



Records Retention Schedule

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Purpose of Retention

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

Definitions and Key Terms

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

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

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

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

Office of Primary Responsibility (OPR): the unit, which holds custody and control of the original records for the length of time required under Schedule "A", attached.

Record: a document made or received in the normal course of business and kept for operational, administrative or historical purposes.

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

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

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

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

The key characteristics of transitory records are:

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

Transitory records include:

1. **Advertising materials:** Advertising material includes solicited or unsolicited information received from businesses or individuals who wish to sell their products or services to HPS in the future. Examples of advertising material include brochures, catalogues, price lists and correspondence (e.g. sales letters). Divisions / Units may choose to retain advertising material relevant to their operations; however, these materials should be regularly reviewed and culled to remove superseded or obsolete information.
 - **Exception:** Advertising material received from a business or individual with whom HPS does business (e.g. the bidder who won a Request for Proposal) is an official record because such material supports a procurement contract.

2. **Officer's Case Files** (a.k.a. ghost packages, old court files, investigative files etc.) are Transitory Records and not subject to retention. Case files may be purged when they no longer have value to the officer.
 - **Exception:** VICLAS records are subject to storage in Property.

3. **Drafts and working materials:** Drafts and working material include draft versions of correspondence, reports and other records as well as research and working materials (e.g. calculations, notes, etc.) collected and used to prepare official records. Once the final version of an official record has been completed and distributed, and a copy has been filed in HPS's official records system, most drafts and working materials are considered to be transitory records.
 - **Exception:** Not all drafts and working materials are automatically transitory records. In some case, an Office of Primary Responsibility (OPR) responsible for drafting policy (e.g. directives), legal documents (contracts, etc.), budgets, etc. might need to track an official record's evolution. Such OPR's may need to keep various drafts and working materials in order to have a record of changes made to the official record.

4. **Duplicates:** Duplicates are exact copies of official records where nothing and been added, changed or deleted, the copies are used for reference or information purposes only and are often widely distributed within HPS, and the official record has been filed in HPS's official records system. A record must meet all three of those conditions to be a duplicate. If something has been added, changed or deleted, then the record is no longer a duplicate. However, it could still be transitory, depending on the significance and future value of the addition, change or deletion. Examples of duplicates include copies of meeting minutes which are distributed to all attendees after a meeting and memos distributed to all HPS members.

5. **Information of short-term value:** Documents of short-term value containing information that is of little or no interest or importance, or which is useful for only a brief period of time after which it has no further value.

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

Secure Destruction

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

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

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

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

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

Physical Records

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

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

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

Sensitivity

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

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

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

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

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

How to Read a Record Series

Record Series Title

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

Includes:

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

Excludes:

A brief description of what the record series does not include. If two records series are similar or closely related, this section will include notes on how to distinguish the two. It may also refer to other record series that are more appropriate to use in particular cases.

Office Responsible for Retention and Disposition of Original Records:

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

Retention Timeline

Records are ‘active’ and in use until the Trigger Event occurs. After the Trigger Event, inactive storage retention periods begin. Inactive records are retained until the expiry of years indicated in this flowchart. Disposition refers to how records are finally disposed of.

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

Administrative Functions

Compliance and Governance

- Legal
- Minutes
- Planning and Research
- Police Services Board

Corporate Communications

Facilities, Fleet and Maintenance

- Facilities Maintenance
- Facilities Management
- Procurement

Financial Management

- Budget
- Financial Reporting

Human Resources Management

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

Information Management

- Freedom of Information
- Recorded Information Management

Information Technology

- Development and Implementation
- Planning

Compliance and Governance

- Legal
- Minutes
- Planning and Research
- Police Services Board

Legal

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

Includes:

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

Excludes:

- Agreements held by originating department: use Procurement
- Agreements signed by the Police Services Board: use Police Services Board
- Subpoenas and summons: use Records Disclosure
- Privacy breaches: use Freedom of Information

Office Responsible for Retention and Disposition of Original Records:

Service Solicitor

Retention Timeline

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

Minutes

Records that reflect the recording of committee and team decisions.

Includes:

- Committee Minutes
- Governance Minutes

Excludes:

- Meeting Minutes – Police Services Board: Use Police Services Board

Office Responsible for Retention and Disposition of Original Records

Originating Department

Retention Timeline

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

Planning and Research

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

Includes:

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

Excludes:

- Financial Reporting: use Financial Reporting

Office Responsible for Retention and Disposition of Original Records:

Office of the Chief Administrative Officer or Originating Office

Retention Timeline

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

Police Services Board

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

Includes:

- Agendas
- Agreements
- Bylaws
- Meeting Minutes

Excludes:

- Contracts: use Legal

Office Responsible for Retention and Disposition of Original Records:

Board Administrator

Retention Timeline

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

Corporate Communications

Corporate Communications

Corporate Communications

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

Includes:

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

Excludes:

- CAD Communications/Radio Room: use Communications

Office Responsible for Retention and Disposition of Original Records:

Corporate Communications

Retention Timeline

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

Facilities, Fleet and Equipment

Facilities Maintenance
Facilities Management
Procurement

Facilities Maintenance

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

Includes:

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

Excludes:

- Site plans: use Facilities Management

Office Responsible for Retention and Disposition of Original Records:

Director – Fleet, Facilities and Procurement

Retention Timeline

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

Facilities Management

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

Includes:

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

Excludes:

- Financial Reporting: use Financial Reporting

Office Responsible for Retention and Disposition of Original Records:

Director – Fleet, Facilities and Procurement

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Business Plans, project plans, site plans	Superseded	1	Destroy	High (site plans)	N/A
All other records	End of Calendar Year	1	Destroy	Medium	N/A

Procurement

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

Includes:

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

Excludes:

- Site plans: use Facilities Management

Office Responsible for Retention and Disposition of Original Records:

- Director – Fleet, Facilities and Procurement
- Originating department for Agreements

Retention Timeline

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

Financial Management

Budget
Financial Reporting

Budget

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

Includes:

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

Excludes:

- Financial Reporting

Office Responsible for Retention and Disposition of Original Records:

Director – Finance

Retention Timeline

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

Financial Reporting

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

Includes:

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

Excludes:

- Contracts: Use Procurement
- Confiscated Funds: Use Property and Evidence
- Payroll: Use Human Resources
- Court time: Use Human Resources
- False Alarm Fees: Alarm Coordination
- Fees for Service (Paid Duties, Records Checks, etc.): Use Records
- Credit card statements back up: Centralized to Unit level admin

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

Office Responsible for Retention and Disposition of Original Records:

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

Retention Timeline

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

Human Resources Management

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

Job Evaluation

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

Includes:

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

Excludes:

- Recruitment: use Recruitment

Office Responsible for Retention and Disposition of Original Records:

Director – Human Resources

Retention Timeline

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

Labour Relations

Records relating to labour relations matters.

Includes:

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

Excludes:

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

Office Responsible for Retention and Disposition of Original Records:

Director – Human Resources

Retention Timeline

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

Occupational Health and Safety

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

Includes:

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

Excludes:

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

Office Responsible for Retention and Disposition of Original Records:

Director – Human Resources

Retention Timeline

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

Recruitment

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

Includes:

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

Excludes:

- Job evaluation: use Job Evaluation

Office Responsible for Retention and Disposition of Original Records:

Director – Human Resources

Retention Timeline

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

Notes:

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

Return to Work Administration

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

Includes:

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

Excludes:

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

Office Responsible for Retention and Disposition of Original Records:

Director – Human Resources

Retention Timeline

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

Information Management

Freedom of Information
Recorded Information Management

Freedom of Information

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

Includes:

- FOI Requests and Decisions
- Appeals and Representations
- Requests to correct personal information and responses

Excludes:

- Records pertaining to litigation as a result of an appeal or privacy breach: use Legal

Office Responsible for Retention and Disposition of Original Records:

Manager – Records and Property

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
FOI Requests and correction requests – No appeal	End of Calendar Year	2	Destroy	High	2-MFIPPA-1
FOI Requests – with appeal to IPC	Settlement of Appeal	2	Destroy	High	2-MFIPPA-2
FOI appeals resulting in litigation	Date of Notice of litigation	-	Transfer to legal file	High	2-MFIPPA-4
Privacy Breaches	Resolution of Complaint	5	Destroy	High	2-MFIPPA-3

Recorded Information Management

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

Includes:

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

Excludes:

- N/A

Office Responsible for Retention and Disposition of Original Records:

Manager – Records and Property

Retention Timeline

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

Information Technology

Information Technology Development and Implementation
Information Technology Planning

Information Technology Development and Implementation

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

Includes:

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

Excludes:

- N/A

Office Responsible for Retention and Disposition of Original Records:

Director – Information Technology

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Business Architecture	End of Calendar Year	1	Destroy	Medium	N/A
Systems Documentation	Superseded/ Decommissioned	1	Destroy	Medium	N/A

Information Technology Planning

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

Includes:

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

Excludes:

- N/A

Office Responsible for Retention and Disposition of Original Records:

Director – Information Technology

Retention Timeline

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

Operational Functions

Communications – Radio Room

Communications

Quality Assurance

Training

Community Mobilization

Community Relations

Community Services

Crisis Response

Mounted Operations

Victim Services

Youth Services

Property and Evidence Management

Property and Evidence

Records Management – Operations

CPIC

Criminal Records

Police Records Checks

Records Disclosure

Records Quality Assurance

Records Suspensions

Court Services

Court Services

Prisoner Management

Support Services

Alarm Coordination

Canine

Emergency Response Unit

Marine Operations

Paid Duty Administration

Traffic Enforcement

Traffic Services

Investigative Services

Crime Investigation – Drugs

Crime Investigation – Major

Crime Investigation – Non-Threshold Offences

Professional Standards and Development

Business Planning

Professional Standards

Communications – Radio Room

Communications

Communications

Records relating to the delivery of emergency communications services.

