BY-LAW NO. 291-2009

A BY-LAW RESPECTING
MANAGEMENT OF POLICE RECORDS
(AI-007)

1.   **PREAMBLE**

1.1   WHEREAS subsection 31(1) of the *Police Services Act* provides that a Board is responsible for the provision of police services and for law enforcement and crime prevention in the municipality and shall:

      b.   generally determine after consultation with the Chief of Police, objectives and priorities with respect to the police service in the municipality;

      c.   establish priorities for the effective management of the police service; and

      e.   direct the Chief of Police and monitor his or her performance;

1.2   AND whereas subsection 31(6) of the *Police Services Act* provides that the Board may, by by-law, make rules for the effective management of the police service;

1.3   AND whereas Section 254 of the *Municipal Act,* R.S.O. 2001 c.254 states that a local board that has ownership and control of its records has an obligation to retain and preserve the records in a secure and accessible manner;

1.4   AND whereas Section 254(2) of the *Municipal Act,* R.S.O. 2001 c.254 regulates the circumstances under which a local Board may destroy records;

1.5   AND whereas section 2 of O. Reg. 550/96 prescribes that a Chief of Police shall establish procedures and processes for the submission and updating of the ViCLAS crime analysis reports;

1.6   AND whereas O. Reg. 3/99 prescribes standards for adequacy and effectiveness of police services;

1.7   AND whereas Part AI-007 of the Policing Standards Manual (2000), a copy of which is attached hereto as Appendix A, contains guidelines directing the Board, the Chief and members relative to the management of police records.

NOW THEREFORE THE REGIONAL MUNICIPALITY OF NIAGARA POLICE SERVICES BOARD ENACTS AS FOLLOWS:

2   DEFINITIONS

2.1   *"Act"* means *Police Services Act,* R.S.O. 1990, c.P.15, as amended;

2.2   *"Board"* means the Regional Municipality of Niagara Police Services Board;

2.3   *"Chief"* means the Chief of the Niagara Regional Police Service;

2.4   *"Manual"* means the Policing Standards Manual published by the Ministry of Community Safety and Correctional Services;

2.5   *"Member"* means a member of the Niagara Regional Police Service;

2.6   *"Ministry"* means the Ministry of Community Safety and Correctional Services;

2.7   *"Service"* means the Niagara Regional Police Service;

2.8   *"ViCLAS"* means the Violent Crime Linkage Analysis System;

2.9   *"Personal Information"* means recorded information about an identifiable individual, as prescribed by the *Municipal Freedom of Information and Protection of Privacy Act*.

2.10   *"Record"* means a document, made or received in the normal course of business and kept for operational or administrative purposes and includes:

(i)   correspondence – a memorandum, book, plan, map, drawing, diagram, pictorial or graphic work, photograph, film, microfilm, sound recording, videotape, machine readable record, any other documentary material, regardless of physical form or characteristics, and any copy thereof; and

(ii)   subject to the regulations of the *Municipal Freedom of Information and Protection of Privacy Act*, any records that is capable of being produced from a machine readable record under the control of the police service by the means of computer hardware and software or any other information storage equipment and technical expertise normally used by the police service.

3   BOARD POLICY

3.1   The Board recognizes that appropriate management of police records are crucial to policing, and it is therefore the policy of the Board that such management of police records be dealt with in a professional and thorough manner and in accordance with procedures established by the Chief as directed in this By-law.

4   DIRECTION TO THE CHIEF

4.1   *PROCEDURES*

4.1.1   The Chief shall establish written procedures and processes for the collection, security, retention, use, disclosure and destruction of police records in accordance with Appendix A.

4.1.2   The Chief shall ensure that said procedure above complies with the *Municipal Freedom of Information and Protection of Privacy Act*.

4.1.3   That the Chief shall ensure that all records are protected from unauthorized access, alteration, or removal and inadvertent destruction or damage by members of the police service and the public.

4.1.4   The Chief shall ensure that the procedures referred to in section 4.1.1 comply with the Ministry's designated Ontario Major Case Management Manual for police records management.

4.1.5   The Chief shall ensure that the procedures referred to in section 4.1.1. includes procedures that are consistent with the provisions in the CPIC Reference Manual and the Ministry's policy relating to CPIC records.

4.2   *DESTRUCTION OF POLICE RECORDS*

4.2.1   The Chief shall ensure that no Member destroys any record except in accordance with the procedure developed in accordance with Article 4.1.1.

4.2.2   The Chief shall ensure that, when records are destroyed in compliance with the said procedure, a listing is maintained indicating the classification and dates of the records being destroyed, the date of destruction, and the signature of the Member destroying the record.

4.2.3   The Chief shall designate a Member(s) as persons responsible for overseeing destruction of records in accordance with the procedure outlined in Article 4.1.1.

4.2.4   The Chief shall ensure that records are destroyed in a manner, which ensures that the records are no longer legible or usable.

4.2.5   The Chief shall ensure that the procedure developed in respect of retention and destruction of Service records pursuant to Article 4.1.1 above, provides for the retention of Service records in accordance with Appendix B to this by-law entitled "Niagara Regional Police Service Records Classification and Retention: Schedule A – Business Activities, Schedule B – Law Enforcement Activities - Offence & General Investigations, Schedule C – Law Enforcement Activities - Areas and Services/Programs, and Security Classification Definitions."

4.3   *TRAINING*

4.3.1   The Chief shall ensure that Members involved in the collection, security, retention, use, disclosure and destruction of police records, have the requisite knowledge, skills and abilities to perform these functions.

5   **REPORT TO THE BOARD**

5.1   The Chief shall make an annual written report to the Board on or before August 30th of each year in respect of management of police records.

The report shall include:

a.   a summary of the written procedures concerning management of police records;
b.   confirmation of Service compliance with said procedures;
c.   a listing of records retained beyond the retention period pursuant to Article 4.1.1, together with the reason therefore; and
d.   confirmation that the appropriate records have been destroyed in accordance with the by-law.

6   IMPLEMENTATION

6.1   By-law No. 172-1997, By-law No. 185-1999 and By-law No. 256-2003, and all other By-laws, section of By-laws and records management policies of the Board inconsistent with the provisions of this By-law are hereby repealed.

6.2   This By-law shall come into force on the date of its enactment.

6.3   The Chief shall implement this By-law, where applicable, through general order.

ENACTED AND PASSED this 26th day of November, 2009.

THE REGIONAL MUNICIPALITY OF NIAGARA POLICE SERVICES BOARD

Signed Original on File
Chairperson

Signed Original on File
Executive Director

Appendix "A"

Legislative/Regulatory Requirements

Section 31(1)(c) of the *Police Services Act (PSA)* requires a police services board, in providing adequate and effective police services, to establish policies for the effective management of the police service.

In addition, section 41(1)(a) requires the Chief of Police to administer the police service and oversee its operations in accordance with the objectives, priorities and policies established by the board.

Furthermore, section 2 of the Regulation on *Violent Crime Linkage Analysis Systems Reports* requires the submission and updating of ViCLAS crime analysis reports.

Sample Board Policy

Board Policy #_____

It is the policy of the _____ Police Services Board with respect to the management of police records that the Chief of Police will:

a) establish procedures on records management, including the collection, security, retention, use, disclosure and destruction of records in accordance with the requirements of appropriate legislation;
b) comply with the procedures set out in the Ministry's designated *Ontario Major Case Management Manual*; and
c) establish procedures on CPIC that are consistent with the *CPIC Reference Manual* and the Ministry's policy relating to CPIC Records.

Police Service Guidelines

Procedures 1. Every police service's procedures on records management should:
   a) ensure that the records management system meets or exceeds the administrative requirements of the municipality;
   b) ensure that the records management system meets the requirements of appropriate legislation;
   c) designate a staff position(s) with overall responsibility for the police service's records management system;
   d) address the classification and security of all records;
   e) address the collection, storage, retrieval, use, disclosure and destruction of records, including fingerprints and criminal identification photographs;

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f) require that a records retention schedule be established, including the requirement that records of *ViCLAS* reportable offences be retained for at least 25 years;

g) ensure that the disposition of records is in accordance with the records retention schedule;

h) require that when records are destroyed the class and dates of the destroyed records, the date of destruction and signature of the employee approving are documented;

i) ensure that an occurrence reporting system is maintained, including the incidents for which an occurrence report has to be completed;

j) require that a master index or method of searching for records is maintained, which enables records to be quickly located; and

k) require compliance with the procedures set out in the Ministry's designated *Ontario Major Case Management Manual*.

CPIC
2. Every police service should establish procedures on CPIC that are consistent with the *CPIC Reference Manual* and the Ministry's policy relating to CPIC Records, including that:

a) the *CPIC Reference Manual* is current, up-to-date and available to appropriate staff, and copies of bulletins regarding CPIC from the Ministry are available to appropriate staff;

b) the minimal requirements of CPIC use, security and dissemination of information are understood and observed by appropriate staff;

c) communications and dispatch personnel are informed of the requirements relating to CPIC use;

d) training is provided on CPIC to satisfy local needs;

e) a file support system exists for the CPIC function, as required;

f) written job descriptions are available for all CPIC positions;

g) a check of the terminal report and agency activity report indicates adequate use of CPIC facilities; and

h) a copy of the latest CPIC audit report by the Ministry is available to appropriate staff upon receipt.

3. Every Chief of Police should ensure that the recommendations of the latest CPIC audit report by the Ministry have been addressed.

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Appendix "B"

NIAGARA REGIONAL POLICE SERVICE
RECORDS CLASSIFICATION & RETENTION
SCHEDULE "A" BUSINESS ACTIVITIES

BUSINESS ACTIVITIES	
Classification Code	B.CG.
Function	Compliance & Governance
Classification Code	B.FF.
Function	Facilities, Fleet & Equipment
Classification Code	B.FM.
Function	Financial Management
Classification Code	B.HR.
Function	Human Resources Management
Classification Code	B.IM.
Function	Information Management
Classification Code	B.IT.
Function	Information Technology

Security Classification & Citation

Please refer to the Security Classification Definitions appendix for an explanation of security classifications.
Any questions relating to citations, can be directed to the Records Manager or Information Management Supervisor.

Compliance and Governance: The function of managing the broad issues of corporate governance and compliance with respect to policy and regulatory requirements.

Manage Claims & Civil Litigation	The sub-function of managing legal proceedings between a police service and other parties.
Classification Code	B.CG.00.00
Record Series Description	Mediate - The activity of reconciling differences through compromise. Example: Reconciliations; interest based parameters for negotiations.
Office of Primary Responsibility	General Counsel
Active Retention Period	E + 2 (E=end of mediation)
Inactive Storage (RIM Unit) Retention Period	3 years
Disposition Retention Period	D
Security Classification	Protected C
Citation	None
Classification Code	B.CG.00.01
Record Series Description	Negotiate Settlement – The activity of arranging through conference, discussions and compromise for the settlement of a matter with agreed upon terms and conditions. Example: Settlement agreements.

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E=Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Office of Primary Responsibility	General Counsel
Active Retention Period	E + 2 (E=expiration of settlement)
Inactive Storage (RIM Unit) Retention Period	3 years
Disposition Retention Period	D
Security Classification	Protected C
Citation	None
Classification Code	B.CG.00.02
Record Series Description	Litigate – The activity of carrying on a legal contest by a judicial or quasi-judicial process. Example: Legal advice; opinions; appeals; recommendations; claims against the police service/PSB; motions; orders; human rights complaints; civil suits; decisions/jury decisions; coroner inquests; tribunals; inquests; inquiries; employment insurance complaints; judicial reviews; orders in council; occupational health and safety complaints.
Office of Primary Responsibility	General Counsel
Active Retention Period	E + 2 (E=end of litigation or event)
Inactive Storage (RIM Unit) Retention Period	8 years
Disposition Retention Period	D SS
Security Classification	Protected C
Citation	None

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E=Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Manage Contracts and Agreements	The sub-function of reviewing, establishing, negotiating, and managing contracts and agreements.
Classification Code	B.CG.01.00
Record Series Description	Request - The activity of preparing documents to obtain binding written agreement for the provision of goods or services. Example: Unsuccessful RFI's, RFP's, tenders, solicitations for real property leases; offers for real property purchases or sales; draft contracts/agreements/MOUs.
Office of Primary Responsibility	Unit of Responsibility
Active Retention Period	E + 2 (E = completion of the procurement, e.g. PSB approval/sign off)
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	BCG.01.01
Record Series Description	Negotiate/Execute/Renew - The activity of arranging through conference, discussion, and compromise for the terms of a binding contract or agreement and obtaining authorizing signatures and providing true copies of same. Example: Executed contracts/agreements/MOUs; notes; correspondence; research agreements/MOU's, protocols; insurance policies; executed offers for real property, purchase or sales, offers to purchase or lease; drafts of renewal contracts/renewal agreements/renewal MOUs.
Office of Primary Responsibility	Unit of Responsibility

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E=Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Active Retention Period	E + 2 (E=expiration of all obligations and terms of document, including expiration of any renewal period
Inactive Storage (RIM Unit) Retention Period	3 years
Disposition Retention Period	D SS
Security Classification	Protected B
Citation	None
Classification Code	B.CG.01.02
Record Series Description	Report -The activity of overseeing that the obligations in a binding contract or agreement are being met and reporting the results to management. Example: Briefing notes; notes; correspondences; statistics; project results; memos/reports to management.
Office of Primary Responsibility	Unit of Responsibility
Active Retention Period	E + 2 (E = expiration of the term of the executed contract or agreement, including expiration of any renewal period)
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Delegate Authority	The sub-function of assigning responsibility or authority to carry out specific activities.
Classification Code	B.CG.02.00
Record Series Description	Assign Duties & Granting of Authority - The activity of defining the task(s) to be performed or the goals(s) to be achieved by the employee(s)/member(s); and of

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E=Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

	authorizing the employee(s)/member(s) to use resources and/or make decisions necessary for the performance of assigned duties. Example: PSB minutes (copies); executive minutes; staff meeting minutes; PSB by-laws (copies); employment contracts (Chief and Deputies copies); collective agreement contracts (senior officer, sworn & civilian) copies.
Office of Primary Responsibility	Unit of Responsibility
Active Retention Period	CY + 2
Inactive Storage (RIM Unit) Retention Period	4 years
Disposition Retention Period	D SS
Security Classification	Protected A
Citation	None
Classification Code	B.CG.02.01
Record Series Description	Create Responsibilities and Accountability - The activity of creating an obligation on the part of the employee(s)/member(s) to perform the duties assigned in a satisfactory manner using the authority given and holding the employee(s)/members(s) answerable to a superior for the satisfactory performance of such duties. Example: Employment contracts (Chief, Deputies, Senior Officers Association), collective bargaining contracts, organizational chart.
Office of Primary Responsibility	Office of the Chief of Police
Active Retention Period	S
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	Archive
Security Classification	Protected A

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E=Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Citation	None

Manage Policy and Procedures	The sub-function of developing and adopting standard organizational methods of operating according to formulated policy and procedures.
Classification Code	B.CG.03.00
Record Series Description	Define Requirements and Establish - The activity of defining and developing policy and procedure requirements in compliance with applicable legislation and adequacy standards and including consideration of user needs and customer service, and of assessing policy and procedure framework requirements through such activities as conducting research and analysis, consultation, forecasting needs, and assessing alternatives, in order to act as a source of direction and guidance, and set standards. Example: Policy minutes; briefing meetings; committee meetings; approvals; correspondence; research; PSB by-laws (copies); trends/statistics; orders (e.g. MOL); alternative service delivery; past performance; technology trends; service delivery options; projections; funding options; final inquest verdict and recommendations.
Office of Primary Responsibility	Executive Services
Active Retention Period	CY + 2
Inactive Storage (RIM Unit) Retention Period	3 years
Disposition Retention Period	D SS
Security Classification	Protected B
Citation	None
Classification Code	BCG.03.01

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E=Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Record Series Description	Implement - The activity of putting into operation the policy and procedure framework by obtaining executive approval and by making the policies accessible to all employees / members and by making the policies accessible to third parties where mandated by legislation (e.g. the AODA Accessibility Standards for Customer Service requires a police service – as a public sector organization – to provide to any person a copy of the service's accessibility policies, practices and procedures, its temporary disruption and guide dog information, and its training policies.)
Office of Primary Responsibility	Executive Services
Active Retention Period	SO
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	Archive
Security Classification	Protected B
Citation	None
Classification Code	B.CG.03.02
Record Series Description	Monitor - The activity of overseeing the audit of policies and procedures to ensure relevance and that objectives and requirements continue to be met. Example: Audits; adequacy and effectiveness standards; quality assurance.
Office of Primary Responsibility	Executive Services
Active Retention Period	CY + 2
Inactive Storage (RIM Unit) Retention Period	3 years
Disposition Retention Period	D SS
Security Classification	Protected B
Citation	None

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E=Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Manage Planning and Research -	The sub-function of formulating ways in which objectives can be achieved through research, planning, and analysis.
Classification Code	B.CG.04.00
Record Series Description	Assess & Develop - The activity of assessing a problem and establishing a hypothesis which defines basic concepts and variables and constructing a project management or research design. Example: Questionnaires; surveys (internal/external); past performance; statement of scope; baseline plan; technology trends; funding options; service delivery options; executive approval; project business case; project charter; project communication plan/schedule; PSB approval (copies) etc.
Office of Primary Responsibility	Deputy Chief Support Services
Active Retention Period	CY + 2
Inactive Storage (RIM Unit) Retention Period	3 years
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	B.CG.04.01
Record Series Description	Execute/Review - The activity of carrying out the chosen project management or research design, and of examining the project management or research findings/results for relevance, evaluating the findings/results, and drawing conclusions. Example: Plans; studies; reviews; workload analysis; reports, including reports of qualitative/quantitative surveys; project closure report; business plans; risk

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	management; strategic planning; statistics; environmental scans; annual reports; corporate plans; change request management; surveys; audits; objectives; privacy impact assessments etc.
Office of Primary Responsibility	Deputy Chief Support Services
Active Retention Period	S
Inactive Storage (RIM Unit) Retention Period	5 years
Disposition Retention Period	D SS
Security Classification	Protected B
Citation	None

Manage Legislated Reporting	The sub-function of managing a police service's legislated reporting.
Classification Code	B.CG.05.00
Record Series Description	Monitor - The activity of overseeing the audit of legislated reporting to ensure relevance and that objectives and requirements continue to be met. Example: Legislated reporting audits and quality assurance.
Office of Primary Responsibility	Unit Responsible for Reporting
Active Retention Period	CY + 2
Inactive Storage (RIM Unit) Retention Period	3 years
Disposition Retention Period	D
Security Classification	Protected A
Citation	None
Classification Code	B.CG.05.01
Record Series Description	Report - The activity of compiling legislatively required statistical reports on a police service's activities.

