding the fingerprints taken during the process of charging individuals with criminal offences.	Forensic Identification	C+80	Protected A		Special consideration may be given to requests for destruction of non-convictions.	
COR-17	<b>Fingerprints – Elimination</b>	Includes records regarding fingerprints taken to eliminate individuals from criminal investigations.	Forensic Identification	C+6	Protected A			
COR-19	<b>Firearms Licencing</b>	Includes records regarding the licencing of firearms within the Region.	Area Firearms Officer/Provincial Firearms Officer		Unclassified		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.	
COR-21	<b>Forensic Identification – DNA Analysis</b>	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. Also includes DNA warrants	Forensic Identification	E+2	Protected A	E=Date of disposition.		
CRO-23	<b>Forensic Identification – Footwear Analysis</b>	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	<b>Forensic Identification – Scenes of Crime Fingerprinting</b>	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	<b>Forensic Identification – Photography – Accused (Mugshots)</b>	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			

<b>COR-29</b>	<b>Major Case Investigations – Homicide/Sexual Assault – Archived/Solved (Pre-Versadex)</b>	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.	
<b>COR-31</b>	<b>Major Case Investigations – Homicide/Sexual Assault – Archived/Unsolved (Pre-Versadex)</b>	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.	
<b>COR-33</b>	<b>Medical Evidence</b>	Includes records regarding the collection of evidence from medical practitioners as part of a criminal investigation.	Investigative Unit	P	Protected A		Scanned to Versadex.	
<b>COR-35</b>	<b>Parole</b>	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.	
<b>COR-37</b>	<b>Polygraph Testing</b>	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.	
<b>COR-39</b>	<b>Sex Offender Registry</b>	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
<b>COR-41</b>	<b>Telephone Toll Analysis</b>	Includes records of telephone tolls and similar charges incurred by persons under investigation.	Investigative Unit	P	Protected A		Scanned to Versadex.	

<b>COR-43</b>	<b>Threat Assessment</b>	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.	
<b>COR-45</b>	<b>Violent Incident Crime Linkage Analysis System (ViCLAS)</b>	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
<b>COR-47</b>	<b>Wandering Persons</b>	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.	
<b>COR-49</b>	<b>Body-Worn Camera Footage (BWC)</b>	Includes all original audio/video Body-Worn Camera records that have been created and processed through the BWC Program utilizing Axon Body devices and potentially redacted (removed or obscured) privileged, sensitive, or clearly irrelevant content prior to the disclosure or release of a copy of a BWC recording, using the tools found in Evidence.com©. The various retentions periods are as follows: BWC Criminal - Solved No Charges:2 years BWC Criminal Evidence - Charges Laid:Until manually deleted BWC Criminal Evidence - Unsolved:5 years BWC General - Not Evidence:2 years BWC Major - Solved No Charges:5 years BWC Major Crime Evidence - Unsolved:Until manually deleted *(Unit Manually deleted means it's not deleted unless specified by the OIC)	Originating	Various	Protected B			122
<b>Legend:</b> CY = Current Year E = Event EOL = End of Life P = Permanent S/O = Superseded (S) or Obsolete (O)								

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

Classification Code	Records Series	Description	OPI	Business Retention	Security Classification	Trigger	Comments	Citation
<b>CRIME PREVENTION (CRP) - The function of managing and the records relating to the delivery of community engagement by the DRPS.</b>								
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
<b>EQUIPMENT, FACILITIES &amp; FLEET (EFF) - The function of managing facilities, fleet and equipment at the DRPS.</b>								
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
<b>FINANCIAL MANAGEMENT (FIN) - The function of managing various financial aspect and resources at the DRPS.</b>								
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			