Includes:

- 911 call capture logs
- Recordings/CAD logs

Excludes:

- Registries (e.g. Autism, Alzheimer’s, etc.)

Office Responsible for Retention and Disposition of Original Records:

S/Sgt – Communications Centre

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
911 call capture logs	End of Calendar Year	3	Destroy	High	N/A
CAD Records	End of Calendar Year	3	Destroy	High	N/A

Community Mobilization

- Community Relations
- Community Services
- Crisis Response
- Mounted Operations
- Victim Services
- Youth Services

Community Relations

Records relating to community relations activities including with diverse communities.

Includes:

- Contact records, events or correspondence with diverse communities and reference material.

Excludes:

- Records related to training material: use Training

Office Responsible for Retention and Disposition of Original Records:

Superintendent – Community Mobilization

Retention Timeline

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

Community Services / Crime Prevention

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

Includes:

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

Excludes:

- N/A

Office Responsible for Retention and Disposition of Original Records:

Superintendent – Community Mobilization

Retention Timeline

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

Crisis Response

Records relating to the delivery of crisis response services.

Includes:

- Records relating to the CRB Dashboard
- MCCRT
- COAST

Excludes:

- Records related to CIT training: use Training

Office Responsible for Retention and Disposition of Original Records:

Superintendent – Community Mobilization Branch

Retention Timeline

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

Mounted Operations

Records relating to the delivery of mounted unit services.

Includes:

- Records in Training logs
- Veterinary records

Excludes:

- Records related to statistics and house keeping: use Planning and Research

Office Responsible for Retention and Disposition of Original Records:

Superintendent – Community Mobilization

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Training logs – weekly	Horse retires or no longer in service	2	Destroy	Low	N/A
Veterinary Records	Horse retires or no longer in service	2	Destroy	Low	N/A

Victim Services

Records relating to the delivery of victim support services.

Includes:

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

Excludes:

- Records related to volunteer applications: use Human Resources Management; Recruitment

Office Responsible for Retention and Disposition of Original Records:

Superintendent – Community Mobilization

Retention Timeline

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

Youth Services

Records relating to the delivery of youth services.

Includes:

- Youth Services administration files/statistics

Excludes:

- N/A

Office Responsible for Retention and Disposition of Original Records:

Superintendent – Community Mobilization

Retention Timeline

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

Court Services

Court Services
Prisoner Management

Court Services

Records relating to the delivery of court services.

Includes:

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

Excludes:

- N/A

Office Responsible for Retention and Disposition of Original Records:

Superintendent – Support Services

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Court Correspondence	End of Calendar Year	2	Destroy	High – Personal Information Back	N/A
Parole warrants	Warrant executed	-	Transfer to MAG	High – Personal Information Back	N/A
Peace bonds	Peace bond expired	-	Transfer to MAG	High – Personal Information Back	N/A
Warrants – executed	Warrant executed	-	Transfer to MAG	High – Personal Information Back	N/A
Warrants – outstanding	Warranted executed or recalled	-	Transfer to MAG	High – Personal Information Back	N/A

Prisoner Management

Records relating to the delivery of prisoner management services.

Includes:

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

Excludes:

- N/A

Office Responsible for Retention and Disposition of Original Records:

Superintendent – Support Services

Retention Timeline

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

Investigative Services

Crime Investigation – Drugs

Crime Investigation – Major

Crime Investigation – Non-Threshold Offences

Crime Investigation – Drug Investigations

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

Includes:

- Records relating to all drug investigations

Excludes:

- Records relating to any other investigation

Office Responsible for Retention and Disposition of Original Records:

Superintendent – Investigative Support Division

Retention Timeline

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

Hamilton Police Service Records Retention Schedule

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

Hamilton Police Service Records Retention Schedule

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

Hamilton Police Service Records Retention Schedule

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Investigative materials – Unfounded <ul style="list-style-type: none"> Possess cocaine / ecstasy /heroin /methamphetamines /restricted or controlled drugs 	Drugs deemed unfounded	2	Destroy	High	1-CDSA-1
Investigative materials – Not cleared <ul style="list-style-type: none"> Import / Export / Produce / Traffic in; cocaine / ecstasy /heroin /methamphetamines /restricted or controlled drugs 	-	-	Transfer to Cleared by Charge or Cleared Otherwise file	High	1-CDSA-1
Investigative materials – Cleared by Charge <ul style="list-style-type: none"> Import / Export / Produce / Traffic in; cocaine / ecstasy /heroin /methamphetamines /restricted or controlled drugs 	Final Court Disposition Date	25	Destroy	High	1-CDSA-1
Investigative materials – Cleared Otherwise <ul style="list-style-type: none"> Import / Export / Produce / Traffic in; cocaine / ecstasy /heroin /methamphetamines /restricted or controlled drugs 	Incident Clearance Date	25	Destroy	High	1-CDSA-1

Hamilton Police Service Records Retention Schedule

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Investigative materials – Unfounded • Import / Export / Produce / Traffic in; cocaine / ecstasy /heroin /methamphetamines /restricted or controlled drugs	Drugs deemed unfounded	5	Destroy	High	1-CDSA-1

Crime Investigation – Major Crime

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

Includes:

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

Excludes:

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

*See Crime Investigation – Does Not Meet Major Crime Threshold

Excludes:

- Drug Investigations: use Drug Investigations
- Traffic Enforcement: use Traffic Enforcement

Office Responsible for Retention and Disposition of Original Records:

Superintendent – Investigative Support Division

Retention Timeline

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

Hamilton Police Service Records Retention Schedule

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

** different disposition amount based on age of victim (Child)

Crime Investigation – Non-Threshold Offences

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

Includes:

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

Excludes:

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

*See: Crime Investigation, Major Crime

Excludes:

- Drug Investigations: use Drug Investigations
- Traffic Enforcement: use Traffic Enforcement

Office Responsible for Retention and Disposition of Original Records:

Superintendent – Investigative Support Division

Retention Timeline

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

Hamilton Police Service Records Retention Schedule

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Investigative materials – Cleared by Charge	Final Court Disposition Date	25	Destroy	High	N/A
Investigative materials – Cleared Otherwise	Incident Clearance Date	25	Destroy	High	N/A
Investigative materials – Unfounded	Incident deemed unfounded (exception: Homicide)	5	Destroy	High	N/A

Professional Standards and Development

- Business Planning
- Professional Standards
- Quality Assurance
- Training

Business Planning

Records relating to the development and implementation of the Business Plan

Includes:

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

Excludes:

- Records related to performance: use Human Resources Management; Recruitment (Personnel File) or Labour Relations

Office Responsible for Retention and Disposition of Original Records:

Superintendent – Professional Development Division

Retention Timeline

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

Professional Standards

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

Includes:

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

Excludes:

- Member Development Profile Record (MDPR): use Human Resources Management; Recruitment (Personnel File)
- Suspect Apprehension Pursuits Training Plan: use Training
- Civil Litigation: use Legal (retain reference file until legal hold expires)

Office Responsible for Retention and Disposition of Original Records:

Superintendent – Professional Development Division

Retention Timeline

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

Hamilton Police Service Records Retention Schedule

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Public and Internal Complaints – With Hearing	Date of conviction; no further disciplinary action *if the discipline is more than 80 hours, the individual must apply to the Chief to have file expunged	15	Destroy, subject to review Expunge from Personnel file 2 years from date of disposition if acquitted Expunge from Personnel file 5 years if convicted	High – Personal Information Bank	2-PSA-5 2-PSA-7 2-PSA-11
S. 11 Investigations and Reports	End of Calendar Year	15	Destroy	High – Personal Information Bank	2-PSA-9 2-PSA-11
Officer Involved Shooting Reports	End of Calendar Year	15	Destroy	High – Personal Information Bank	2-PSA-11
McNeil Disclosure Records	Age 80	30	Destroy	High – Personal Information Bank	2-PSA-11 3-MCNEIL-1
IAPro Early Intervention Tracking (includes discipline history)	End of Calendar Year	7	Destroy	High – Personal Information Bank	2-PSA-11

Quality Assurance

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

Includes:

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

Excludes:

- N/A

Office Responsible for Retention and Disposition of Original Records:

Superintendent – Professional Development Division

Retention Timeline

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

Training

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

Includes:

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

Excludes:

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

Office Responsible for Retention and Disposition of Original Records:

Superintendent – Professional Development Division

Retention Timeline

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

Property and Evidence Management

Storage and Disposition of Property

Storage and Disposition of Property

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

Includes:

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

Excludes:

- Records pertaining to the disposition of cases and evidence: use Operational Records

Office Responsible for Retention and Disposition of Original Records:

Manager – Records and Property

Retention Timeline

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

Records Management - Operations

CPIC
Criminal Records
Police Record Checks
Records Disclosure
Records Quality Assurance
Record Suspensions

CPIC

Records relating to the use of the CPIC system.