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E=Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

	Example: Annual reports to the Information Privacy Commission; accessibility reports; annual reports to major case management, ViCLAS, PSB, etc.
Office of Primary Responsibility	Unit Responsible for Reporting
Active Retention Period	CY + 2
Inactive Storage (RIM Unit) Retention Period	3 years
Disposition Retention Period	D
Security Classification	Protected A
Citation	None

Facilities, Fleet & Equipment- The function of managing facilities, fleet, and equipment.

Manage Facilities	The sub-function of acquiring, constructing, outfitting, maintaining, managing, protecting, and disposing of land, storage, or space within the premises of owned, rented, or leased property.
Classification Code	B.FF.00.00
Record Series Description	Define Requirements, Assess and Report - The activity of defining and reporting facility requirements in compliance with applicable legislation and including consideration of user needs and customer service, and of assessing the feasibility of defined requirements through such activities as conducting research and analysis, consultation, forecasting needs, and assessing alternatives.

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E=Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

	Example: Unit requirements; Insurance requirements; technology trends; alternative service delivery; projections; funding options; surveys; identification of surplus facilities; business plans; project plans; site plans etc.
Office of Primary Responsibility	Deputy Chief Support Services
Active Retention Period	CY + 2
Inactive Storage (RIM Unit) Retention Period	3 years
Disposition Retention Period	D
Security Classification	Protected C
Citation	None
Classification Code	B.FF.00.01
Record Series Description	Sustain and Secure - The activity of overseeing that buildings and facilities are kept up to date, maintained, are in compliance with building codes etc. as well as the activity of applying and monitoring systems, policies, and procedures to maintain the security of facilities. Example: Maintenance reports and logs; inspection reports including fire inspections and safety inspections; testing, inspection, and maintenance records of fire alarm systems and of the building safety systems/equipment; surveys to identify facility maintenance requirements; annual licences (e.g. elevators); first aid box, station, equipment, room inspections; posting of notices as required by the Building Code Act; provision of St. John Ambulance first aid manuals, stations, equipment and supplies etc.; identification and building pass cards; access card distribution log; visitor sign-in logs; security breach reports.
Office of Primary Responsibility	Deputy Chief Support Services
Active Retention Period	CY + 2

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E=Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Inactive Storage (RIM Unit) Retention Period	3 years
Disposition Retention Period	D
Security Classification	Protected B
Citation	Quantified: T 2-FPPA-20, T 2-FPPA-28
Classification Code	B.FF.00.01
Record Series Description	Sustain and Secure - The activity of overseeing that buildings and facilities are kept up to date, maintained, are in compliance with building codes etc. as well as the activity of applying and monitoring systems, policies, and procedures to maintain the security of facilities. Example: Maintenance reports and logs; inspection reports including fire inspections and safety inspections; testing, inspection, and maintenance records of fire alarm systems and of the building safety systems/equipment; surveys to identify facility maintenance requirements; annual licences (e.g. elevators); first aid box, station, equipment, room inspections; posting of notices as required by the Building Code Act; provision of St. John Ambulance first aid manuals, stations, equipment and supplies etc.; identification and building pass cards; access card distribution log; visitor sign-in logs; security breach reports.
Office of Primary Responsibility	Deputy Chief Support Services
Active Retention Period	Licenses (S +1)
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	Non-Quantified: T 2-FPPA, 5-9; 16-17; 21-24; 26-28

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E=Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Classification Code	B.FF.00.02
Record Series Description	Evaluate Risk - The activity of reviewing physical security, threat assessments, occupational health and safety measures, and emergency planning.

Example: Contingency plan; emergency plan; fire plan and drill records; continuity of operational planning; surveys; threat assessments; emergency preparedness plan; etc. |
Office of Primary Responsibility	Deputy Chief Support Services
Active Retention Period	S + 1
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected C
Citation	Quantified: T 2-FPPA-4 & Non-Quantified: T 2-FPPA
Classification Code	B.FF.00.03
Record Series Description	Manage Construction/Renovation - The activity of managing the design and construction of new builds or renovations to an existing facility.

Example: Designs; facilities construction/renovation capital projects; surveys; temporary emergency access routes (for ambulance, fire etc.); as-built drawings etc. |
Office of Primary Responsibility	Deputy Chief Support Services
Active Retention Period	E + 3 (E=completion of project)
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected C
Citation	Non-Quantified: T 2-BCA 6-8

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E=Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Manage Fleet	The sub-function of maintaining, repairing, outfitting, managing, and disposing of vehicles. Vehicles are any means of conveyance (owned/rented/leased) used to transport people or goods.
Classification Code	B.FF.01.00
Record Series Description	Define Requirements, Assess and Report - The activity of defining and reporting requirements (including fleet maintenance requirements) in compliance with applicable legislation and including user needs and occupational health and safety, and of assessing the feasibility of defined requirements through such activities as conducting research and analysis, consultation, forecasting needs, and assessing alternatives. Example: Fuel; gas; insurance requirements; technology trends; alternative service delivery; past performance; service delivery options; projections; trends and statistics; funding options etc.; business plans; project plans; departmental plans and priorities reporting; fleet operation reports (e.g. number of collisions etc.).
Office of Primary Responsibility	Fleet Services
Active Retention Period	CY + 2
Inactive Storage (RIM Unit) Retention Period	3 years
Disposition Retention Period	D
Security Classification	Protected A
Citation	None
Classification Code	B.FF.01.00
Record Series Description	Define Requirements, Assess and Report - The activity of defining and reporting requirements (including fleet maintenance requirements) in compliance with

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E=Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

applicable legislation and including user needs and occupational health and safety, and of assessing the feasibility of defined requirements through such activities as conducting research and analysis, consultation, forecasting needs, and assessing alternatives.

Example: Fuel; gas; insurance requirements; technology trends; alternative service delivery; past performance; service delivery options; projections; trends and statistics; funding options etc.; business plans; project plans; departmental plans and priorities reporting; fleet operation reports (e.g. number of collisions etc.).

Office of Primary Responsibility	Fleet Services
Active Retention Period	Business & Project Plans, S + 1
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected A
Citation	None
Classification Code	B.FF.01.01
Record Series Description	Sustain - The activity of overseeing that the fleet is kept up to date, maintained, in compliance with legislation, etc. Example: Collision reports; fleet maintenance reports and logs; equipment inspection reports; surveys to identify equipment maintenance requirements; fleet inspection reports; (Monthly) vehicle reports; (annual) licences (e.g. for a cruiser); cruiser tire reports; fuel reports; fines; personal usage of fleet.
Office of Primary Responsibility	Fleet Services
Active Retention Period	CY + 3

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E=Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Inactive Storage (RIM Unit) Retention Period	7 years
Disposition Retention Period	D
Security Classification	Protected B
Citation	Quantified: T 1-AA-6 & 23 & Non-Quantified: T 1-AA, 4-5, 8, 11-12, 14, 20-22
Classification Code	B.FF.01.02
Record Series Description	Issuance and Disposal - The activity of distributing to and retrieving fleet vehicles from personnel and to various locations and work sites, and the activity of disposing of fleet vehicles for money or its equivalent. Example: Equipment/vehicle logs; inventory records; D/disposal logs.
Office of Primary Responsibility	Fleet Services
Active Retention Period	CY + 2
Inactive Storage (RIM Unit) Retention Period	2 years
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Manage Equipment	The sub-function of maintaining, supplying, repairing, outfitting, managing, and disposing of equipment and supplies.
Classification Code	B.FF.02.00
Record Series Description	Define Requirements, Assess and Report - The activity of defining and reporting equipment requirements in compliance with legislation and in consideration of user needs and occupational health and safety, and of assessing the feasibility of defined

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	requirements through such activities as conducting research and analysis, consultation, forecasting needs, and assessing alternatives. Example: Identification of surplus equipment; alternative service delivery; past performance; technology trends; service delivery options; projections; trends and statistics; funding options etc.; business plans; project plans; departmental plans and priorities reporting.
Office of Primary Responsibility	Unit of Responsibility
Active Retention Period	CY + 2
Inactive Storage (RIM Unit) Retention Period	3 years
Disposition Retention Period	D
Security Classification	Protected B
Citation	
Classification Code	B.FF.02.00
Record Series Description	Define Requirements, Assess and Report - The activity of defining and reporting equipment requirements in compliance with legislation and in consideration of user needs and occupational health and safety, and of assessing the feasibility of defined requirements through such activities as conducting research and analysis, consultation, forecasting needs, and assessing alternatives. Example: Identification of surplus equipment; alternative service delivery; past performance; technology trends; service delivery options; projections; trends and statistics; funding options etc.; business plans; project plans; departmental plans and priorities reporting.
Office of Primary Responsibility	Unit of Responsibility
Active Retention Period	Business & Project Plans, S + 1

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Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	B.FF.02.01
Record Series Description	Sustain - The activity of overseeing that equipment is kept up to date, maintained, in compliance with legislation, etc. Example: Equipment maintenance reports and logs; equipment inspection reports; surveys to identify equipment maintenance requirements; armoury log etc.; telecommunication maintenance records.
Office of Primary Responsibility	Unit of Responsibility
Active Retention Period	E + 2 (E = sale or right-off of equipment)
Inactive Storage (RIM Unit) Retention Period	4 years
Disposition Retention Period	D
Security Classification	Protected A
Citation	None
Classification Code	B.FF.02.02
Record Series Description	Manage Equipment Issuance and Disposal - The activity of distributing to and retrieving equipment (including uniforms) from employees / members, and the activity of disposing of equipment for money or its equivalent. Example: Equipment logs; requisitions; inventory records; departmental firearms missing/recovered; smelter log; quartermaster log/inventory; uniform kit log; D/disposal logs.

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E=Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Office of Primary Responsibility	Unit of Responsibility
Active Retention Period	CY +2
Inactive Storage (RIM Unit) Retention Period	3 years
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E=Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Financial Management - The function of managing financial resources.

Plan	The sub-function of formulating ways in which financial objectives can be achieved through research, planning, and analysis.
Classification Code	B.FM.00.00
Record Series Description	Define Requirements, Assess and Report - The activity of defining and reporting financial requirements, including the development of measures or standards against which performance to plan can be assessed (e.g. performance measurement indicators), and of assessing the feasibility of defined financial requirements and estimating their costs through such activities as conducting research and analysis, consultation, forecasting needs, assessing alternatives, and cost modelling. Example: Budget Process working documents; performance measurement development; alternative service delivery; cost recovery and charging; economic trends; past performance; proffered donations; technology trends; service delivery options; projections; trends and statistics; funding options; activity-based costing; benefit-cost analysis; cost models, including assumptions and constraints; price and workload statistics; Departmental plans and priorities reporting; reports on budget expenditure requests; financial planning reports; funding submission reports.
Office of Primary Responsibility	Finance
Active Retention Period	CY + 2
Inactive Storage (RIM Unit) Retention Period	5 years
Disposition Retention Period	D SS
Security Classification	Protected B
Citation	None

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E=Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Budget	The sub-function of planning the use of expected income and expenditures over a specific period of time.
Classification Code	B.FM.01.00
Record Series Description	Forecast - The activity of predicting financial resources against budgeted resources during a budget year or other period through such activities as conducting research and analysis, and expenditure modelling. Example: Final current operational/capital budget; budget projections.
Office of Primary Responsibility	Finance
Active Retention Period	CY + 2
Inactive Storage (RIM Unit) Retention Period	5 years
Disposition Retention Period	Archive
Security Classification	Protected A
Citation	None

Manage/Control	The sub-function of collecting, recording, classifying, and summarizing information on financial transactions and the financial position of the police service.
Classification Code	B.FM.02.00
Record Series Description	Account - The activity of recording 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

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	balances, transaction summary reports, closing statements, etc.). Also includes the activity of providing monetary compensation to a member in return for time worked.

Example: Current operating and capital accounts; accounts payable & receivable source documents; auction records; bank reconciliations; general ledger; fixed assets (inventory of capital and fixed assets); employee payroll; duty rosters/attendance records; tuition reimbursement; pay equity payments; received donations; travel expense accounts; severance payments; garnishment of wages; court time; etc. |
Office of Primary Responsibility	Finance
Active Retention Period	CY + 2
Inactive Storage (RIM Unit) Retention Period	5 years
Disposition Retention Period	D SS
Security Classification	Protected B
Citation	See Citations Index
Classification Code	B.FM.02.01
Record Series Description	Procure - The activity of planning and managing the procurement process for the tendered and untendered purchase or lease of goods and services required to meet organizational needs.

Example: Planning, tendering, or acquiring goods and services; copies of Requests for Information (RFIs), Requests for Quotations (RFQs); requests for Proposal (RFPs), and Tenders; vendor bids/proposals/responses; evaluation of vendor bids/responses; purchasing; leasing/renting. |
| **Office of Primary Responsibility** | Finance |
| **Active Retention Period** | CY + 3 |

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E=Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Inactive Storage (RIM Unit) Retention Period	4 years
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	B.FM.02.02
Record Series Description	Report - The activity of reporting to management the results of comptrollership activities. Example: Operating statements; departmental plans and priorities reporting; reports on budget expenditure requests; (annual) financial statements; funding submission reports; revenue summary reports; overtime quarterly reports, variance reports etc.
Office of Primary Responsibility	Finance
Active Retention Period	CY + 2
Inactive Storage (RIM Unit) Retention Period	5 years
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Measure (Performance)	The sub-function of QA to ensure financial records are being maintained in accordance with legislative, regulatory, and organizational standards.

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E=Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Classification Code	B.FM.03.00
Record Series Description	Audit - The activity of measuring financial management performance against output and outcome targets or indicators established during financial management planning and measuring financial management performance against budget goals and objectives within the police service. Example: Records related year-end working papers; auditor's report and summaries; financial management goals.
Office of Primary Responsibility	Finance
Active Retention Period	CY + 2
Inactive Storage (RIM Unit) Retention Period	5 years
Disposition Retention Period	D SS
Security Classification	Protected B
Citation	None

Human Resources Management - The function of managing human resources.

Administer Members	The sub-function of documenting and tracking the history of a member's employment with the police service and of documenting and tracking positions within the police service.
Classification Code	B.HR.00.00
Record Series Description	Administrate Members - The activity of collecting documentation related to the history and status of the employment relationship with an individual member.

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E=Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

	Example: Employee files; personnel orders; medical and health records; pension documents; rewards & recognition; resignations; member death; terms of separation; etc.
Office of Primary Responsibility	Human Resources
Active Retention Period	E + 2 (E = Termination)
Inactive Storage (RIM Unit) Retention Period	18 years
Disposition Retention Period	D SS
Security Classification	Protected C
Citation	None
Classification Code	B.HR.00.00
Record Series Description	Administrate Members - The activity of collecting documentation related to the history and status of the employment relationship with an individual member. Example: Employee files; personnel orders; medical and health records; pension documents; rewards & recognition; resignations; member death; terms of separation; etc.
Office of Primary Responsibility	Human Resources
Active Retention Period	Personal exposure to designated substances (E + 40)
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D SS
Security Classification	Protected C
Citation	None
Classification Code	B.HR.00.01
Record Series Description	Administrate Students - The activity of collecting documentation relating to the history and status of the work relationship with a student.

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E=Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

	Example: Employee files; personnel orders; medical and health records; pension documents; rewards & recognition; resignations; member death; terms of separation; etc.
Office of Primary Responsibility	Human Resources
Active Retention Period	E + 3 (E=Termination)
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected C
Citation	Quantified: T 2-ESA-4
Classification Code	B.HR.00.02
Record Series Description	Administrate Volunteer Members - The activity of collecting documentation relating to the history and status of the work relationship with non-paid members. Example: Chaplains; Auxiliary
Office of Primary Responsibility	Human Resources
Active Retention Period	E + 2 (E=Termination)
Inactive Storage (RIM Unit) Retention Period	3 years
Disposition Retention Period	D
Security Classification	Protected C
Citation	None
Classification Code	B.HR.00.03

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E=Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Record Series Description	Manage the Workforce - The activity of accounting for the resource requirements of business units, managing staffing movements, administrating the workforce, and documenting job/position classifications and descriptions. Example: Approved job/position descriptions; approved job/position classifications or job/position classification schemes; job/position/staffing requisitions; vacancies; orders related to staffing movements.
Office of Primary Responsibility	Human Resources
Active Retention Period	CY + 3
Inactive Storage (RIM Unit) Retention Period	7 years
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	B.HR.00.03
Record Series Description	Manage the Workforce - The activity of accounting for the resource requirements of business units, managing staffing movements, administrating the workforce, and documenting job/position classifications and descriptions. Example: Approved job/position descriptions; approved job/position classifications or job/position classification schemes; job/position/staffing requisitions; vacancies; orders related to staffing movements.
Office of Primary Responsibility	Human Resources
Active Retention Period	Job Descriptions, S + 4
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E=Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Security Classification	Protected B
Citation	None

Design Jobs	The sub-function of formulating ways in which human resources requirements can be achieved through research, planning, and analysis.
Classification Code	B.HR.01.00
Record Series Description	Define Requirements and Assess - The activity of defining current and future human resources requirements in compliance with applicable legislation and adequacy standards and including consideration of performance targets against mandated goals and objectives, occupational health and safety, and customer service, and of assessing current and future human resources requirements through such activities as conducting research and analysis, consultation, forecasting needs, and assessing alternatives.