<b>FIN-19</b>	<b>Payment Processing (Copies Only)</b>	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
<b>FIN-21</b>	<b>Revenues</b>	Includes records regarding fees or other revenues earned by DRPS including invoices.	Financial Services	C+8	Protected A			21
<b>FIN-23</b>	<b>Signing Authorities (Copies Only)</b>	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	
<b>FIN-25</b>	<b>Taxation</b>	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
<b>FIN-27</b>	<b>Tenders and Quotations</b>	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
<b>FIN-29</b>	<b>Pay Duty Requests</b>	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  
Records Classification & Retention Schedule "A"**

Classification Code	Records Series	Description	OPI	Business Retention	Security Classification	Trigger	Comments	Citation
<b>HUMAN RESOURCES MANAGEMENT (HRM) - The function of managing human resources records.</b>								
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	<b>Employee Fingerprints (Uncertified Copies)</b>	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	<b>Employee Medical Records</b>	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	<b>Employee Photographs</b>	Includes records regarding the photographing of employees for identification purposes.	Forensic Identification	P	Protected A			
HRM-19	<b>Grievances</b>	Includes records regarding grievances filed by DRPS employees.	Human Resources	P	Protected A			101, 120
HRM-21	<b>Health &amp; Safety</b>	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	<b>Performance Management</b>	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	<b>Position Posting</b>	Includes records regarding the posting of available positions within the DRPS.	Human Resources	E+3	Unclassified	E=Position posting complete.		
HRM-27	<b>Promotional Examinations &amp; Interviews</b>	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	<b>Recruiting</b>	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	<b>Time Keeping/Time Reporting/ Attendance</b>	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	<b>Volunteers &amp; Student Placements</b>	Includes records regarding the relationship between the DRPS and volunteers/unpaid student placements.	Human Resources	P	Unclassified			

HRM-35	<b>Workplace Discrimination &amp; Harassment Investigation</b>	Includes records regarding the preservation of a workplace free of discrimination or personal harassment at DRPS.	CAO	P	Protected B			101, 120
HRM-37	<b>Workplace Discrimination &amp; Harassment Investigation</b>	Includes records regarding the preservation of a workplace free of discrimination or personal harassment at DRPS.	CAO	P	Protected B			137, 159
HRM-39	<b>Job Evaluation</b>	Includes records regarding the job evaluation process (JEQs, comment sheets, rater sheets, narratives, rationales, and process forms)	Human Resources	C + 10	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
<b>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.</b>								
ITM-01	<b>Closed Circuit Television (CCTV) Digital Images/Files and Interview Recordings</b>	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	<b>Communications Recordings</b>	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	<b>Data Backup Procedures</b>	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	<b>Hardware Standards</b>	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	<b>Incident History</b>	Includes automated records regarding Versadex CAD calls for service. Priority 5 calls are purged after 1 year.	Information Technology	P	Protected A			
ITM-11	<b>Media One</b>	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	<b>Network Topology</b>	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	<b>Records Management System – Speedtrack</b>	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	<b>Records Management System – Versadex</b>	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	<b>Security Systems</b>	Includes records regarding activities to ensure secure access to DRPS information systems.	Information Technology	S	Protected B			
ITM-21	<b>Server Storage</b>	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	<b>Software Standards</b>	Includes records regarding the maintenance of standard software tools at DRPS.	Information Technology	S	Protected B			
ITM-25	<b>System Documentation</b>	Includes automated records regarding activities performed by a specific unit during their tour of duty.	Information Technology	S	Protected B			
ITM-25	<b>Unit History</b>	Includes records regarding the creation and maintenance of documentation regarding information technology systems used at DRPS.	Information Technology	3 years	Protected B			
ITM-27	<b>GPS Gate Software for Safe Arrival</b>	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
<b>LEGAL SERVICES (LEG) - The function of managing various legal records and/or legal proceedings between the DRPS and other parties.</b>								
LEG-01	<b>Agreements - Operational, Grants &amp; Contracts</b>	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	<b>Civil Litigation</b>	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	<b>Criminal Injuries Compensation Board</b>	Includes records regarding DRPS participation in Criminal Injuries Compensation Board (C.I.C.B.) proceedings.	Legal Services	C+2	Protected B			
LEG-07	<b>Family Court Matters</b>	Includes records regarding DRPS participation in Family Court proceedings.	Legal Services	E+7	Protected B	E=Hearing completed.		101, 120
LEG-09	<b>Inquests</b>	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	<b>Licenses and Permits</b>	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	<b>Solicitor Files</b>	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	<b>Waivers of Liability</b>	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
<b>PROTECTION &amp; ENFORCEMENT (PRE) - The function of managing various DRPS records related to protection and enforcement</b>								
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. Also includes CAS apprehension warrants.	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	<b>Court Dockets</b>	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	<b>Crime Scene Canvassing</b>	Includes records regarding canvassing activities near crime scenes to identify and locate witnesses.	Investigative	P	Protected B			
PRE-17	<b>Crown Briefs - Adults</b>	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.	