Includes:

- CPIC audit records
- CPIC messages
- CPIC offline searches
- CPIC purge lists
- CPIC removals
- CPIC validation lists

Excludes:

- N/A

Office Responsible for Retention and Disposition of Original Records:

Manager – Records and Property

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
CPIC audit records	Completion of next CPIC audit	-	Destroy	High	N/A
CPIC messages	End of Calendar Year	-	Destroy	High	N/A
CPIC purge lists	Completion of next CPIC audit	-	Destroy	High	N/A
CPIC offline searches	End of Calendar Year	2	Destroy	High	N/A
CPIC removals	End of Calendar Year	-	Destroy	High	N/A
CPIC validation lists	Completion of next CPIC audit	-	Destroy	High	N/A

Criminal Records

Records relating to individuals arrested or convicted.

Includes:

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

Excludes:

- Criminal Investigation Files: use Crime Investigation

Office Responsible for Retention and Disposition of Original Records:

Manager – Records and Property

Retention Timeline

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

Hamilton Police Service Records Retention Schedule

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Criminal File – Youth Dismissed and Withdrawn	Disposition received	2 months	Destroy	High	N/A
Criminal File – Youth Dismissed and Withdrawn	Disposition received	1	Destroy	High	N/A
Criminal File – Youth Stayed	Disposition received	1	Destroy	High	N/A
Criminal File – Youth Extrajudicial Measures, after consent	Disposition received	2 months	Destroy	High	N/A
Criminal File – Youth Conditional Discharge	Disposition received	3	Destroy	High	N/A
Criminal File – Youth Indictable Offence, after sentence completed	Disposition received and sentence completed	5	Destroy	High	N/A
Criminal File – Youth Summary Offence, after sentence completed	Disposition received and sentence completed	3	Destroy	High	N/A

Police Record Checks

Records relating to the delivery of police record checks.

Includes:

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

Excludes:

- N/A

Office Responsible for Retention and Disposition of Original Records:

Manager – Records and Property

Retention Timeline

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

Records Disclosure

Records pertaining to court disclosure pursuant to ongoing investigations.

Includes:

- Subpoenas
- Summons

Excludes:

- N/A

Office Responsible for Retention and Disposition of Original Records:

Manager – Records and Property

Retention Timeline

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

Records Quality Assurance

Records relating to the quality assurance of occurrence reports.

Includes:

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

Excludes:

- Quality Assurance pertaining to Service audits: use Professional Standards and Development – Quality Assurance

Office Responsible for Retention and Disposition of Original Records:

Manager – Records and Property

Retention Timeline

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

Record Suspensions

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

Includes:

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

Excludes:

- N/A

Office Responsible for Retention and Disposition of Original Records:

Manager – Records and Property

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Notification of record suspension issued/revoked	Notification received	-	Transfer to Criminal File	High	N/A

Support Services

- Alarm Coordination
- Canine
- Emergency Response Unit
- Marine Operations
- Paid Duty Administration
- Traffic Enforcement
- Traffic Services

Alarm Coordination

Records relating to the operation of the Alarm program.

Includes:

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

Excludes:

- Records related to false alarm invoices: use Financial reporting

Office Responsible for Retention and Disposition of Original Records

Superintendent – Support Service

Retention Timeline

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

Canine Unit

Records relating to services provided by the Canine Unit.

Includes:

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

Excludes:

- Records related to statistics and house keeping: use Panning and Research
- Use of force reports: use Training

Office Responsible for Retention and Disposition of Original Records:

Superintendent – Support Services

Retention Timeline

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

Emergency Response Unit

Records relating to the delivery of Emergency Response Services.

Includes:

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

Excludes:

- Records related to Use of Force reports and Training records: use Training

Office Responsible for Retention and Disposition of Original Records:

Superintendent – Support Services

Retention Timeline

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

Hamilton Police Service Records Retention Schedule

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Tactical Operations Plan	Completion of Event	10	Destroy	Medium	N/A
Flight Log (Remotely Piloted Aircraft System)	End of Calendar Year	2	Destroy	High	N/A

Marine Operations

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

Includes:

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

Excludes:

- Records related to equipment logs and maintenance: use Facilities Maintenance

Office Responsible for Retention and Disposition of Original Records:

Superintendent – Support Services

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Pleasure Craft Examination	End of Calendar Year	1	Destroy	Low	N/A
Search & Rescue Operation Plan	Event completed	1	Destroy	Low	N/A
Vessel Registration	Vessel no longer in use	5	Destroy	Low	N/A

Paid Duty Administration

Records relating to the administration of the Paid Duty Program

Includes:

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

Excludes:

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

Office Responsible for Retention and Disposition of Original Records:

Superintendent – Support Services

Retention Timeline

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

Traffic Enforcement

Records relating to the investigation of traffic related violations

Includes:

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

Excludes:

- Records related to the administration of traffic services: use Traffic Services

Office Responsible for Retention and Disposition of Original Records:

Superintendent – Support Services

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Traffic Enforcement Investigative Materials Non Criminal	Traffic Enforcement Cleared	-	Transfer to traffic enforcement investigative materials non-criminal, depending on solve status	High	2-HTA-1 2-PSA-12
Traffic Enforcement Investigative Materials – Non-Criminal Cleared by HTA Charge <ul style="list-style-type: none"> • MVC Report 	Final Court disposition date/PON closure	5	Destroy	High	2-HTA-1 2-PSA-12
Traffic Enforcement Investigative Materials – Non-Criminal Cleared Otherwise <ul style="list-style-type: none"> • MVC Report 	Incident Clearance date	5	Destroy	High	2-HTA-1 2-PSA-12

Hamilton Police Service Records Retention Schedule

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Traffic Enforcement Investigative Materials – Non-Criminal Unfounded <ul style="list-style-type: none"> • MVC Report 	Traffic enforcement deemed unfounded	1	Destroy	High	2-HTA-1 2-PSA-12
Traffic Enforcement Investigative Materials – Criminal Charges Involved – Not Cleared <ul style="list-style-type: none"> • Operation while impaired • Failure or refusal to comply with demand • Failure to stop after accident 	Traffic enforcement cleared	-	Transfer to traffic enforcement investigative materials, criminal charges, depending on solve status	High	2-HTA-1 2-PSA-12
Traffic Enforcement Investigative Materials – Criminal Charges Involved –Cleared by Charge <ul style="list-style-type: none"> • Operation while impaired • Failure or refusal to comply with demand • Failure to stop after accident 	Final court disposition	10	Destroy	High	2-HTA-1 2-PSA-12

Hamilton Police Service Records Retention Schedule

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Traffic Enforcement Investigative Materials – Criminal Charges Involved – Cleared Otherwise <ul style="list-style-type: none"> • Operation while impaired • Failure or refusal to comply with demand • Failure to stop after accident 	Incident Clearance Date	10	Destroy	High	2-HTA-1 2-PSA-12
Traffic Enforcement Investigative Materials – Criminal Charges Involved – Unfounded <ul style="list-style-type: none"> • Operation while impaired • Failure or refusal to comply with demand • Failure to stop after accident 	Traffic Enforcement Deemed Unfounded	1	Destroy	High	2-HTA-1 2-PSA-12
Traffic Enforcement Investigative Materials – Not Cleared <ul style="list-style-type: none"> • Cause bodily harm • Cause death/fatality 	Traffic Enforcement Cleared	-	Transfer to traffic enforcement investigative materials, based on solve status	High	2-HTA-1 2-PSA-12

Hamilton Police Service Records Retention Schedule

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Traffic Enforcement Investigative Materials – Cleared by Charge <ul style="list-style-type: none"> • Cause bodily harm • Cause death/fatality 	Final disposition date	25	Destroy	High	2-HTA-1 2-PSA-12
Traffic Enforcement Investigative Materials – Cleared Otherwise <ul style="list-style-type: none"> • Cause bodily harm • Cause death/fatality 	Incident clearance date	25	Destroy	High	2-HTA-1 2-PSA-12
Traffic Enforcement Investigative Materials – Unfounded <ul style="list-style-type: none"> • Cause bodily harm • Cause death/fatality 	Traffic Enforcement deemed unfounded	1	Destroy	High	2-HTA-1 2-PSA-12

Traffic Services

Records relating to the administration of traffic services.