Example: Job/position requirements; briefing meetings; committee meetings; correspondence; research; reporting structures; alternative service delivery; past performance; technology trends; service delivery options; projections; trends and statistics; funding options etc. |
Office of Primary Responsibility	Unit of Responsibility
Active Retention Period	CY + 2
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected A
Citation	None
Classification Code	B.HR.01.01

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E=Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Record Series Description	Develop Job / Position Descriptions - The activity of developing a formal account of the role, responsibilities, and accountabilities of a particular job/position. Example: Drafts of new job/position descriptions; Drafts of revised job/position descriptions etc.
Office of Primary Responsibility	Human Resources
Active Retention Period	E + 1 (E=end of drafting process)
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected A
Citation	None

Recruit	The sub-function of recruiting casual, part-time, or full-time employees / members (uniform and civilian) and co-op students or interns, of filling temporary assignments, and of recruiting volunteers.
Classification Code	B.HR.02.00
Record Series Description	Select - The activity of selecting human resources to meet planned goals and objectives. Example: Advertising employment/volunteer opportunities; postings; competitions and competition notices; outreach; ride-alongs; recruit working files; constable selection process; auxiliary job postings; interview questions; medical testing; etc. NOTE: successful applicant files will be merged with member files.
Office of Primary Responsibility	Human Resources
Active Retention Period	E + 2 for competitions including records of unsuccessful applicants (E=end of process)

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E=Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Inactive Storage (RIM Unit) Retention Period	8 years
Disposition Retention Period	D
Security Classification	Protected C
Citation	None
Classification Code	B.HR.02.00
Record Series Description	Select - The activity of selecting human resources to meet planned goals and objectives.

Example: Advertising employment/volunteer opportunities; postings; competitions and competition notices; outreach; ride-alongs; recruit working files; constable selection process; auxiliary job postings; interview questions; medical testing; etc. NOTE: successful applicant files will be merged with member files. |
Office of Primary Responsibility	Human Resources
Active Retention Period	Records pertaining to successful applicants
Inactive Storage (RIM Unit) Retention Period	Transfer to member's file
Disposition Retention Period	0
Security Classification	Protected C
Citation	None
Classification Code	B.HR.02.00
Record Series Description	Select - The activity of selecting human resources to meet planned goals and objectives.

Example: Advertising employment/volunteer opportunities; postings; competitions and competition notices; outreach; ride-alongs; recruit working files; constable |

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E=Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

	selection process; auxiliary job postings; interview questions; medical testing; etc. NOTE: successful applicant files will be merged with member files.
Office of Primary Responsibility	Human Resources
Active Retention Period	CY + 1 All other records (e.g., medical testing for unsuccessful applicants)
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected C
Citation	None
Classification Code	B.HR.02.01
Record Series Description	Deploy - The activity of deploying human resources to meet planned goals and objectives. Example: Emergency staffing requirements; staffing plans; restructuring plans; assignments/secondments; internal transfers; etc.
Office of Primary Responsibility	Human Resources
Active Retention Period	S + 1
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D SS
Security Classification	Protected C
Citation	None
Classification Code	B.HR.02.02
Record Series Description	Monitor - The activity of overseeing the provision of human resources against requirements identified in the human resources planning process. Example: Succession planning; staffing initiative project etc.

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E=Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Office of Primary Responsibility	Human Resources
Active Retention Period	CY + 2
Inactive Storage (RIM Unit) Retention Period	3 years
Disposition Retention Period	D SS
Security Classification	Protected B
Citation	None

Develop	The sub-function of developing member skills and abilities to maximize their potential, safety, and productivity and including the identification and implementation of training and professional development.
Classification Code	B.HR.03.00
Record Series Description	Define Requirements and Assess - The activity of defining member training and development requirements in compliance with applicable legislation and adequacy standards and including consideration of user needs, and occupational health and safety, and of assessing the feasibility of defined requirements through such activities as conducting research and analysis, consultation, forecasting needs, and assessing alternatives. Example: Alternative service delivery; past performance; technology trends; service delivery options; projections; trends; and statistics; workload analysis; funding options; business case in support of lesson plans, etc.
Office of Primary Responsibility	Unit of Responsibility
Active Retention Period	CY + 2
Inactive Storage (RIM Unit) Retention Period	3 years

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E=Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Disposition Retention Period	D
Security Classification	Protected A
Citation	None
Classification Code	B.HR.03.01
Record Series Description	Design and Deliver - The activity of developing and providing professional development, learning, and training courses, programs, and conferences. Example: Lesson plans; auxiliary training plan; member orientation programs, career and personal development, legislative training, promotional and reclassification exams & processes, syllabus, attendance lists; seminars/workshops; conferences etc.
Office of Primary Responsibility	Unit of Responsibility
Active Retention Period	S + 2
Inactive Storage (RIM Unit) Retention Period	9 years
Disposition Retention Period	D SS
Security Classification	Protected B
Citation	None
Classification Code	B.HR.03.02
Record Series Description	Monitor - The activity of overseeing that the professional development, learning, and training initiatives ensure that employees / members maximize their potential, safety, and productivity. Example: Succession planning; workforce planning; deployment; audits (ensuring compliance); reviews; certification and qualification audits/reviews.
Office of Primary Responsibility	Unit of Responsibility
Active Retention Period	CY + 2

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E=Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Inactive Storage (RIM Unit) Retention Period	9 years
Disposition Retention Period	D SS
Security Classification	Protected A
Citation	None
Classification Code	B.HR.03.03
Record Series Description	Evaluate - The activity of measuring the effectiveness of professional development, learning, and training courses, programs, and conferences and the means by which they are delivered to facilitate meeting human resources development goals and objectives and as per the requirements of the police service. Example: Course training standards; course audits/reviews; course evaluations.
Office of Primary Responsibility	Unit of Responsibility
Active Retention Period	S + 2
Inactive Storage (RIM Unit) Retention Period	2 years
Disposition Retention Period	D SS
Security Classification	Protected B
Citation	None
Classification Code	B.HR.03.04
Record Series Description	Use of force reports - Part A
Office of Primary Responsibility	Professional Development
Active Retention Period	E + 2 (E=use of force event date)
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected A

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E=Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Citation	None
Classification Code	B.HR.03.05
Record Series Description	Use of force reports - Part B
Office of Primary Responsibility	Professional Development
Active Retention Period	E + 30 days (E=use of force event date)
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	Quantified: 2-PSA-27

Compensate	The sub-function of managing member salaries, benefits, pensions, working hours, and terms of separation of employment.
Classification Code	B.HR.04.00
Record Series Description	Provide Benefits - The activity of compensating an employee/member, other than through pay for time worked, through the provision of benefits such as vacation time, sick time, medical insurance, pension plan, maternity leave, etc. Example: Benefit Plan Contracts; working hours; insurance plans; income benefit plan for survivors of employees/members slain on duty; workers compensation (administered by WSIB); employee assistance program; agent of record documents, etc.
Office of Primary Responsibility	Human Resources
Active Retention Period	E + 3 (E=Program revised, superseded or cancelled)

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E=Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected C
Citation	Quantified: T 2-ESA-4
Classification Code	B.HR.04.01
Record Series Description	Provide Pay Equity - The activity of providing equal pay to female-dominated job classes as to male-dominated job classes of equal value to the employer. Example: Evaluations for pay equity; pay equity reviews/studies/audits and related documents to pay equity implementation etc.
Office of Primary Responsibility	Human Resources
Active Retention Period	S + 2
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected A
Citation	None
Classification Code	B.HR.04.02
Record Series Description	Evaluate Jobs - The activity of systematically comparing jobs to determine their relative worth within the police service. Example: Position information questionnaire; job evaluation committee; job evaluation results etc.
Office of Primary Responsibility	Human Resources
Active Retention Period	E + 7 (E=Date of last evaluation)

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E=Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected A
Citation	None
Classification Code	B.HR.04.03
Record Series Description	Release - The activity of temporarily or permanently releasing a member from employment in the police service in accordance with the terms and conditions for separation in an employment agreement or collective bargaining agreement, and in compliance with legislation. Example: Severance pay calculations; Exit interviews; secondments; peace keeping; joint forces operations etc.
Office of Primary Responsibility	Human Resources
Active Retention Period	CY + 2
Inactive Storage (RIM Unit) Retention Period	3 years
Disposition Retention Period	D
Security Classification	Protected C
Citation	None

Manage Staff Relations	The sub-function of establishing formal relations with the police service's employees/members and their representatives in the workplace
Classification Code	B.HR.05.00
Record Series Description	Protect (Health and Safety) - The activity of providing employees / members with a safe and healthy workplace, creating and administering processes for addressing

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employees'/ members' health and safety concerns, and taking appropriate preventative and/or remedial action to ensure a healthy, safe, hazard-free, barrier-free, and harassment-free work environment.

Example: First-aid health and safety; accident reporting, investigation, and prevention; joint health and safety committees, including minutes of meetings; personal protection equipment and clothing; WHMIS; health and wellness programs; workplace disease control; workplace violence and harassment; workplace inspections; OHSA posting of notices; Material Safety Data Sheet (MSDS), workplace risk assessment, etc.

Office of Primary Responsibility	Human Resources
Active Retention Period	CY + 2
Inactive Storage (RIM Unit) Retention Period	4 years
Disposition Retention Period	D SS
Security Classification	Protected C
Citation	None
Classification Code	B.HR.05.00
Record Series Description	Protect (Health and Safety) - The activity of providing employees / members with a safe and healthy workplace, creating and administering processes for addressing employees'/ members' health and safety concerns, and taking appropriate preventative and/or remedial action to ensure a healthy, safe, hazard-free, barrier-free, and harassment-free work environment. Example: First-aid health and safety; accident reporting, investigation, and prevention; joint health and safety committees, including minutes of meetings; personal protection equipment and clothing; WHMIS; health and wellness programs; workplace disease

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E=Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

	control; workplace violence and harassment; workplace inspections; OHSA posting of notices; Material Safety Data Sheet (MSDS), workplace risk assessment, etc.
Office of Primary Responsibility	Human Resources
Active Retention Period	MSDS, E + 3 (E=expiration of MSDS)
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected C
Citation	Quantified: T 2-OHASA-10, T 2-OHASA-19
Classification Code	B.HR.05.00
Record Series Description	Protect (Health and Safety) - The activity of providing employees / members with a safe and healthy workplace, creating and administering processes for addressing employees'/ members' health and safety concerns, and taking appropriate preventative and/or remedial action to ensure a healthy, safe, hazard-free, barrier-free, and harassment-free work environment. Example: First-aid health and safety; accident reporting, investigation, and prevention; joint health and safety committees, including minutes of meetings; personal protection equipment and clothing; WHMIS; health and wellness programs; workplace disease control; workplace violence and harassment; workplace inspections; OHSA posting of notices; Material Safety Data Sheet (MSDS), workplace risk assessment, etc.
Office of Primary Responsibility	Human Resources
Active Retention Period	Workplace Risk Assessments, S + 1
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected C

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E=Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Citation	Non-Quantified: T 2-OHASA-1, T 2-OHASA-7
Classification Code	B.HR.05.01
Record Series Description	Manage Labour Relations - The activity of administering collective agreements between various groups of employees / members and the police service as employer, including administering processes and mechanisms for resolving employment related disputes. Example: adjudication, arbitration; grievances (formal/informal), dispute resolution, refusal to work, case conference files; collective bargaining & agreement negotiations etc.
Office of Primary Responsibility	General Counsel
Active Retention Period	E + 2 (E=Conclusion)
Inactive Storage (RIM Unit) Retention Period	23 years
Disposition Retention Period	D SS
Security Classification	Protected C
Citation	None

Manage Member Work Performance	The sub-function of identifying, developing, and measuring employee/member work performance through periodic performance reviews/appraisals and individual development plans.
Classification Code	B.HR.06.00
Record Series Description	Define Expectations - The activity of ensuring job/position duties and standards are clear to everyone. Example: Performance development plans; individual development plans; coach officer program; performance review program; OPC executive development course etc.

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E=Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Office of Primary Responsibility	Human Resources
Active Retention Period	CY + 2
Inactive Storage (RIM Unit) Retention Period	3 years
Disposition Retention Period	D
Security Classification	Protected A
Citation	None
Classification Code	B.HR.06.01
Record Series Description	Evaluate - The activity of measuring actual performance against requirements and criteria established during human resources management planning. Example: Member Incident File; personnel management monitoring, audit and evaluations etc.
Office of Primary Responsibility	Human Resources
Active Retention Period	CY + 1
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Manage Member Support	The sub-function of supporting the continued psychological wellness of members to diminish the potential for long-term psychological injury. This Unit reports to the Superintendent of Executive Services.
Classification Code	B.HR.07.00

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E=Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Record Series Description	Protect psychological wellness - The activity of protecting members who are assigned to positions that may result in a higher risk of secondary traumatic stress because of the nature of their duties, investigations, and repeated exposure. Example: Clinical assessments; recruit assessments; wellness evaluations; specific WSIB forms; reintegration assessments.
Office of Primary Responsibility	Service Psychologist – Files are restricted and not part of a member's employee file.
Active Retention Period	E + 10 (E=Date of last interaction)
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected C
Citation	None

Information Management - The function of managing organizational processes and systems that address the acquisition, creation, organization, distribution, and disposition of information.

Manage Access to Information and Privacy Protection	The sub-function of formulating ways in which access to information and privacy protection objectives can be achieved, through research, planning, and analysis.
Classification Code	B.IM.00
Record Series Description	Process FOI Requests - The activity of processing formal access to information requests for general or personal information and of processing requests to correct personal information under MFIPPA. Example: FOI requests and responses; requests to correct personal information and responses.
Office of Primary Responsibility	Records & Information Management

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E=Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Active Retention Period	CY + 2
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected C
Citation	None
Classification Code	B.IM.00.01
Record Series Description	Manage FOI Appeals - The activity of responding to an appeal made to the IPC by an individual who is not satisfied with the police service's response to the individual's FOI request. Example: FOI request appeal files (e.g. notices of appeal, correspondence); legal advice/opinion; Orders issued by IPC.
Office of Primary Responsibility	Records & Information Management
Active Retention Period	E + 5 (E=Settlement of appeal or litigation/judicial review)
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected C
Citation	None
Classification Code	B.IM.00.02
Record Series Description	Complete FOI Reporting - The activity of compiling statistical reports on the police service's FOI activities. Example: Monthly and/or annual reports for management.
Office of Primary Responsibility	Records & Information Management
Active Retention Period	CY + 1

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E=Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected A
Citation	None
Classification Code	B.IM.00.03
Record Series Description	Manage Privacy Breaches - The activity of processing breach of privacy complaints under MFIPPA. Example: Privacy breach complaints/investigations; legal advice/opinions; decisions on remediation; Orders issued by IPC.
Office of Primary Responsibility	Records & Information Management
Active Retention Period	E + 2 (E=Completion of privacy breach investigation and resolution of the complaint)
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected C
Citation	Quantified: T 2-MFIPPA-1 & Non-Quantified: T2-MFIPPA-24
Classification Code	B.IM.00.04
Record Series Description	Process Court Orders - The activity of processing access to information requests pursuant to court orders. Example: Notices of motion; subpoenas/summonses for records; warrants for records; legal advice/opinions; Sec 30.10 Orders; Wagg Motions; McNeil/O'Connor applications; Scopelliti application/motion.
Office of Primary Responsibility	Records & Information Management
Active Retention Period	E + 2 (E=Conclusion)

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E=Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Inactive Storage (RIM Unit) Retention Period	2 years
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	B.IM.04
Record Series Description	Process Court Orders - The activity of processing access to information requests pursuant to court orders.
Office of Primary Responsibility	Records & Information Management
Active Retention Period	Legal advice, E + 2
Inactive Storage (RIM Unit) Retention Period	2 years
Disposition Retention Period	D SS
Security Classification	Protected B
Citation	None
Classification Code	B.IM.00.05
Record Series Description	Perform Routine Disclosure - The activity of processing access to information requests pursuant to routine disclosure under MFIPPA. Example: Routine disclosure requests and responses.
Office of Primary Responsibility	Records & Information Management
Active Retention Period	CY + 3
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E=Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Manage Information	The sub-function of managing information including, but not limited to, creating, classifying, indexing, storing, securing, sharing, transferring, tracking, and disposing of records and information.
Classification Code	B.IM.01.00
Record Series Description	Organize Information - The activity of managing active and inactive records for retrieval when needed. Example: Transfer logs/lists for records moved to storage; records/information inventories; personal information banks, directory of records; forms management.
Office of Primary Responsibility	Records & Information Management
Active Retention Period	S + 1
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected A
Citation	None
Classification Code	B.IM.01.00
Record Series Description	Organize Information - The activity of managing active and inactive records for retrieval when needed. Example: Transfer logs/lists for records moved to storage; records/information inventories; personal information banks, directory of records; forms management.
Office of Primary Responsibility	Records & Information Management
Active Retention Period	Transfer logs E (E=until related records are destroyed)