<b>PRE-19</b>	<b>Crown Briefs - Youth</b>	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.
<b>PRE-21</b>	<b>Deceased Files</b>	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.
<b>PRE-23</b>	<b>Dive Team</b>	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
<b>PRE-25</b>	<b>Incident Command</b>	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.	
<b>PRE-27</b>	<b>Incident Reporting</b>	Includes records regarding the reporting of incidents to which DRPS officers have responded. Also includes Mental Health Apprehension warrants.	Information Technology	P	Protected B			

PRE-29	<b>Interview Recordings – Pre-Digital CCTV</b>	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	<b>Joint Forces Operations</b>	Includes administration records regarding operations in which DRPS joins forces with other Police Agencies.	Originating	C+10	Protected A			101, 120
PRE-33	<b>Labour Management Disputes</b>	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	<b>Notebooks</b>	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	<b>Nuclear Security</b>	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	<b>Operational Plans and Reports</b>	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	<b>Provincial Offence Enforcement</b>	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	<b>Record Suspension (formerly known as a Pardon)</b>	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	<b>Senior Support Unit</b>	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	<b>Summons and Subpoena Service</b>	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	<b>Tactical Support</b>	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	<b>Telephone Reports (9-1-1)</b>	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	<b>Trespass Letters</b>	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
<b>PROPERTY (PRO) - The function of managing and relating to the delivery of evidentiary property.</b>								
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  
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<b>POLICE SERVICES BOARD (PSB) - The function of managing financial resources including buildings, equipment and vehicles</b>								
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	<b>Policies</b>	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	<b>Reports to the Police Services Board</b>	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	<b>Reports to the Police Services Board – Human Resources Updates</b>	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	<b>Routine Orders</b>	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
<b>PROFESSIONAL STANDARDS (PST) - The management of external and internal complaints about the police service and/or the conduct of its employees and/or members.</b>								
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"**

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<b>Quality Assurance (QUA) - The function of managing various quality assurance records.</b>								
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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Records Classification & Retention Schedule "A"**

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<b>RECORDS &amp; INFORMATION MANAGEMENT (RIM) - The function of managing organizational processes and systems that address the acquisition, creation, organization, distribution, and disposition of information.</b>								
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 attached to applicable incident reports.	Records	30 days	Protected B			
RIM-03	Police Record Check	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
<b>TRAINING (TRA) - The function of managing the development of member skills and abilities, including the potential implementation of training and professional development.</b>								
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	<b>Skills Tracking</b>	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	<b>Training Manuals</b>	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	<b>Use of Force Items Tracking</b>	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	<b>Use of Force Training</b>	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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Records Classification & Retention Schedule "A"**

Classification Code	Records Series	Description	OPI	Business Retention	Security Classification	Trigger	Comments	Citation
<b>TRAFFIC SERVICES (TRS) - The function of managing various administrative records relating to the delivery of traffic services at the DRPS.</b>								
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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Records Classification & Retention Schedule "A"**

Versadex Type	Record Series	Description	OPI	Business Retention	Security Classification	Trigger	Comments	Citation
<b>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,</b>								
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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