Includes:

- Traffic Enforcement projects

Excludes:

- Records related to motor vehicle collisions with personal injury: use Traffic Enforcement

Office Responsible for Retention and Disposition of Original Records:

Superintendent – Support Services

Retention Timeline

Description	Trigger Event	Inactive Storage (Years)	Disposition	Sensitivity	Citation
Traffic Enforcement Projects	Project Completion	2	Destroy	High	N/A

Appendix A – Criteria for Major Crime / Major Case Management

The following is criteria for Major Crime / Major Case Management as indicated in P&P Major Case Management under Procedures.

The following criteria offences are deemed to be major cases.

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

Threshold offences:

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

- xiv. penetration, including oral, vaginal or anal;
- xv. missing person occurrences, where the circumstances indicate a strong possibility of foul play;
- xvi. occurrences suspected to be homicide involving found human remains;
- xvii. occurrences involving non-familial abductions and attempts; or
- xviii. any major case that is linked to another major case within the same or another jurisdiction.

Not threshold offences:

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

Citation Table - #1 Federal Jurisdiction

No.	Citation	Record Type	Retention/Limitation Period
1-CA-1	Cannabis Act, S.C. 2018, c. 16, s.45	Offence Prosecutions – limitation period	45. No summary conviction proceedings in respect of an offence under section 44 may be commenced after the expiry of one year after the day on which the subject-matter of the proceedings arose.
1-CDSA-1	Controlled Drugs and Substances Act, S.C. 1996, c. 19, s.47(1)	Controlled Drugs and Substances Act offence prosecutions / proceedings – limitation period	47 (1) No summary conviction proceedings in respect of an offence under subsection 4(2) or 32(2) or the regulations or in respect of a contravention of an order made under section 45.1 or 45.2 shall be commenced after the expiry of one year after the time when the subject matter of the proceedings arose.
1-CDSA-2	Controlled Drugs and Substances Act (S.C. 1996, c. 19), s. 29 (1)	Health Canada Seizure and Disposition Report	29 (1) Subject to the regulations, every peace officer, inspector or prescribed person who disposes of or otherwise deals with a controlled substance, precursor or chemical offence-related property under this Division shall, within 30 days, prepare a report setting out the following information and cause the report to be sent to the Minister: (a) the substance, precursor or property; (b) the amount of it that was disposed of or otherwise dealt with; (c) the manner in which it was disposed of or otherwise dealt with; (d) the date on which it was disposed of or otherwise dealt with; (e) the name of the police force, agency or entity to which the peace officer, inspector or prescribed person belongs; (f) the number of the file or police report related to the disposition of it or other dealing with it; and (g) any other prescribed information.
1-FCA-1	Federal Court Act, R.S.C. 1985, c. F-7, s. 39(2) as amended	Federal Court Litigation	39.(2) A proceeding in the Federal Court of Appeal or the Federal Court in respect of a cause of action arising otherwise than in a province shall be taken within six years after the cause of action arose.

Citation Table - #2 Provincial Jurisdiction

No.	Citation	Record Type	Retention/Limitation Period
2-CCA-1	Cannabis Control Act, 2017, S.O. 2017, c. 26, Sched. 1, s. 22(3)	Offence Prosecutions – limitation period	22.(3) No proceeding under this section shall be commenced more than two years after the day the offence was, or is alleged to have been, committed.
2-CLA-1	Cannabis License Act, 2018, S.O. 2018, c.12, Sched. 2, s. 39(3)	Offence Prosecutions – limitation period	39(3) No proceeding under this section shall be commenced more than two years after the day the offence was, or is alleged to have been, committed.
2-ESA-1	Employment Standards Act, 2000, S.O. 2000, c.41, s. 96	Complaints Limitation Period	<p>96 (1) A person alleging that this Act has been or is being contravened may file a complaint with the Ministry in a written or electronic form approved by the Director.</p> <p>(2) A complaint that is not filed in a form approved by the Director shall be deemed not to have been filed.</p> <p>(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.</p>
2-ESA-2	Employment Standards Act, 2000, S.O. 2000, c.41 ss. 15(1) par. 1, (5) par. 1; s. 16	Employee Name and Address	<p>15 (1) An employer shall record the following information with respect to each employee, including an employee who is a homemaker:</p> <p>1. The employee’s name and address.</p> <p>(5) The employer shall retain or arrange for some other person to retain the records of the information required under this section for the following periods:</p> <p>1. For information referred to in paragraph 1 or 3 of subsection (1), three years after the employee ceased to be employed by the employer.</p> <p>16 An employer shall ensure that all of the records and documents required to be retained under sections 15 and 15.1 are readily available for inspection as required by an employment standards officer, even if the employer has arranged for another person to retain them.</p>
2-HRC-1	Human Rights Code, R.S.O. 1990, c. H.19, s. 34.(1)	Complaints – Limitation Period	34 (1) If a person believes that any of his or her rights under Part I have been infringed, the person may apply to the Tribunal for an order under section 45.2,

No.	Citation	Record Type	Retention/Limitation Period
			(a) within one year after the incident to which the application relates; or (b) if there was a series of incidents, within one year after the last incident in the series.
2-HRC-2	Human Rights Code, R.S.O. 1990, c. H.19, s. 45.9.(3); as en. S.O. 2006, c. 30, s.5	Applications Regarding Contravened Settlements – Limitation Period	45.9(3) If a settlement of an application made under section 34 or 35 is agreed to in writing and signed by the parties, a party who believes that another party has contravened the settlement may make an application to the Tribunal for an order under subsection (8), (a) within six months after the contravention to which the application relates; or (b) if there was a series of contraventions, within six months after the last contravention in the series. 2006, c. 30, s. 5.
2-HTA-1	Highway Traffic Act, R.S.O. 1990, c. H.8, ss. 216.1(3), (4)	Ownership and operation of vehicle and carriage of goods documents	216.1(3) Where a commercial vehicle or road-building machine and its contents and equipment are examined under this section, the officer conducting the examination may require the driver, operator or other person in control of the vehicle to surrender all documents relating to the ownership and operation of the vehicle and to the carriage of the goods, and to furnish all information within that person’s knowledge relating to the details of the current trip. 4) (4) An officer obtaining a document under subsection (3) may take the document for the purpose of making a copy of it, but the copying shall be done as quickly as reasonably possible and the document copied shall be promptly returned.
2-ITA-1	Income Tax Act, R.S.O. 1990, c.I.2, s.39; as am. S.O. 1993, c. 29, s. 2; as am. S.O. 2004, c. 16, c.3	Income Tax Accounting Records and Books of Account [incorporation of Federal Tax Act]	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.

No.	Citation	Record Type	Retention/Limitation Period
			(2) Subsections 230.(2.1), (3), (4), (4.1), (4.2), (5), (6), (7), and (8) of the Federal Act apply for the purposes of this Act and, in the application thereof, any reference to subsection 230.(1) of the Federal Act shall be read as a reference to subsection (1).
2-LA-1	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.
2-LA-2	Limitations Act, 2002, S.O. 2002, c. 24, Schedule B, s.4	General Limitation Period – limitation period	4. Unless this Act provides otherwise, a proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered.
2-LA-3	Limitations Act, 2002, S.O. 2002, c. 24, Schedule B, s.6	Extension of limitation period (minors) – limitation period	6. The limitation period established by section 4 does not run during any time in which the person with the claim, (a) is a minor, and (b) is not represented by a litigation guardian in relation to the claim.
2-LA-4	Limitations Act, 2002, S.O. 2002, c. 24, Schedule B, ss. 15(1), (2)	Ultimate limitation period – limitation period	15 (1) Even if the limitation period established by any other section of this Act in respect of a claim has not expired, no proceeding shall be commenced in respect of the claim after the expiry of a limitation period established by this section. (2) No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place.
2-MA-1	Municipal Act, 2001, S.O. 2001, c 25, s. 253	Inspection of Records and Certified Copies	253 (1) Subject to the Municipal Freedom of Information and Protection of Privacy Act, any person may, at all reasonable times, inspect any of the records under the control of the clerk, including, (a) by-laws and resolutions of the municipality and of its local boards; (b) minutes and proceedings of regular, special or committee meetings of the council or local board, whether the minutes and proceedings have been adopted or not;