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E=Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Inactive Storage (RIM Unit) Retention Period	Not applicable
Disposition Retention Period	D
Security Classification	Protected A
Citation	None
Classification Code	B.IM.01.01
Record Series Description	Protect Information - The activity of protecting recorded information from unauthorized internal or external access and/or inappropriate use. Example: Records Security; classification of sensitive information; vital records identification and protection.
Office of Primary Responsibility	Records & Information Management
Active Retention Period	S + 1
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected A
Citation	None
Classification Code	B.IM.01.02
Record Series Description	Retain Information -The activity of determining how long recorded information needs to be kept. Example: Records/information retention plans/strategies; classification schemes; information file plans; retention schedule development and update files.
Office of Primary Responsibility	Records & Information Management
Active Retention Period	S + 2

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E=Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Inactive Storage (RIM Unit) Retention Period	13 years
Disposition Retention Period	D
Security Classification	Protected A
Citation	Quantified: T 2-MFIPPA-44 & Non-Quantified: T 2-MFIPPA-28
Classification Code	B.IM.01.03
Record Series Description	Destroy Information - The activity of disposing of recorded information. Example: Records/information destruction/disposal notices; disposal approvals; destruction logs or lists.
Office of Primary Responsibility	Records & Information Management
Active Retention Period	CY
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	Archive
Security Classification	Protected A
Citation	None
Classification Code	B.IM.01.04
Record Series Description	Comply with Information Management Requirements - The activity of ensuring compliance with recordkeeping laws, regulations, and the policies of police services. Example: Records/information management non-compliance reports; records/information management audits; external certificates of destruction (e.g., Niagara Recycling).
Office of Primary Responsibility	Records & Information Management
Active Retention Period	CY + 2
Inactive Storage (RIM Unit) Retention Period	0

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E=Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Disposition Retention Period	D
Security Classification	Protected A
Citation	None

Manage Corporate Communications	The activity of managing all internal and external communications aimed at explaining the mission, vision, and values of the police service and of providing public safety information to an audience of employees / members, media, partners, and the general public.
Classification Code	B.IM.02.00
Record Series Description	Develop and Publish - The activity of designing / creating and distributing / publishing internal and external communications. Example: Annual reports; media/press releases; correspondence; posters; social media postings; website content; advertisements; brochures.
Office of Primary Responsibility	Corporate Communications
Active, Inactive Storage (RIM Unit), Disposition Retention Period	Annual reports: Archive Advertisements, brochures, and posters: E + 1 > D (E = until revised/superseded or discontinued) Correspondence: CY + 2 > D Media / Press Releases: CY + 5 > D Social media postings: CY + 5 > D General informative website content: E > D (E = until revised/superseded or discontinued)
Security Classification	Protected A
Citation	None

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E=Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Classification Code	B.IM.02.01
Record Series Description	Event/Project Planning - The activity of defining operational and strategic requirements in relation to the unique event/project. Example: NRPS Anniversary events; Chief's Gala; Special Olympics; Police Week etc.
Office of Primary Responsibility	Unit of Responsibility
Active Retention Period	CY + 2
Inactive Storage (RIM Unit) Retention Period	3 years
Disposition Retention Period	D SS
Security Classification	Protected A
Citation	None

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E=Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Information Technology - The function of managing the application, development, implementation, and maintenance of the computer hardware and software systems used by a police service to electronically organize and communicate information.

Plan	The sub-function of formulating ways in which information technology resource requirements can be achieved through research, planning, and analysis.
Classification Code	B.IT.00.00
Record Series Description	Define Requirements and Assess - The activity of defining technical and functional requirements, including measurements and user expectations, and of assessing the feasibility of defined information technology resource requirements and estimating their costs through such activities as conducting research and analysis, consultation, forecasting needs, assessing alternatives, and cost modelling. Example: Initial discussions; meeting notes; correspondence; background research; service delivery options; cost estimates; workload statistics; technology trends; alternative service delivery; trends and statistics; funding options; benefit-cost analysis etc.
Office of Primary Responsibility	Technology Services
Active Retention Period	E + 2 (E=Completion of planning report)
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	B.IT.00.01

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E=Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Record Series Description	Report - The activity of reporting to management the results of information technology assessment activities. Example: IT Strategy; strategic reports; project plans; reports to management; departmental plans and priorities reporting.
Office of Primary Responsibility	Technology Services
Active Retention Period	S + 2
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Develop	The sub-function of designing, developing, testing, and implementing hardware infrastructure, applications, and databases to support the business needs of the police service.
Classification Code	B.IT.01.00
Record Series Description	Implement - The activity of developing applications, and of writing and integrating solutions. Example: Developer notes; hardware infrastructure, software, and network specifications.
Office of Primary Responsibility	Technology Services
Active Retention Period	E + 1 (E=Application/solution is decommissioned or upgraded)
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E=Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Security Classification	Protected B
Citation	None
Classification Code	B.IT.01.01
Record Series Description	Test -The activity of designing and executing systems testing, including user acceptance testing. Example: Testing designs; test results; testing sign-offs.
Office of Primary Responsibility	Technology Services
Active Retention Period	E + 2 (E=Date of testing sign-off)
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	B.IT.01.02
Record Series Description	Document - The activity of developing systems documentation. Example: Code vault; systems manuals; technical documentation; instructions for systems use.
Office of Primary Responsibility	Technology Services
Active Retention Period	S + 2
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D SS
Security Classification	Protected B
Citation	None

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E=Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Measure (Performance)	The sub-function of QA checking and measuring the performance of information technology systems.
Classification Code	B.IT.02.00
Record Series Description	Evaluate - The activity of measuring technological performance against desired outcomes, as established during analysis. Example: Testing plans; test reports; system logs; system specifications and configurations, project artifacts, etc.
Office of Primary Responsibility	Technology Services
Active Retention Period	CY + 2
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	B.IT.02.01
Record Series Description	Perform QA - The activity of maintaining the desired level of quality of information technology services. Example: IT audits; remedial action records; audit reports; work documentation.
Office of Primary Responsibility	Technology Services
Active Retention Period	CY + 2
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	B.IT.02.02

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E=Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Record Series Description	Analyze & Adjust - The activity of studying technology solutions to gain insight into information technology performance trends and developing recommendations for action designed to align information technology performance with existing or revised goals and objectives. The activity of developing recommendations for changes to project plans based on changing management goals and objectives, performance, etc. Example: Analyses; recommendations; ongoing project management, lessons learned from projects, etc.
Office of Primary Responsibility	Technology Services
Active Retention Period	CY + 3
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	B.IT.02.03
Record Series Description	Report - The activity of reporting to management the results of performance measurement activities. Example: Performance measurement reports
Office of Primary Responsibility	Technology Services
Active Retention Period	CY + 2
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E=Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Secure	The sub-function of protecting information technology systems (including telecommunications systems) from theft, accidental or intentional damage, or unauthorized access and the function of restoring information technology systems in the event of a disaster.
Classification Code	B.IT.03.00
Record Series Description	Evaluate Risk & Plan - The activity of reviewing security to identify information technology risks, and of developing plans to mitigate security risks. Example: Threat assessments; control of access; personnel classification for the purpose of access designation; secure handling of information; back up & recovery planning; data security planning.
Office of Primary Responsibility	Technology Services
Active Retention Period	S + 2
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected C
Citation	None
Classification Code	B.IT.03.01
Record Series Description	Monitor and Adjust - The activity of monitoring the information technology security. The activity of reviewing information technology security breaches and ensuring gaps are closed. Example: Electronic networking monitoring logs; data security audit log; IT security breaches; breach reviews; mitigation strategies.

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E=Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Office of Primary Responsibility	Technology Services
Active Retention Period	CY + 3
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D SS
Security Classification	Protected C
Citation	None
Classification Code	B.IT.03.02
Record Series Description	Perform Back-up and Recovery - The activity of preserving electronic data through duplication and dispersal of back-up copies. Example: Back-ups (may be daily, weekly, monthly, quarterly, annual).
Office of Primary Responsibility	Technology Services
Active Retention Period	Daily back-ups: 8 days, weekly back-ups: 5 weeks, monthly back-ups: 3 months, quarterly back-ups: 1 year, annual back-ups: 2 years
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected C
Citation	None

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E=Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

NIAGARA REGIONAL POLICE SERVICE

RECORDS CLASSIFICATION & RETENTION

SCHEDULE "B" LAW ENFORCEMENT ACTIVITIES – OFFENCE & GENERAL INVESTIGATIONS

LAW ENFORCEMENT ACTIVITIES

Classification Code	L.CC.
Function	Communications Centre and RTOC
Classification Code	L.CS.
Function	Court Services
Classification Code	L.DO.
Function	District Operations
Classification Code	L.ES.
Function	Emergency Services
Classification Code	L.EM.
Function	Evidence Management
Classification Code	L.EX.
Function	Executive Services
Classification Code	L.IS.
Function	Investigative Support Services
Classification Code	L.OI.
Function	Offence Investigations (including General Investigations and Police Contact Occurrences)
Classification Code	L.RM.
Function	Records & Information Management

Security Classification & Citation

Please refer to the Security Classification Definitions appendix for an explanation of security classifications.
Any questions relating to citations, can be directed to the Records Manager or Information Management Supervisor.

Offence Investigations

If, during the retention period calculated in accordance with this Schedule "B", an individual whose role is determined to be of a negative nature, (including but not limited to: accused, suspect, defendant, person of interest, etc.), is also involved in another or other offence investigations, and their involvement is again of a negative nature, then the retention period for the initial and subsequent investigations will extend until all retention periods have been completed involving that individual.

All records involving a young person as defined by Section 2(1) in the Youth Criminal Justice Act S.C. 2002, c. 1, shall be retained in accordance with said Act.

Abductions	Investigative materials/files relating to investigations of abductions, the contravention of custody orders, kidnapping, hostage taking, etc.
Classification Code	L.OI.00.00
Record Series Description	Not cleared - retain until incident is coded by one of the other classifications.
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit), Disposition Retention Period	N/A
Security Classification	Protected B
Citation	3-MPR-1
Classification Code	L.OI.00.01

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Record Series Description	Cleared by charge
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 25 (E =Final court disposition date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	3-MPR-1
Classification Code	L.OI.00.02
Record Series Description	Cleared otherwise
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 25 (E =Incident clearance date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	3-MPR-1
Classification Code	L.OI.00.03
Record Series Description	Unfounded
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 25 (E =Offence deemed unfounded date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	3-MPR-1

Abuse	**Investigative materials/files relating to investigations of duty to provide the necessaries of life, abandonment, etc.**
Classification Code	L.OI.01.00
Record Series Description	Not cleared
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit), Disposition Retention Period	Retain until incident is coded by one of the other classifications.

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Security Classification	Protected B
Citation	None
Classification Code	L.OI.01.01
Record Series Description	Cleared by charge
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 10 (E =Final court disposition date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.01.02
Record Series Description	Cleared otherwise
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 10 (E =Incident clearance date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.01.03
Record Series Description	Unfounded
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 1 (E =Offence deemed unfounded date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Arson	Investigative materials/files relating to investigations of arsons
Classification Code	L.OI.02.00
Record Series Description	Not cleared

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit), Disposition Retention Period	Retain until incident is coded by one of the other classifications.
Security Classification	Protected B
Citation	None
Classification Code	L.OI.02.01
Record Series Description	Cleared by charge
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 14 (E =Final court disposition date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.02.02
Record Series Description	Cleared otherwise
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 14 (E =Incident clearance date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.02.03
Record Series Description	Unfounded
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 1 (E =Offence deemed unfounded date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Arson	Disregard for human life
Classification Code	L.OI.02.04
Record Series Description	Not cleared
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit), Disposition Retention Period	Retain until incident is coded by one of the other classifications.
Security Classification	Protected B
Citation	None
Classification Code	L.OI.02.05
Record Series Description	Cleared by charge
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 25 (E =Final court disposition date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.02.06
Record Series Description	Cleared otherwise
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 25 (E =Incident clearance date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.02.07
Record Series Description	Unfounded
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 5 (E =Offence deemed unfounded date)

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.03.00
Record Series Description	Not cleared
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit), Disposition Retention Period	Retain until incident is coded by one of the other classifications.
Security Classification	Protected B
Citation	None
Classification Code	L.OI.03.01
Record Series Description	Cleared by charge
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 14 (E =Final court disposition date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.03.02
Record Series Description	Cleared otherwise
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 14 (E =Incident clearance date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.03.03
Record Series Description	Unfounded
Office of Primary Responsibility	RIM

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Active, Inactive Storage (RIM Unit) Retention Period	E + 1 (E =Offence deemed unfounded date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Breaches	**Investigative materials/files relating to investigations of breaches of recognizance, undertakings, officer releases, failure to attend, probation, escape custody, etc.**
Classification Code	L.OI.04.00
Record Series Description	Not cleared - retain until incident is coded by one of the other classifications.
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit), Disposition Retention Period	N/A
Security Classification	Protected B
Citation	None
Classification Code	L.OI.04.01
Record Series Description	Cleared by charge
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 4 (E =Final court disposition date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.04.02
Record Series Description	Cleared otherwise
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 4 (E =Incident clearance date)

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.04.03
Record Series Description	Unfounded
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 1 (E =Offence deemed unfounded date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Breaches	**Long-term supervision orders (section 753.3(1) CCC)**
Classification Code	L.OI.04.04
Record Series Description	Not cleared - retain until incident is coded by one of the other classifications.
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit), Disposition Retention Period	N/A
Security Classification	Protected B
Citation	None
Classification Code	L.OI.04.05
Record Series Description	Cleared by charge
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 10 (E =Final court disposition date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.04.06

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Record Series Description	Cleared otherwise
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 10 (E =Incident clearance date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.04.07
Record Series Description	Unfounded
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 1 (E =Offence deemed unfounded date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Breaches	Sign-in forms/sheets/logs
Classification Code	L.OI.04.08
Record Series Description	Sign-in forms/sheets/logs
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit), Disposition Retention Period	CY + 4
Security Classification	Protected B
Citation	None

Breaking and Entering	Investigative materials/files relating to investigations of break and enters on residences, businesses, etc.
Classification Code	L.OI.05.00
Record Series Description	Not cleared - retain until incident is coded by one of the other classifications.

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit), Disposition Retention Period	N/A
Security Classification	Protected B
Citation	None
Classification Code	L.OI.05.01
Record Series Description	Cleared by charge
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 10 (E =Final court disposition date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.05.02
Record Series Description	Cleared otherwise
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 10 (E =Incident clearance date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.05.03
Record Series Description	Unfounded
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 1 (E =Offence deemed unfounded date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Breaking and Entering	B & E to steal firearm or with intent to commit indictable offence
Classification Code	L.OI.05.04
Record Series Description	Not cleared - retain until incident is coded by one of the other classifications.
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit), Disposition Retention Period	N/A
Security Classification	Protected B
Citation	None
Classification Code	L.OI.05.05
Record Series Description	Cleared by charge
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 25 (E =Final court disposition date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.05.06
Record Series Description	Cleared otherwise
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 25 (E =Incident clearance date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.05.07
Record Series Description	Unfounded
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 5 (E =Offence deemed unfounded date)
Disposition Retention Period	D

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Security Classification	Protected B
Citation	None

Cause Disturbance	**Investigative materials/files relating to investigations of causing a disturbance in or near a public place**
Classification Code	L.OI.06.00
Record Series Description	Not cleared - retain until incident is coded by one of the other classifications.
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit), Disposition Retention Period	N/A
Security Classification	Protected B
Citation	None
Classification Code	L.OI.06.01
Record Series Description	Cleared by charge
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 2 (E =Final court disposition date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.06.02
Record Series Description	Cleared otherwise
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 2 (E =Incident clearance date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.06.03

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Record Series Description	Unfounded
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 1 (E =Offence deemed unfounded date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Child Exploitation	**Investigative materials/files relating to investigations of child luring via computer, child pornography, or persons indulging in habitual drunkenness or any other form of vice thereby endangering the morals of a child**
Classification Code	L.OI.07.00
Record Series Description	Not cleared - retain until incident is coded by one of the other classifications.
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit), Disposition Retention Period	N/A
Security Classification	Protected B
Citation	3-MPR-1
Classification Code	L.OI.07.01
Record Series Description	Cleared by charge
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 25 (SS) (E =Final court disposition date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	3-MPR-1

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Classification Code	L.OI.07.02
Record Series Description	Cleared otherwise
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 25 (SS) (E =Incident clearance date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	3-MPR-1
Classification Code	L.OI.07.03
Record Series Description	Unfounded
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 25 (SS) (E =Offence deemed unfounded date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	3-MPR-1

Criminal Harassment	**Investigative materials/files relating to investigations of harassment (including stalking, communications, and calls)**
Classification Code	L.OI.08.00
Record Series Description	Not cleared - retain until incident is coded by one of the other classifications.
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit), Disposition Retention Period	N/A
Security Classification	Protected B
Citation	None
Classification Code	L.OI.08.01
Record Series Description	Cleared by charge

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 25 (E =Final court disposition date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.08.02
Record Series Description	Cleared otherwise
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 25 (E =Incident clearance date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.08.03
Record Series Description	Unfounded
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 25 (E =Offence deemed unfounded date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Cruelty to Animals	**Investigative materials/files relating to investigations of injuring, endangering, causing unnecessary suffering or the killing of animals**
Classification Code	L.OI.09.00
Record Series Description	Not cleared - retain until incident is coded by one of the other classifications.
Office of Primary Responsibility	RIM

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Active, Inactive Storage (RIM Unit), Disposition Retention Period	N/A
Security Classification	Protected B
Citation	None
Classification Code	L.OI.09.01
Record Series Description	Cleared by charge
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 10 (E =Final court disposition date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.09.02
Record Series Description	Cleared otherwise
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 10 (E =Incident clearance date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.09.03
Record Series Description	Unfounded
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 1 (E =Offence deemed unfounded date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Cyber Crime	**Investigative materials/files relating to investigations of the unauthorized use of a computer system or of digital data, or the**

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	possession of equipment or passwords to facilitate such unauthorized use
Classification Code	L.OI.10.00
Record Series Description	Not cleared - retain until incident is coded by one of the other classifications.
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit), Disposition Retention Period	N/A
Security Classification	Protected B
Citation	None
Classification Code	L.OI.10.01
Record Series Description	Cleared by charge
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 15 (E =Final court disposition date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.10.02
Record Series Description	Cleared otherwise
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 15 (E =Incident clearance date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.10.03
Record Series Description	Unfounded
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 1 (E =Offence deemed unfounded date)

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Drugs	**Possess cannabis over 30g/plant in public place/plants more than 4**
Classification Code	L.OI.11.00
Record Series Description	Not cleared - retain until incident is coded by one of the other classifications.
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit), Disposition Retention Period	N/A
Security Classification	Protected B
Citation	None
Classification Code	L.OI.11.01
Record Series Description	Cleared by charge
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 5 (E =Final court disposition date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.11.02
Record Series Description	Cleared otherwise
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 5 (E =Incident clearance date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Classification Code	L.OI.11.03
Record Series Description	Unfounded
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 1 (E =Offence deemed unfounded date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Drugs	**Alter or offer to alter chemical properties; Cultivate, propagate or harvest illicit cannabis; Cultivate, propagate or harvest more than four plants; Distribute/sell; Import/export**
Classification Code	L.OI.11.04
Record Series Description	Not cleared - retain until incident is coded by one of the other classifications.
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit), Disposition Retention Period	N/A
Security Classification	Protected B
Citation	None
Classification Code	L.OI.11.05
Record Series Description	Cleared by charge
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 14 (E =Final court disposition date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.11.06
Record Series Description	Cleared otherwise

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 14 (E =Incident clearance date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.11.07
Record Series Description	Unfounded
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 1 (E =Offence deemed unfounded date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Drugs	**Possess cocaine/ecstasy/heroin/methamphetamines/restricted or controlled drugs**
Classification Code	L.OI.11.08
Record Series Description	Not cleared - retain until incident is coded by one of the other classifications.
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit), Disposition Retention Period	N/A
Security Classification	Protected B
Citation	None
Classification Code	L.OI.11.09
Record Series Description	Cleared by charge
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 14 (E =Final court disposition date)
Disposition Retention Period	D

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Security Classification	Protected B
Citation	None
Classification Code	L.OI.11.10
Record Series Description	Cleared otherwise
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 14 (E =Incident clearance date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.11.11
Record Series Description	Unfounded
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 1 (E =Offence deemed unfounded date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Drugs	**Import/export/produce/traffic in; cocaine/ecstasy/heroin/methamphetamines/opioids/other restricted or controlled drugs.**
Classification Code	L.OI.11.12
Record Series Description	Not cleared - retain until incident is coded by one of the other classifications.
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit), Disposition Retention Period	N/A
Security Classification	Protected B

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Citation	None
Classification Code	L.OI.11.13
Record Series Description	Cleared by charge
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 25 (E =Final court disposition date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.11.14
Record Series Description	Cleared otherwise
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 25 (E =Incident clearance date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.11.15
Record Series Description	Unfounded
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 5 (E =Offence deemed unfounded date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Fraud	**Investigative materials/files relating to investigations of fraud, including credit cards, cheques, identity, prescriptions, counterfeit currency, etc.**
Classification Code	L.OI.12.00
Record Series Description	Not cleared - retain until incident is coded by one of the other classifications.
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit), Disposition Retention Period	N/A
Security Classification	Protected B
Citation	None
Classification Code	L.OI.12.01
Record Series Description	Cleared by charge
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 10 (E =Final court disposition date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.12.02
Record Series Description	Cleared otherwise
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 10 (E =Incident clearance date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.12.03
Record Series Description	Unfounded
Office of Primary Responsibility	RIM

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Active, Inactive Storage (RIM Unit) Retention Period	E + 1 (E =Offence deemed unfounded date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Fraud	**Money/property/securities; counterfeit money make/print; make/buy/sell possess/import/export/export forging equipment**
Classification Code	L.OI.12.04
Record Series Description	Not cleared - retain until incident is coded by one of the other classifications.
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit), Disposition Retention Period	N/A
Security Classification	Protected B
Citation	None
Classification Code	L.OI.12.05
Record Series Description	Cleared by charge
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 14 (E =Final court disposition date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.12.06
Record Series Description	Cleared otherwise
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 14 (E =Incident clearance date)
Disposition Retention Period	D
Security Classification	Protected B

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Citation	None
Classification Code	L.OI.12.07
Record Series Description	Unfounded
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 1 (E =Offence deemed unfounded date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Fraud Over	
Classification Code	L.OI.12.08
Record Series Description	Not cleared - retain until incident is coded by one of the other classifications.
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit), Disposition Retention Period	N/A
Security Classification	Protected B
Citation	None
Classification Code	L.OI.12.09
Record Series Description	Cleared by charge
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 25 (E =Final court disposition date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.12.10
Record Series Description	Cleared otherwise

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 25 (E =Incident clearance date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.12.11
Record Series Description	Unfounded
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 25 (E =Offence deemed unfounded date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Gaming and Betting	**Investigative materials/files relating to investigations of betting house, gaming house, game lottery, etc.**
Classification Code	L.OI.13.00
Record Series Description	Not cleared - retain until incident is coded by one of the other classifications.
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit), Disposition Retention Period	N/A
Security Classification	Protected B
Citation	None
Classification Code	L.OI.13.01
Record Series Description	Cleared by charge
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 2 (E =Final court disposition date)

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.13.02
Record Series Description	Cleared otherwise
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 2 (E =Incident clearance date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.13.03
Record Series Description	Unfounded
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 1 (E =Offence deemed unfounded date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Homicide	**Investigative materials/files relating to investigations of murder, manslaughter, infanticide, criminal negligence causing death, and accessory to murder. Also includes records relating to investigations of attempted murder, attempted manslaughter, and attempted infanticide.**
Classification Code	L.OI.14.00
Record Series Description	Not cleared - retain until incident is coded by one of the other classifications.
Office of Primary Responsibility	RIM

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Active, Inactive Storage (RIM Unit), Disposition Retention Period	N/A
Security Classification	Protected B
Citation	3-MPR-1
Classification Code	L.OI.14.01
Record Series Description	Cleared by charge
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 25 (SS) (E =Final court disposition date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	3-MPR-1
Classification Code	L.OI.14.02
Record Series Description	Cleared otherwise
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 25 (SS) (E =Incident clearance date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	3-MPR-1
Classification Code	L.OI.14.03
Record Series Description	Unfounded
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 25 (SS) (E =Offence deemed unfounded date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	3-MPR-1

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Mischief	**Investigative materials/files relating to investigations of mischief endangering life, mischief under and mischief over, to property, etc.**
Classification Code	L.OI.15.00
Record Series Description	Not cleared - retain until incident is coded by one of the other classifications.
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit), Disposition Retention Period	N/A
Security Classification	Protected B
Citation	None
Classification Code	L.OI.15.01
Record Series Description	Cleared by charge
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 10 (E =Final court disposition date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.15.02
Record Series Description	Cleared otherwise
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 10 (E =Incident clearance date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.15.03
Record Series Description	Unfounded
Office of Primary Responsibility	RIM

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Active, Inactive Storage (RIM Unit) Retention Period	E + 1 (E =Offence deemed unfounded date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Mischief	Endangering Life
Classification Code	L.OI.15.04
Record Series Description	Not cleared - retain until incident is coded by one of the other classifications.
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit), Disposition Retention Period	N/A
Security Classification	Protected B
Citation	None
Classification Code	L.OI.15.05
Record Series Description	Cleared by charge
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 25 (E =Final court disposition date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.15.06
Record Series Description	Cleared otherwise
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 25 (E =Incident clearance date)
Disposition Retention Period	D
Security Classification	Protected B

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Citation	None
Classification Code	L.OI.15.07
Record Series Description	Unfounded
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 5 (E =Offence deemed unfounded date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Missing Persons	**Investigative materials/files relating to investigations of mischief endangering life, mischief under and mischief over, to property, etc.**
Classification Code	L.OI.16.00
Record Series Description	Not cleared - retain until incident is coded by one of the other classifications.
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit), Disposition Retention Period	N/A
Security Classification	Protected B
Citation	3-MPR-1
Classification Code	L.OI.16.01
Record Series Description	Cleared otherwise
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 25 (E =Incident clearance date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	3-MPR-1

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Classification Code	L.OI.16.02
Record Series Description	Unfounded
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 25 (E =Offence deemed unfounded date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	3-MPR-1

Missing Persons	Foul play suspected
Classification Code	L.OI.16.03
Record Series Description	Not cleared - retain until incident is coded by one of the other classifications.
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit), Disposition Retention Period	N/A
Security Classification	Protected B
Citation	3-MPR-1
Classification Code	L.OI.16.04
Record Series Description	Cleared otherwise
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 25 (E =Incident cleared date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	3-MPR-1
Classification Code	L.OI.16.05
Record Series Description	Unfounded
Office of Primary Responsibility	RIM

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Active, Inactive Storage (RIM Unit) Retention Period	E + 25 (E =Offence deemed unfounded date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	3-MPR-1

Missing Persons	**Located alive**
Classification Code	L.OI.16.06
Record Series Description	Cleared otherwise
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 5 (E =Incident cleared date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.16.07
Record Series Description	Unfounded
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 5 (E =Offence deemed unfounded date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Morality	**Investigative materials/files relating to investigations of public morals, indecent acts, indecent exposure, and nudity**
Classification Code	L.OI.17.00
Record Series Description	Not cleared - retain until incident is coded by one of the other classifications.
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit), Disposition Retention Period	N/A
Security Classification	Protected B
Citation	None
Classification Code	L.OI.17.01
Record Series Description	Cleared by charge
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 25 (E =Final court disposition date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.17.02
Record Series Description	Cleared otherwise
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 25 (E =Incident clearance date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.17.03
Record Series Description	Unfounded
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 25 (E =Offence deemed unfounded date)

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Organized Crime	**Investigative materials/files relating to investigations of organized crime instruct, recruit, and participate**
Classification Code	L.OI.18.00
Record Series Description	Not cleared - retain until incident is coded by one of the other classifications.
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit), Disposition Retention Period	N/A
Security Classification	Protected B
Citation	None
Classification Code	L.OI.18.01
Record Series Description	Cleared by charge
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 25 (E =Final court disposition date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.18.02
Record Series Description	Cleared otherwise
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 25 (E =Incident clearance date)

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.18.03
Record Series Description	Unfounded
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 25 (E =Offence deemed unfounded date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Other Federal Statutes	**Investigative materials/files relating to investigations under federal statutes (laws and regulations).** **Bankruptcy Act; Competition Act; Customs Act; Excise Act; Firearms Act; Immigration & Refugee Protection Act; Income Tax Act; Public Health Act**
Classification Code	L.OI.19.00
Record Series Description	Not cleared - retain until incident is coded by one of the other classifications.
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit), Disposition Retention Period	N/A
Security Classification	Protected B
Citation	None
Classification Code	L.OI.19.01
Record Series Description	Cleared by charge
Office of Primary Responsibility	RIM

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Active, Inactive Storage (RIM Unit) Retention Period	E + 15 (E =Final court disposition date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.19.02
Record Series Description	Cleared otherwise
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 15 (E =Incident clearance date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.19.03
Record Series Description	Unfounded
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 1 (E =Offence deemed unfounded date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Other Federal Statutes	**Canada Health Act; Federal Statutes other**
Classification Code	L.OI.19.04
Record Series Description	Not cleared - retain until incident is coded by one of the other classifications.
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit), Disposition Retention Period	N/A
Security Classification	Protected B

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Citation	None
Classification Code	L.OI.19.05
Record Series Description	Cleared by charge
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 15 (E =Final court disposition date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.19.06
Record Series Description	Cleared otherwise
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 15 (E =Incident clearance date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.19.07
Record Series Description	Unfounded
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 1 (E =Offence deemed unfounded date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Other Federal Statutes – Boats	**Canada Shipping Act; Canada Shipping Act; National Defence Act**
Classification Code	L.OI.19.08

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Record Series Description	Not cleared - retain until incident is coded by one of the other classifications.
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit), Disposition Retention Period	N/A
Security Classification	Protected B
Citation	None
Classification Code	L.OI.19.09
Record Series Description	Cleared by charge
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 25 (E =Final court disposition date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.19.10
Record Series Description	Cleared otherwise
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 25 (E =Incident clearance date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.19.11
Record Series Description	Unfounded
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 5 (E =Offence deemed unfounded date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Provincial Statutes and Municipal By-laws	**Investigative materials/files relating to investigations under provincial statutes (laws and regulations e.g. MHA, HTA etc.) and municipal by-laws (except traffic)**
Classification Code	L.OI.20.00
Record Series Description	Not cleared - retain until incident is coded by one of the other classifications.
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit), Disposition Retention Period	N/A
Security Classification	Protected B
Citation	None
Classification Code	L.OI.20.01
Record Series Description	Cleared by charge
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 5 (E =Final court disposition date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.20.02
Record Series Description	Cleared otherwise
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 5 (E =Incident clearance date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.20.03
Record Series Description	Unfounded
Office of Primary Responsibility	RIM

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Active, Inactive Storage (RIM Unit) Retention Period	E + 1 (E =Offence deemed unfounded date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Public Incitement of Hatred	**Investigative materials/files relating to investigations of persons who, by communicating statements in any public place, incites hatred against any identifiable group where such incitement is likely to lead to a breach.**
Classification Code	L.OI.21.00
Record Series Description	Not cleared - retain until incident is coded by one of the other classifications.
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit), Disposition Retention Period	N/A
Security Classification	Protected B
Citation	None
Classification Code	L.OI.21.01
Record Series Description	Cleared by charge
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 5 (E =Final court disposition date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.21.02
Record Series Description	Cleared otherwise
Office of Primary Responsibility	RIM

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Active, Inactive Storage (RIM Unit) Retention Period	E + 5 (E =Incident clearance date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.21.03
Record Series Description	Unfounded
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 1 (E =Offence deemed unfounded date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Robbery	**Investigative materials/files relating to investigations of robbery, including firearms, other offensive weapons, home invasions, business, swarming, and extortion**
Classification Code	L.OI.22.00
Record Series Description	Not cleared - retain until incident is coded by one of the other classifications.
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit), Disposition Retention Period	N/A
Security Classification	Protected B
Citation	None
Classification Code	L.OI.22.01
Record Series Description	Cleared by charge
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 25 (E =Final court disposition date)

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.22.02
Record Series Description	Cleared otherwise
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 25 (E =Incident clearance date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.22.03
Record Series Description	Unfounded
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 5 (E =Offence deemed unfounded date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Sexual Offences	**Investigative materials/files relating to investigations of sexual assault, including aggravated, with a weapon, partner, sexual interference, sexual exploitation, incest, invitation to sexual touching and bestiality**
Classification Code	L.OI.23.00
Record Series Description	Not cleared - retain until incident is coded by one of the other classifications.
Office of Primary Responsibility	RIM

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Active, Inactive Storage (RIM Unit), Disposition Retention Period	N/A
Security Classification	Protected B
Citation	3-MPR-1
Classification Code	L.OI.23.01
Record Series Description	Cleared by charge
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 25 (E =Final court disposition date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	3-MPR-1
Classification Code	L.OI.23.02
Record Series Description	Cleared otherwise
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 25 (E =Incident clearance date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	3-MPR-1
Classification Code	L.OI.23.03
Record Series Description	Unfounded
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 25 (E =Offence deemed unfounded date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	3-MPR-1

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Sexual Services	**Investigative materials/files relating to investigations of obtaining sexual services for consideration, material benefit from, procuring, advertising, and immunity - material benefit and advertising**
Classification Code	L.OI.24.00
Record Series Description	Not cleared - retain until incident is coded by one of the other classifications.
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit), Disposition Retention Period	N/A
Security Classification	Protected B
Citation	None
Classification Code	L.OI.24.01
Record Series Description	Cleared by charge
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 25 (E =Final court disposition date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.24.02
Record Series Description	Cleared otherwise
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 25 (E =Incident clearance date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.24.03
Record Series Description	Unfounded
Office of Primary Responsibility	RIM

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Active, Inactive Storage (RIM Unit) Retention Period	E + 25 (E =Offence deemed unfounded date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Terrorism	**Investigative materials/files relating to investigations of terrorist activities**
Classification Code	L.OI.25.00
Record Series Description	Not cleared - retain until incident is coded by one of the other classifications.
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit), Disposition Retention Period	N/A
Security Classification	Protected B
Citation	None
Classification Code	L.OI.25.01
Record Series Description	Cleared by charge
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 25 (E =Final court disposition date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.25.02
Record Series Description	Cleared otherwise
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 25 (E =Incident clearance date)
Disposition Retention Period	D