No.	Citation	Record Type	Retention/Limitation Period
			<p>(c) records considered at a meeting, except those records considered during that part of a meeting that was closed to the public;</p> <p>(d) the records of the council;</p> <p>(e) statements of remuneration and expenses prepared under section 284.</p> <p>(2) Upon request, the clerk shall, within a reasonable time, provide a certified copy under seal of the municipality of any record referred to in subsection (1) to any applicant who pays the fee established by council.</p>
<p>2-MA-2</p>	<p>Municipal Act, 2001, S.O. 2001, c 25, s. 254</p>	<p>Retention of Records</p>	<p>254 (1) A municipality shall retain and preserve the records of the municipality and its local boards in a secure and accessible manner and, if a local board is a local board of more than one municipality, the affected municipalities are jointly responsible for complying with this subsection.</p> <p>(2) Despite subsection (1), a local board that has ownership and control of its records shall retain and preserve the records in a secure and accessible manner.</p> <p>(3) If a municipality or a local board has a duty to retain and preserve records under this section, the municipality or local board may enter into an agreement for archival services with respect to the records, but a local board shall not enter into such an agreement without the consent of each of the municipalities of which it is a local board and the municipality shall not enter into such an agreement unless the other municipalities, if any, with whom the municipality has joint duty to retain and preserve the records also are party to the agreement.</p> <p>(4) Records transferred to a person pursuant to an agreement under subsection (3) remain, for the purposes of the Municipal Freedom of Information and Protection of Privacy Act, under the ownership and control of the municipality or of a local board of the municipality if the</p>

No.	Citation	Record Type	Retention/Limitation Period
			<p>local board falls within the definition of or is designated as an institution under that Act.</p> <p>(5) A person to whom records are transferred pursuant to an agreement under subsection (3) shall retain and preserve the records transferred to it in a secure and accessible manner.</p> <p>(6) A municipality and a local board shall ensure that a person to whom records are transferred pursuant to an agreement under subsection (3) fulfils the obligations under subsection (5).</p> <p>(7), (8) Repealed: 2006, c. 32, Sched. A, s. 108.</p> <p>(9) In this section, the requirement to retain and preserve records in an accessible manner means that the records can be retrieved within a reasonable time and that the records are in a format that allows the content of the records to be readily ascertained by a person inspecting the records.</p>
<p>2-MA-3</p>	<p>Municipal Act, 2001, S.O. 2001, c 25, s. 255</p>	<p>Retention Periods</p>	<p>255 (1) Except as otherwise provided, a record of a municipality or local board may only be destroyed in accordance with this section.</p> <p>(2) Despite section 254, a record of a municipality or a local board may be destroyed if a retention period for the record has been established under this section and,</p> <p>(a) the retention period has expired; or</p> <p>(b) the record is a copy of the original record.</p> <p>(3) A municipality may establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved in accordance with section 254.</p>

No.	Citation	Record Type	Retention/Limitation Period
			<p>(4) Despite subsection (3), if a local board is a local board of more than one municipality, a majority of the affected municipalities may establish retention periods during which the records of the local board must be retained and preserved in accordance with section 254.</p> <p>(5) Subsections (1) to (4) continue to apply to records transferred to a person under section 254.</p> <p>(6) In this section, “record” does not include a record of a police services board that is directly related to any law enforcement activity with respect to a person or body.</p>
2-MA-4	Municipal Act, 2001, S.O. 2001, c 25, s. 289(6)	Financial Administration	(6) Section 34 of the <i>Assessment Act</i> and section 353 of this Act apply with necessary modifications to the upper-tier municipality. 2009, c. 18, Sched. 18, s. 1.
2-MA-5	Municipal Act, 2001, S.O. 2001, c 25, s. 290(6)	Financial Administration	(6) Despite any other Act, for the purpose of preparing and adopting its budget for a year, the local municipality may by by-law require that the year’s budget of every board, commission or other body, other than an upper-tier municipality or school board, for which the municipality is required by law to levy a tax or provide money, be submitted to the municipality on or before a date specified by the local municipality, and that the budget shall be in such detail and form as the by-law provides. 2009, c. 18, Sched. 18, s. 2.
2-MFIPPA-1	Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, s. 4	General Right of Access	<p>4 (1) Every person has a right of access to a record or a part of a record in the custody or under the control of an institution unless,</p> <p>(a) the record or the part of the record falls within one of the exemptions under sections 6 to 15; or</p> <p>(b) the head is of the opinion on reasonable grounds that the request for access is frivolous or vexatious.</p> <p>(2) If an institution receives a request for access to a record that contains information that falls within one of the exemptions under</p>

No.	Citation	Record Type	Retention/Limitation Period
			sections 6 to 15 and the head of the institution is not of the opinion that the request is frivolous or vexatious, the head shall disclose as much of the record as can reasonably be severed without disclosing the information that falls under one of the exemptions.
2-MFIPPA-2	Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, s. 39(2)	Appeals – limitation period	39 (2) Subject to subsection (2.0.1), an appeal under subsection (1) shall be made within thirty days after the notice was given of the decision appealed from by filing with the Commissioner written notice of appeal.
2-MFIPPA-3	Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, s. 43(4)	Notice of Commissioner’s Order	43 (4) The Commissioner shall give the appellant and the persons who received notice of the appeal under subsection 39 (3) written notice of order.
2-MFIPPA-4	Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, ss. 17(3) to (5)	Extended requests – limitation period	<p>17 (3) The applicant may indicate in the request that it shall, if granted, continue to have effect for a specified period of up to two years.</p> <p>(4) When a request that is to continue to have effect is granted, the institution shall provide the applicant with,</p> <p>(a) a schedule showing dates in the specified period on which the request shall be deemed to have been received again, and explaining why those dates were chosen; and</p> <p>(b) a statement that the applicant may ask the Commissioner to review the schedule.</p> <p>(5) This Act applies as if a new request were being made on each of the dates shown in the schedule.</p>
2-OHASA-1	Occupational Health and Safety Act, R.S.O. 1990, c. O.1, s. 9(32)	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.

No.	Citation	Record Type	Retention/Limitation Period
<p>2-OHASA-2</p>	<p>Occupational Health and Safety Act, R.S.O. 1990, c. O.1, ss. 37(1)(5), s. 38(1)(2)(3)(4)(5)(6)</p>	<p>Expiration of Material Safety Data Sheets</p>	<p>37 (1) An employer,</p> <ul style="list-style-type: none"> (a) shall ensure that all hazardous materials present in the workplace are identified in the prescribed manner; (b) shall obtain or prepare, as may be prescribed, a current safety data sheet for all hazardous materials present in the workplace; and (c) shall ensure that the identification required by clause (a) and safety data sheets required by clause (b) are available in English and such other languages as may be prescribed. <p>(5) A safety data sheet expires three years after the date of its publication.</p> <p>38 (1) A copy of every current safety data sheet required by this Part in respect of hazardous materials in a workplace shall be,</p> <ul style="list-style-type: none"> (a) made available by the employer in the workplace in such a manner as to allow examination by the workers; (b) furnished by the employer to the committee or health and safety representative, if any, for the workplace or to a worker selected by the workers to represent them, if there is no committee or health and safety representative; (c) furnished by the employer on request or if so prescribed to the medical officer of health of the health unit in which the workplace is located; (d) furnished by the employer on request or if so prescribed to the fire department which serves the location in which the workplace is located; and (e) filed by the employer with a Director on request or if so prescribed. <p>(2) The medical officer of health, at the request of any person, shall request an employer to furnish a copy of a current safety data sheet.</p>

No.	Citation	Record Type	Retention/Limitation Period
			<p>(3) At the request of any person, the medical officer of health shall make available to the person for inspection a copy of any safety data sheet requested by the person and in the possession of the medical officer of health.</p> <p>(4) A medical officer of health shall not disclose the name of any person who makes a request under subsection (2) or (3).</p> <p>(5) For greater certainty, a copy of a safety data sheet in an electronic format is a copy for the purposes of this section.</p> <p>(6) An employer shall consult with the committee and the health and safety representative, if any, on making safety data sheets available in the workplace or furnishing them as required by clauses (1) (a) and (b) and subsection (1.1).</p>
<p>2-OHASA-3</p>	<p>Occupational Health and Safety Act, R.S.O. 1990, c. O.1, ss. 43(3)</p>	<p>Report of Refusal to Work</p>	<p>43 (3) A worker may refuse to work or do particular work where he or she has reason to believe that,</p> <p>(a) any equipment, machine, device or thing the worker is to use or operate is likely to endanger himself, herself or another worker;</p> <p>(b) the physical condition of the workplace or the part thereof in which he or she works or is to work is likely to endanger himself or herself;</p> <p>(b.1) workplace violence is likely to endanger himself or herself; or</p> <p>(c) any equipment, machine, device or thing he or she is to use or operate or the physical condition of the workplace or the part thereof in which he or she works or is to work is in contravention of this Act or the regulations and such contravention is likely to endanger himself, herself or another worker.</p>
<p>2-OHASA-4</p>	<p>Workplace Hazardous Materials Information System (WHMIS) Regulations, under the Occupational Health and Safety</p>	<p>Expiration of supplier and employer material safety data sheets (MSDS) (Workplace Hazardous Materials</p>	<p>17. (1) An employer who receives a hazardous product from a supplier for use, storage or handling at a workplace shall obtain a supplier safety data sheet for the hazardous product from the supplier unless the supplier is exempted under the Hazardous Products Regulations (Canada) from providing a safety data sheet for the hazardous product. O. Reg. 168/16, s. 11.</p>