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Security Classification	Protected B
Citation	None
Classification Code	L.OI.25.03
Record Series Description	Unfounded
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 25 (E =Offence deemed unfounded date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Terrorism	**Facilitate terrorist activity; Harbour/conceal terrorist; Leave Canada to facilitate/commit act of terrorism**
Classification Code	L.OI.25.04
Record Series Description	Not cleared - retain until incident is coded by one of the other classifications.
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit), Disposition Retention Period	N/A
Security Classification	Protected B
Citation	None
Classification Code	L.OI.25.05
Record Series Description	Cleared by charge
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 25 (E =Final court disposition date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Classification Code	L.OI.25.06
Record Series Description	Cleared otherwise
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 25 (E =Incident clearance date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.25.07
Record Series Description	Unfounded
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 25 (E =Offence deemed unfounded date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Terrorism	Hoax terrorism
Classification Code	L.OI.25.08
Record Series Description	Not cleared - retain until incident is coded by one of the other classifications.
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit), Disposition Retention Period	N/A
Security Classification	Protected B
Citation	None
Classification Code	L.OI.25.09
Record Series Description	Cleared by charge
Office of Primary Responsibility	RIM

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Active, Inactive Storage (RIM Unit) Retention Period	E + 5 (E =Final court disposition date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.25.10
Record Series Description	Cleared otherwise
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 5 (E =Incident clearance date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.25.11
Record Series Description	Unfounded
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 1 (E =Offence deemed unfounded date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Thefts	**Investigative materials/files relating to investigations of theft under, theft over, of and from motor vehicle, bicycles, shoplifting, have stolen goods, and possession of property obtained by crime**
Classification Code	L.OI.26.00
Record Series Description	Not cleared - retain until incident is coded by one of the other classifications.
Office of Primary Responsibility	RIM

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Active, Inactive Storage (RIM Unit), Disposition Retention Period	N/A
Security Classification	Protected B
Citation	None
Classification Code	L.OI.26.01
Record Series Description	Cleared by charge
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 10 (E =Final court disposition date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.26.02
Record Series Description	Cleared otherwise
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 10 (E =Incident clearance date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.26.03
Record Series Description	Unfounded
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 1 (E =Offence deemed unfounded date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Threats	**Investigative materials/files relating to investigations of intimidation, threats, threatening calls, and threats uttered**
Classification Code	L.OI.27.00
Record Series Description	Not cleared - retain until incident is coded by one of the other classifications.
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit), Disposition Retention Period	N/A
Security Classification	Protected B
Citation	None
Classification Code	L.OI.27.01
Record Series Description	Cleared by charge
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 10 (E =Final court disposition date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.27.02
Record Series Description	Cleared otherwise
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 10 (E =Incident clearance date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.27.03
Record Series Description	Unfounded
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 1 (E =Offence deemed unfounded date)

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Threats	Intimidation justice participant
Classification Code	L.OI.27.04
Record Series Description	Not cleared - retain until incident is coded by one of the other classifications.
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit), Disposition Retention Period	N/A
Security Classification	Protected B
Citation	None
Classification Code	L.OI.27.05
Record Series Description	Cleared by charge
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 14 (E =Final court disposition date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.27.06
Record Series Description	Cleared otherwise
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 14 (E =Incident clearance date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Classification Code	L.OI.27.07
Record Series Description	Unfounded
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 1 (E =Offence deemed unfounded date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Threats	Utter threats to case death/bodily harm
Classification Code	L.OI.27.08
Record Series Description	Not cleared - retain until incident is coded by one of the other classifications.
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit), Disposition Retention Period	N/A
Security Classification	Protected B
Citation	None
Classification Code	L.OI.27.09
Record Series Description	Cleared by charge
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 25 (E =Final court disposition date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.27.10
Record Series Description	Cleared otherwise
Office of Primary Responsibility	RIM

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Active, Inactive Storage (RIM Unit) Retention Period	E + 25 (E =Incident clearance date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.27.11
Record Series Description	Unfounded
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 5 (E =Offence deemed unfounded date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Traffic Enforcement	**Investigative materials/files relating to investigations of fatal motor vehicle collisions; dangerous operation of a motor vehicle/boat/vessel/aircraft, including causing bodily harm and causing death; impaired operation, including causing bodily harm and causing death; impaired traffic offences; fail or refuse to provide a breath or blood sample; traffic accidents, including driving while prohibited, fail to stop or remain, dangerous driving, driving while disqualified or while licence suspended; investigations under and enforcement of provincial statutes pertaining to traffic, investigations under and enforcement of municipal by-laws pertaining to traffic, and parking violations**
Classification Code	L.OI.28.0
Record Series Description	Not cleared - retain until incident is coded by one of the other classifications.
Office of Primary Responsibility	RIM

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Active, Inactive Storage (RIM Unit), Disposition Retention Period	N/A
Security Classification	Protected B
Citation	2-HTA-1
Classification Code	L.OI.28.01
Record Series Description	Cleared by charge
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 5 (E =Final court disposition date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	2-HTA-1
Classification Code	L.OI.28.02
Record Series Description	Cleared otherwise
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 5 (E =Incident clearance date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	2-HTA-1
Classification Code	L.OI.28.03
Record Series Description	Unfounded
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 1 (E =Offence deemed unfounded date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	2-HTA-1

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Traffic Enforcement	**Operation while impaired (alcohol & drugs); Failure or refusal to comply with demand (alcohol & drugs); Failure to stop after accident**
Classification Code	L.OI.28.04
Record Series Description	Not cleared - retain until incident is coded by one of the other classifications.
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit), Disposition Retention Period	N/A
Security Classification	Protected B
Citation	2-HTA-1
Classification Code	L.OI.28.05
Record Series Description	Cleared by charge
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 10 (E =Final court disposition date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	2-HTA-1
Classification Code	L.OI.28.06
Record Series Description	Cleared otherwise
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 10 (E =Incident clearance date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	2-HTA-1
Classification Code	L.OI.28.07
Record Series Description	Unfounded
Office of Primary Responsibility	RIM

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Active, Inactive Storage (RIM Unit) Retention Period	E + 1 (E =Offence deemed unfounded date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	2-HTA-1

Traffic Enforcement	Cause bodily harm
Classification Code	L.OI.28.08
Record Series Description	Not cleared - retain until incident is coded by one of the other classifications.
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit), Disposition Retention Period	N/A
Security Classification	Protected B
Citation	2-HTA-1
Classification Code	L.OI.28.09
Record Series Description	Cleared by charge
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 14 (E =Final court disposition date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	2-HTA-1
Classification Code	L.OI.28.10
Record Series Description	Cleared otherwise
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 14 (E =Incident clearance date)
Disposition Retention Period	D
Security Classification	Protected B

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Citation	2-HTA-1
Classification Code	L.OI.28.11
Record Series Description	Unfounded
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 1 (E =Offence deemed unfounded date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	2-HTA-1

Traffic Enforcement	**Cause death/fatality**
Classification Code	L.OI.28.12
Record Series Description	Not cleared - retain until incident is coded by one of the other classifications.
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit), Disposition Retention Period	N/A
Security Classification	Protected B
Citation	2-HTA-1
Classification Code	L.OI.28.13
Record Series Description	Cleared by charge
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 25 (E =Final court disposition date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	2-HTA-1
Classification Code	L.OI.28.14
Record Series Description	Cleared otherwise

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 25 (E =Incident clearance date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	2-HTA-1
Classification Code	L.OI.28.15
Record Series Description	Unfounded
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 5 (E =Offence deemed unfounded date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	2-HTA-1

Trafficking in Persons	**Investigative materials/files relating to investigations of trafficking in persons, including a person under the age of 18 years, material benefit, withholding or destroying documents, and exploitation**
Classification Code	L.OI.29.00
Record Series Description	Not cleared - retain until incident is coded by one of the other classifications.
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit), Disposition Retention Period	N/A
Security Classification	Protected B
Citation	None
Classification Code	L.OI.29.01
Record Series Description	Cleared by charge
Office of Primary Responsibility	RIM

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Active, Inactive Storage (RIM Unit) Retention Period	E + 25 (E =Final court disposition date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.29.02
Record Series Description	Cleared otherwise
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 25 (E =Incident clearance date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.29.03
Record Series Description	Unfounded
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 25 (E =Offence deemed unfounded date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Trespass at Night	**Investigative materials/files relating to investigations of trespassing at night near a dwelling house**
Classification Code	L.OI.30.00
Record Series Description	Not cleared - retain until incident is coded by one of the other classifications.
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit), Disposition Retention Period	N/A

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Security Classification	Protected B
Citation	None
Classification Code	L.OI.30.01
Record Series Description	Cleared by charge
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 25 (E =Final court disposition date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.30.02
Record Series Description	Cleared otherwise
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 25 (E =Incident clearance date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.30.03
Record Series Description	Unfounded
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 25 (E =Offence deemed unfounded date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Weapons	**Investigative materials/files relating to investigations of offensive weapons, including possession, trafficking, import/export, concealed, dangerous, and firearms usage**

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Classification Code	L.OI.31.00
Record Series Description	Not cleared - retain until incident is coded by one of the other classifications.
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit), Disposition Retention Period	N/A
Security Classification	Protected B
Citation	None
Classification Code	L.OI.31.01
Record Series Description	Cleared by charge
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 5 (E =Final court disposition date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.31.02
Record Series Description	Cleared otherwise
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 5 (E =Incident clearance date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.31.03
Record Series Description	Unfounded
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 1 (E =Offence deemed unfounded date)
Disposition Retention Period	D
Security Classification	Protected B

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Citation	None

Weapons	Prohibited; Trafficking
Classification Code	L.OI.31.04
Record Series Description	Not cleared - retain until incident is coded by one of the other classifications.
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit), Disposition Retention Period	N/A
Security Classification	Protected B
Citation	None
Classification Code	L.OI.31.05
Record Series Description	Cleared by charge
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 10 (E =Final court disposition date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.31.06
Record Series Description	Cleared otherwise
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 10 (E =Incident clearance date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.31.07
Record Series Description	Unfounded

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 1 (E =Offence deemed unfounded date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Weapons	Discharge with intent recklessly; Use firearm to commit offence; Use imitation firearm to commit offence
Classification Code	L.OI.31.08
Record Series Description	Not cleared - retain until incident is coded by one of the other classifications.
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit), Disposition Retention Period	N/A
Security Classification	Protected B
Citation	None
Classification Code	L.OI.31.09
Record Series Description	Cleared by charge
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 14 (E =Final court disposition date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.31.10
Record Series Description	Cleared otherwise

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 14 (E =Incident clearance date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.31.11
Record Series Description	Unfounded
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 1 (E =Offence deemed unfounded date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

General Investigations

If, during the retention period identified in this section, incidents of a similar nature involving the same individual/location occurs, then the retention period for the initial and subsequent incidents may be extended until all retention periods have been completed.

All records involving a young person as defined by Section 2(1) in the Youth Criminal Justice Act S.C. 2002, c. 1, shall be retained in accordance with said Act.

Accident-Industrial/Farm	**Landlord & tenant dispute**
Accident-Other (Non-MVC)	**Mental health-no apprehension**
Attempt Suicide	**Neighbour dispute**
Alarm-False/Fire	**noise complaint**
Alarm-MTRS	**Offences against right of property**

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Animal Complaints	**Parking complaint**
Assist other police	**Records use only**
Bomb Threat	**Restraining Orders-All**
Child Custody Dispute	**Special project**
Domestic related non-criminal	**Sudden death**
Explosives	**Suspicious person**
Fire Call	**Suspicious vehicle**
Information	**Towed vehicle**
Insecure premise	**Unidentified human remains**
Internal Investigation-Formal/Informal	**Unwanted person**
Invasion of privacy	**Vagrancy**
Keep the peace	**Welfare check**
Labour dispute	**Youth complaint**
Classification Code	L.OI.32.00
Record Series Description	Not cleared
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit), Disposition Retention Period	E + 5 (E = Incident clearance date)
Security Classification	Protected B
Citation	None
Classification Code	L.OI.32.02
Record Series Description	Cleared otherwise
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 5 (E =Incident clearance date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.OI.31.11

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Record Series Description	Unfounded
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 5 (E =Offence deemed unfounded date)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Police Contact Occurrences

Assist Ambulance **Assist non-police agency** **Compassionate to locate**	**Customer dispute** **Disturbance** **Lost & Found Property**
Classification Code	L.OI.33.00
Record Series Description	Not cleared
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit), Disposition Retention Period	E + 3 (E = Incident clearance date)
Security Classification	Protected A
Citation	None
Classification Code	L.OI.33.01
Record Series Description	Cleared otherwise
Office of Primary Responsibility	RIM
Active, Inactive Storage (RIM Unit) Retention Period	E + 3 (E =Incident clearance date)
Disposition Retention Period	D
Security Classification	Protected A
Citation	None

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

NIAGARA REGIONAL POLICE SERVICE
RECORDS CLASSIFICATION & RETENTION
SCHEDULE "C" LAW ENFORCEMENT ACTIVITIES – AREAS AND SERVICES/PROGRAMS

LAW ENFORCEMENT ACTIVITIES

Classification Code	L.CC.
Function	Communications Centre and RTOC
Classification Code	L.CS.
Function	Court Services
Classification Code	L.DO.
Function	District Operations
Classification Code	L.ES.
Function	Emergency Services
Classification Code	L.EM.
Function	Evidence Management
Classification Code	L.EX.
Function	Executive Services
Classification Code	L.IS.
Function	Investigative Support Services
Classification Code	L.OI.
Function	Offence Investigations (including General Investigations and Police Contact Occurrences)
Classification Code	L.RM.
Function	Records & Information Management

Security Classification & Citation

Please refer to the Security Classification Definitions appendix for an explanation of security classifications.

Any questions relating to citations, can be directed to the Records Manager or Information Management Supervisor.

Communications Centre and Real Time Operation Centre (RTOC)

Records relating to the delivery of communication centre services, and real time operation centre services.

Communications Centre Records	The delivery of communications centre services
Classification Code	L.CC.00.00
Record Series Description	CAD Calls (e.g. MDT logs, Incident & Unit histories, E911 logs).
Office of Primary Responsibility	Operational Support
Active Retention Period	CY + 3
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.CC.00.01
Record Series Description	Communications Centre statistics/statistical reports (e.g. PSAP & Avaya CC Server)
Office of Primary Responsibility	Operational Support
Active Retention Period	CY + 5
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Security Classification	Protected A
Citation	None
Classification Code	L.CC.00.02
Record Series Description	Communications centre voice logging system recordings (e.g. NICE application)
Office of Primary Responsibility	Operational Support
Active Retention Period	CY + 3
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.CC.00.03
Record Series Description	Landline call recordings
Office of Primary Responsibility	Operational Support
Active Retention Period	9 mths
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected A
Citation	None
Classification Code	L.CC.00.04
Record Series Description	Contact List (Keyholder Information)
Office of Primary Responsibility	Operational Support
Active Retention Period	Continuously updated
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected A
Citation	None

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Classification Code	L.CC.00.05
Record Series Description	Premises histories/hazards/warnings
Office of Primary Responsibility	Operational Support
Active Retention Period	CY + 3
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.CC.00.06
Record Series Description	CAD – Mail Logs
Office of Primary Responsibility	Technology Services
Active Retention Period	CY + 1
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.CC.00.07
Record Series Description	CAD – CPIC Logs
Office of Primary Responsibility	Technology Services
Active Retention Period	1 year
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.CC.00.08
Record Series Description	CAD – Mileage logs

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Office of Primary Responsibility	Technology Services
Active Retention Period	CY + 3
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected A
Citation	None
Classification Code	L.CC.00.09
Record Series Description	Global Positioning System/Automatic Vehicle Locator-Speed Safety Program (Data extraction from the master recording will inherit the retention period of the investigation materials/file for the particular purpose of the extraction.)
Office of Primary Responsibility	Deputy Chief Operational Services
Active Retention Period	6 months
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Real Time Operation Centre (RTOC)	
Classification Code	L.CC.01.00
Record Series Description	Project Lifesaver
Office of Primary Responsibility	Operational Support
Active Retention Period	E + 1 (E = registration cancelled)
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected A

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Citation	None
Classification Code	L.CC.01.01
Record Series Description	CCTV Cameras – municipal public spaces
Office of Primary Responsibility	Operational Support
Active Retention Period	7 days
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected A
Citation	None

Court Services

Records relating to the delivery of court services, including records relating to the information submitted by a police service to a court, the disposition of a court case, and the co-ordination of court appearances by police officers. Also includes records relating to the management of prisoners.

Court Records Management Records	Court records and communications
Classification Code	L.CS.00.00
Record Series Description	Provincial offence notice control sheets
Office of Primary Responsibility	Court Services
Active Retention Period	3 months
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Unclassified
Citation	None

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Court Security	Records relating to the delivery of court security and prisoner management services
Classification Code	L.CS.01.00
Record Series Description	Accused booking sheets
Office of Primary Responsibility	Court Services
Active Retention Period	Retain for same retention period as the investigative materials/file for the applicable offence type under OFFENCE INVESTIGATIONS.
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.CS.01.01
Record Series Description	Booking area & central holding recordings
Office of Primary Responsibility	Court Services
Active Retention Period	CY + 3
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.CC.01.02
Record Series Description	Court security plan
Office of Primary Responsibility	Court Services
Active Retention Period	SO
Inactive Storage (RIM Unit) Retention Period	2 years
Disposition Retention Period	D
Security Classification	Protected C

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Citation	None
Classification Code	L.CC.01.03
Record Series Description	Hospital escorts
Office of Primary Responsibility	Court Services
Active, Inactive Storage (RIM Unit), Disposition Retention Period	Retain for same retention period as the investigative materials/file for the applicable offence type under OFFENCE INVESTIGATIONS
Security Classification	Protected B
Citation	None
Classification Code	L.CC.01.04
Record Series Description	Prisoner property documents
Office of Primary Responsibility	Court Services
Active, Inactive Storage (RIM Unit), Disposition Retention Period	Retain for same retention period as the investigative materials/file for the applicable offence type under OFFENCE INVESTIGATIONS
Security Classification	Protected B
Citation	Non-Quantified 1-CC-8

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

District Operations

Records relating to the delivery of operational services relating to crime prevention and analysis within each district.