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

No.	Citation	Record Type	Retention/Limitation Period
2-PRCRA-1	Police Record Checks Reform Act, 2015, S.O. 2015, c. 30, s. 16	Prescribed statistical information provided by police record check provider	16 Every police record check provider shall prepare and maintain the prescribed statistical information in connection with police record check requests and shall provide that information to the Minister on request.
2-PSA-1	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) Subject to subsection (2), 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, and or any grants of additional time to take a training course given under subsection (2).</p>
2-PSA-2	Police Services Act – Ontario Reg. 354/04 s. 1	Major Case Management System	<p>Ontario Major Case Management Manual to govern investigations of major cases:</p> <p>1.(1) Every board shall establish policies with respect to major cases in accordance with the Ontario Major Case Management Manual.</p> <p>(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.</p> <p>(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.</p>

No.	Citation	Record Type	Retention/Limitation Period
2-PSA-3	Police Services Act – Ontario Reg. 3/99 s.30	Strategic Planning/Business Plans	<p>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).</p> <p>(2) The business plan shall address,</p> <p>(a) the objectives, core business and functions of the police force, including how it will provide adequate and effective police services;</p> <p>(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 investigations services, (ii) community satisfaction with police services, (iii) emergency calls for service, (iv) violent crime ad 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)</p>
2-PSA-4	Police Services Act, R.S.O. 1990, c. P. 15, s.31(1)(c)	Responsibilities of boards	<p>31 (1) A board is responsible for the provision of adequate and effective police services in the municipality and shall,</p> <p>(c) establish policies for the effective management of the police force;</p>
2-PSA-5	Police Services Act, R.S.O. 1990, c. P.15, s. 63(1) to s. 63(4)	Complaints about municipal police services	<p>63 (1) The chief of police shall review every complaint that is referred to him or her by the Independent Police Review Director under subsection 61 (2) and shall take any action, or no action, in response to the complaint as he or she considers appropriate.</p> <p>(2) The chief of police shall, within 60 days of the referral of the complaint to him or her, notify the complainant in writing of his or her disposition of the complaint, with reasons, and of the complainant’s right to request that the board review the complaint if the complainant is not satisfied with the disposition.</p>

No.	Citation	Record Type	Retention/Limitation Period
			<p>(3) The chief of police may extend the 60-day period set out in subsection (2) by notifying the complainant in writing of the extension before the expiry of the period being extended.</p> <p>(4) The chief of police shall, upon his or her disposition of the complaint, submit a written report to the board and to the Independent Police Review Director respecting the disposition, with reasons.</p>
2-PSA-6	Police Services Act, R.S.O. 1990, c. P.15, s. 69.(14)	Complaints about the conduct of chiefs of police or deputy chiefs of police – expungement from employment records of chiefs of police or deputy chiefs of police	69 (14) An entry made in the chief of police’s or deputy chief of police’s employment record under paragraph 2 of subsection (12) 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.
2-PSA-7	Police Services Act, R.S.O. 1990, c. P. 15, s. 76.(13)	Complaints by chiefs – expungement from employment records of police officers	76 (13) An entry made in the police officer’s employment record under paragraph 2 of subsection (12) 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.
2-PSA-8	Adequacy and Effectiveness of Police Services Regulation, under the Police Services Act, O. Reg. 3/99, ss. 3, 6.(3), 8, 10.(b), 11.(2), (4), 12, 13, 14.(1), 15, s. 16(a), 16.(b), 17, 19.(1), 20, 22.(1),	Procedures and Processes	<p>3. Every chief of police shall establish procedures and processes on problem-oriented policing and crime prevention initiatives, whether the police force provides community-based crime prevention initiatives or whether crime prevention initiatives are provided by another police force or on a combined or regional or co-operative basis or by another organization.</p> <p>6. (3) Every chief of police shall, (a) establish procedures on communications and dispatch services; and (b) ensure that communicators and dispatchers and those supervising them have successfully completed the required training accredited by</p>

No.	Citation	Record Type	Retention/Limitation Period
	<p>25.(2), 26.(1), 26.(2), 27.(a), 28, 34</p>		<p>the Ministry or have equivalent qualifications or skills as approved by the Ministry.</p> <p>8. Every chief of police shall establish procedures on traffic management, traffic law enforcement and road safety.</p> <p>10. Every chief of police shall, (b) establish procedures and processes on supervision, including setting out circumstances where a supervisor must be contacted and when a supervisor must be present at an incident; and</p> <p>11. (2) Every chief of police shall establish procedures that require supervisors to ensure that the person to whom the supervisor assigns an occurrence listed in the plan, whether or not a criminal investigator, has the knowledge, skills and abilities to investigate that type of occurrence.</p> <p>(4) Every chief of police shall establish procedures for obtaining the assistance of another police force in relation to undertaking or managing a criminal investigation in those circumstances where the police force does not itself have, and does not have access through an agreement under subsection (3) to the services of, a criminal investigator or police officer with the knowledge, skills and abilities to investigate a specific type of occurrence.</p> <p>12. (1) Every chief of police shall develop and maintain procedures on and processes for undertaking and managing general criminal investigations and investigations into, (a) physical and sexual abuse of children; (b) child pornography; (c) criminal harassment; (d) domestic occurrences; (e) drug-related offences other than simple possession;</p>

No.	Citation	Record Type	Retention/Limitation Period
			<p>(f) elder abuse and vulnerable adult abuse;</p> <p>(g) fraud and false pretence;</p> <p>(h) hate or bias motivated crime and hate propaganda;</p> <p>(i) homicides and attempted homicides;</p> <p>(j) found human remains;</p> <p>(k) illegal gaming;</p> <p>(l) missing persons;</p> <p>(m) parental and non-parental abductions;</p> <p>(n) offences involving firearms;</p> <p>(o) proceeds of crime;</p> <p>(p) property offences, including break and enter;</p> <p>(q) robberies;</p> <p>(r) sexual assaults;</p> <p>(s) stolen or smuggled firearms;</p> <p>(t) vehicle thefts;</p> <p>(u) youth crime; and</p> <p>(v) other types of crime designated by the Solicitor General.</p> <p>(2) Every chief of police shall establish procedures for when more than one officer must respond to an occurrence or call for service.</p> <p>13. (1) Every chief of police shall establish procedures and processes in respect of,</p> <p>(a) internal task forces;</p> <p>(b) joint forces operations;</p> <p>(c) criminal intelligence;</p> <p>(d) crime, call and public disorder analysis;</p> <p>(e) informants and agents;</p> <p>(f) witness protection and security;</p> <p>(g) police response to persons who are emotionally disturbed or have a mental illness or a developmental disability;</p> <p>(h) search of the person;</p> <p>(i) search of premises;</p>

No.	Citation	Record Type	Retention/Limitation Period
			<p>(j) arrest; (k) bail and violent crime; (l) prisoner care and control; (m) prisoner transportation; and (n) property and evidence control.</p> <p>(2) Every board shall establish a policy on the sharing of crime, call and public disorder analysis data and information on crime trends with its municipal council and with school boards, community organizations and groups, businesses and members of the public in the municipality it serves.</p> <p>14.(1) Every chief of police shall establish procedures and processes in respect of, (a) the investigative supports referred to in clause 5 (1) (d); (b) the collection, handling, preservation, documentation and analysis of physical evidence; and (c) obtaining, when required, expert or specialized assistance from another police force, government agency or other organization or individual, in relation to a criminal investigation being undertaken by its police force.</p> <p>15. Every chief of police in a municipality that has been designated under paragraph 2 of subsection 19 (1) of the Act shall establish procedures and processes for the provision of police services in respect of all navigable bodies and courses of water within that municipality.</p> <p>16. If a board is responsible for court security under section 137 of the Act, the chief of police shall, (a) prepare a court security plan; (b) establish procedures on court security that address supervision and training; and</p>

No.	Citation	Record Type	Retention/Limitation Period
			<p>17. Every chief of police shall establish procedures on providing assistance to victims that,</p> <ul style="list-style-type: none"> (a) reflect the principles of the Victims' Bill of Rights, 1995; and (b) set out the roles and responsibilities of members of the police force in providing assistance to victims. <p>19. (1) Every chief of police shall establish procedures on public order unit services which set out the circumstances in which a public order unit may be deployed.</p> <p>20. Every chief of police shall establish procedures on police action in respect of labour disputes.</p> <p>22. (1) Every chief of police shall establish procedures on preliminary perimeter control and containment.</p> <p>25. (2) Every chief of police shall establish procedures on each of the services referred to in sections 21 and 22 that,</p> <ul style="list-style-type: none"> (a) set out the circumstances in which each service will be deployed; and (b) in relation to tactical and hostage rescue services, delegates to the tactical supervisor or major incident commander the responsibility for determining how many tactical officers are required to be deployed to an incident. <p>26. (1) Every chief of police shall prepare an emergency plan for its police force setting out the procedures to be followed during an emergency.</p> <p>(2) The chief of police may adopt the municipality's emergency plan as the police force's emergency plan if it addresses the role and duties of</p>