Crime Analysis Records	The delivery of crime analysis services
Classification Code	L.DO.00.00
Record Series Description	Crime analysis reports - ad hoc reports
Office of Primary Responsibility	District Operations
Active Retention Period	CY + 5
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.DO.00.01
Record Series Description	Crime analysis reports - bi-weekly reports
Office of Primary Responsibility	District Operations
Active Retention Period	CY + 5
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.DO.00.02
Record Series Description	Special Bulletins
Office of Primary Responsibility	District Operations
Active Retention Period	CY + 5

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected C
Citation	None
Classification Code	L.DO.00.03
Record Series Description	Maps (e.g. locations of incidents)
Office of Primary Responsibility	District Operations
Active Retention Period	CY + 10
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Crime Prevention Education, Crime Prevention Programs, and Safety Programs/Campaigns Records	The delivery of crime prevention education and programs
Classification Code	L.DO.01.00
Record Series Description	Crime prevention presentations
Office of Primary Responsibility	District Operations
Active Retention Period	CY + 5
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Unclassified
Citation	None

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Classification Code	L.DO.01.01
Record Series Description	Crime prevention programs - training materials, Crime prevention training programs - training materials, and Safety programs/campaigns - training materials
Office of Primary Responsibility	District Operations
Active Retention Period	S + 2
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Unclassified
Citation	None
Classification Code	L.DO.01.02
Record Series Description	Crime prevention security reports / audits (including CPTED security reports / audits)
Office of Primary Responsibility	District Operations
Active Retention Period	CY + 1
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.DO.01.03
Record Series Description	Crime prevention statistics/statistical reports
Office of Primary Responsibility	District Operations
Active Retention Period	CY + 5
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected A
Citation	None

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Street Crime	Administrative records relating to the delivery of street crime
Classification Code	L.DO.02.00
Record Series Description	Community engagement plans for education, prevention, suppression & identified strategies
Office of Primary Responsibility	District Operations
Active Retention Period	E + 1 (E = community engagement plan updated or discontinue)
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected A
Citation	None
Classification Code	L.DO.02.01
Record Series Description	Street Crime statistics and statistical reports
Office of Primary Responsibility	District Operations
Active Retention Period	CY + 5
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Youth Crime	Administrative records relating to the delivery of youth crime prevention services
Classification Code	L.DO.03.00
Record Series Description	School board activity sheet
Office of Primary Responsibility	District Operations
Active Retention Period	CY + 5
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected A
Citation	None
Classification Code	L.DO.03.01
Record Series Description	School resource officer administration files
Office of Primary Responsibility	District Operations
Active Retention Period	CY + 5
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.DO.03.02
Record Series Description	School resource officer presentations/training materials
Office of Primary Responsibility	District Operations
Active Retention Period	S + 2
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Security Classification	Unclassified
Citation	None
Classification Code	L.DO.03.03
Record Series Description	Youth crime statistics and statistical reports
Office of Primary Responsibility	District Operations
Active Retention Period	CY + 5
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Emergency Services

Records relating to the delivery of emergency response and public order services, including explosives / chemical / biological / radiological / nuclear response, hostage negotiations, tactical and rescue deployment, and public order.   Also including records relating to the operations of specially trained units.

Canine	Administrative records relating to services provided by the canine unit
Classification Code	L.ES.00.00
Record Series Description	Canine call logs/call out lists
Office of Primary Responsibility	Emergency Services
Active Retention Period	CY + 2
Inactive Storage (RIM Unit) Retention Period	8 years
Disposition Retention Period	D

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Security Classification	Protected A
Citation	None
Classification Code	L.ES.00.01
Record Series Description	Canine call activity reports/incident reports/operational assignment reports/debriefs/notes
Office of Primary Responsibility	Emergency Services
Active Retention Period	CY + 2
Inactive Storage (RIM Unit) Retention Period	8 years
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.ES.00.02
Record Series Description	Canine statistics/statistical reports
Office of Primary Responsibility	Emergency Services
Active Retention Period	CY + 5
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected A
Citation	None
Classification Code	L.ES.00.03
Record Series Description	Canine veterinary records
Office of Primary Responsibility	Emergency Services
Active Retention Period	CY + 2
Inactive Storage (RIM Unit) Retention Period	8 years
Disposition Retention Period	D
Security Classification	Protected A

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Citation	None

Emergency Task Unit	Administrative records relating to the delivery of tactical and rescue services
Classification Code	L.ES.01.00
Record Series Description	Emergency Task Unit call logs/call out lists
Office of Primary Responsibility	Emergency Services
Active Retention Period	CY + 2
Inactive Storage (RIM Unit) Retention Period	8 years
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.ES.01.01
Record Series Description	Emergency Task Unit call debriefs/note
Office of Primary Responsibility	Emergency Services
Active Retention Period	CY + 2
Inactive Storage (RIM Unit) Retention Period	8 years
Disposition Retention Period	D
Security Classification	Protected C
Citation	None
Classification Code	L.ES.01.02
Record Series Description	Emergency Task Unit operational plans
Office of Primary Responsibility	Emergency Services
Active Retention Period	CY + 2
Inactive Storage (RIM Unit) Retention Period	8 years
Disposition Retention Period	D

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Security Classification	Protected C
Citation	None
Classification Code	L.ES.01.03
Record Series Description	Emergency Task Unit statistics/statistical reports
Office of Primary Responsibility	Emergency Services
Active Retention Period	CY + 5
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Explosive/Chemical/Biological/Radiological/Nuclear Response	Administrative records relating to the delivery of explosive/chemical/biological/ radiological nuclear response services
Classification Code	L.ES.02.00
Record Series Description	Call logs/call out lists/debriefs/notes/incident reports/operational assignment reports for explosive/ chemical/biological/radiological/nuclear response
Office of Primary Responsibility	Emergency Services
Active Retention Period	CY + 2
Inactive Storage (RIM Unit) Retention Period	8 years
Disposition Retention Period	D
Security Classification	Protected C
Citation	None
Classification Code	L.ES.02.01
Record Series Description	Statistics/statistical reports for explosive/chemical/biological/radiological/nuclear response

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Office of Primary Responsibility	Emergency Services
Active Retention Period	CY + 5
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.ES.02.02
Record Series Description	Critical Infrastructure (SPEAR) - public buildings blueprints/plans
Office of Primary Responsibility	Emergency Services
Active Retention Period	SO
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	0
Security Classification	Protected C
Citation	None

Hostage Negotiations	Administrative records relating to the delivery of hostage negotiation services
Classification Code	L.ES.03.00
Record Series Description	Hostage negotiations call logs/call out lists
Office of Primary Responsibility	Emergency Services
Active Retention Period	CY + 2
Inactive Storage (RIM Unit) Retention Period	13 years
Disposition Retention Period	D
Security Classification	Protected A
Citation	None
Classification Code	L.ES.03.01
Record Series Description	Hostage negotiations call debriefs/notes

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Office of Primary Responsibility	Emergency Services
Active Retention Period	CY + 2
Inactive Storage (RIM Unit) Retention Period	13 years
Disposition Retention Period	D
Security Classification	Protected C
Citation	None
Classification Code	L.ES.03.02
Record Series Description	Hostage negotiations statistics/statistical reports
Office of Primary Responsibility	Emergency Services
Active Retention Period	CY + 5
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Marine and Underwater Search and Rescue	Administrative records relating to the delivery of marine services and underwater search and rescue services
Classification Code	L.ES.04.00
Record Series Description	Dive operation notifications
Office of Primary Responsibility	Emergency Services
Active Retention Period	CY + 2
Inactive Storage (RIM Unit) Retention Period	8 years
Disposition Retention Period	D
Security Classification	Protected A
Citation	None

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Classification Code	L.ES.04.01
Record Series Description	Marine or underwater search and rescue call logs/call out lists
Office of Primary Responsibility	Emergency Services
Active Retention Period	CY + 2
Inactive Storage (RIM Unit) Retention Period	8 years
Disposition Retention Period	D
Security Classification	Protected A
Citation	None
Classification Code	L.ES.04.02
Record Series Description	Marine or underwater search and rescue call debriefs/notes
Office of Primary Responsibility	Emergency Services
Active Retention Period	CY + 2
Inactive Storage (RIM Unit) Retention Period	8 years
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.ES.04.03
Record Series Description	Marine or underwater search and rescue incident reports/operational assignment reports
Office of Primary Responsibility	Emergency Services
Active Retention Period	CY + 2
Inactive Storage (RIM Unit) Retention Period	8 years
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.ES.04.04

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Record Series Description	Marine or underwater search and rescue logs - dives
Office of Primary Responsibility	Emergency Services
Active Retention Period	CY + 2
Inactive Storage (RIM Unit) Retention Period	8 years
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.ES.04.05
Record Series Description	Marine or underwater search and rescue logs - ships/vessels
Office of Primary Responsibility	Emergency Services
Active Retention Period	CY + 2
Inactive Storage (RIM Unit) Retention Period	8 years
Disposition Retention Period	D
Security Classification	Protected A
Citation	None
Classification Code	L.ES.04.06
Record Series Description	Marine or underwater search and rescue statistics/statistical reports
Office of Primary Responsibility	Emergency Services
Active Retention Period	CY + 5
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Public Order	Administrative records relating to the delivery of public order services
Classification Code	L.ES.05.00
Record Series Description	Public order deployment requests/debriefs/notes/incident ledger
Office of Primary Responsibility	Emergency Services
Active Retention Period	CY + 2
Inactive Storage (RIM Unit) Retention Period	3 years
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.ES.05.01
Record Series Description	Public order statistics/statistical reports
Office of Primary Responsibility	Emergency Services
Active Retention Period	CY + 5
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Traffic Services	Administrative records relating to the delivery of traffic services
Classification Code	L.ES.06.00
Record Series Description	Automated Licence Plate Recognition System (ALPRS) – hit to hot List
Office of Primary Responsibility	Emergency Services
Active Retention Period	E + 6 (E = transaction processed)
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Not an NRPS system
Citation	None
Classification Code	L.ES.06.01
Record Series Description	Automated Licence Plate Recognition System (ALPRS) – non-hit to hot list
Office of Primary Responsibility	Emergency Services
Active Retention Period	E + 24 hrs. (E = transaction processed)
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Not an NRPS system
Citation	None
Classification Code	L.ES.06.02
Record Series Description	RIDE program reports
Office of Primary Responsibility	Emergency Services
Active Retention Period	CY + 2
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Classification Code	L.ES.06.03
Record Series Description	Traffic enforcement projects
Office of Primary Responsibility	Emergency Services
Active Retention Period	CY + 2
Inactive Storage (RIM Unit) Retention Period	3 years
Disposition Retention Period	D
Security Classification	Protected A
Citation	None
Classification Code	L.ES.06.04
Record Series Description	Traffic services statistics and statistical reports
Office of Primary Responsibility	Emergency Services
Active Retention Period	CY + 5
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Evidence Management

Records relating to the delivery of property and evidence management services.

Impounds Records	The delivery of impound services
Classification Code	L.EM.00.00
Record Series Description	Vehicle release forms
Office of Primary Responsibility	Corporate Services
Active, Inactive Storage (RIM Unit), Disposition Retention Period	Retain for same retention period as the investigative materials/file for the applicable incident type under OFFENCE or GENERAL INVESTIGATIONS
Security Classification	Protected B
Citation	None

Property Evidence Control	Records relating to the delivery of property / evidence control services
Classification Code	L.EM.01.00
Record Series Description	Annual firearms statements
Office of Primary Responsibility	Corporate Services
Active Retention Period	CY + 5
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.EM.01.01
Record Series Description	Firearms register
Office of Primary Responsibility	Emergency Services

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Active Retention Period	SO
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected A
Citation	Non-Quantified 2-PSA-9

Executive Services

Records relating to the delivery of Community Engagement (Crime Prevention & Youth Crime/SRO); Equity, Diversity and Inclusion; and Professional Standards.

Diversity, Equity & Inclusion	Records relating to the delivery of diversity relations services
Classification Code	L.EX.00.00
Record Series Description	Diversity relations statistics/statistical reports,
Office of Primary Responsibility	Professional Development
Active, Inactive Storage (RIM Unit), Disposition Retention Period	N/A - for future consideration
Security Classification	N/A - for future consideration
Citation	None

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Professional Standards	Records relating to the management of external and internal complaints about the police service and/or the conduct of its employees/members
Classification Code	L.EX.01.00
Record Series Description	Complaints investigations - investigative materials/files relating to the discovery and examination of facts to establish truth
Office of Primary Responsibility	Professional Standards
Active Retention Period	E + 2 (E = Termination of member)
Inactive Storage (RIM Unit) Retention Period	13 years
Disposition Retention Period	D
Security Classification	Protected B
Citation	Non-Quantified 2-PSA-21
Classification Code	L.EX.01.01
Record Series Description	Complaints informal resolutions - investigative materials/files (including McNeil reports) relating to resolving complaints through the sharing of views and discussion of concerns and reaching a mutually agreeable outcome
Office of Primary Responsibility	Professional Standards
Active Retention Period	E + 2 (E = Termination of member)
Inactive Storage (RIM Unit) Retention Period	13 years
Disposition Retention Period	D
Security Classification	Protected C
Citation	None
Classification Code	L.EX.01.02
Record Series Description	Complaints disciplinary hearings - investigative materials/files relating to examining the conduct of an employee / member and of handing down a punishment if/as applicable
Office of Primary Responsibility	Professional Standards
Active Retention Period	E + 2 (E = Termination of member)

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Inactive Storage (RIM Unit) Retention Period	13 years
Disposition Retention Period	D
Security Classification	Protected C
Citation	None

Investigative Support Services

Records relating to the delivery of police investigations support services, including records relating to the operations of specially trained units.

Domestic Violence/Partner Assault	Administrative records relating to the delivery of domestic violence and partner assault services
Classification Code	L.IS.00.00
Record Series Description	Domestic violence/partner assault response program monitoring
Office of Primary Responsibility	Investigative Support Services
Active Retention Period	E + 1 (E = partner no longer registered in program)
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.IS.00.01
Record Series Description	Domestic violence/partner assault statistics/statistical reports
Office of Primary Responsibility	Investigative Support Services
Active Retention Period	CY + 5

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Forensic Identification	Records relating to the delivery of forensic identification services
Classification Code	L.IS.01.00
Record Series Description	AFIS logs (fingerprint identification log and problem log)
Office of Primary Responsibility	Investigative Support Services
Active Retention Period	CY + 75
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Classification Code	L.IS.01.01
Record Series Description	Centre of Forensic Sciences submissions and reports
Office of Primary Responsibility	Investigative Support Services
Active, Inactive Storage (RIM Unit), Disposition Retention Period	Retain for same retention period as the investigative materials/file for the applicable offence type under OFFENCE INVESTIGATIONS
Security Classification	Protected B
Citation	None
Classification Code	L.IS.01.02
Record Series Description	Crime scene fingerprints
Office of Primary Responsibility	Investigative Support Services
Active, Inactive Storage (RIM Unit), Disposition Retention Period	Retain for same retention period as the investigative materials/file for the applicable offence type under OFFENCE INVESTIGATIONS

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Security Classification	Protected B
Citation	None
Classification Code	L.IS.01.03
Record Series Description	Crime scene fingerprints
Office of Primary Responsibility	Investigative Support Services
Active, Inactive Storage (RIM Unit), Disposition Retention Period	Retain for same retention period as the investigative materials/file for the applicable offence type under OFFENCE INVESTIGATIONS
Security Classification	Protected B
Citation	None
Classification Code	L.IS.01.04
Record Series Description	Fingerprint consents and the fingerprints for elimination purposes (for both persons who were eliminated and persons who were not eliminated and at no time get uploaded to the AFIS or any other database)
Office of Primary Responsibility	Investigative Support Services
Active, Inactive Storage (RIM Unit), Disposition Retention Period	Retain for same retention period as the investigative materials/file for the applicable offence type under OFFENCE INVESTIGATIONS
Security Classification	Protected B
Citation	None
Classification Code	L.IS.01.05
Record Series Description	Forensic identification major case files
Office of Primary Responsibility	Investigative Support Services
Active, Inactive Storage (RIM Unit), Disposition Retention Period	Retain for same retention period as the investigative materials/file for the applicable offence type under OFFENCE INVESTIGATIONS
Security Classification	Protected B
Citation	None
Classification Code	L.IS.01.06
Record Series Description	Forensic identification statistics/statistical reports
Office of Primary Responsibility	Investigative Support Services
Active Retention Period	CY + 5

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.IS.01.07
Record Series Description	Photo line-ups
Office of Primary Responsibility	Investigative Support Services
Active, Inactive Storage (RIM Unit), Disposition Retention Period	Retain for same retention period as the investigative materials/file for the applicable offence type under OFFENCE INVESTIGATIONS (Only to be retained in Versadex)
Security Classification	Protected B
Citation	Non-Quantified 1-CC-1, 1-CC-14
Classification Code	L.IS.01.08
Record Series Description	Photographic comparisons
Office of Primary Responsibility	Investigative Support Services
Active, Inactive Storage (RIM Unit), Disposition Retention Period	Retain for same retention period as the investigative materials/file for the applicable offence type under OFFENCE INVESTIGATIONS
Security Classification	Protected B
Citation	Non-Quantified 1-CC-1, 1-CC-14

Intelligence/Guns & Gangs	Records relating to the delivery of intelligence services / criminal intelligence services
Classification Code	L.IS.02.00
Record Series Description	i2 iBase (internal intelligence application)
Office of Primary Responsibility	Investigative Support Services
Active Retention Period	CY + 50
Inactive Storage (RIM Unit) Retention Period	0

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Disposition Retention Period	D SS
Security Classification	Protected C
Citation	None
Classification Code	L.IS.02.01
Record Series Description	Street checks/regulated interactions (COII)/ voluntary public interactions
Office of Primary Responsibility	Investigative Support Services
Active Retention Period	CY + 5
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.IS.02.02
Record Series Description	Criminal Intelligence Service of Ontario (CISO) submission books/dossiers / files
Office of Primary Responsibility	Investigative Support Services
Active Retention Period	CY + 50
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D SS
Security Classification	Protected C
Citation	None
Classification Code	L.IS.02.03
Record Series Description	Informant profile information
Office of Primary Responsibility	Investigative Support Services
Active Retention Period	E + 25 (E = last contact)
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D SS
Security Classification	Protected C

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Citation	None
Classification Code	L.IS.02.04
Record Series Description	Intelligence services/criminal intelligence statistics / statistical reports
Office of Primary Responsibility	Investigative Support Services
Active Retention Period	CY + 5
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected C
Citation	None
Classification Code	L.IS.02.05
Record Series Description	Community engagement plans for education, prevention, suppression & identified strategies
Office of Primary Responsibility	Investigative Support Services
Active Retention Period	CY + 5
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected C
Citation	None
Classification Code	L.IS.02.06
Record Series Description	Gang activity reports
Office of Primary Responsibility	Investigative Support Services
Active Retention Period	CY + 50
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected C
Citation	None

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Classification Code	L.IS.02.07
Record Series Description	Link charts and analysis / monitoring activity
Office of Primary Responsibility	Investigative Support Services
Active Retention Period	CY + 50
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected C
Citation	None
Classification Code	L.IS.02.08
Record Series Description	Guns and gangs statistics and statistical reports
Office of Primary Responsibility	Investigative Support Services
Active Retention Period	CY + 5
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.IS.02.09
Record Series Description	Hate crime statistics/statistical reports
Office of Primary Responsibility	Investigative Support Services
Active Retention Period	CY + 5
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Major Case Management	Administrative records relating to the delivery of major case management services
Classification Code	L.IS.03.00
Record Series Description	Administrative reports
Office of Primary Responsibility	Investigative Support Services
Active Retention Period	CY + 5
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.IS.03.01
Record Series Description	Statistical reports
Office of Primary Responsibility	Investigative Support Services
Active Retention Period	CY + 5
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Polygraph	Records relating to the delivery of polygraph (lie detection) services
Classification Code	L.IS.04.00
Record Series Description	Polygraph consents
Office of Primary Responsibility	Investigative Support Services
Active, Inactive Storage (RIM Unit), Disposition Retention Period	Retain for same retention period as the investigative materials/file for the applicable offence type under OFFENCE INVESTIGATIONS
Security Classification	Protected B
Citation	None
Classification Code	L.IS.04.01
Record Series Description	Polygraph records
Office of Primary Responsibility	Investigative Support Services
Active, Inactive Storage (RIM Unit), Disposition Retention Period	Retain for same retention period as the investigative materials/file for the applicable offence type under OFFENCE INVESTIGATIONS
Security Classification	Protected B
Citation	None
Classification Code	L.IS.04.02
Record Series Description	Polygraph statistics/statistical reports
Office of Primary Responsibility	Investigative Support Services
Active Retention Period	CY + 5
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Sexual Offender, High Risk Offender, and Other Offenders Management Administrative	Records relating to the delivery of sexual offender, high risk offender, or other offenders' management services
Classification Code	L.IS.05.00
Record Series Description	Dangerous offender application files
Office of Primary Responsibility	Investigative Support Services
Active Retention Period	E + 1 (E = earlier of deemed dangerous offender status or offender death)
Inactive Storage (RIM Unit) Retention Period	4
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.IS.05.01
Record Series Description	High risk offender files
Office of Primary Responsibility	Investigative Support Services
Active Retention Period	E + 1 (E = earlier of revocation of high risk offender status or offender death)
Inactive Storage (RIM Unit) Retention Period	4
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.IS.05.02
Record Series Description	High risk offender release notifications
Office of Primary Responsibility	Investigative Support Services
Active Retention Period	CY + 1
Inactive Storage (RIM Unit) Retention Period	4
Disposition Retention Period	D

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Security Classification	Protected A
Citation	None
Classification Code	L.IS.05.03
Record Series Description	High risk offender temporary absence program (federal and provincial)
Office of Primary Responsibility	Investigative Support Services
Active Retention Period	CY + 1
Inactive Storage (RIM Unit) Retention Period	4
Disposition Retention Period	D
Security Classification	Protected A
Citation	None
Classification Code	L.IS.05.04
Record Series Description	Sexual offender files
Office of Primary Responsibility	Investigative Support Services
Active Retention Period	E + 1 (E = earlier of revocation of sexual offender status or offender death)
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	Non-Quantified 1-SOIRA-2
Classification Code	L.IS.05.05
Record Series Description	Sexual offender, high risk offender, and other offenders management statistics / statistical reports
Office of Primary Responsibility	Investigative Support Services
Active Retention Period	CY + 5
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Citation	None

Records & Information Management

Records relating to the delivery of records management services, including the collection, security, retention, use, disclosure, and destruction of records in accordance with the requirements of applicable legislation, the Ontario Major Case Management manual, and CPIC policies and procedures.

All records involving a young person as defined by Section 2(1) in the Youth Criminal Justice Act S.C. 2002, c. 1, shall be retained in accordance with said Act.

Video Recordings Records relating to the recordings made by cameras worn by police officers, in police vehicles, on property, etc.	
Classification Code	L.RM.00.00
Record Series Description	Body worn camera recordings -
Office of Primary Responsibility	N/A
Active Retention Period	N/A for future consideration
Inactive Storage (RIM Unit) Retention Period	N/A for future consideration
Disposition Retention Period	N/A for future consideration
Security Classification	N/A
Citation	N/A

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Classification Code	L.RM.00.01
Record Series Description	Dash cam recordings - N/A for future consideration
Office of Primary Responsibility	N/A
Active Retention Period	N/A for future consideration
Inactive Storage (RIM Unit) Retention Period	N/A for future consideration
Disposition Retention Period	N/A for future consideration
Security Classification	N/A
Citation	N/A
Classification Code	L.RM.00.02
Record Series Description	NRP Property Cameras
Office of Primary Responsibility	Records & Information Management
Active Retention Period	7 days
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected A
Citation	None

CPIC Records relating to use of the CPIC system	
Classification Code	L.RM.01.00
Record Series Description	CPIC audit records (internal and RCMP)
Office of Primary Responsibility	Records & Information Management
Active Retention Period	E + 2 months (E = completion of next RCMP Audit)

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.RM.01.01
Record Series Description	CPIC audit final report and response
Office of Primary Responsibility	Records & Information Management
Active Retention Period	CY + 9
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected A
Citation	None
Classification Code	L.RM.01.02
Record Series Description	CPIC messages
Office of Primary Responsibility	Records & Information Management
Active Retention Period	CM + 2 months
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.RM.01.03
Record Series Description	CPIC purge lists - signed cover pages
Office of Primary Responsibility	Records & Information Management
Active Retention Period	CY + 1
Inactive Storage (RIM Unit) Retention Period	0

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Disposition Retention Period	D
Security Classification	Protected A
Citation	None
Classification Code	L.RM.01.04
Record Series Description	CPIC offline searches
Office of Primary Responsibility	Records & Information Management
Active Retention Period	CY + 2
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected C
Citation	None
Classification Code	L.RM.01.05
Record Series Description	CPIC zone and provincial alerts
Office of Primary Responsibility	Records & Information Management
Active Retention Period	CM + 2 months
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.RM.01.06
Record Series Description	CPIC validation lists - signed cover pages
Office of Primary Responsibility	Records & Information Management
Active Retention Period	CY + 1
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected A

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Citation	None
Classification Code	L.RM.01.07
Record Series Description	CPIC query logs
Office of Primary Responsibility	Records & Information Management
Active Retention Period	CY + 1
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Court Records	Records relating to court records and communications
Classification Code	L.RM.02.00
Record Series Description	Endorsed Court Information - Endorsed Information or substantiating document for reporting to CCRTIS the court disposition. Note: refer to Known Offender file within this appendix for further direction in relation to non-convictions, discharges, record suspensions etc.
Office of Primary Responsibility	Records & Information Management
Active Retention Period	E (E = age 125)
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected A
Citation	None
Classification Code	L.RM.02.01
Record Series Description	DNA application/Orders
Office of Primary Responsibility	Records & Information Management

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Active Retention Period	E (E = age 125 or upon discretionary approval by OPR)
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	Non-Quantified 1-CC-18

Known Offender Records	Records relating to individuals arrested or convicted/found guilty for offences by police agencies. Records include fingerprints, photographs, physical description (including marks, scars and tattoos), and disposition of charges
Classification Code	L.RM.03.00
Record Series Description	Known Offender file – convictions
Office of Primary Responsibility	Records & Information Management
Active Retention Period	E (E = age 125)
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.RM.03.01
Record Series Description	Known Offender file – deceased
Office of Primary Responsibility	Records & Information Management
Active Retention Period	E (E = age 125)
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Classification Code	L.RM.03.02
Record Series Description	Known Offender file – non-convictions
Office of Primary Responsibility	Records & Information Management
Active Retention Period	E (E = age 125 or upon discretionary approval by OPR)
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.RM.03.03
Record Series Description	Known Offender file – absolute discharge received
Office of Primary Responsibility	Records & Information Management
Active Retention Period	1
Inactive Storage (RIM Unit) Retention Period	E (Sealed) (E = Age 125)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.RM.03.04
Record Series Description	Known Offender file – conditional discharge received
Office of Primary Responsibility	Records & Information Management
Active Retention Period	3
Inactive Storage (RIM Unit) Retention Period	E (Sealed) (E = Age 125)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.RM.03.05
Record Series Description	Known Offender file – record suspension received

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Office of Primary Responsibility	Records & Information Management
Active Retention Period	0
Inactive Storage (RIM Unit) Retention Period	E (Sealed) (E = Age 125)
Disposition Retention Period	Sealed
Security Classification	Protected B
Citation	None
Classification Code	L.RM.03.06
Record Series Description	Biometric Destruction Requests
Office of Primary Responsibility	Records & Information Management
Active Retention Period	CY + 2
Inactive Storage (RIM Unit) Retention Period	7
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.RM.03.07
Record Series Description	Known Offender file – young person acquittal other than by insanity
Office of Primary Responsibility	Records & Information Management
Active Retention Period	E + 5 (E = disposition date)
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.RM.03.08
Record Series Description	Known Offender file – young person dismissed and withdrawn
Office of Primary Responsibility	Records & Information Management
Active Retention Period	E + 5 (E = disposition date)

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.RM.03.09
Record Series Description	Known Offender file – young person stayed
Office of Primary Responsibility	Records & Information Management
Active Retention Period	E + 5 (E = disposition date)
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.RM.03.10
Record Series Description	Known Offender file – young person extrajudicial measures, after consent Note: Section 110 YCJA, extrajudicial measures to be retained indefinitely. (RMS entry to be flagged non-disclosure)
Office of Primary Responsibility	Records & Information Management
Active Retention Period	E (E = age 125)
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.RM.03.11
Record Series Description	Known Offender file – young person absolute discharge
Office of Primary Responsibility	Records & Information Management
Active Retention Period	E + 1 (E = final court disposition date)

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.RM.03.12
Record Series Description	Known Offender file – young person conditional discharge
Office of Primary Responsibility	Records & Information Management
Active Retention Period	E + 3 (E = final court disposition date)
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.RM.03.13
Record Series Description	Known Offender file – young person indictable offence
Office of Primary Responsibility	Records & Information Management
Active Retention Period	E + 5 (E = sentence completion date)
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.RM.03.14
Record Series Description	Known Offender file – young person summary offence
Office of Primary Responsibility	Records & Information Management
Active Retention Period	E + 3 (E = sentence completion date)
Inactive Storage (RIM Unit) Retention Period	0

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Occurrence Reports Quality Assurance	Records relating to the quality assurance of occurrence reports
Classification Code	L.RM.04.00
Record Series Description	Canadian Centre for Justice Statistics - uniform crime reporting
Office of Primary Responsibility	Court Services
Active Retention Period	CY + 5
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected A
Citation	None

Officer Notebooks/Duty Books	Records relating to the notebooks or duty books prepared by police officers
Classification Code	L.RM.05.00
Record Series Description	Officers' notebooks
Office of Primary Responsibility	Records & Information Management
Active Retention Period	As Per G.O. 168
Inactive Storage (RIM Unit) Retention Period	15 years (end of employment)
Disposition Retention Period	D
Security Classification	Protected B
Citation	None

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Classification Code	L.RM.05.01
Record Series Description	Officer's notebooks - involving unsolved threshold & major cases
Office of Primary Responsibility	Records & Information Management
Active, Inactive Storage (RIM Unit), Disposition Retention Period	Retain for the same retention period as the investigative materials/file for the applicable offence type which is the subject of the major case investigation under OFFENCE INVESTIGATIONS
Security Classification	Protected B
Citation	None

System Audit Logs	Records relating to the use of various systems and applications
Classification Code	L.RM.06.00
Record Series Description	Public Safety Portal audit logs (logs of searches and usage)
Office of Primary Responsibility	Records & Information Management
Active Retention Period	CY + 2
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.RM.06.01
Record Series Description	Records Management Systems
Office of Primary Responsibility	Records & Information Management
Active Retention Period	CY + 5
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Citation	None

Police Record Checks	Records relating to the completion of police record checks
Classification Code	L.RM.07.00
Record Series Description	Civil fingerprinting forms (paper form C-216C, or e C-216C) submitted to CCRTIS
Office of Primary Responsibility	Records & Information Management
Active Retention Period	E + 120 days (E=transaction processed, as indicated by electronic search response or hardcopy transaction processing confirmation received if police service does not receive electronic search responses)
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected A
Citation	None
Classification Code	L.RM.07.01
Record Series Description	Civil fingerprint components of submissions to CCRTIS for audit purposes (ACKT & SRE results)
Office of Primary Responsibility	Records & Information Management
Active Retention Period	CY + 2
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected C
Citation	None
Classification Code	L.RM.07.02
Record Series Description	Local Police Records Checks (for record suspension purposes)
Office of Primary Responsibility	Records & Information Management

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Active Retention Period	CY + 2
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected B
Citation	None
Classification Code	L.RM.07.03
Record Series Description	Police Record Checks (these records may be known by various names such as criminal record and judicial matters checks, police criminal checks, police information checks, and police vulnerable sector checks)
Office of Primary Responsibility	Records & Information Management
Active Retention Period	CY + 2
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected C
Citation	None
Classification Code	L.RM.07.04
Record Series Description	Police Record Check reconsideration requests and decisions
Office of Primary Responsibility	Records & Information Management
Active Retention Period	CY + 2
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Protected C
Citation	None
Classification Code	L.RM.07.05
Record Series Description	Police Record Check statistics/statistical reports
Office of Primary Responsibility	Records & Information Management

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Active Retention Period	CY + 5
Inactive Storage (RIM Unit) Retention Period	0
Disposition Retention Period	D
Security Classification	Unclassified
Citation	Non-Quantified 2-PRCRA-12

Legend: CY=Current Year; D=Destruction; P=Permanent; S=Superceded; SO=Superceded or Obsolete; SS=Subject to Selection; E =Event must occur before calculating retention, e.g. court disposition, end of project, termination, etc.

Security Classification Definitions

Managing information effectively, not only ensures that it can be used to support decision-making and improve services to Canadians, but also ensures that Canadians' right to access government information is upheld and that their personal information is protected.

Protected "A"
A classification of information to safeguard routine information of low sensitivity that requires protection above the level of unclassified information. Unauthorized disclosure could reasonably be expected to cause minor injury, financial loss, slight embarrassment, or inconvenience to an individual, a member of the police service, the Niagara Regional Police Service and/or the Police Services Board, or government.

Example: Project Lifesaver, budget forecasting, CPIC purge & validation lists, specific CCJS statistics etc.

Protected "B"
A classification of information to safeguard particularly sensitive information that requires more stringent protection measures than Protected A. Unauthorized disclosure could reasonably be expected to cause serious injury to, loss of competitive advantage, loss of confidence in a program, moderate financial loss, or damage to partnerships or reputations of an individual, a member of the police service, the Niagara Regional Police Service and/or the Police Services Board, or government.

Example: Duty books, contracts, policies and procedures, CAD calls, premise history/hazards/warnings etc.

Protected "C"
A classification of information to safeguard extremely sensitive information when there is a need for special, stringent safeguards. Unauthorized disclosure could reasonably be expected to cause serious injury/loss of life, impact public safety, significant loss of confidence/or embarrassment, major financial impact to an individual, a member of the police service, the Niagara Regional Police Service and/or the Police Services Board, or government.

Example: Employee files, Intelligence records, court security plan

Unclassified
Unclassified denotes non-sensitive information. This is information that, if released to the public, carries no injury to personal, industry or government interests.

Example: Crime prevention presentations, certain general orders