No.	Citation	Record Type	Retention/Limitation Period
			<p>the police force during an emergency, and the procedures to be followed by members of the police force during an emergency.</p> <p>27. Every chief of police shall, (a) develop procedures on ground search;</p> <p>28. Every chief of police shall establish procedures that are consistent with any federal or provincial counter-terrorism plan designated by the Solicitor General.</p> <p>34. Every chief of police shall establish procedures for the investigation of complaints.</p>
2-PSA-9	<p>Conduct And Duties Of Police Officers Respecting Investigations By The Special Investigations Unit Regulation, under the Police Services Act, O. Reg. 267/10, s. 11(4)</p>	<p>Chief of Police reports and Special Investigations Unit (SIU) investigations</p>	<p>11 (4) The chief of police of a municipal police force shall report his or her findings and any action taken or recommended to be taken to the board within 30 days after the SIU director advises the chief of police that he or she has reported the results of the SIU's investigation to the Attorney General, and the board may make the chief of police's report available to the public.</p>
2-PSA-10	<p>Disclosure of Personal Information Regulation, under the Police Services Act, O. Reg. 265/98, ss.2, 3, 4.(2), (5), (6)</p>	<p>Police exception for personal information disclosure</p>	<p>2. (1) A chief of police or his or her designate may disclose personal information about an individual to any person if, (a) the individual has been convicted or found guilty of an offence under the Criminal Code (Canada), the Controlled Drugs and Substances Act (Canada) or any other federal or provincial Act; (b) the chief of police or his or her designate who would disclose the personal information reasonably believes that the individual poses a significant risk of harm to other persons or property; and (c) the chief of police or his or her designate who would disclose the personal information reasonably believes that the disclosure will reduce that risk.</p>

No.	Citation	Record Type	Retention/Limitation Period
			<p>(2) If subsection (1) applies, the chief of police or his or her designate may disclose any personal information about the individual that the chief of police or his or her designate reasonably believes will reduce the risk posed by the individual.</p> <p>3. (1) A chief of police or his or her designate may disclose personal information, as described in subsection (2), about an individual to any person if the individual has been charged with, convicted or found guilty of an offence under the Criminal Code (Canada), the Controlled Drugs and Substances Act (Canada) or any other federal or provincial Act.</p> <p>(2) If subsection (1) applies, the following information may be disclosed:</p> <ol style="list-style-type: none"> 1. The individual's name, date of birth and address. 2. The offence described in subsection (1) with which he or she has been charged or of which he or she has been convicted or found guilty and the sentence, if any, imposed for that offence. 3. The outcome of all significant judicial proceedings relevant to the offence described in subsection (1). 4. The procedural stage of the criminal justice process to which the prosecution of the offence described in subsection (1) has progressed and the physical status of the individual in that process (for example, whether the individual is in custody, or the terms, if any, upon which he or she has been released from custody). 5. The date of the release or impending release of the individual from custody for the offence described in subsection (1), including any release on parole or temporary absence. <p>4.(2) A chief of police or his or her designate may disclose to a victim the following information about the individual who committed the offence if the victim requests the information:</p> <ol style="list-style-type: none"> 1. The progress of investigations that relate to the offence.

No.	Citation	Record Type	Retention/Limitation Period
			<p>2. The charges laid with respect to the offence and, if no charges are laid, the reasons why no charges are laid.</p> <p>3. The dates and places of all significant proceedings that relate to the prosecution.</p> <p>4. The outcome of all significant proceedings, including any proceedings on appeal.</p> <p>5. Any pretrial arrangements that are made that relate to a plea that may be entered by the accused at trial.</p> <p>6. The interim release and, in the event of conviction, the sentencing of an accused.</p> <p>7. Any disposition made under section 672.54 or 672.58 of the Criminal Code (Canada) in respect of an accused who is found unfit to stand trial or who is found not criminally responsible on account of mental disorder.</p> <p>8. Any application for release or any impending release of the individual convicted of the offence, including release in accordance with a program of temporary absence, on parole or on an unescorted temporary absence pass.</p> <p>9. Any escape from custody of the individual convicted of the offence.</p> <p>10. If the individual accused of committing the offence is found unfit to stand trial or is found not criminally responsible on account of mental disorder,</p> <ul style="list-style-type: none"> i. any hearing held with respect to the accused by the Review Board established or designated for Ontario pursuant to subsection 672.38 (1) of the Criminal Code (Canada), ii. any order of the Review Board directing the absolute or conditional discharge of the accused, and iii. any escape of the accused from custody. <p>5. (1) A chief of police or his or her designate may disclose any personal information about an individual if the individual is under investigation of, is charged with or is convicted or found guilty of an</p>

No.	Citation	Record Type	Retention/Limitation Period
			<p>offence under the Criminal Code (Canada), the Controlled Drugs and Substances Act (Canada) or any other federal or provincial Act to,</p> <p>(a) any police force in Canada;</p> <p>(b) any correctional or parole authority in Canada; or</p> <p>(c) any person or agency engaged in the protection of the public, the administration of justice or the enforcement of or compliance with any federal or provincial Act, regulation or government program.</p> <p>(2) Subsection (1) applies if the individual is under investigation of, is charged with or is convicted or found guilty of an offence under the Criminal Code (Canada), the Controlled Drugs and Substances Act (Canada) or any other federal or provincial Act and if the circumstances are such that disclosure is required for the protection of the public, the administration of justice or the enforcement of or compliance with any federal or provincial Act, regulation or government program.</p> <p>(3) The procedures to be followed in disclosing personal information under this section to an agency that is not engaged in the protection of the public or the administration of justice shall be in accordance with a memorandum of understanding entered into between the chief of police and the agency.</p> <p>6. In deciding whether or not to disclose personal information under this Regulation, the chief of police or his or her designate shall consider the availability of resources and information, what is reasonable in the circumstances of the case, what is consistent with the law and the public interest and what is necessary to ensure that the resolution of criminal proceedings is not delayed.</p>
2-PSA-11	Public Complaints – Local Complaints Regulation, under the Police Services	Local complaints records	<p>6.(1) Every local complaint shall be documented in a form approved by the Independent Police Review Director that is completed and signed by the complainant and the chief of police.</p> <p>(2) The form referred to in subsection (1) shall contain,</p>

No.	Citation	Record Type	Retention/Limitation Period
	Act, O. Reg. 263/09, s. 6		<p>(a) the complainant’s name and date of birth;</p> <p>(b) a summary of the matter being complained of;</p> <p>(c) a description of the resolution of the matter requested by the complainant; and</p> <p>(d) the steps taken by the chief of police and any member or employee of a police force in respect of the complaint.</p> <p>(3) The chief of police shall ensure that the form is updated to reflect any changes in the information referred to in subsection (2).</p> <p>(4) If a complainant refuses to complete or sign the form, the matter is deemed not to be a local complaint, and the chief of police shall,</p> <p>(a) make a record of the matter as a local inquiry; and</p> <p>(b) take no further steps in respect of the matter.</p>
2-PSA-12	Suspect Apprehension Pursuits Regulation, under the Police Services Act, O. Reg. 266/10, s. 14	Police officer’s notes (originals and copies) of 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>
2-PSA-13	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.

No.	Citation	Record Type	Retention/Limitation Period
2-PSA-14	Police Services Act, R.S.O. 1990, c. P. 15, s. 134(8)	Police Firearms Register	<p>134.(8) The chief of police shall ensure that the police force keeps a register of firearms and that the following rules are followed;</p> <ol style="list-style-type: none"> 1. Every firearm’s description and location shall be recorded. 2. When a firearm ceases to be in the possession of the 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.
2-WSIA-1	Workplace Safety and Insurance Act, 1997, SO 1997, c 16, Sched. A, s. 57(1)	Administration – Worker’s Access to Records	57 (1) If there is an issue in dispute, the Board shall, upon request, give a worker access to the file kept by the Board about his or her claim and shall give the worker a copy of the documents in the file If the worker is deceased, the Board shall give access and copies to the persons who may be entitled to payments under section 48.

Citation Table - #3 Miscellaneous Citations

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

No.	Citation	Record Type	Retention/Limitation Period
			<p>statutes of limitation to cases where evidence is being retained. The review notice should request approval to release, dispose of or retain the property of evidence.</p> <p>Here are factors to consider in setting review dates based upon the statute of limitations for each particular state. In many states there are fixed periods of time after which prosecution on specified types of crimes can no longer be initiated. In some states the time limit is absolute, in some it does not start until a suspect is identified, and in some it is extended by the length of time that the suspect is out of state during the statutory period. In many states, the limitation no longer applies once a warrant is issued for the suspect, as long as the agency can show due diligence in attempting to serve the warrant.</p> <p>Accelerated Review: The accelerated review is similar to the Statutes of Limitation system, but the review dates may be reduced to a much shorter period of time. For example, a misdemeanor case may have a review date at six months instead of one year. Felonies may be reviewed in one year instead of three. The review date is not a purge date, it's only a date to reassess the evidence and inquire whether the case has already been adjudicated, and whether or not the evidence can be disposed of. This process may be riskier because evidence could be disposed of prior to the Statute of Limitations expiring, thereby limiting prosecution. Departments that implement an accelerated review often see a large proportion of the items forwarded to the detective are in fact signed off for release or destruction before the Statute of Limitations has expired.</p> <p>Administrative Kill Policy: A department whose inventory is completely out of control and lacking any staff to research all of the cases may consider utilizing an "Administrative Kill" policy. The Administrative Kill is the riskiest, but sometimes the only alternative to address the problem in a timely manner. The Chief Executive Officer of the agency should initiate the Administrative Kill Policy with a written executive order to dispose of certain categories of evidence. This order should be specific as to the classifications of evidence covered, e.g. "all misdemeanours over 'X' months old, without related arrest warrant, will be</p>

No.	Citation	Record Type	Retention/Limitation Period
			<p>destroyed/released.” Another example of a written ill policy would be, “designated felony property crimes that are beyond ‘X’ period of time and which will never be investigated.” Special attention should be given to prevent the “Administrative Kill” of any evidence in crimes against persons and sex related crimes. These could become both a political liability as well as a civil tort against the investigator, the agency and the umbrella organization. Special attention should be given to prevent the “Administrative Kill” of any evidence in crimes against persons and sex related crimes. These could become both a political liability as well as a civil tort against the investigator, the agency and the umbrella organization. For this reason, the prosecutor should also review any “Administrative Kill requests.</p> <p>With recent advances in DNA technology, many states have adopted statutes that require a specific length of time that biological evidence must be retained. Department policies should ensure adherence to these statutes. After establishing the time limits that are most suitable for the department, a system needs to be developed to add a review date to every item of evidence. Some type of review form or memorandum should be used by the property unit to notify an investigating officer when a case is due for review. The form should include check boxes to differentiate items to be released, disposed of, or retained. The investigating officer should be required to sign the form for accountability purposes, and state why it should be retained. A supervisor should approve whenever evidence is retained beyond the respective statute of limitation. A schedule for re-review, or a second review within a year, should be set for property or evidence that is labeled as “retained”.</p> <p>The purging process can best be accomplished by requiring an annual review by the assigned case investigating officer. The most efficient process is for the property room to generate a review notice requiring the investing officer to evaluate each case for potential purging. When the property unit does not initiate the review process, departmental policy should define who is responsible, and when the review should occur.</p> <p>There should be special consideration given to NOT disposing of certain evidence without prosecutorial or judicial review, such as: sex crimes, capital crimes, other serious felonies, and pending civil litigation.</p>

No.	Citation	Record Type	Retention/Limitation Period
3-LEARN-1	Guidelines with Respect to the Destruction of Photographs and Fingerprints September 2004: prepared by The Law Enforcement and Records Manager's Network (LEARN)	Local Criminal Records (including fingerprints and photo-images) – Adult	<p>Eligible for Destruction if:</p> <ul style="list-style-type: none"> (1) The following suggested time frames have elapsed since disposition; & (2) the requestor is a first-time offender, & (3) the type of offence does not raise serious concerns about public safety. <p>Stayed charges: At least one (1) year has elapsed from the date the stay was imposed.</p> <p>Absolute Discharge: For criminal files that meet the individual police service criteria – Purge after one (1) year from the date of disposition.</p> <p>Conditional Discharge: Destroy three (3) years from the date of completion of sentence, if circumstance meet the police service's criteria.</p> <p>Where Absolute or Conditional Discharge was received prior to July 24, 1992, the Police Service may close the local criminal file if eligible criteria is met.</p> <p>Acquittal: Destroy on the expiration of two (2) months after the expiration of the time allowed for the taking of an appeal or where an appeal is taken, on the expiration of three (3) months after all proceeding in respect of an appeal have been completed (For acquittal other than by reason of a verdict of not criminal responsible on account of mental disorder.)</p> <p>Withdrawal or Dismissed: Other than by acquittal – at least thirty (30) days (appeal period) must have elapsed from disposition date.</p> <p>Withdrawn – Peace Bond: The Bond must have expired, which is normally one (1) year from disposition date.</p>
3-MCNEIL-1	P&P 4.3.50 Disclosure of Misconduct Records of Police Officers (McNeil). s. A.1 to A.4	McNeil Disclosure Records	<p>A.1(1) On January 16, 2009 the Supreme Court of Canada rendered its decision in the matter of R. vs. McNeil. The court held that records relating to serious misconduct by Police Officers involved in the investigation against the accused properly fall within the scope of the "first party" disclosure package due to the Crown, where the police misconduct is either related to the investigation, or the finding of misconduct could reasonably impact on the accused. Consequently, there are certain circumstances under which a Police Officer is required to disclose their misconduct information to the Crown.</p>

No.	Citation	Record Type	Retention/Limitation Period
			<p>(2) All Police Officers who may be required as a witness in a criminal proceeding or a prosecution under the Provincial Offences Act must disclose to the Crown Attorney the following information:</p> <ul style="list-style-type: none"> a. Convictions or findings of guilt under the Criminal Code, Controlled Drugs and Substances Act or other statute for which a pardon has not been granted. b. Outstanding charges under the Criminal Code, Controlled Drugs and Substances Act or other federal statute. c. Findings of guilt or misconduct under the Police Services Act after a formal hearing before the tribunal which does not fall within the disclosure exceptions set out in paragraph 4, below. d. Outstanding charge(s) of misconduct under the Police Services Act for which a Notice of Hearing has been served which does not fall within the disclosure exceptions set out in paragraph 4, below. e. In relation to the same incident which forms the subject matter of the charge(s) against the accused for which the Crown Brief is being prepared: <ul style="list-style-type: none"> i. that the Officer has been given notice that he/she is the subject of a conduct investigation under the Police Services Act; ii. that the Officer is the subject of an investigation under the Criminal Code, Controlled Drugs and Substances Act or other federal statute, but the case has not yet been concluded; and/or iii. the Officer has agreed to a complaint disposition without a hearing. <p>(3) All Police Officers who are required to disclose misconduct information set out in paragraph 2, above, shall be given an opportunity to make submissions to the Crown Attorney at the time of making the required disclosure.</p> <p>(4) Police Officers are NOT required to disclose misconduct information relating to the following:</p> <ul style="list-style-type: none"> a. Police Services Act <ul style="list-style-type: none"> s. 74(1)(b) contravenes section 46 (political activity) s. 74(1)(d) contravenes subsection 55(5) (resignation during emergency) s. 74(f) contravenes section 117 (trade union membership) b. O. Reg. 123/98, Police Services Act, Part V. Code of Conduct <ul style="list-style-type: none"> 2. (1) (a) (x) is guilty of an indictable criminal offence or an offence punishable upon summary conviction if you have been granted a pardon for the underlying criminal offence 2. (1) (c) (ix) is absent without leave from or late for any duty, without reasonable excuse

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			<p>2. (1) (c) (x) is improperly dressed, dirty or untidy in person, clothing or equipment while on duty</p> <p>2. (1) (h) (i) in part, specifically “willfully or carelessly causes loss or damage to any article of clothing”</p> <p>(5) The requirement for Police Officers to disclose misconduct information as set out in this Policy applies to proceedings within the City of Hamilton or other jurisdictions.</p> <p>(6) No person shall disclose to any other person information on, obtained from, or pertaining to, the McNeil decision, except in accordance with this Policy.</p> <p>A.2 (1) All Police Officers who are required to disclose misconduct information as set out in Section “A.1 General” paragraph 2., above, shall complete a “McNeil Report” form and submit the completed form to the Commander of the Professional Development Division.</p> <p>(2) It is the responsibility of each Officer to ensure the Commander of the Professional Development Division is provided with up-to-date information or change in status, as soon as possible, should the information required by the “McNeil Report” change.</p> <p>(3) Whenever an Investigating Officer (def.) completes a Crown Brief Package, the Officer shall identify on the Witness Control Form whether a “McNeil Report” is required for each Police Officer witness listed.</p> <p>Note: The Witness Control Form in Niche will automatically generate an identifier for an Officer with a McNeil reporting requirement. The capital letter “M” preceding the Officer’s Division/Squad denotes a McNeil Report is required. Investigating Officers are responsible for also checking the box on the Witness Control Form, indicating a McNeil Report is to be attached.</p> <p>(4) McNeil Reports will be maintained by the Crown Attorney’s Office. Upon initial screening of the Crown Brief Package, the Crown’s Office will be responsible for ensuring a McNeil Report is included in the package, as required.</p> <p>(5) The HPS Court Case Manager, upon review of a Crown Brief Package which is set for trial, shall ensure the Crown’s Office has included a McNeil Report, where required.</p>

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